FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES  

Tuesday, September 11, 2018  

COHEN CENTER BALLROOM, ROOM # 203  
Florida Gulf Coast University  

Meeting Minutes  

Members:  
Present: Trustee Blake Gable – Chair; Trustee Robbie Roepstorff – Vice Chair; Trustee Darleen Cors; Trustee Richard Eide, Jr.; Trustee Joseph Fogg III; Trustee Mike McDonald; Trustee Kevin Price; Trustee Ken Smith; Trustee Stephen Smith; Trustee Christian Spilker; and Trustee Jalisa White.  

Not Present: Trustee Leo Montgomery (Excused Absence).  

Others:  
FGCU Foundation Board of Directors Chair David Holmes; FGCU Financing Corporation Board of Directors Chair Joe Catti; and Staff Advisory Council (SAC) President Missy Berkley.  

Staff: President Mike Martin; Provost and Vice President for Academic Affairs James Llorens; Vice President for Administrative Services and Finance, and Executive Director of FGCU Financing Corporation Steve Magiera; Vice President for University Advancement, and Executive Director of FGCU Foundation Chris Simoneau; Vice President and Chief of Staff Susan Evans; Vice President and General Counsel Vee Leonard; Vice President for Student Success and Enrollment Management Mitchell Cordova; Director of Internal Audit Bill Foster; Director of Equity, Ethics and Compliance, and Title IX Coordinator Precious Gunter; Director of Operations Tiffany Reynolds; Assistant Director of Board Operations Tiffany Jackson; Project Manager Melissa Pind; and Executive Assistant to the Vice President and Chief of Staff Bruna Ugolotti.  

NOTE – At the direction of the Chair, some agenda items were taken out of order. The minutes reflect the actual order of the proceedings.  

Item 1: Call to Order, Roll Call, and Opening Remarks  
Chair Blake Gable called the meeting to order at 8:30 a.m. and stated that the noticed meeting was originating from the Cohen Center Ballroom on the campus of Florida Gulf Coast University. He requested Vice President and Chief of Staff Susan Evans call the roll. Roll call was taken with 11 of 12 members present, thus meeting quorum requirements. Trustee Leo Montgomery was granted an excused absence.
Item 2: Call for Executive Session
Vice President and General Counsel Vee Leonard asked the Board to meet with her in Cohen Center Room 213 to discuss matters regarding collective bargaining for the United Faculty of Florida (UFF)/FGCU Chapter and the Police Benevolent Association (PBA).

At 8:35 a.m. Chair Gable temporarily adjourned the regular BOT meeting for the purpose of convening the Executive Session in the Cohen Center Room 213, and announced that the FGCU Board of Trustees meeting would reconvene immediately following the adjournment of the Executive Sessions.

At 8:50 a.m., having concluded the Executive Session, Chair Gable resumed the open meeting of the FGCU Board of Trustees in the Cohen Center Ballroom.

Item 3: Response to Any Trustee Questions on Student Success - Enrollment Management Initiative
Chair Gable stated there had been a voluntary attendance Board workshop yesterday on the Four-Year Graduation Improvement Plan led by Vice President for Student Success and Enrollment Management Mitch Cordova. Chair Gable said it had been a great presentation and asked Dr. Cordova if he wished to make a comment.

Dr. Cordova thanked the Board for its participation and insightful comments at the workshop. He explained he had reported yesterday the preliminary four-year graduation rate was 26 percent, which was a calculation prior to summer term. He said he was pleased now to report that following summer term, the new preliminary calculation was 28 percent, which reflected a five percent increase over last year.

Chair Gable congratulated Dr. Cordova and noted FGCU was on the right path. He called for questions from the Board. There were no questions or comments.

Item 4: Consent Agenda (See Tabs #1-5)
Chair Gable stated there were five items on the Consent Agenda: (1) Minutes of June 5, 2018 Meeting; (2) Ninth Amendment and Restatement of Florida Gulf Coast University Board of Trustees Bylaws; (3) Fourth Amendment and Restatement of Florida Gulf Coast University Financing Corporation Bylaws; (4) Appointment of New Directors and Fellows to FGCU Foundation Board of Directors; and (5) Textbook and Instructional Materials Affordability Annual Report (Academic Year 2017-2018).

Chair Gable called for a motion to approve the Consent Agenda.

Trustee Joseph Fogg made a motion to approve the Consent Agenda. Trustee Richard Eide seconded the motion. There was no public comment, or Board discussion. The vote was 11-0 in favor of the motion.
Item 5: Standing Report from FGCU Financing Corporation Board of Directors

Chair Gable introduced FGCU Financing Corporation Board of Directors Chair Joe Catti.

Mr. Catti said the last meeting for the Financing Corporation was on June 6, 2018. He reported on that meeting as follows: (1) At the request of the Florida Board of Governors (BOG), the Financing Corporation changed its by-laws to reflect the appointment of at least one member by the FGCU Board of Trustees, and for approval by the FGCU Board of Trustees on any appointments to the Financing Corporation Board; (2) The Financing Corporation’s Fiscal Year 2018-2019 Operating Budget, which is provided as an information item to the FGCU BOT today, was approved; and (3) $8 million was approved to assist the University in building the Student and Community Counseling Center, for which the Financing Corporation will be repaid by the University. He said the Financing Corporation currently was finishing its audit and would be reviewing it at the next Financing Corporation Board meeting.

