

1 **FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES**

2
3 **Tuesday, January 8, 2019**

4
5 **COHEN CENTER BALLROOM, ROOM #203**
6 **Florida Gulf Coast University**

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Meeting Minutes

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12 **Members:**

13 *Present:* Trustee Blake Gable – Chair; Trustee Robbie Roepstorff – Vice Chair; Trustee
14 Ashley Coone; Trustee Darleen Cors; Trustee Richard Eide, Jr.; Trustee Joseph Fogg
15 III; Trustee Mike McDonald; Trustee Leo Montgomery; Trustee Kevin Price; Trustee
16 Kenneth Smith (by phone); Trustee Stephen Smith; and Trustee Jalisa White.

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18 *Not Present:* Trustee Christian Spilker (Excused Absence).

19
20 **Others:**

21 Staff Advisory Council (SAC) President Missy Berkley.

22
23 *Staff:* President Mike Martin; Provost and Vice President for Academic Affairs James
24 Llorens; Vice President for Administrative Services and Finance, and Executive Director
25 of FGCU Financing Corporation Steve Magiera; Vice President for University
26 Advancement, and Executive Director of FGCU Foundation Chris Simoneau; Vice
27 President and Chief of Staff Susan Evans; Vice President and General Counsel Vee
28 Leonard; Vice President for Student Success & Enrollment Management Mitchell
29 Cordova; Senior Vice President for Strategy and Program Innovation Mike Rollo;
30 Director of Internal Audit Bill Foster; Director of Equity, Ethics and Compliance, and Title
31 IX Coordinator Precious Gunter; Director of Operations Tiffany Reynolds; Assistant
32 Director of Board Operations Tiffany Jackson Tramontozzi; Project Manager Melissa
33 Pind; and Executive Assistant to the Vice President and Chief of Staff Bruna Ugolotti.

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36 **Item 1: Call to Order, Roll Call, and Welcome to New Trustee Ashley Coone**

37 Chair Blake Gable called the meeting to order at 8:30 a.m. and stated that the noticed
38 meeting was originating from the Cohen Center Ballroom on the campus of Florida Gulf
39 Coast University. He requested Vice President and Chief of Staff Susan Evans call the
40 roll. Roll call was taken with 12 of 13 members present, thus meeting quorum
41 requirements. Trustee Christian Spilker was granted an excused absence.

42
43 Chair Gable welcomed new Trustee Ashley Coone, a graduate of FGCU, appointed to
44 the FGCU Board of Trustees by Governor Rick Scott. Chair Gable asked Trustee
45 Coone to say a few words. Trustee Coone thanked Chair Gable and stated not only
46 was she an FGCU graduate, she was a former employee, and as such she brought

47 experience and passion for FGCU to the Board. She stated she was excited to serve
48 on the FGCU Board of Trustees.

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51 **Item 2: Consent Agenda (See Tabs #1-3)**

52 Chair Gable stated there were three items on the Consent Agenda: (1) Minutes of
53 December 7, 2018 Meeting; (2) Resolution of Appreciation for Outgoing Trustee Russell
54 Priddy; and (3) Eleventh Amendment and Restatement of FGCU Foundation Bylaws.

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

58 Trustee Darleen Cors made a motion to approve the Consent Agenda. Trustee Robbie
59 Roepstorff seconded the motion. There was no public comment, or Board discussion.
60 The vote was 10-0 in favor of the motion.

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63 **Item 3: Presentation of Resolution of Appreciation for Outgoing Trustee Russell
64 Priddy**

65 President Mike Martin and Chair Gable presented outgoing Trustee Russell Priddy the
66 Resolution of Appreciation, which was read into the record by Vice President and Chief
67 of Staff Susan Evans:

68

69 “Whereas, in 2001 there was created a new system of K-20 seamless education
70 for the State of Florida, which included installation of the Florida Gulf Coast
71 University Board of Trustees; and
72 Whereas, in 2011 Trustee Russell Priddy was named to the Florida Gulf Coast
73 University Board of Trustees, a position he held until June 2018; and
74 Whereas, beginning in 2013 Trustee Russell Priddy held the Board’s position of
75 Liaison to the FGCU Financing Corporation Board of Directors; and
76 Whereas, Trustee Russell Priddy served with great distinction on the Florida Gulf
77 Coast University Board of Trustees during a period of time signified by Florida
78 Gulf Coast University’s tremendous development and advancement, including
79 with student enrollment; campus development for buildings and facilities; faculty
80 and staff; academic degree programs; intercollegiate athletics; student
81 organizations and activities; residential housing for students, and community
82 outreach to the Southwest Florida region and the State of Florida;
83 Now, Therefore Be It Resolved that the Florida Gulf Coast University Board of
84 Trustees wishes to express appreciation for Trustee Russell Priddy’s outstanding
85 service, and wishes to recognize his commitment to Florida Gulf Coast
86 University’s students of today and for generations to come.”

87

88 Mr. Priddy stated it was an honor and privilege to serve on the FGCU Board of Trustees
89 and to serve the students at Florida Gulf Coast University (FGCU) with the wonderful
90 faculty and staff. He stated he enjoyed his seven years of service. He specifically
91 thanked Vice President and Chief of Staff Susan Evans, Trustee Robbie Roepstorff, and

92 Vice President for Administrative Services and Finance, and Executive Director of
93 FGCU Financing Corporation Steve Magiera.

94
95 Chair Gable stated Mr. Priddy demonstrated exceptional dedication and devotion to
96 FGCU. He said Mr. Priddy was a remarkable supporter of the University, and it was
97 because of people like him that allowed FGCU to become what it is. President Martin
98 concurred and thanked Mr. Priddy for his assistance and for his commitment to FGCU.
99

100

101 **Item 4: Student Success – Enrollment Management Initiative (TAB #4)**

102 Vice President Mitchell Cordova reported when the Student Success Initiative was
103 launched in March 2018 the critical nature of getting the freshmen cohort off to a good
104 start was a priority. He stated this was a program geared to launch the first year
105 students into success. He reported the program was advertised on campus as *Take*
106 *Flight Eagles in 22* and housed in the Office of First Year Experience (FYE) and
107 Retention Programs within the new Academic Engagement Unit. He explained prior to
108 launching the program the freshmen were surveyed following orientation, but prior to
109 enrollment in classes with the following findings: 68% of students surveyed indicated
110 FGCU was their first choice school (in 2016 62% indicated FGCU was their first choice),
111 and 7% indicated a plan to transfer (in 2016 12% planned to transfer). He reported of
112 those surveyed: 96% planned to graduate from FGCU in 4 years or less, 42% indicated
113 a status of first generation college student, 54% planned to work to finance their
114 education, 33% indicated a combined family income below \$50,000 per year, and 7%
115 indicated a need to work to support a family. He explained the purpose of the survey
116 was to better understand the University's demographic and to provide a baseline for
117 future annual surveys. He stated 83% of surveyed students were confident in the ability
118 to be successful in college; however, many students expressed concern regarding their
119 ability to manage time, to study with distractions, to write effectively, and to develop
120 effective study skills. He reported 50% of students surveyed cited mental health as a
121 significant concern. He stated FGCU had invested in the new Student and Community
122 Counseling Center to help address student and community mental health needs. He
123 reported 41% of students cited concern regarding physical health and said the
124 construction of the University Recreation and Wellness Center would be critical in
125 helping improve overall health and well-being. He stated 70% of students felt a sense
126 of community was important, which was what the FYE was all about – trying to get
127 students connected to campus. He indicated a successful student was a connected
128 and engaged student.

129

130 Dr. Cordova explained the program's purpose was to acquaint first year students with
131 campus resources to help them to be successful while fostering an active engagement
132 to campus; getting them involved with different organizations and departments which
133 offered help to students; and increasing the level of engagement and connection to
134 FGCU. He stated students learned about the *Eagles in 22* program during orientation
135 and registration began during the Weeks of Welcome and continued throughout the
136 semester. He indicated registration in the program was not mandatory; however, 2,729
137 of 2,901 first year students registered (94% of the entering freshman class). He

138 explained EAGLES was an acronym and the pillars of the program: Engagement,
139 Academic Success, Global Perspectives, Lifestyle, Exploration, and Sustainability. He
140 indicated there were a number of expectations for each pillar: Engagement - attendance
141 during at least one Weeks of Welcome event; Academic success - attendance during
142 various workshops, coaching sessions, tutoring sessions, supplemental instruction
143 sessions and meetings with instructors; Global perspective - mandated participation in a
144 diversity inclusion certificate program; Lifestyle - mandated completion of "My Student
145 Body" (an interactive online wellness tool which focused on drugs, alcohol and sexual
146 violence); Exploration - two mandated academic advisor meetings (one at the beginning
147 and one at the middle of the semester); and Sustainability - mandated visit to the FGCU
148 Food Forest.

