

1                   **FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES**  
2                   **CONFERENCE CALL MEETING**

3  
4                   **Thursday, October 31, 2019**

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6                   **CALL ORIGINATED FROM EDWARDS HALL, ROOM #309**  
7                   **FLORIDA GULF COAST UNIVERSITY**

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11                   Meeting Minutes

12                   **Members:**

13                   *Present:* Trustee Blake Gable (by phone) – Chair; Trustee Robbie Roepstorff (by  
14 phone) – Vice Chair; Trustee Josh Ballin (by phone); Trustee Ashley Coone (by phone);  
15 Trustee Richard Eide, Jr. (by phone); Trustee Joseph Fogg III (by phone); Trustee  
16 Jamie MacDonald (in person); Trustee Leo Montgomery (by phone); Trustee Kevin  
17 Price (by phone); Trustee Kenneth Smith (by phone); and Trustee Christian Spilker (by  
18 phone).

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20                   *Not Present:* Trustee Darleen Cors (Excused Absence) and Trustee Stephen Smith  
21 (Excused Absence).

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23                   **Others:**

24                   *Staff:* President Mike Martin; Provost and Vice President for Academic Affairs James  
25 Llorens; Vice President for Administrative Services and Finance, and Executive Director  
26 of FGCU Financing Corporation Steve Magiera; Vice President and Chief of Staff Susan  
27 Evans; Vice President and General Counsel Vee Leonard; Director of Internal Audit Bill  
28 Foster; Director of Operations Tiffany Reynolds; Assistant Director of Board Operations  
29 Tiffany Jackson Tramontozzi; Project Manager Melissa Pind; and Executive Assistant to  
30 the Vice President and Chief of Staff Bruna Ugolotti.

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32                   **Notice of Emergency Meeting:**

33                   In accordance with the Florida Gulf Coast University Board of Trustees Bylaws, these  
34 minutes reflect the manner and method by which each member of the Board was  
35 notified of the emergency meeting. Specifically, Vice President and Chief of Staff  
36 Susan Evans on October 25, 2019 sent an email to each member of the Board to  
37 announce the call by Chair Blake Gable for an emergency meeting to act on the  
38 Amended Textbook and Instructional Materials Affordability Annual Report. Also, in  
39 accordance with the Bylaws, Ms. Evans issued a press release to the region's media  
40 outlets to indicate the date, time, place and purpose of the meeting. Additionally, the  
41 meeting information was provided to FGCU's faculty, staff and students via a campus-  
42 wide email.

47 **Item 1: Call to Order, Roll Call, and Opening Remarks**

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48 Chair Blake Gable called the meeting to order at 1:30 p.m. He noted the call originated  
49 from Edwards Hall, Room 309, on the campus of Florida Gulf Coast University (FGCU).  
50 He indicated the meeting was called in accordance with the FGCU Board of Trustees  
51 Bylaws provision for an emergency meeting when an issue required immediate Board  
52 action. He explained the immediate action was to adopt the Amended Textbook and  
53 Instructional Materials Affordability Annual Report which was due to the Board of  
54 Governors (BOG) tomorrow, November 1, 2019. He noted this would be the only item  
55 of business today.

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57 Chair Gable asked Vice President and Chief of Staff Susan Evans to call the roll. Roll  
58 call was taken with 11 of 13 members participating, thus meeting quorum requirements.  
59 Chair Gable asked Provost and Vice President for Academic Affairs James Llorens to  
60 present the Amended Textbook and Instructional Materials Affordability Annual Report.  
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63 **Item 2: Amended Textbook and Instructional Materials Affordability Annual**  
64 **Report (TAB #1)**

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65 Provost Llorens stated each year FGCU was required to submit to the Board of  
66 Governors (BOG) a Textbook Affordability Annual Report which was prepared and  
67 submitted by the Office of the Provost using data collected by the FGCU Bookstore. He  
68 said the data from the textbook collection process included: courses not requiring  
69 textbooks or instructional materials; initiatives to reduce cost of materials; policies for  
70 posting materials; course sections which did not meet the deadline for timely adoption;  
71 and courses which received an exception. He indicated the BOG was most interested  
72 in the timely adoption rates – which was faculty reporting required instructional materials  
73 to the bookstore within the specified timeframe. He noted the report the FGCU Board of  
74 Trustees (BOT) approved at its September 10, 2019 meeting recorded adoption rates  
75 for fall 2018 at 84.05 percent and spring 2019 at 90.74 percent. He noted on  
76 September 3, 2019, prior to the BOT meeting, FGCU received an email from the BOG  
77 requesting the report be updated to include course sections that revised textbook and  
78 instructional materials after the posting deadline, thus resulting in non-compliance. He  
79 indicated this updated information was to be submitted as an addendum to the original  
80 report, but it still required FGCU BOT approval. He explained that the original report  
81 had been prepared and submitted for approval at the September 10 FGCU BOT  
82 meeting because the Office of the Provost was not able to secure the data needed from  
83 the bookstore to prepare the addendum prior to the meeting.