Mr. Catti reported on several items regarding student housing. He said the good news was University housing had opened this semester with occupancy of over 100 percent. He explained students were doubling up in North Lake Village until a spot cleared for them. He reported $13.5 million dollars for fall revenue had been projected, and $13.9 million had been billed. He said the full-size bed program reflected that 558 of the 1,800 students in the North Lake Village had selected the full-sized option, which was less than anticipated. He stated this program will be monitored, but it had generated revenues of $77,000, and the payback period on the product was less than two years. He called on Vice President for Administrative Services and Finance, and Executive Director of FGCU Financing Corporation Steve Magiera to elaborate on this item.

Mr. Magiera explained Associate Vice President for Student Engagement Brian Fisher and his staff had been concerned about competition in student housing and had done a survey of students to find out how many might be interested in full-sized beds for a small additional charge. He said the response was around 60 percent of those surveyed. He reported 30 percent actually had been purchased, and the payback time was less than two years. He stated this was an opportunity to give an enhancement without actually raising the cost of rental, and it was an optional program.

Mr. Catti moved on to capital projects and explained three buildings in North Lake Village had received new roofs, and five buildings had been painted. He added there had been shower refurbishments, some new carpets, and some furniture replacements. Mr. Catti concluded his presentation by welcoming Trustee Richard Eide as the FGCU Board of Trustees liaison to the FGCU Financing Corporation Board of Directors.

Chair Gable called for questions and there were none.
Item 6: Standing Report from FGCU Foundation Board of Directors
Chair Gable introduced FGCU Foundation Board of Directors Chair David Holmes to give this report.

Mr. Holmes thanked the Board for this opportunity, and reported the Foundation had overcome several obstacles in the past year and still had managed to raise over $20 million for FGCU. He said this fell a little short of the $25 million goal, but in the context of obstacles described, he felt this amount was excellent. He added although the amount had not reached the goal, the number of actual donors had increased over the fiscal year.

Mr. Holmes reported that as of June 30, 2018, the total Foundation endowment stood at $95.9 million, and soon, with positive investment results, the funds on deposit in the endowment could exceed $100 million. He said total assets were just over $131 million.

Mr. Holmes reported in terms of scholarships, last year $3.6 million was awarded to over 1,800 recipients, which was an increase of 20 percent in funds that were given out in scholarships, and a 25 percent increase in the number of awards. He said student success was a key focus, and the scholarship funds that they were able to deliver to the students were a big part of that initiative.

Mr. Holmes announced for the first time the FGCU Foundation completed a Strategic Plan. He said the time was right for the Foundation to correlate with the broader University plan. He explained the mission of the Foundation Strategic Plan was to support the Strategic Plan of the University. He explained the Foundation Strategic Plan had five key pillars: (1) Support the Strategic Plan of the University, including student success, entrepreneurship, health sciences, academic excellence and community engagement; (2) Broadly engage both internal and external communities; (3) Build the donor and revenue base in order to support growth in Foundation resources; (4) Be good and effective stewards of the endowment raised and managed; and (5) Increase the knowledge and visibility of FGCU locally, nationally, and globally. He commented the Foundation believed following these objectives would lead to University and Foundation excellence, and position the Foundation to launch another comprehensive fundraising campaign in the coming years. Each of the elements of the Foundation’s strategic plan had specific goals, tactics, objectives, and most importantly measures of success.

Mr. Holmes stated in the process of creating the Strategic Plan, the Foundation Board took some time to measure itself against peer institutions, and found at just about every level, the FGCU Foundation was doing an excellent job.
Chair Gable called for comments or questions.

Trustee Robbie Roepstorff thanked the Foundation and the Financing Corporation for the effort put forth to get the Student Health and Fitness Center built for the campus.
Chair Gable also thanked the Foundation for the Student Health and Fitness Center and offered congratulations on a great year.

**Item 7: Chair's Report**

Chair Gable reported the President and he were attending the Board of Governors (BOG) meeting on the following day at New College of Florida (NCF) in Sarasota. He noted for the record that he had appointed Trustee Eide to serve as the Board’s liaison to the FGCU Financing Corporation Board of Directors, and Trustee Stephen Smith to serve on the FGCU Board of Trustees Audit and Compliance Committee. He thanked both of these individuals for their service.

Chair Gable introduced Staff Advisory Council (SAC) President Missy Berkley, and welcomed her.

**Item 8: President’s Report**

President Martin stated he wanted also to thank Mr. Holmes and Mr. Catti and the staff who work with them. He also thanked Dr. Cordova not only for the presentation, but for the good news that early in the initiative traction was being felt. He said this was being exhibited in the summer school outcomes, the interventions with students, and with the news regarding projected graduation rates.

President Martin introduced Dr. Craig Cobane, FGCU’s visiting American Council of Education (ACE) Fellow for the year. He explained the American Council of Education had an ongoing program to help develop future leaders of public higher education, and Provost and Vice President for Academic Affairs James Llorens was a previous graduate of the program. He further explained that individuals who showed the potential to lead competed for a fellowship from ACE to spend a year at a visiting institution to participate with its leadership team to learn about the culture and activities at that institution. He added Dr. Cobane was the first individual to select FGCU. He said Dr. Cobane led the Honors program at Western Kentucky University; held an Endowed Professorship there, and had a very strong reputation in international diplomacy and programs.