149
150 Dr. Cordova indicated there were students not registered in the *Eagles in 22* program
151 who also participated in various events. He stated 95% of the total first-time-in-college
152 (FTIC) cohort attended at least one Weeks of Welcome event; 98% attended the
153 required new student meeting with an advisor; and 97% completed a preregistration
154 advisor meeting for the spring term. He reported 8% met with a student success coach
155 (staff who meet with students one-on-one and help them to improve their study habits)
156 and only 17% attended supplemental instruction sessions. He reported 20% attended
157 tutoring sessions which he viewed as favorable, but felt could improve. He stated 20%
158 attended an approved diversity inclusion event; he also wished this number were
159 higher. He reported 95% completed "My Student Body," 96% completed the "Hazing
160 Prevention" module, and 97% completed the "Active Shooter Training;" however, those
161 three modules were required. He said that if students did not complete these, there
162 were mandatory advising holds placed on the student record, and they would be unable
163 to register for classes until completed.

164
165 Dr. Cordova reported of the students who registered for *Eagles in 22*, 95% enrolled for
166 the spring 2019 term, while 5% who participated in *Eagles in 22* did not. Conversely, of
167 those students who did not participate in *Eagles in 22*, only 48% enrolled for the spring
168 term, and 52% did not. Dr. Cordova mentioned there was a pretty sharp contrast
169 between students who were engaged and those who were not engaged. He indicated
170 the students who participated in *Eagles in 22* held an average GPA of 2.87; those who
171 did not participate held an average GPA of 1.98. He said those referenced students
172 who did not participate in *Eagles in 22* and who had a GPA below 2.0 were placed on
173 Academic Warning. He reported students who participated in *Eagles in 22* earned an
174 average of 12 credit hours, while those who did not earned an average of 9 credit hours.
175 He stated this year's overall GPA for the freshman cohort was 2.81; last year (fall
176 semester 2017) the average GPA was 2.77. He stated this demonstrated a dramatic
177 increase for the *Eagles in 22* students in GPA, as well as in student retention. He
178 stated there appeared to be a direct correlation between participation in student
179 activities and GPA. He stated 13% of students who participated in *Eagles in 22* fell
180 below a 2.0 GPA; 45% of students who did not participate fell below a 2.0 GPA. He
181 explained the results were clear: engagement mattered.

182

183 Dr. Cordova stated the FYE and Retention Program was looking to expand resources to
184 increase more sections of the SLS 1101 (The University Transition), a course which
185 was focused on students acquiring academic skill development for courses with high D,
186 F, W rates, such as college algebra, English, biology, etc. He explained these were
187 courses designed to help students be successful in difficult courses and were taken
188 during the same semester as the problematic course. He reported task forces were
189 examining Living Learning Communities (LLC) programs to understand the efficacy. He
190 stated there also was consideration regarding bringing back the common read program,
191 which was the reading of a common book by students, faculty and staff, who then
192 engaged in activities centered about the book. He stated a pre-semester immersion
193 pilot program was being considered next fall for freshman students. He explained this
194 pre-semester immersion was essentially an extension of the orientation session which
195 focused specifically on critical topics which would not be covered during orientation.

196
197 He concluded he believed the new comprehensive FYE program was working well and
198 producing positive outcomes. He stated the South Village Residence Hall Complex
199 would continue to be the FYE destination. He explained 80% of freshmen lived in South
200 Village. He reported planning for *Eagles in 23* was well underway.

201
202 Trustee Richard Eide thanked Dr. Cordova for the presentation and asked if there were
203 comparison statistics between 2016 and 2018 for all of the reported numbers. Dr.
204 Cordova responded that it was a different survey than what was conducted in 2016 and
205 not all of the questions aligned. Trustee Eide asked if the SLS 1101 University
206 Transition courses were a new endeavor. Dr. Cordova responded that the classes had
207 been available since 2013, however, the focus evolved over time to better meet the
208 needs of students.

209
210 Trustee Joseph Fogg asked why only 50% of the students participated in the survey.
211 Dr. Cordova responded the survey was voluntary; he wished more would participate.
212 Trustee Fogg asked if a 50% response rate made the survey statistically valid. Dr.
213 Cordova responded in the affirmative. Trustee Fogg noted only 6% of the first-year
214 students did not register for the program. Dr. Cordova concurred; approximately 232
215 students did not register. Trustee Fogg asked about the diversity and inclusion
216 certificate. Dr. Cordova responded it was a certificate which met the diversity and
217 inclusion expectations and competencies at the University. Trustee Fogg asked for an
218 explanation of the FGCU Food Forest. Dr. Cordova responded it was an area on
219 campus in which students grew vegetables and learned about sustainable food sources.

220
221 Trustee Fogg asked how an academic advisor differed from a success coach and was it
222 mandatory to visit a success coach. Dr. Cordova responded a success coach was staff
223 within the Center for Academic Achievement (CAA), not the University Advising
224 Services staff. He explained success coaches helped students acquire non-cognitive
225 factors such as study habits, time management, etc. He stated students were not
226 mandated to visit success coaches. Trustee Fogg inquired about "My Student Body."
227 Dr. Cordova explained "My Student Body" was a required interactive online module
228 which taught the negative effects of alcohol and drugs, sexual violence, etc. Trustee

229 Fogg stated 20% of students attended tutoring sessions. He indicated, contrary to Dr.
230 Cordova's opinion, he felt this number should be lower. Dr. Cordova stated research
231 was going into what type of students attended tutoring sessions, "B" students could be
232 going into tutoring session wanting an "A", or it could be failing students wanting to
233 pass. Trustee Fogg asked if tutors were students or staff. Dr. Cordova responded both,
234 as staff and peer tutors were available.

235
236 Trustee Roepstorff said that this was the data that the Board had been looking for and
237 stated it was excellent information which demonstrated the importance of student
238 engagement. She asked if the study would be published and made available to
239 students so that they could see the outcomes of the data. Dr. Cordova agreed that it
240 was a great question and stated that it could be published on the First Year Experience
241 and Retention Programs' webpage.

242
243 Trustee Cors asked how long it took for a student to see an advisor. Associate Vice
244 President of Academic Engagement Andrew Cinoman responded it depended on if the
245 student was seen by first year advising, exploratory advising, or in-college advising, as
246 well as the ratio of student to advisor. He stated he understood in high traffic areas the
247 delay had improved from 5 weeks to 2 weeks, while in low traffic areas appointments
248 were made within a couple of days.

249
250 Trustee Roepstorff asked if the goal was to have it be a week or less wait time for any
251 student needing advising. Dr. Cinoman responded that it depended on the area and
252 agreed that would be a good goal to have. He said that it depended on the advisor-to-
253 student ratio at the time that the student decided to come in for an appointment.
254 Trustee Roepstorff asked if advising and tutoring were one in the same. Dr. Cinoman
255 stated that advising and tutoring were within the same unit of Academic Engagement
256 but that the tutoring process was in the Center for Academic Achievement, which was a
257 different department.

258
259 Trustee Roepstorff inquired about the timeframe in scheduling tutoring appointments.
260 Director of the Center for Academic Achievement (CAA) P. Brandon Johnson explained
261 tutoring appointments could be made online for next day sessions. He indicated a
262 culture of proactivity was being promoted as opposed to "drop-by" tutoring. He
263 explained this would prevent students from dropping by for a tutoring session an hour
264 before a test, and allowed time for students to implement strategies learned from tutors.
265 He stated over 30 subjects were supported through the CAA, mostly general education
266 (1000 and 2000 level courses). He reported a tutoring pilot program was being
267 implemented for several nursing program courses. He explained the supplemental
268 instruction for the high D, F, W rate courses was conducted with a more drop-in feel.
269 He stated tutoring was conducted by small group sessions, with no more than three
270 students and which students could register days in advance and for ongoing tutoring
271 sessions throughout the semester. He indicated students who scheduled ongoing
272 tutoring sessions gained the best results.

273

274 President Martin said that geographically rearranging the campus also was being
275 considered so there would be a one-stop-shop for all of these services around the
276 center of campus. He said that was part of the reason why Counseling and
277 Psychological Services (CAPS) was relocating to a new building as well as Adaptive
278 Services.