84

85 Provost Llorens noted the addendum was prepared for approval today and it revised the  
86 adoption rate down. He said that 252 course sections which had been reported as  
87 timely now had to be reported as untimely because of the changes required by the  
88 BOG. Provost Llorens stated that with the changes required by the BOG, the adoption  
89 rates dropped to 77.92 percent for fall 2018 and 79.8 percent for spring 2019. He said  
90 the number of untimely adoptions for fall 2018 was at 22.08 percent (or 478 courses),  
91 and the untimely adoptions for spring 2019 was 20.22 percent (or 435 courses). He  
92 stated some courses that received an exception to the reporting deadline were offered

93 as part of the FGCU Complete program. Provost Llorens explained that institutions also  
94 were asked by the BOG to provide information on the number of course sections that  
95 revised textbook and instructional materials after the posting deadline. He said for fall  
96 2018 there were 251 sections with changes, and for spring 2019 there were 593  
97 sections with changes. Provost Llorens stated these were materials provided after the  
98 45-day window prior to the start of the semester.  
99

100 Provost Llorens said he notified the BOG staff that FGCU would not be able to secure  
101 Board approval until after the deadline for report submission, and following several  
102 telephone conversations with BOG staff, he submitted the previously approved signed  
103 report along with the unsigned revised report. He informed BOG staff the signed  
104 revised report would be submitted once FGCU BOT approval was secured. He  
105 indicated BOG staff informed him they could not accept the unsigned report; therefore,  
106 this emergency meeting was necessary. He stated additionally, FGCU was asked to  
107 explain the reason for the lower rate of adoption. He noted several factors had been  
108 identified and the Office of Provost was collaborating with the bookstore, deans,  
109 department chairs and faculty to improve adoption rates.  
110

111 Provost Llorens explained that a number of course sections were not made available to  
112 students until maximum enrollment was met. He noted these were called “ghosted”  
113 sections, and these sections appeared with the bookstore’s data as a section which was  
114 not meeting the timely report deadline. He explained some adjustments would be made  
115 to prevent this from occurring in the future. He noted if a class did not require materials,  
116 faculty were required to inform the bookstore that no materials were needed; otherwise,  
117 it was reported as not meeting the deadline for a timely report. He stated this was being  
118 addressed. He stated this semester Follet Discover would be implemented; it was user  
119 friendly and worked within the learning management system on campus. He said this  
120 system gave instructors an easier point of access, students easier access and purchase  
121 ability, and allowed university staff to monitor adoptions in real time. He stated the  
122 Follet Discover access automatically appears when courses were assigned. He  
123 indicated it also pre-populated information for courses that never required materials. He  
124 noted fall adoptions would be requested before summer break when possible, and they  
125 also were going to limit the number of “ghosted” courses. He stated these were  
126 FGCU’s responses to the BOG and he believed that they met the BOG requirements;  
127 the FGCU BOT approval was now needed for submittal.  
128

129 Chair Gable indicated he had conversations with the Chancellor and the BOG Chair and  
130 all were in agreement FGCU was making good improvements. He asked if there were  
131 any questions.  
132

133 Trustee Jamie MacDonald stated not all “ghosted” sections were courses with  
134 instructors; sometimes “ghosted” sections were opened for anticipated new hires.  
135 Provost Llorens agreed and stated that those sections still show up on the adoption  
136 report.  
137