President Martin explained the Board of Governors (BOG) had asked for an indication of how FGCU had invested the funds from last year’s Legislative Budget Request (LBR) and how FGCU would invest additional funds (if received) in the coming year. He said Chief Budget Officer David Vasquez would make a presentation at the upcoming BOG meeting. He noted that a copy of the presentation was provided to each Board member today. He reported the good news that this year FGCU’s Legislative Budget Request had been included in the State University System request as it had not been last year. He said this was good news because it reflected the fact that the BOG believed FGCU was on the right track.
President Martin reported a minor in Agribusiness was being launched under the auspices of a Center for Agribusiness in the Lutgert College of Business. He said Dr. Fritz Roka, who had worked at the IFAS Research Center in Immokalee, had been hired to lead the program. He reported Ron Hamel, who recently retired as the Executive Vice President and General Manager of the Gulf Coast Citrus Growers Association, had been hired as a part-time consultant aimed at creating relationships with the region’s agribusiness leadership, helping to advise on curriculum development, working on internships for students, and in general being an expert who could connect FGCU with the agribusiness leadership of the region. He said longtime FGCU supporters Bernie Lester and Ben Hill Griffin were very happy to see this program being launched. He said an advisory committee would be formed and would continue to look at the best practices with respect to curriculum. President Martin stated hopefully students would embark on careers in a robust agricultural sector for Southwest Florida.

President Martin reported a possible expansion of the Cohen Center was being considered because more meeting space was necessary. He explained the plan was to expand onto the terrace, which got little use, and this could be done using carryforward monies up to $2 million. He said in the process of expansion, the building would become much more of a student union and provide gathering spaces for students.

He reported the creation of a Limited Liability Corporation (LLC) as a wholly owned subsidiary of the FGCU Foundation was being explored so that if the University reached the point where it wanted to get involved in real estate ventures which would serve the campus and campus community, but likewise be commercially viable in the process, FGCU would be ready to go. President Martin said in the State University System (SUS), a number of the universities had created LLCs. He said he would keep the Board informed as it went forward.

President Martin concluded FGCU athletic teams were performing remarkably well and he appreciated cheering them on.

Chair Gable called for questions.

Trustee Fogg asked for the amounts of the Legislative Budget Requests.

President Martin responded last year it had been $13.7 million and this year it was $12.76 million. He explained the requests were tied to specific objectives, but the case also was being made that FGCU had been underfunded on a per-student basis for a number of years. He said FGCU was catching up to the System on support for students, and also there was a need for specific initiatives. He stated a great deal had to do with Pillar 1 of the FGCU Strategic Plan.

Trustee Eide commended President Martin on the tremendous job in coordinating the legislative effort and making it fit what FGCU was trying to accomplish in Southwest Florida. He said when you put with it the statement, “This is a tactical investment and not a spending plan,” it brought with it a high obligation to keep proving that it was true.
President Martin responded FGCU had told the BOG that the Strategic Plan was the larger objective, and then tactical initiatives would be created within each of the Pillars -- and thus he wanted to stick with the language already used early on with Governor Ed Morton of the BOG. He said not only did FGCU invest, but it was accountable for outcomes. President Martin said that he and his team would continue to report back to the FGCU Board, and where appropriate, the BOG.

Chair Gable and President Martin acknowledged Representative Ray Rodrigues, who had joined the meeting, and thanked him for his support.

Trustee Kevin Price asked with the launching of the Center for Agribusiness, if there would be any synergies with the Buckingham property.

President Martin responded the FGCU Buckingham property was being looked at for a number of things. He said there was an emerging partnership with the community to use the property in a couple of ways. One was a bee keeping program jointly with the community and the Entomology Department of the University of Florida (UF), and another was a certificate or minor program in turf grass management to accompany the Professional Golf Management (PGM) program.

Trustee Price commented water quality and watersheds in the area had been talked about by the Board, and in many ways this was a foundation of the mission of the University and of the region. He suggested moving in that direction as well.

President Martin responded in FGCU’s Public Education Capital Outlay (PECO) request for the BOG, there was a block of money for Academic Building 9 (AB9) which would focus heavily on water, as a center for “all things water.”

**Item 9: Academic/Student/Faculty Affairs Committee** (See Tabs #6 - 7)

Chair Gable called on Committee Chair Christian Spilker to present this information.

Trustee Spilker informed the Board there were two action items and called on Provost Llorens to present the first action item.

**New Degree Program: Bachelor of Science in Construction Management (TAB #6)**

Provost Llorens stated he expected this program to be positively received as it was put together well, and there were no Construction Management degrees offered in Southwest Florida. He pointed out there was a great demand for this degree, with the Bureau of Labor statistics suggesting there would be a 16 percent increase in demand over the next three to five years. He indicated there was strong support from the community, and with the FGCU Board’s approval, the proposal would be submitted to the Board of Governors (BOG) for approval in January. He added recruiting was
underway for a chair and faculty to begin the program in fall of 2019. He asked for the Board’s endorsement.

Trustee Spilker called for a motion to approve the Bachelor of Science in Construction Management.