279
280 Trustee Mike McDonald thanked Dr. Cordova for the presentation; he said he found the
281 preliminary findings to be encouraging. He asked how completion of the required
282 *Eagles in 22* activities were tracked. Dr. Cinoman responded that there were two
283 primary ways that students could track their activities. He stated that the student could
284 track his own progress through the *Eagles in 22* website, or a department could share
285 the information with the FYE and Retention Programs office. Dr. Cinoman stated
286 eventually EagleLink would be used as it was more efficient and would allow
287 departments to enter data. Trustee McDonald asked how students were kept
288 accountable. Dr. Cinoman responded it depended upon the area; for example a
289 student could not register prior to seeing an advisor for a new student meeting, as a
290 hold would be placed on the student's account until this was completed.

291
292 Trustee Kevin Price asked what the *Soar in 4* program was and how the user
293 experience differed from the *Eagles in 22* program. Dr. Cordova explained that *Soar in*
294 *4* was the back-end rebate incentive program. He said students were told that if they
295 met certain requirements, graduated in four years and were employed, then they would
296 receive a rebate on first-year tuition. Trustee Price recommended combining the
297 incentive programs into a one-stop registration/self-reporting area to simplify matters for
298 incoming students, or otherwise it could be overwhelming. He asked if there was a
299 budgeting/financial literacy program available for students. Dr. Cordova responded in
300 the affirmative, and that it was offered through the Office of Financial Aid and
301 Scholarships. Trustee Price cautioned against assuming engagement always increased
302 GPA; an argument could be made that students who had the traits to strive for a high
303 GPA also were the same students who would strive to be engaged. He stated focusing
304 on the students who were not engaged, getting said students engaged, and determining
305 if this improved GPA would be a better study.

306
307 Trustee Fogg asked how much financial aid had been increased to support incoming
308 students. Dr. Cordova stated FGCU financial aid increased by \$1 million to support
309 student success this academic year through transfer student scholarships, institutional
310 aid, merit based scholarships, summer scholarships, etc. Trustee Fogg asked how
311 much financial aid was available prior to the increase. Dr. Cordova responded financial
312 aid increased from \$5 million per year to \$6 million per year.

313
314 Trustee Coone asked if the students who received a GPA lower than 2.0 were required
315 to utilize CAA services, and if so, did Dr. Cordova collect and evaluate data regarding
316 the outcome of students who utilized the CAA program. Dr. Cordova responded in the
317 affirmative to both questions.

318

319 Chair Gable asked if Dr. Cordova had plans regarding the students who did not register
320 for the *Eagles in 22* program. Dr. Cordova responded in the affirmative. He explained
321 plans were underway to better market the *Eagles in 22* program, to determine if the
322 events were matched to the students who were admitted and to determine if the
323 services provided aligned with what students were looking for and needed.
324
325

326 **Item 5: Standing Report from United Faculty of Florida (UFF)/FGCU Chapter**

327 Chair Gable introduced Dr. Win Everham, President of the United Faculty of Florida
328 (UFF)/FGCU Chapter, whose report was being made in conjunction with the collective
329 bargaining agreement provision that provides an opportunity to speak to FGCU Board of
330 Trustees agenda items which affect the wages, hours, and other terms and conditions
331 of employment of employees.
332

333 Dr. Everham thanked the FGCU Board of Trustees for ratifying the Collective
334 Bargaining Agreement (CBA). He reported it was a very complicated process and he
335 appreciated the way in which the complications were addressed in non-confrontational
336 manners without lawyers and no grievances filed. He indicated changes to Regulation
337 5.020 (grievances) would be reviewed during the meeting. He indicated Regulation
338 5.020 did not relate to the individuals he represented and it did not impact the CBA. He
339 stated the Union participated yesterday in a meeting brokered through the Office of the
340 Provost and Vice President for Academic Affairs and the Office of the University
341 Ombuds to review FGCU's conflict resolution processes on campus. He stated FGCU
342 was a good institution which recognized there would be interpersonal conflict and had
343 leaders who engaged processes to improve conflict resolution.
344

345 Dr. Everham stated the FGCU Board of Trustees Information System (BOTIS) Quarterly
346 Briefing report, page 16, table 2.6, summarized the cost per credit hour and said he
347 found this interesting. He stated when FGCU opened it was the most expensive
348 institution in the State University System (SUS), and was now the least expensive. He
349 stated while this was not necessarily a negative, from his perspective as a faculty
350 member in the classroom, it was important to remember bigger and cheaper was not
351 always better; the real bottom line was student success. He stated he taught four
352 classes this semester and every class was below average in terms of class size. He
353 welcomed members of the Board to attend his classes at any time.
354

355 Dr. Everham stated bargaining would begin again next month, and salaries and benefits
356 were being reviewed at present.
357
358

359 **Item 6: Standing Report from FGCU Foundation Board of Directors**

360 Chair Gable called on Vice President for University Advancement, and Executive
361 Director of FGCU Foundation Chris Simoneau to give the report on behalf of Foundation
362 Board of Directors Chair David Holmes, who was unable to attend today's meeting.
363

364 Mr. Simoneau reported the last quarter of the Foundation was straightforward. He
365 reported fundraising and events continued at pace and remained on track for the \$25
366 million goal for the year. He stated the Eagles Club continued to grow in support of the
367 Athletics program and this year's "Night at the Nest" was the most successful ever. He
368 reported WGPU revenues were slightly ahead of last year. He stated the audit of the
369 Foundation had been completed with a new audit firm for the first time in 15 years and
370 would be reviewed later in the agenda. He indicated the Foundation received a clean
371 opinion. He stated the fragility and inconsistency in financial markets had the
372 Foundation paying close attention to its nearly \$100 million investment portfolio. He
373 stated daily fluctuations reinforced the commitment to the Outsourced Chief Investment
374 Office model adopted in 2015. He reported the Foundation remained a long-term
375 investor with a strong investment policy statement which continued to guide them during
376 periods of turmoil. He stated the Foundation Finance Committee was blessed to have
377 strong senior financial experience which kept a close eye on the assets. He stated the
378 Foundation continued to explore possibilities in real estate; however, there were no
379 deals on the horizon. He indicated the Foundation continued to seek new Board
380 members which represented the diversity of the region, and he welcomed any member
381 recommendations from the FGCU Board of Trustees. He stated the Foundation
382 continued to grow as an alumni association with over 30,000 members. He stated the
383 Foundation recently received a major financial pledge to one of the University's top
384 priorities in the strategic plan. He explained the details were not finalized and he looked
385 forward to sharing this good news in its entirety at the next FGCU Board of Trustees
386 meeting. He thanked the members of the FGCU Board of Trustees who made financial
387 commitments to the Foundation. He stated the Foundation remained strong and
388 committed to the University's strategic plan.

389

390

391 **Item 7: Standing Report from FGCU Financing Corporation Board of Directors**

392 Chair Gable called on Vice President for Administrative Services and Finance, and
393 Executive Director of FGCU Financing Corporation Steve Magiera to present the report
394 on behalf of FGCU Financing Corporation Board of Directors Chair Joe Catti, who was
395 unable to attend today's meeting.

396

397 Mr. Magiera stated the last meeting of the Financing Corporation was held on
398 December 5, 2018. He stated the financial statements and budgets were reviewed. He
399 indicated the financial statements were excellent, and the budgets had favorable
400 variances. He reported larger than expected revenues over expenditures because of
401 the increase in student housing occupancy in both the fall and spring semesters. He
402 indicated FGCU had \$24 million in variable bonds which was about 12% of the total
403 debt. He stated this June the current letter of credit would expire with the bank; staff
404 would work with the Financial Advisor to do an Invitation to Negotiate (ITN) to banks to
405 determine available rates, and to investigate other options. He reported student
406 housing occupancy currently was at 97.3% which was excellent as projections were
407 built on 93% occupancy; however, the outside competition would continue to be
408 monitored.

409

410 Trustee Eide asked if the Financing Corporation had been reviewed by the rating
 411 agencies. Mr. Magiera responded in the affirmative; a rating agency call was received
 412 from Standard & Poor's, and the report would be received before the end of January.
 413 He stated no concerns were issued during the call. Trustee Eide stated he was hoping
 414 for an upgrade. Mr. Magiera stated Standard & Poor's indicated there would be no
 415 upgrade; several years of increases were required for an upgrade. He explained
 416 FGCU's recent renovations had prevented excess revenues over expenditures over the
 417 past several years, which prevented an upgrade.