138 President Mike Martin stated if an auditor reviewed FGCU it would be discovered that  
139 the total cost of class materials was among the lowest in the State University System.  
140 He noted FGCU did not have heavy use of traditional majors which utilized expensive  
141 textbooks such as chemistry and physics. He indicated FGCU had many more  
142 interdisciplinary degrees which utilized other types of materials, including for  
143 entrepreneurship, integrated studies, etc. He noted if the real interest was to keep  
144 down the cost to students, FGCU had this built into its program. President Martin said  
145 that new majors had been added for which there was still some uncertainty regarding  
146 the textbooks, including for construction management; supply chain management;  
147 agribusiness management; and environmental geology. He said he felt the addition of  
148 these new majors reflected the fact FGCU had a dynamically changing curriculum for  
149 which instructors are still determining what materials (if at all) they were going to use.  
150 He stated while FGCU was required to comply with BOG standards, he would like the  
151 BOG staff to understand that FGCU was not University of Florida or Florida State  
152 University, but had many more applied types of degrees which were interdisciplinary  
153 rather than single disciplines that routinely sold expensive textbooks.

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155 Trustee Richard Eide asked if the combination of changes being put in place would help  
156 FGCU meet the goal of 95 percent adoption. Provost Llorens stated the initiatives were  
157 started this semester, and he was pleased with the progress. Provost Llorens noted  
158 other measures were being taken to keep textbook costs down such as the timed  
159 textbook rental program in which students could rent books for two hours at a time from  
160 the Library (to be used in the Library) in an effort to lower book costs. Trustee Eide  
161 noted there was a good argument on the substance, as mentioned by President Martin;  
162 however, what was to be considered today was that FGCU meet the BOG  
163 standards. Provost Llorens agreed with Trustee Eide and noted the report was for the  
164 previous academic year and was required annually. He explained the BOG had  
165 changed the report requirements just prior to the previous BOT meeting which did not  
166 allow the Office of the Provost enough time to correct it prior to approval and  
167 submission. Trustee Eide agreed and stated he believed FGCU was caught in a  
168 “gaming exercise” and was now working to eradicate the issues. He stated if there was  
169 argument on the substance, that should be handled separately and it was important at  
170 this juncture to be in line with the BOG requirements. Provost Llorens agreed with  
171 Trustee Eide.

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173 Chair Gable called for a motion to approve the Amended Textbook and Instructional  
174 Materials Affordability Annual Report.

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176 Trustee Ken Smith moved to approve the Amended Textbook and Instructional  
177 Materials Affordability Annual Report. Trustee Christian Spilker seconded the motion.

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

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184 **Item 3: Closing Remarks and Adjournment**

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185 Chair Gable thanked the Trustees for participating in today's conference call. He noted  
186 the next BOT meeting would be on Tuesday, January 14, 2020. He asked if Provost  
187 Llorens would be in contact with the Board of Governors (BOG) regarding the approved  
188 Amended Textbook and Instructional Materials Affordability Annual Report. Provost  
189 Llorens responded in the affirmative, and said he would follow up with the BOG.

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191 Chair Gable adjourned the meeting at 1:48 p.m.

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

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209 Agenda Item:

- 210 A. See Tab #1
- 211 a. [https://www2.fgcu.edu/Trustees/AgendaFile/2019/10-31-](https://www2.fgcu.edu/Trustees/AgendaFile/2019/10-31-2019/FGCUBOTMTG_AGENDAPACKET_10.31.19.PDF)
- 212 [2019/FGCUBOTMTG\\_AGENDAPACKET\\_10.31.19.PDF](https://www2.fgcu.edu/Trustees/AgendaFile/2019/10-31-2019/FGCUBOTMTG_AGENDAPACKET_10.31.19.PDF)

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216 Attachment:

- 217 A. Record of Votes

<b>Record of Votes FGCU Board of Trustees DATE: <u>10/31/2019</u></b>		Amended Textbook and Instructional Materials Affordability Annual Report (Tab #1) 1- K. Smith 2- Spilker
	<b>TRUSTEES</b>	<b>Yes/No</b>
1	Trustee Josh Ballin	Yes
2	Trustee Ashley Coone	Yes
3	Trustee Darleen Cors (excused absence)	
4	Trustee Richard Eide	Yes
5	Trustee Joseph Fogg	Yes
6	Trustee Jamie MacDonald	Yes
7	Trustee Leo Montgomery	Yes
8	Trustee Kevin Price	Yes
9	Trustee Robbie Roepstorff	Yes
10	Trustee Kenneth Smith	Yes
11	Trustee Stephen Smith (excused absence)	
12	Trustee Christian Spilker	Yes
13	Trustee Blake Gable	Yes