Trustee Jalisa White made a motion to approve the proposal for the Bachelor of Science in Construction Management. Trustee Mike McDonald seconded the motion. There was no public comment, or Board discussion. The vote was 11-0 in favor of the motion.

2018-2021 Collective Bargaining Agreement – FGCU Board of Trustees and United Faculty of Florida/FGCU Chapter, and 2017-2018 Re-Opener (Article 23 Salaries, and Article 24 Benefits) (TAB #7)

Provost Llorens thanked the bargaining teams and said he believed the new Agreement was going to move the University forward. He stated faculty were the backbone of any university, and this Agreement was an investment in faculty and their commitment to provide quality instruction to students.

Provost Llorens said the changes had been submitted to the Board in the agenda packet, and he asked for the Board’s approval.

Trustee Spilker called for a motion to approve the 2018-2021 Collective Bargaining Agreement.

Trustee McDonald made a motion to approve the 2018-2021 Collective Bargaining Agreement – FGCU Board of Trustees and UFF/FGCU Chapter, and 2017-2018 Re-Opener (Article 23 Salaries, Article 24 Benefits). Trustee K. Smith seconded the motion. There was no public comment, or Board discussion. The vote was 11-0 in favor of the motion.

President Martin thanked the individuals involved in the negotiations of the Agreement, and said it recommitted both groups to the best interest of the institution and the students it served. He added he greatly appreciated the collaborative approach and was very comfortable with the outcome.

Trustee Spilker commended the tremendous amount of work done on both sides of the table for this Agreement to be made.

Item 10: Standing Report from United Faculty of Florida (UFF)/FGCU Chapter

Chair Gable introduced Dr. Win Everham, Co-President of United Faculty of Florida (UFF)/FGCU Chapter, whose report was being made in conjunction with the collective bargaining agreement provision that provides an opportunity to speak to FGCU Board of Trustees agenda items which affect the wages, hours, and other terms and conditions of employment of employees. “Employees” is defined as a member of the bargaining unit.
Dr. Everham began by recognizing where the FGCU Chapter of UFF had been a year ago. He reminded the Board roads were being cleared, buildings were being checked, and FGCU was making sure it had survived Hurricane Irma. He added since that storm, other “storms” had been weathered. Since spring of 2017, the UFF Collective Bargaining Agreement had been in negotiation. He commented many people around the table had worked hard to nurture the Agreement. He reported slightly more than 95 percent of the certified faculty votes approved the ratification last week, and he thanked the Board for doing the same.

Item 11: Finance, Facilities and Administration Committee (See Tabs #8-18)

Chair Gable called on Committee Chair Ken Smith to present this information.

Trustee K. Smith reported there were six information items and six action items on the agenda. He called on Vice President for Administrative Services and Finance, and Executive Director of FGCU Financing Corporation Steve Magiera to present the items.

Video Presentation for Active Shooter Preparedness Training

Mr. Magiera stated this item was in response to the Board’s concern about students’ and employees’ training for security and active shooters. He said the Board would see a video, and afterward he would explain how the video would be shared with the campus.

The Active Shooter Preparedness video When Lighting Strikes was presented, and viewed by the Board.

Following the video, Mr. Magiera explained University Police Department (UPD) Chief Steven Moore considered several enhanced videos and selected this one. He said the video would be put on Canvas with a link that would indicate if it had been viewed by students and employees. He reported over 60 percent of faculty and staff already have viewed the video. He said students currently have two videos which must be viewed each fall, and this would be the third. He explained the video must be viewed before the end of the semester to enable students’ registration for the spring. He said for staff this must be done annually as part of their job requirements and performance evaluation.

Trustee K. Smith called for questions or comments.

Trustee Kevin Price commented today was the anniversary of 9/11, and he had been a student at FGCU on that day and remembered watching television with others and thinking how unimaginable the events had been. He reminded everyone present that students coming in as freshmen had not been born at that time. He commented this video has become a reality.

President Martin stated students were holding an event today on the library lawn from 12-2 p.m. to commemorate 9/11.
Finance and Budget Update (TAB #8)

Mr. Magiera said FGCU was 60 days into the fiscal year and there were not many items to report, but key items were revenues were almost one percent above what had been projected, about $595,000; and expenses were about two percent below what had been expected, about $1 million. He said another key item was when the budget was approved, there was $12.8 million in an unallocated section. He reported to date President Martin has allocated $8.4 million of this money, and planned to allocate the rest around the January 1, 2019. He said this was being done strategically.

Trustee K. Smith called for questions or comments and there were none.

2017-2018 End-Of-Year Budget Report (TAB #9)

Mr. Magiera informed the Board the year had finished with revenues of about $3 million over what had been projected in June on a total revenue budget of $242 million, which was a positive variance of 1.27 percent. The overall expenditures were 1.83 percent underspent, which was about $4.4 million on a total expenditure budget of $238 million. He reported this was the same as in other years.

Trustee K. Smith called for questions or comments and there were none.

Carryforward Funds from Fiscal Year Ending June 30, 2018 (TAB #10)

Mr. Magiera reported the Carryforward Funds had been reported at the June Board meeting, but the amount was less than projected after some spending was done in June. He said the report showed everything which was restricted. He pointed out there was $13.4 million and a statutory requirement that 5 percent be held, or $8 million, that had to be set aside. If FGCU wanted to spend the funds, the State required an explanation as to how the funds would be replaced.