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 419

420 **Item 8: Chair's Report**

421 Chair Gable stated he and President Martin traveled the state attending the following
 422 Board of Governors (BOG) Meetings: New College of Florida (NCF) in September,
 423 University of South Florida (USF) in October, and Florida Atlantic University (FAU) in
 424 November (Trustee Summit). He stated he felt President Martin did an excellent job
 425 representing the University before the BOG. He reported in a few weeks he and
 426 President Martin would attend another BOG meeting in Miami. He stated the BOG
 427 asked several universities to give an update on the four year graduation rate, which
 428 would be discussed later in the agenda. He reported in September the FGCU Board of
 429 Trustees approved a bachelor's degree program for construction management, and it
 430 would be presented to the BOG for final approval in January.

431
 432

433 **Item 9: President's Report**

434 President Martin welcomed Trustee Ashley Coone to the FGCU Board of Trustees. He
 435 reported the Construction Management program would be presented to the BOG at the
 436 end of the month. He reported Mr. Fred Pezeshkan would participate in the BOG
 437 meeting as an industry representative and advocate for the Construction Management
 438 program at FGCU. He explained the program was developed entirely with input from
 439 the industry and with a significant amount of commitment both in terms of designing the
 440 program and financial aid, to ensure the program was successful. He reported it was
 441 designed according to the Southern Association of Colleges and Schools (SACS) and
 442 the American Council for Construction Education (ACCE) accreditation requirements.
 443 He reported the degree exceeded 120 hours, but met the same standards and had the
 444 same basic requirements of the other Construction Management programs in the State.
 445 He explained FGCU's was modeled after the program at the University of Florida (UF).
 446 He reported it would have a strong workforce component, and the employers in the
 447 region had committed to providing financial assistance to students, as well as
 448 internships and co-operative programs (co-ops). He indicated the program could be
 449 completed successfully in four years.

450

451 President Martin indicated FGCU was exploring the possibility of creating a seventh
 452 college which would bring together some disparate units and create a central
 453 conversation area around community engagement, online education, the FGCU
 454 Completes program, and summer school. He explained conversation in this regard

455 would continue to determine if creating a unit to consolidate some of the slightly non-
456 traditional areas of academics and community service made sense.

457
458 President Martin reported three major searches were underway by a single firm for the
459 Director of the Bower School of Music and the Arts, the Associate Vice President for
460 Enrollment Management, and the Dean for the Marieb College of Health and Human
461 Sciences. He noted that Dr. Elaine Nicpon Marieb, for whom the Marieb College is
462 named, passed away recently. He stated Dr. Marieb was one of the most published
463 academics in the history of academia in the United States; her textbooks were used
464 worldwide. He stated her accomplishments were astounding, as was her willingness to
465 partner with FGCU. He stated he hoped FGCU students would take a moment to look
466 at Dr. Marieb's career, her accomplishments, and what she did with the results of her
467 accomplishments. He reported Marieb Day at FGCU would be celebrated on February
468 22.

469
470 President Martin indicated there were many construction projects in motion. He
471 reported parts of the Emergent Technologies Institute (ETI) would be reassigned to
472 enable support of the water research initiative as FGCU awaited the Legislature's
473 concluding investment in Academic Building 9 (AB9). He explained the lab space at the
474 ETI, which currently was underutilized, would be used for water quality research. He
475 stated there was an initiative proposal currently before the Legislature, going through
476 the Board of Governors (BOG), for which he would be visiting with the local delegation
477 in Tallahassee to discuss. He stated he would be working closely with new Governor
478 Ron DeSantis on a major water initiative. President Martin recognized four FGCU
479 student interns with the Office of Government Relations who would help represent
480 FGCU during the 2019 Legislative Session: Megan Kelly, Eric Schau, Jordan Stynda
481 and Hannah Vogel.

482
483 President Martin stated in addition to the Strategic Plan approved last year, he had four
484 primary objectives which he considered daily: first, to continue to build a culture of
485 "students first" on campus; second, to implement change in the administrative and
486 leadership model to improve effectiveness and efficiency; third, to expand and improve
487 the ways FGCU served the citizens and communities of Southwest Florida and beyond;
488 and fourth, to make critical investments in facilities, technology and human resources
489 that would carry FGCU through the next two decades of development.

490
491

492 **Item 10: Academic/Student/Faculty Affairs Committee (See Tabs #5-7)**

493 Chair Gable indicated Committee Chair Christian Spilker was unable to attend today's
494 meeting, and thus he would handle these items. He noted there were three action items
495 and asked Dr. Cordova to present the first item.

496

497 **FGCU 2018 Four-Year Graduation Rate Improvement Plan Update for the Florida**
498 **Board of Governors (TAB #5)**

499 Dr. Cordova reported the Four Year Graduation Rate Improvement Plan was approved
500 at the May 1, 2018 meeting of the FGCU Board of Trustees. He stated the Plan was a

501 requirement of Senate Bill 4 (SB4) Legislation, which passed last session. He stated
502 the Florida Board of Governors (BOG) approved the Plan at its June meeting as a part
503 of the Accountability Plan submitted, and the Plan was put into a template format
504 requested by the BOG. He explained the Plan included academic curricular policy and
505 financial areas which would improve the four-year graduation rate. He stated during the
506 BOG meeting in June, President Martin was asked to return in January to give an
507 update on the Four-Year Graduation Rate Improvement Plan as it related to the
508 financial strategies employed. He reported before the Board today was a document
509 which summarized the Four-Year Graduation Rate Improvement Plan and the financial
510 aid aspects of the document, and reflected what President Martin would present at the
511 BOG's January meeting.

512
513 Trustee Eide made a motion to approve the FGCU 2018 Four-Year Graduation Rate
514 Improvement Plan Update for the Florida Board of Governors. Trustee Jalisa White
515 seconded the motion. There was no public comment, or Board discussion. The vote
516 was 12-0 in favor of the motion.

517
518 **New Degree Program: Bachelor of Science in Environmental Geology (TAB #6)**

519 Chair Gable called on Provost and Vice President for Academic Affairs James Llorens
520 to present the next two items.

521
522 Provost Llorens reported that upon approval by the FGCU Board of Trustees, two new
523 degree programs would be submitted to the Board of Governors (BOG); one was in
524 Environmental Geology and the other was in Supply Chain Management. He stated
525 both of these degrees address needs in Southwest Florida. He stated Associate Vice
526 President for Academic and Curriculum Support Cathy Duff and staff had reviewed
527 curriculum, budgeting, staffing, etc., and ensured FGCU adhered to the BOG
528 guidelines. He explained the cost for the new degree programs would be covered with
529 reallocation of basic expenditures and new Educational and General Expenses (E&G)
530 funds. He stated there was a demand for both new degrees, which would strengthen
531 FGCU's academic offerings. He asked approval to submit the degree programs to the
532 State. He explained this did not require approval by the BOG as the degrees met the
533 guidelines. He stated the programs would be implemented in the fall of 2019.

534
535 Trustee Fogg made a motion to approve the New Degree Program: Bachelor of Science
536 in Environmental Geology. Trustee McDonald seconded the motion.

537
538 Trustee Stephen Smith asked for an explanation of the startup cost. Provost Llorens
539 explained there would be new courses which would be taught by existing faculty.
540 Trustee S. Smith asked if the cost was an additional cost or a reallocation of cost.
541 Provost Llorens explained the cost fit within the overall professor salaries and if there
542 was an extra course it could be taught by an adjunct; however, no new faculty would be
543 required.

544
545 Trustee Eide asked if demand for the two degrees existed amongst the students.
546 Provost Llorens responded a tremendous interest had been expressed, especially with

547 environmental sustainability issues. He stated with the direction of FGCU in water
548 research and environmental quality, environmental geology was an excellent fit and
549 would utilize available expertise in environmental sciences. Trustee Eide asked if it was
550 fair to say student demand drove the development of new degrees. Provost Llorens
551 responded in the affirmative, saying that student demand was a driving factor, along
552 with community need.