Mr. Magiera said the second item was the FGCU Board of Trustees (BOT) required reserve which had been set several years ago at $5 million. He said the goal at the time was to eventually match the state required amount. He explained much discussion was ongoing across the nation concerning carryforward funds with many institutions attempting to have 8 percent of the operating budget, or approximately one-twelfth. He said this was difficult, but in emergency situations the University should have funds to pay people and keep running.

Mr. Magiera reported the last item was also restricted money given toward a talent gap program; there was originally $1.5 million and there was still about a half million dollars which had not yet been allocated. He added there was no discretionary carryforward this year.

Trustee Eide asked if these were the carryforward funds to which President Martin had referred for the addition on the Cohen Center.

Mr. Magiera responded negatively, and said President Martin had been referring to carryforward funds which would be generated this fiscal year.
Trustee McDonald asked if the monies which were set aside generated interest revenue, and if so, where does that money go.

Mr. Magiera responded there was an interest account at the University where money goes, but most of FGCU’s money was held at the State level at the State Board of Administration (SBA) where it earned a little interest, about 2 percent.

Trustee McDonald asked when the money was received, if it was allocated for a special purpose.

Mr. Magiera responded the money went into the auxiliary account and could be allocated as needed.

Trustee K. Smith called for further questions and there were none.

FGCU Financing Corporation 2018-2019 Budget (TAB #11)

Mr. Magiera reported this year the Financing Corporation Budget was projecting around $900,000 in revenue exceeding expenses. He said this money would go into the unrestricted fund balance, which was currently around $12-13 million. He added some money was set aside and restricted under bond covenants. He pointed out another reason for the unrestricted fund balance was that there was around $22-24 million of variable debt, re-marketed weekly, which saved money, but if something drastically happened to the interest rates, the variable bonds could be paid off.

Trustee K. Smith called for questions and there were none.

FGCU Foundation 2018-2019 Budget (TAB #12)

Vice President for University Advancement, and Executive Director of FGCU Foundation Chris Simoneau reported revenues had increased due to rising interest rates and the increased value of the endowment. The Foundation was proposing a balanced budget for the fiscal year.

Trustee K. Smith called for questions and there were none.

2018-2021 Collective Bargaining Agreement – FGCU Board of Trustees and Gulf Coast Police Benevolent Association/FGCU Chapter (TAB #13)

Mr. Magiera said this Agreement was the first of its kind at FGCU, and he asked President Martin to comment.

President Martin stated he strongly recommended the Agreement to the Board. He acknowledged the good work of Chief Negotiator Pam Bowman, Associate Vice President for Human Resources; UPD Chief Moore; and others. He said clearly this was a good outcome for all. He explained this was an opportunity to recognize a really outstanding University police department which was committed to not only keeping the campus safe, but also to being part of the educational experience of students. He stated FGCU had done a good job in its first negotiation with the Police Benevolent...
Association (PBA), and the outcomes for both sides were positive. He strongly recommended the Collective Bargaining Agreement for approval by the Board.

Trustee K. Smith called for a motion to approve the Collective Bargaining Agreement.

Trustee Spilker made a motion to approve the Collective Bargaining Agreement – FGCU Board of Trustees and Gulf Coast Police Benevolent Association/FGCU Chapter. Trustee McDonald seconded the motion. There was no public comment, or Board discussion. The vote was 11-0 in favor of the motion.

**Regulation: FGCU-PR5.016 Disciplinary Actions (TAB #14)**

Mr. Magiera stated Tabs #14-15 go together. He stated prior to this change there were two options to separate an employee from the University without cause. The first option was to provide 90 days' notice where the employee continued his job; the second option was to dismiss the employee on the same day and give 90 days of pay and health benefits in lieu of notice. He said the change would require using the second option only.

Trustee K. Smith called for a motion to approve Regulation: FGCU-PR5.016.

Trustee S. Smith made a motion to approve Regulation: FGCU-PR5.016 Disciplinary Actions. Trustee Price seconded the motion. There was no public comment, or Board discussion. The vote was 11-0 in favor of the motion.

**Regulation: FGCU-PR5.023 Separations (TAB #15)**

Trustee Spilker stated as this was similar to PR5.016 Disciplinary Actions, no presentation would be necessary.

Trustee K. Smith called for a motion to approve Regulation: FGCU-PR5.023.

Trustee Spilker made a motion to approve Regulation: FGCU-PR5.023 Separations. Trustee Darleen Cors seconded the motion. There was no public comment, or Board discussion. The vote was 11-0 in favor of the motion.

**Regulation: FGCU-PR1.001 Statement of Agency Organization and Operation (TAB #16)**

Vice President and General Counsel Vee Leonard stated the changes had been made due to the reorganization and creation of the Division of Student Success and Enrollment Management and various other departments throughout the University, which were relocated into that new Division. She said the Statement of Agency Organization and Operation reflected those changes.

Trustee K. Smith called for a motion to approve Regulation: FGCU-PR1.001.
Trustee Fogg made a motion to approve Regulation: FGCU-PR1.001 Statement of Agency Organization and Operation. Trustee Spilker seconded the motion. There was no public comment, or Board discussion. The vote was 11-0 in favor of the motion.

Third Amendment and Restatement of Resolutions on Presidential Authorizations (TAB #17)
Ms. Leonard reported the changes reflected in the Resolution come from Senate Bill 4 which requires the FGCU Board of Trustees to approve prospective members of the Direct Support Organizations.

Trustee K. Smith called for a motion to approve.

Trustee Cors made a motion to approve the Third Amendment and Restatement of Resolutions on Presidential Authorizations. Trustee Fogg seconded the motion. There was no public comment, or Board discussion. The vote was 11-0 in favor of the motion.

Trustee K. Smith commented that if the FGCU Board of Trustees was to approve new Board members for the DSOs, press releases should not be released until the FGCU Board of Trustees has approved them.

Chair Gable agreed with Trustee K. Smith’s comment. President Martin agreed.

FGCU 2018 Florida Equity Report (TAB #18)
Trustee K. Smith called on Director of Equity, Ethics and Compliance, and Title IX Coordinator Precious Gunter to present this report.

Ms. Gunter stated the report was prepared each year pursuant to the Florida Education Equity Act, and Board of Governors (BOG) Regulation 2.003 on Equity and Access. She said specific guidelines were received from the BOG that detail the contents of the report, which includes information on the University’s progress in implementing strategic initiatives and performance related to equity and access as they pertain to academic services, programs, and student enrollment; equity in athletics; and employment. She added the report period was July 1, 2016 to June 30, 2017.

Ms. Gunter explained that in this time period, 14,821 students were enrolled, with 57 percent female and 43 percent male, which was on track with the national trend. She noted that of those reporting their race, 34 percent were identified as racial or ethnic minority, which was an increase from 32.5 percent from the previous year. She said there had been an overall increase in bachelor degrees awarded over the past three years, with 59 percent female and 32 percent minorities receiving these degrees. In terms of gender equity in athletics, FGCU’s representation was substantially proportionate to the overall student population. She said there were 15 sports – 9 were female sports, and 6 were male sports. There were 278 total athletes and of this number, 43 percent identified as racial or an ethnic minority.
Ms. Gunter stated in an effort to continue to promote inclusion and diversity on campus, there was an Athletics Inclusion & Diversity Committee, chaired by the Athletics Director and of which Ms. Gunter was a member; as well as the presidentially appointed University Title IX Committee, of which the Associate Director of Athletics is a member. Ms. Gunter reported in the area of employment representation for the Equity Report, only faculty were examined. She said there was a separate federal report each year based on the Affirmative Action Plan, which examined the entire employee population as a whole. She reported there were 461 non-tenured faculty members, with 46 percent female, 78 percent identifying as white, and 22 percent identifying as racial ethnic minority. This showed an increase in minority faculty. She stated in terms of the promotion process for faculty, there had been 48 applications for promotion, with 28 male and 20 female; of the 48, 15 withdrew their applications during the process. Of the faculty who continued the process, 67 percent were promoted, with 13 males and 9 females. She said of the females who continued through the promotion process, 75 percent were promoted. Also, 60 percent of minority males who continued through the process were promoted. Ms. Gunter reported as of December 31, 2017, there were 1,371 total employees, with 57 percent women, 43 percent men, and 22 percent ethnic minorities.

Ms. Gunter said there were many efforts taking place on campus to combat inequity. Two examples of such efforts were the Diversity and Inclusion certificate program and the Student Success- Enrollment Management Initiative. Within these two efforts, their goals included diversity and inclusion; they sought to increase the number and type of diversity programs; and they worked to develop resources for underrepresented students. Some of the collaborations in diversity that occurred across campus were Soar in 4, Hispanic Heritage Month, Pride Week, Domestic Violence Awareness Month, the Seminole Tribe Initiative, and the Leadership Development Academy for faculty and staff. Finally, the diverse training opportunities that were available were Safe Zone, Sexual Harassment Prevention, What is Diversity? What is Inclusion?, Title IX, Responsible Employee, and Americans with Disabilities Act (ADA).

Trustee K. Smith said this was an excellent report and called for a motion to approve the report.

Trustee Roepstorff made a motion to approve the FGCU 2018 Florida Equity Report. Trustee Spilker seconded the motion. There was no public comment, or Board discussion. The vote was 11-0 in favor of the motion.

**Item 12: Audit and Compliance Committee** (See Tab #19-22)

Chair Gable called on Audit and Compliance Committee Chair Joseph Fogg to give this report.

Trustee Fogg stated there were four items from the Audit and Compliance Committee which were recommended for approval by the FGCU Board of Trustees. He informed the Board that the Committee was working on updating two Charters, one relating to the
Committee itself and the other relating to the Office of Institutional Equity and Compliance. He anticipated these would be completed by the next Board meeting. He called on Director of Internal Audit Bill Foster to present the four action items.

Administration of Florida Bright Futures Scholarship Program by Florida’s Public Universities and Colleges Audit (TAB #19)

Mr. Foster said in the Bright Futures audit, which had been done on a state-wide basis, there were no findings related to FGCU.

Trustee Fogg called for questions and there were none. He called for a motion.

Trustee S. Smith made a motion to accept the Administration of Florida Bright Futures Scholarship Program by Florida’s Public Universities and Colleges Audit. Trustee Cors seconded the motion. There was no public comment, or Board discussion. With two Trustees out of the room, the vote was 9-0 in favor of the motion.