553
554 Trustee Coone asked how new degree programs that students desired most were
555 determined. Provost Llorens responded attention was paid to interest expressed in
556 FGCU's various minor degree programs, and the professors gleaned information from
557 students regarding courses and programs of interest to students. He explained
558 community trends and national trends also were considered. He stated it was important
559 to understand student demands, but it was also important to understand and identify
560 where workforce trends were going nationally and maneuvering FGCU to be in a
561 position to enable students to meet regional and national workforce demands. Trustee
562 Coone asked if a survey was conducted of the students. Provost Llorens responded in
563 the negative; he relied upon faculty, chairs, deans, statewide trends, other institutions'
564 degree offerings, etc. Trustee Coone asked if there was a risk involved in implementing
565 new degree programs. Provost Llorens responded in the negative by saying that
566 extensive research was conducted prior to implementation to determine the overall
567 need, and degree program current delivery on a statewide basis. Trustee Coone asked
568 what he meant when he said the BOG would not approve the degrees. Provost Llorens
569 explained approval of the two degrees did not require an action item by the Board of
570 Governors at a meeting; however, Academic Affairs staff at the State University System
571 (SUS) reviewed the degrees and determined if all State requirements were met, as well
572 as if there was a demand for the degrees.

573
574 Trustee Roepstorff asked if the SUS academic staff made certain there was not
575 duplication within the State University System. Provost Llorens responded in the
576 affirmative. He indicated when the University produced graduates in these degree
577 programs, job placement results and success of the programs would be tracked and
578 reported to the FGCU Board of Trustees.

579
580 Trustee Price asked about programs which may need to be retired. Trustee Roepstorff
581 stated staff and departments routinely reviewed the degrees to determine what was
582 becoming obsolete. Provost Llorens stated the Office of Academic Affairs regularly
583 reviewed degree programs and enrollment to determine if interest in a degree program
584 was waning. Trustee Price stated he believed the Supply Chain Management would be
585 a successful degree program due to employer interest. He asked if there was a
586 financial sponsor for it. Provost Llorens responded in the negative, but said he believed
587 there would be financial support both in terms of scholarship support, as well as
588 internships. Trustee Price recommended in the future obtaining a verbal commitment or
589 a letter of intent indicating a financial sponsor's intention to assist in offsetting costs
590 prior to development and implementation of new degree programs.

591

592 There was no public comment, or further Board discussion regarding the motion to
593 approve the New Degree Program: Bachelor of Science in Environmental Geology. The
594 vote was 12-0 in favor of the motion.

595
596

597 **New Degree Program: Bachelor of Science in Supply Chain Management (TAB #7)**

598 Based on the discussion just held for both new degree programs, Chair Gable called for
599 a motion to approve the New Degree Program: Bachelor of Science in Supply Chain
600 Management. Trustee S. Smith made a motion. Trustee Cors seconded the motion.
601 There was no public comment, or Board discussion. The vote was 12-0 in favor of the
602 motion.

603
604

605 **Item 11: Finance, Facilities and Administration Committee (See Tabs #8 -10)**

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

607

608 Trustee K. Smith stated there were two information items and two actions item on the
609 agenda. He called on Vice President for Administrative Services and Finance, and
610 Executive Director of FGCU Financing Corporation Steve Magiera to present the first
611 three items, followed by Vice President and General Counsel Vee Leonard for the
612 remaining items.

613

614 **Update on Building Projects Underway**

615 Mr. Magiera made a presentation regarding the various building projects which were
616 under way. He provided an updated on the following projects:

617

- 618 • **South Village Boulevard** (the South Access Road, and third campus entrance):
619 The road is comprised of a two-lane portion and a four-lane portion, bicycle
620 lanes, sidewalk, and supporting utilities; was 0.5 mile long, and would be opened
621 to traffic within the next week.
- 622 • **Cohen Center Multipurpose Room:** This is a multipurpose room which would
623 be opened in August 2019 and cost approximately \$1.6 million to complete.
- 624 • **Central Energy Plant (also known as the Chiller Plant) Phase 3 Expansion:**
625 This project was 45% complete and would be completed in March 2019 with a
626 total budget of \$2 million for building renovations and \$4 million in equipment.
627 Staff had requested PECO money for this project for years which was never
628 granted; available funding was identified.
- 629 • **Student and Community Counseling Center:** Located by the Family Resource
630 Center, this is an \$8 million project targeted for opening in August 2019.
- 631 • **University Recreation & Wellness Center:** This was a large project with a total
632 budget of \$18.5 million, for which several funding sources were utilized. Mr.
633 Magiera thanked the Foundation and the donors who gave to the Foundation for
634 the building. He said there was another piece that was a loan from the
635 Financing Corporation to help with the costs. The bulk of the financing was from
636 student money. He stated it was targeted for opening in January 2020.

637

638 Trustee Roepstorff asked for transparency purposes if the funding for the various
639 projects came from the appropriate buckets. Mr. Magiera responded in the affirmative.
640 He reviewed the projects' funding sources, as detailed below. It was agreed all funding
641 sources were appropriate.

642

- 643 • **South Village Boulevard**: No carryforward funds were being used. PECO
644 funding was used for this project.
- 645 • **Cohen Center Multipurpose Room**: Carryforward funds were used but costs
646 were under the required \$2 million and 10,000 square feet threshold.
- 647 • **Central Energy Plant Phase 3 Expansion**: Construction was funded using
648 auxiliaries (\$2 million), and carryforward funds were used for the Equipment (\$4
649 million.) There is no carryforward limit for equipment.
- 650 • **Student and Community Counseling Center**: No carryforward funds were
651 being used. Auxiliaries were used.
- 652 • **University Recreation & Wellness Center**: No carryforward funds were being
653 used. This project was funded using the students' Capital Improvement Trust
654 Fund (CITF), and Foundation donations.

655

656 Trustee Eide asked if the Student and Community Counseling Center and the University
657 Recreation & Wellness Center had dedicated parking. Mr. Magiera responded in the
658 affirmative. He said some of the parking already was there but additional parking was
659 being added.

660

661 Trustee McDonald asked if the Cohen Center Multipurpose Room was considered an
662 expansion/renovation. Mr. Magiera responded that it was considered a renovation
663 because the floor/patio was already there and additional square feet was not being
664 added.

665

666 **Finance/Budget Update (TAB #8)**

667 Mr. Magiera reported revenues had a positive variance of 1.11%, which equaled
668 approximately \$1.4 million, while expenses had a positive variance of 6.3%, which
669 equaled approximately \$7.8 million. He reminded the Board that President Martin's plan
670 was to not distribute the monies immediately, and thus generate carryforward funds at
671 the end of the year. He said normally they would not want to have a lot of carryforward
672 funds at the end of the year, but they had to generate them this year for significant
673 renovations in support of student success, such as the "one-stop shopping center" in
674 the plaza area. He stated he did not yet have the renovation plans or costs. He
675 reported the budget reflected \$2 million which had not been distributed, but would be
676 distributed shortly.

677

678 President Martin indicated he called this "strategic procrastination." He explained the
679 budget staff would hold off until they could cover some of these projects, and then
680 encumber the funds for the projects so monies would not appear as carryforward funds
681 on the first of the fiscal year.

682

683

684 **Regulation: FGCU-PR5.020, Appeal of Disciplinary Actions (TAB #9)**

685 Mr. Magiera reported Regulation FGCU-PR5.020 addressed disciplinary action and
686 appeals. He explained in the past, this Regulation included detailed procedures;
687 however, the new Regulation would be much more succinct and simplified. He reported
688 there was a Policy which would accompany the Regulation. He indicated the Policy had
689 been distributed to the campus community of faculty and staff for feedback purposes,
690 and only grammatical feedback was returned. He explained previously the Regulation
691 indicated if an employee had a disciplinary action against him, the employee was
692 notified, and put on leave; the disciplinary action went in the file; and the employee had
693 a certain amount of time to file a grievance to meet with his Vice President and discuss
694 the situation. He reported the new Regulation reversed the process; it gave employees
695 the opportunity to speak with their Vice President prior to official action being taken. He
696 stated the purpose was to create a more positive environment and possibly eliminate
697 some disciplinary actions. He indicated the Regulation applied to out-of-unit faculty. He
698 stated if the FGCU Board of Trustees approved the Regulation, the President would
699 sign the accompanying Policy.

700
701 Trustee Eide made a motion to approve Regulation: FGCU PR5.020, Appeal of
702 Disciplinary Actions. Trustee McDonald seconded the motion.

703
704 Trustee Price asked for clarification of out-of-unit faculty. Mr. Magiera explained out-of-
705 unit faculty were not subject to the Collective Bargaining Agreement (CBA), and applied
706 to such positions as deans, department chairs, etc.

707
708 There was no public comment, or further Board discussion regarding Regulation: FGCU
709 PR5.020, Appeal of Disciplinary Actions. The vote was 12-0 in favor of the motion.