2017-2018 Internal Audit Annual Report (TAB #20)

Mr. Foster stated this report was required by BOG Regulation 4.002 which stated that the Director of Internal Audit should prepare a report summarizing the activities of the office for the preceding fiscal year. He said all audits were performed in accordance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing. He said the work plan and each individual audit were risk-driven, all significant observations were reported, and his office had received cooperation from management and staff. He thanked President Martin, the Audit and Compliance Committee and the FGCU Board of Trustees for their continued support, along with the staff of the Office of Internal Audit, for their work and dedication.

Mr. Foster said the staff in the Office of Internal Audit were members of various organizations to keep current on internal audit and university audit activities. These memberships included: the Institute of Internal Auditors (IIA), the Association of College and University Auditors (ACUA), the Information Systems Audit and Control Association (ISACA), the Association of Certified Fraud Examiners (ACFE), the American Institute of Certified Public Accountants (AICPA), the Florida Institute of Certified Public Accountants (FICPA), and the State University Audit Council (SUAC). He added during 2017-2018 two members of his Office had served as treasurer and president of the Southwest Florida Chapter of the Institute of Internal Auditors; and during 2017-2018, each member of his Office had met the requirement for Continuing Professional Education (CPE) hours.

Trustee Fogg called for questions, and hearing none, called for a motion.

Trustee S. Smith made a motion to approve the 2017-2018 Internal Audit Annual Report. Trustee Cors seconded the motion. There was no public comment, or Board discussion. The vote was 11-0 in favor of the motion.
2018-2019 Internal Audit Work Plan (TAB #21)
Mr. Foster explained this was the proposed Internal Audit Work Plan for 2018-2019, which included Performance Measures Data Integrity Audit, Degree Works, Vester Marine and Environmental Science Research Field Station, and Information Technology Security.

Trustee Fogg called for questions, and hearing none, called for a motion.

Trustee S. Smith made a motion to approve the 2018-2019 Internal Audit Work Plan. Trustee Cors seconded the motion.

Trustee Roepstorff asked if Mr. Foster would be outsourcing the audit testing and using the same group as in the past for the Performance Measures Data Integrity Audit. Mr. Foster responded affirmatively.

Trustee Fogg asked President Martin to give information about the Vester Field Station.

President Martin explained on the coast, FGCU had a research station focused on marine science, which was in part a gift. He said it was a center where FGCU focused on water concepts, coastal resilience and many other things. He stated along with a small research center and some other facilities, there was a small housing unit which had been used heavily by graduate students from other universities which have worked with faculty on coastal relations. He said a tour could be arranged for the Board.

There was no public comment, or Board discussion. The vote was 11-0 in favor of the motion.

Academic Camps and Conferences Audit (TAB #22)

Mr. Foster informed the Board this report presented a limited scope audit of academic camps, conferences or similar programs conducted during the fall 2016, spring 2017 and summer 2017 semesters. He said the Office of Campus Conference Programs had procedures and processes in place to comply with requirements for camp operations, however, management within the office had begun implementing additional procedures to ensure the consistency and effectiveness of camps and conferences operations. Mr. Foster said the objectives were to determine whether FGCU academic camps were conducted in compliance with applicable state statutes, University policies and procedures and other guidelines, to determine whether additional guidelines, policy, or procedures were needed, and to determine whether appropriate fees and royalties were collected.

Mr. Foster said for this audit, a mix of camps, conferences, and other enrichment programs that were operated during fall 2016, spring 2017 and summer 2017 semesters were reviewed. He stated there was a record of 143 camps, conferences and other enrichment programs, and 20 events were selected for review. He said packages had been developed, and these packages would outline: (1) General Counsel approved waivers for campers, adults, and personnel involved in the camp program; (2)
Appropriate procedures for Department of Children and Families (DCF) State required background checks through the Office of Human Resources; (3) Mandatory and optional insurance requirements for all camps from the department of Environmental Health and Safety; and (4) Appropriate cash collection procedures for all camps from the Finance and Accounting Department.

Mr. Foster stated a Campus Conference Program employee would be responsible for ensuring all camp administrators had the appropriate required waivers, insurance, and background checks completed before a camp participant or personnel could partake in the program. Each respective vice president should inform his/her division of the camp requirements, and the Campus Conference Programs department was designated to coordinate and ensure all camp requirements (background screenings, University waivers, insurance, and appropriate fee collection procedures) were completed. Campus Conference Programs will maintain, update, and post on its website all information regarding camps and all required documents for each specific camp.

Trustee Fogg called for questions, and hearing none, called for a motion.

Trustee Spilker made a motion to accept the Academic Camps and Conferences Audit. Trustee McDonald seconded the motion. There was no public comment, or Board discussion. The vote was 11-0 in favor of the motion.

**Item 13: Old Business**

There was no old business for discussion.

**Item 14: New Business**

There was no new business for discussion.

**Item 15: Chair’s Closing Remarks and Meeting Adjournment**

Chair Gable called on President Martin for a couple of announcements. President Martin announced that a year ago an Academy for Leadership Development had been launched in the hopes of building a cadre of people to lead the institution, and Trustee McDonald was in the first cohort. He said a call for the next cohort yielded a response of about 40 people, and the plan was to expand the program into additional cohorts starting in the spring semester.