710
711 **Regulation: FGCU-PR1.005, Direct Support Organizations (TAB #10)**

712 Vice President and General Counsel Vee Leonard noted that Regulation FGCU-
713 PR1.005, Direct Support Organizations, was recently revised to comply with Senate Bill
714 4, which was passed during the last Legislative Session. She explained the revisions
715 primarily provided for the FGCU Board of Trustees to make at least one appointee to
716 each Direct Support Organization (DSO) Board of Directors; provided for the FGCU
717 Board of Trustees to approve all members of the respective Boards for the Direct
718 Support Organizations; placed a cap on salaries for DSO employee (of which FGCU
719 had none); and established thresholds for capital projects, the issuance of debt, and the
720 procurement of goods and services, as well as real estate. She indicated there was
721 reference in the Regulation to the Resolutions on Presidential Authorizations that the
722 FGCU Board of Trustees initiated a couple of years ago; therefore, the powers, duties
723 and requirements in this Regulation also were addressed in the President's Authority
724 provided in the Resolutions on Presidential Authorizations.

725
726 Trustee Montgomery made a motion to approve Regulation: FGCU-PR1.005, Direct
727 Support Organizations. Trustee White seconded the motion.

728

729 Trustee Montgomery asked if the approval of the Regulation would impact operations of
730 the Foundation. Mr. Simoneau responded in the negative. He said that the Foundation
731 was already compliant with the majority of the changes, and the only thing that was not
732 previously done was the FGCU Board of Trustees' approval of appointments to the
733 DSOs. Mr. Simoneau said that he thought it needed to be determined what "all
734 appointments" actually meant.

735
736 Trustee Cors commented on page 4 of the Regulation it read no approval was required
737 to accept gifts of real estate, and she asked if FGCU ever not accepted gifts of real
738 estate. Mr. Simoneau responded that there were certain rules within the Foundation of
739 proposed gifts that are not accepted, for instance, timeshares. He said that the
740 Foundation does an assessment of a proposed gift of real estate, and if it failed an
741 environmental inspection, for example, then it would not be accepted. He said if it does
742 not fit the FGCU Strategic Plan, or if the carrying cost was more than the value of the
743 real estate it is not accepted.

744
745 Trustee K. Smith stated it was unclear what the exact role of a DSO liaison was, and he
746 felt it was important to properly define and clarify the role of a DSO appointee. Trustee
747 Fogg thanked Trustee K. Smith for bringing attention to this matter. He stated the Audit
748 and Compliance Committee in particular had raised this issue in the past. He stated the
749 Audit Committee's role was clarified in relation to the DSOs, and it was agreed Director
750 of Internal Audit Bill Foster would cover the responsibilities; however, it was not clear
751 what the BOG meant in terms of responsibility for the DSOs. He encouraged the
752 administration to press the BOG to be clear, perhaps with a very specific BOG
753 Regulation on what the FGCU Board of Trustees' responsibilities were, or were not, in
754 terms of the DSOs.

755
756 Trustee Montgomery stated he asked the same question yesterday, and as the liaison
757 for the FGCU Foundation Board of Directors, he wondered if he had a greater
758 responsibility to report to the FGCU Board of Trustees and to determine compliance of
759 activities and regulations. Trustee K. Smith indicated it was important to better
760 understand the various position responsibilities; not understanding responsibilities did
761 not erase responsibilities.

762
763 There was no public comment, or further Board discussion regarding Regulation:
764 FGCU-PR1.005, Direct Support Organizations. The vote was 12-0 in favor of the
765 motion.

766
767 Chair Gable stated he and President Martin would raise this subject with the Board of
768 Governors at the next BOG meeting and ask for more clarity.

769
770

771 **Item 12: Audit and Compliance Committee (See Tabs #11 – 15)**

772 Chair Gable called on Audit and Compliance Committee Chair Joseph Fogg to present
773 these items.

774

775 Trustee Fogg reported the Audit and Compliance Committee met on December 3, 2018
 776 and had five items to recommend for approval. He called on Director of Internal Audit
 777 Bill Foster to start with the first action item.

778

779 **International Travel: Outgoing Students and Faculty Audit (TAB #11)**

780 Mr. Foster indicated the report presented a limited scope audit of International Travel
 781 (outgoing students and faculty) managed by Academic Affairs, and Student Success &
 782 Enrollment Management for programs offered during the Spring, Summer and Fall 2017
 783 semesters. He stated the evaluated programs from various offices were conducted in
 784 general compliance with applicable laws, rules and regulations, as well as University
 785 policies and procedures.

786

787 Mr. Foster explained international travel took place through different types of programs,
 788 such as Faculty Led Study Abroad (FLSA), internships, non-credit volunteer and work
 789 experiences abroad, exchange programs, and trips associated with registered student
 790 organizations (RSOs). He noted, depending on the type of program, different Florida
 791 Gulf Coast University (FGCU) departments, offices or colleges provided oversight while
 792 the International Services Office (ISO) served as a central hub for international travel
 793 information and assisted students and other departments with orientation training for
 794 programs that ISO did not directly manage. He reported export/import regulations were
 795 reviewed in the context of international travel, as well as Federal regulations which
 796 could restrict travel abroad and currency exchange rates. He explained the review did
 797 not include programs where international students attended FGCU, nor Athletics since
 798 student-athletes must travel in accordance with NCAA guidelines.

799

800 Mr. Foster listed the observations and recommendations under *Objective A*. He said
 801 under the first item *International Services Office: Record Keeping*, crisis management
 802 training attendance records for three faculty leaders with copies of signed waivers and
 803 release agreements for 15 students were requested from the International Services
 804 Office for three Faculty Led Study Abroad (FLSA) programs, as well as pre-departure
 805 orientation training records for all participants. He reported it was discovered that
 806 although pre-departure sessions were provided, attendance records were not
 807 maintained for either faculty or students; additionally, copies of the signed waiver and
 808 release agreements could not be located for three of the 15 students. He stated it was
 809 recommended the International Services Office (ISO) enhance its procedures to
 810 document attendance at required trainings and ensure that signed waiver and release
 811 agreements were properly retained for all participants. He reported management
 812 agreed with the recommendation and indicated the critical importance of documenting
 813 student and faculty leader participation in Pre-departure Orientations was noted and
 814 would be addressed by continuing to provide these sessions in person or on-line, and
 815 ensuring that participant attendance and completion of training was recorded via
 816 participant signature.

817

818 Mr. Foster stated the second item was *International Services Office, University-Wide*
 819 *Policy or General Guidelines for International Travel*. He reported travel abroad
 820 activities which involved students and faculty not managed by the International Services

821 Office, but sponsored by FGCU, such as performance tours, internships, etc., were
822 reviewed. He reported the departments which managed these types of international
823 activities informally knew to contact ISO for training and insurance, but failed to cover
824 additional core areas that should have been addressed prior to travel. He indicated the
825 responsibility for developing University-wide formal guidelines which covered best
826 practices and attributes of international travel should be assigned to the International
827 Services Office with guidance from the Office of the General Counsel. Additionally, he
828 said these guidelines should be communicated to all persons and entities involved in
829 international travel. He reported management recognized the need for University-wide
830 formal guidelines for international travel and efforts were underway to pursue the
831 implementation of best practices, including development of institutional policy with
832 guidance from the Office of General Counsel.
833

834 Mr. Foster stated the third item was *Lutgert College of Business (LCOB) Lack of Waiver*
835 *of Liability*. He explained the LCOB did not require outgoing exchange students to sign
836 a waiver of liability. He stated it was recommended that the LCOB exchange program
837 personnel work collaboratively with the Office of the General Counsel to identify the
838 appropriate waiver of liability to be completed by all exchange program participants. He
839 reported management agreed with the observation and recommendation.
840

841 Mr. Foster stated the fourth item was *Registered Student Organization: No Agreement*
842 *with Sponsoring Third Party*. He explained the selected Registered Student
843 Organization (RSO) which sent volunteer students abroad each year to participate in
844 health and development programs did not have a signed written agreement with the
845 sponsoring third party organization. He stated it was recommended the Office of
846 Student Involvement ensured RSO agreements with third party organizations were
847 approved and signed off by both parties, with copies maintained and available for
848 review. He explained the University was not legally responsible for these agreements.
849 Campus Life provided general oversight, but it was the responsibility of the RSO to
850 maintain the necessary documentation for their activities. He stated an agreement was
851 signed between the president of the RSO and the third party on May 14, 2018 which
852 automatically renewed for one year periods unless terminated by either party before
853 expiration. He stated management responded by indicating although the RSO was not
854 a legal entity of the University, the Office of Student Involvement provided guidance to
855 the RSO regarding travel pursuits. In order to ensure obtainment of appropriate
856 documentation from the National Organization or affiliated entity that the RSO was
857 traveling with, (if applicable), the Office of Student Involvement would add an item to the
858 administrative travel checklist which would secure the document (as applicable) three
859 months prior to the travel date. If the document was not secured by that date, travel
860 would not be approved by the Office of Student Involvement.
861

862 Mr. Foster stated the fifth item was *Internships & Co-Operative Programs Office:*
863 *Policies and Procedures Enhancement*. He stated the total number of international
864 internships managed by the Internships & Co-Operative Programs Office (ICP) for fiscal
865 year 2017 could not be supported; additionally, international internships procedures
866 obtained from ICP were inadequate as the procedures did not address all critical

867 aspects of international travel. He stated to enhance the effectiveness of its operations
868 and accountability for international internships, ICP should develop comprehensive,
869 written procedures, and maintain accurate records for international internships. He
870 reported management believed the report accurate and indicated development of
871 comprehensive, written procedures for international internships and maintaining
872 accurate records would be included in the Job Duties for the new Associate Director of
873 Internships & Co-Operative Programs.