President Martin also announced that an executive search firm was being engaged, not around a single search but over a period of time so the firm could be on standby as openings arose. He said the Cabinet interviewed a firm called Diversified Search, which had offices in Miami and Philadelphia as well as around the country. The firm’s credentials had been checked, and FGCU now was in the process of negotiating an arrangement to use the firm for various executive searches. He said there were three positions currently that would utilize the search firm: (1) Dean of the Marieb College of
Health and Human Sciences, (2) Director of the Bower School of Music and the Arts, and (3) Associate Vice President for Enrollment Management. He explained hiring this firm would allow it to get to know FGCU well in the process.

Trustee Eide asked if FGCU would pay to retain the firm or if it would be paid per each search.

President Martin said there would be an initial one-year arrangement, and the firm would be paid per each search.

Chair Gable took note of today’s date, the anniversary of Hurricane Irma, stating it was hard to believe what was happening 365 days ago. He reminded everyone of FGCU’s assistance to the community and how it made a huge impact.

Chair Gable thanked Dr. Cordova for his efforts in yesterday’s Workshop on the FGCU Four-Year Graduation Improvement Plan. He also expressed his appreciation for everyone who worked on the Collective Bargaining Agreements.

Chair Gable stated Trustee S. Smith and Trustee Leo Montgomery were organizing a golf outing to support the men’s and women’s golf teams. He asked Trustee S. Smith to comment.

Trustee S. Smith said he and Trustee Montgomery conceived the idea to invite the men’s and women’s golf teams to Mediterra, the community where they live, to benefit FGCU Athletics. He said arrangements had been made, and he now was inviting members of the FGCU Board of Trustees to join them for this social event. He also had invited members from the Mediterra community to participate.

Chair Gable announced the FGCU Board of Trustees meeting scheduled for December 7, 2018 was canceled, and the next Board meeting would be on Tuesday, January 8, 2019. He said the limited agenda meeting on February 19, 2019 would be held by conference call. He announced the Audit and Compliance Committee would be having an Executive Session following the conclusion of today’s Board meeting, and it had been duly noticed. All Trustees were invited to participate.

Trustee Eide asked if the dates had been set for FGCU Day at the Capitol in Tallahassee.

Chair Gable asked Director of Government Relations Jennifer Goen to respond.

Ms. Goen stated FGCU Day at the Capitol would be on Tuesday, March 26, 2019, with a reception on the evening of March 25, 2019.

Chair Gable asked Ms. Goen to provide that information to Vice President and Chief of Staff Susan Evans so she could share it with the Board.

Chair Gable adjourned the meeting at 10:33 a.m.
Minutes prepared by Transcription Experts, and reviewed by Tiffany Jackson, FGCU Assistant Director of Board Operations.

Agenda Items:
A. See Tabs #1 – 22

B. Handouts

Attachment:
A. Record of Votes
# Consent Agenda

1. Fogg
2. Eide

# Agenda Items

1. New Degree Program: Bachelor of Science in Construction Management (Tab #6)
   - 1. White
   - 2. McDonald
2. 2018-2021 Collective Bargaining Agreement – FGCU Board of Trustees and United Faculty of Florida/FGCU Chapter (Tab #7)
   - 1. McDonald
   - 2. K. Smith
3. 2018-2021 Collective Bargaining Agreement – Florida Gulf Coast Police Benevolent Association/FGCU Chapter (Tab #13)
   - 1. McDonald
   - 2. K. Smith
4. 2018-2021 Collective Bargaining Agreement – FGCU Board of Trustees and Gulf Coast Police Benevolent Association/FGCU Chapter (Tab #18)
   - 1. McDonald
   - 2. K. Smith
5. Third Amendment and Restatement of Resolutions on Presidential Authorizations (Tab #19)
   - 1. Fogg
   - 2. McDonald
6. Florida Gulf Coast University 2018 Florida Equity Report (Tab #12)
   - 1. Roepstorff
   - 2. Spilker
7. Administration of Florida Bright Futures Scholarship Program by Florida’s Public Universities and Colleges Audit (Tab #13)
   - 1. McDonald
   - 2. K. Smith
8. 2017-2018 Internal Audit Annual Report (Tab #16)
   - 1. S. Smith
   - 2. Cors
9. 2018-2019 Internal Audit Work Plan (Tab #17)
   - 1. S. Smith
   - 2. Cors
10. 2018 Internal Audit Work Plan (Tab #18)
    - 1. S. Smith
    - 2. Cors
11. Academic Camps and Conferences Audit (Tab #19)
    - 1. S. Smith
    - 2. Cors
12. Academic Camps and Conferences Audit (Tab #20)
    - 1. S. Smith
    - 2. Cors
13. Administration of Florida Bright Futures Scholarship Program by Florida’s Public Universities and Colleges Audit (Tab #21)
    - 1. McDonald
    - 2. K. Smith
14. Administration of Florida Bright Futures Scholarship Program by Florida’s Public Universities and Colleges Audit (Tab #22)
    - 1. McDonald
    - 2. K. Smith

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### Record of Votes

**FGCU Board of Trustees**

**DATE:** 9/11/2018

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