874

875 Mr. Foster stated the next item was *Office of Research and Graduate Studies (ORGS):*
876 *Monitoring for Compliance and Training* under *Objective B*. He reported at the time of
877 review, some items required by FGCU Policy 2.014, Export Control had not been fully
878 implemented, such as conducting an Export Control Analysis and establishing
879 appropriate training. He stated it was recommended the ORGS continued its efforts to
880 monitor international travelers by conducting the export control analysis before travel
881 was approved and it was recommended that the ORGS create awareness of these
882 regulations through export control training. He stated the ORGS agreed with the
883 recommendation and indicated introduction and training on export controls and
884 international travel would begin in the Fall, along with additional training and written
885 communications on export controls.

886

887 He indicated management agreed with the recommendations.

888

889 Trustee Fogg stated the Audit and Compliance Committee had reviewed the audit and
890 was recommending its acceptance by the FGCU Board of Trustees.

891

892 Trustee S. Smith made a motion to accept the International Travel: Outgoing Students
893 and Faculty Audit. Trustee Montgomery seconded the motion. There was no public
894 comment, or Board discussion. The vote was 12-0 in favor of the motion.

895

896 **Florida Gulf Coast University Financing Corporation Independent Auditor's**
897 **Report Fiscal Year Ended June 30, 2018 (TAB #12)**

898 Mr. Foster indicated the Audit and Compliance Committee recommended acceptance of
899 the Florida Gulf Coast University Financing Corporation Independent Auditor's Report
900 for the Fiscal Year Ended June 30, 2018. He reported the firm of Tuscan & Company,
901 P.A. completed the audit report of the FGCU Financing Corporation for the fiscal year
902 ended June 30, 2018 and the Financing Corporation Board of Directors approved the
903 audit report at its October 22, 2018 meeting. He stated on the Summary Page, page 2,
904 was the Opinion in which the auditors determined the financial statements fairly
905 presented the financial position of the Financing Corporation. He explained this was
906 known as a clean opinion and was what the Financing Corporation strove to obtain. He
907 stated on pages 4 through 9 was the Management's Discussion and Analysis. He
908 explained this was the section where management described in reader friendly terms
909 what occurred in the last fiscal year; it pointed out major transactions, and presented
910 comparative figures from the prior year. He stated on page 20 was the Statement of
911 Net Position. He explained years ago, this Statement was known as the Balance Sheet.
912 He stated at year end, there was \$222.7 million in total assets, and \$197.3 million in

913 total liabilities and deferred inflows, and that net position (residual equity) was \$25.4
 914 million. He stated on page 11 was the Statement of Revenues, Expenses and Changes
 915 in Net Position. He explained this Statement was formerly known as an Income
 916 Statement and indicated for the year, there was \$18.6 million in operating revenue,
 917 \$14.5 million in operating expenses, and \$3.9 million in non-operating expenses,
 918 arriving at a net increase in position of \$0.2 million. He stated page 12 was the
 919 Statement of Cash Flows which showed the effects to cash from the financial
 920 transactions. He reported the net effect was a \$20,000 increase in cash and cash
 921 equivalents for the year. He stated pages 13 through 33 were the Notes to the
 922 Financial Statements, which contained a significant amount of information explaining
 923 the various line items in the financial statements; compared to Management's
 924 Discussion and Analysis, these notes were not necessarily as reader friendly. He
 925 stated pages 24 and 25 were the Auditor's Report on Internal Control and Compliance,
 926 which related financial reporting and compliance with Government Auditing Standards;
 927 there were no deficiencies in internal controls noted. He stated pages 26 and 27 were
 928 the Auditor's Report to Management, which contained no comments in the current or
 929 prior years. He stated page 8 of the report discussed Factors Impacting Future Periods
 930 and showed the student housing occupancy rate continued to be high which had no
 931 effect on bond ratings, etc., and there were no currently known facts, decisions or
 932 conditions which would have a significant effect on the financial position or operations
 933 during the coming year.

934
 935 Trustee Fogg stated the Audit and Compliance Committee had reviewed the audit and
 936 was recommending its acceptance by the FGCU Board of Trustees.

937
 938 Trustee S. Smith made a motion to accept the Florida Gulf Coast University Financing
 939 Corporation Independent Auditor's Report Fiscal Year Ended June 30, 2018. Trustee
 940 Montgomery seconded the motion. There was no public comment, or Board discussion.
 941 The vote was 12-0 in favor of the motion.

942

943 **Florida Gulf Coast University Foundation Independent Auditor's Report Fiscal**
 944 **Year Ended June 30, 2018 (TAB #13)**

945 Mr. Foster reported the firm of Cherry Bekaert, LLP completed the audit report of the
 946 FGCU Foundation, Inc. for the fiscal year ended June 30, 2018, and the Foundation's
 947 Board of Directors accepted the audit at its December 5, 2018 meeting. Mr. Foster read
 948 through the summaries page. He stated page 1 was the Opinion, in which the auditors
 949 determined the financial statements fairly presented the financial position of the
 950 Foundation; this was known as a clean opinion. He stated pages 3 through 10 were the
 951 Management's Discussion and Analysis, the section in which management described in
 952 reader friendly terms what occurred in the last fiscal year; this section pointed out major
 953 transactions, and presented comparative figures from the prior year. He stated page 11
 954 was the Statement of Net Position, which, years ago, was known as the Balance Sheet.
 955 He reported at year end, there was \$131.5 million in total assets, \$1.6 million in total
 956 liabilities and deferred inflows, and net position (residual equity) was \$129.9 million. He
 957 stated page 12 was the Statement of Revenues, Expenses and Changes in Net
 958 Position, formerly known as an Income Statement, which showed for the year there was

959 \$11.6 million in operating revenue, \$16.1 million in operating expenses, \$7.2 million in
 960 net non-operating revenue (primarily \$6.9 million in investment gains), and \$3.7 million
 961 in net contributions to endowments, arriving at a \$6.4 million increase in net position.
 962 He stated pages 13 and 14 were the Statement of Cash Flows, which showed the
 963 effects to cash from the financial transactions; the net effect was a \$1.4 million decrease
 964 in cash and cash equivalents for the year. He stated pages 16 through 29 were the
 965 Notes to the Financial Statements, which included a significant amount of information to
 966 explain the various line items in the financial statements; compared to Management's
 967 Discussion and Analysis, these notes were not necessarily as reader friendly. He
 968 stated pages 30 through 41 contained Supplementary Information, which included
 969 additional required State schedules and provided a breakdown of the financial
 970 statements by account type. He stated pages 42 and 43 were the Auditor's Report on
 971 Internal Control and Compliance, which related financial reporting and compliance with
 972 Government Auditing Standards. He stated pages 44 and 45 were the Schedule of
 973 Findings and Responses, which showed a deficiency in internal controls noted as a
 974 Material Weakness in Financial Reporting. He explained the Foundation had taken an
 975 overly conservative approach to valuing land held for investment, and in classifying
 976 unrestricted funds used to supplement restricted projects; as noted in the Effect
 977 paragraph, these actions did not involve any loss, impairment, or overstatement of
 978 Foundation assets.

979

980 Trustee Fogg stated the Audit and Compliance Committee had reviewed the audit and
 981 was recommending its acceptance by the FGCU Board of Trustees.

982

983 Trustee Montgomery made a motion to accept the Florida Gulf Coast University
 984 Foundation Independent Auditor's Report Fiscal Year Ended June 30, 2018. Trustee
 985 McDonald seconded the motion. There was no public comment, or Board discussion.
 986 The vote was 12-0 in favor of the motion.

987

988 **Compliance Office Charter (TAB #14)**

989 Director of Equity, Ethics and Compliance, and Title IX Coordinator Precious Gunter
 990 noted that the updated Compliance Office Charter was a formal document which
 991 outlined the purpose, authority, mission, scope of work, and responsibilities of a
 992 compliance office; and provided for an appropriate governance structure, access to
 993 documents and personnel in order to carry out the duties and responsibilities of the
 994 office, and a periodic assessment of the Charter. She stated the document was
 995 prepared pursuant to Board of Governors Regulation 4.003 and required each State
 996 University System chief compliance office be governed by a charter approved by the
 997 boards of trustees and reviewed at least once every three years. She explained the
 998 Charter was recently revised primarily to reflect the changes with the merger of the
 999 Office of Institutional Equity and Compliance with the University's Compliance Office.
 1000 She stated the other revisions primarily dealt with grammatical and structural changes,
 1001 as well as updates regarding training and responsibilities of the Office.

1002

1003 Trustee Fogg stated the Audit and Compliance Committee had reviewed the Charter
 1004 and was recommending its approval by the FGCU Board of Trustees.

1005 Trustee Montgomery made a motion to approve the Compliance Office Charter.
1006 Trustee S. Smith seconded the motion. There was no public comment, or Board
1007 discussion. The vote was 12-0 in favor of the motion.
1008

1009 **Audit and Compliance Committee Charter (TAB #15)**

1010 Ms. Gunter noted that similar to the Compliance Office Charter, this Charter identified
1011 the authority under which the Audit and Compliance Committee of the Florida Gulf
1012 Coast University Board of Trustees operated, as well as the composition, meeting
1013 protocol, and responsibilities of the Committee. She stated the Charter was revised to
1014 update the merger between the Office of Equity and Compliance, and the Compliance
1015 Office, as well as some of the responsibilities for the chief audit executive in terms of
1016 attending DSO meetings and reporting back to the Audit and Compliance Committee on
1017 the meetings.
1018

1019 Trustee Fogg stated the Audit and Compliance Committee had reviewed the Charter
1020 and was recommending its approval by the FGCU Board of Trustees.
1021

1022 Trustee S. Smith made a motion to approve the Audit and Compliance Committee
1023 Charter. Trustee Cors seconded the motion. There was no public comment, or Board
1024 discussion. The vote was 12-0 in favor of the motion.
1025

1026 **Update on Board of Governors Construction Funding Certification and Audit**

1027 Mr. Foster reported on September 19, 2018 the Board of Governors requested each of
1028 the State universities to review the funding sources for all university capital projects
1029 approved by their boards of trustees from July 1, 2008 until the present. He stated
1030 projects approved prior to July 1, 2008 which had a cost adjustment after this date also
1031 were included for review. He stated projects adding more than 10,000 gross square
1032 feet of space or exceeding \$2 million in cost were reviewed. Mr. Foster said that
1033 remodeling, repairs, and renovations were excluded from this audit, and none of these
1034 projects were over the \$2 million threshold. He stated FGCU had constructed 19
1035 projects in total and a certification was signed and delivered in a timely manner to the
1036 Board of Governors. He stated the Board of Governors asked the Florida State
1037 University Procurement Office to prepare a Request for Qualifications (RFQ) solicitation
1038 which would involve a firm sending out a survey to the State Universities asking
1039 questions related to capital project controls. He stated the firm was not required to be a
1040 CPA firm, but could be a CPA firm, a consulting firm, or a CPA/consulting firm. He
1041 reported as of the latest information available, the RFQ had not yet been issued and at
1042 this point he did not know if the survey included an audit.
1043

1044
1045 **Item 13: Old Business**

1046 There was no old business for discussion.
1047
1048
1049
1050

1051 **Item 14: New Business**

1052 Trustee Fogg noted he recently learned that FGCU owned WGPU and wondered why
1053 the FGCU Board of Trustees did not see budgets for WGPU. President Martin
1054 indicated WGPU budgets could be provided to the Board. He stated WGPU now
1055 reports to University Advancement, and no longer to Academic Affairs. He stated he
1056 would be delighted to share the budget information. He said WGPU has a budget,
1057 continual fundraising plan, goals and objectives.

1058
1059 President Martin reminded the Board that a reception was held at WGPU to provide
1060 tours of the facility. He said that there was not a big turnout for the reception, but that
1061 another one could be hosted there again. He said that it was a state-of-the art facility
1062 and that the building was named after a donor from Naples.

1063
1064 Trustee Fogg asked if WGPU made any money. Mr. Simoneau stated he would provide
1065 the Board with the audited financial statements.

1066
1067 President Martin said that we would ask WGPU General Manager Rick Johnson to
1068 make an informational presentation to the Board. He said that WGPU was a huge
1069 asset to Southwest Florida and that one of the things FGCU is proud of was the ability
1070 for WGPU to stay on the air during Hurricane Irma consistently and to update the region
1071 on what was happening.

1072
1073 Trustee Eide asked how WGPU was able to not be classified as a DSO. Ms. Leonard
1074 replied that it was a University department and was not a separate entity from the
1075 University.

1076
1077

1078 **Item 15: Chair's Closing Remarks and Meeting Adjournment**

1079 Chair Gable stated the next Board meeting would be a limited agenda meeting held
1080 Tuesday, February 19, 2019 and would be a conference call meeting. He stated the
1081 Board's next regularly scheduled meeting would be held Tuesday, April 9, 2019.

1082
1083 Chair Gable adjourned the meeting at 10:50 a.m.

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1090 Minutes prepared by Transcription Experts, and reviewed by Tiffany Jackson
1091 Tramontozzi, FGCU Assistant Director of Board Operations.

1092
1093 Agenda Items:

1094 A. See Tabs #1 –15

1095 a. [https://www2.fgcu.edu/Trustees/AgendaFile/2019/01-08-
1096 2019/FGCUBOTMT-AGENDAPACKET_V2_1-8-2019.PDF](https://www2.fgcu.edu/Trustees/AgendaFile/2019/01-08-2019/FGCUBOTMT-AGENDAPACKET_V2_1-8-2019.PDF)

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B. Handouts

- a. <https://www2.fgcu.edu/Trustees/AgendaFile/2019/01-08-2019/January%20,%202019%20Meeting%20Handouts.pdf>

Attachment:

- A. Record of Votes

Record of Votes FGCU Board of Trustees DATE: <u>1/8/2019</u>		Consent Agenda (Tabs #1-3) 1- Cors 2- Roepstorff	FGCU 2018 Four-Year Graduation Rate Improvement Plan Update for the Florida Board of Governors (Tab #5) 1- Eide 2- White	New Degree Program: Bachelor of Science in Environmental Geology (Tab #6) 1- Fogg 2- McDonald	New Degree Program: Bachelor of Science in Supply Chain Management (Tab #7) 1- S. Smith 2- Cors	Regulation: FGCU-PR5.020, Appeal of Disciplinary Actions (Tab #9) 1- Eide 2- McDonald	Regulation: FGCU-PR1.005, Direct Support Organizations (Tab #10) 1- Montgomery 2- White	International Travel: Outgoing Students and Faculty Audit (Tab #11) 1- S. Smith 2- Montgomery	Florida Gulf Coast University Financing Corporation Independent Auditor's Report Fiscal Year Ended June 30, 2018 (Tab #12) 1- S. Smith 2- Montgomery	Florida Gulf Coast University Foundation Independent Auditor's Report Fiscal Year Ended June 30, 2018 (Tab #13) 1- Montgomery 2- McDonald	Compliance Office Charter (Tab #14) 1- Montgomery 2- S. Smith	Audit and Compliance Committee Charter (Tab #15) 1- S. Smith 2- Cors
	TRUSTEES	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
1	Trustee Ashley Coone	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2	Trustee Darleen Cors	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Trustee Richard Eide	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	Trustee Joseph Fogg	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5	Trustee Mike McDonald	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
6	Trustee Leo Montgomery	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
7	Trustee Kevin Price		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8	Trustee Robbie Roepstorff	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
9	Trustee Kenneth Smith		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
10	Trustee Stephen Smith	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
11	Trustee Christian Spilker (excused absence)											
12	Trustee Jalisa White	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
13	Trustee Blake Gable	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes