FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES
CONFERENCE CALL MEETING

Thursday, October 31, 2019

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

Meeting Minutes

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

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

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

Notice of Emergency Meeting:
In accordance with the Florida Gulf Coast University Board of Trustees Bylaws, these minutes reflect the manner and method by which each member of the Board was notified of the emergency meeting. Specifically, Vice President and Chief of Staff Susan Evans on October 25, 2019 sent an email to each member of the Board to announce the call by Chair Blake Gable for an emergency meeting to act on the Amended Textbook and Instructional Materials Affordability Annual Report. Also, in accordance with the Bylaws, Ms. Evans issued a press release to the region’s media outlets to indicate the date, time, place and purpose of the meeting. Additionally, the meeting information was provided to FGCU’s faculty, staff and students via a campus-wide email.
Item 1: Call to Order, Roll Call, and Opening Remarks

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

Chair Gable asked Vice President and Chief of Staff Susan Evans to call the roll. Roll call was taken with 11 of 13 members participating, thus meeting quorum requirements.

Chair Gable asked Provost and Vice President for Academic Affairs James Llorens to present the Amended Textbook and Instructional Materials Affordability Annual Report.

Item 2: Amended Textbook and Instructional Materials Affordability Annual Report (TAB #1)

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

Provost Llorens noted the addendum was prepared for approval today and it revised the adoption rate down. He said that 252 course sections which had been reported as timely now had to be reported as untimely because of the changes required by the BOG. Provost Llorens stated that with the changes required by the BOG, the adoption rates dropped to 77.92 percent for fall 2018 and 79.8 percent for spring 2019. He said the number of untimely adoptions for fall 2018 was at 22.08 percent (or 478 courses), and the untimely adoptions for spring 2019 was 20.22 percent (or 435 courses). He stated some courses that received an exception to the reporting deadline were offered
as part of the FGCU Complete program. Provost Llorens explained that institutions also were asked by the BOG to provide information on the number of course sections that revised textbook and instructional materials after the posting deadline. He said for fall 2018 there were 251 sections with changes, and for spring 2019 there were 593 sections with changes. Provost Llorens stated these were materials provided after the 45-day window prior to the start of the semester.

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

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

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

Trustee Jamie MacDonald stated not all “ghosted” sections were courses with instructors; sometimes “ghosted” sections were opened for anticipated new hires. Provost Llorens agreed and stated that those sections still show up on the adoption report.
President Mike Martin stated if an auditor reviewed FGCU it would be discovered that the total cost of class materials was among the lowest in the State University System. He noted FGCU did not have heavy use of traditional majors which utilized expensive textbooks such as chemistry and physics. He indicated FGCU had many more interdisciplinary degrees which utilized other types of materials, including for entrepreneurship, integrated studies, etc. He noted if the real interest was to keep down the cost to students, FGCU had this built into its program. President Martin said that new majors had been added for which there was still some uncertainty regarding the textbooks, including for construction management; supply chain management; agribusiness management; and environmental geology. He said he felt the addition of these new majors reflected the fact FGCU had a dynamically changing curriculum for which instructors are still determining what materials (if at all) they were going to use. He stated while FGCU was required to comply with BOG standards, he would like the BOG staff to understand that FGCU was not University of Florida or Florida State University, but had many more applied types of degrees which were interdisciplinary rather than single disciplines that routinely sold expensive textbooks.

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

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

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

There was no public comment, or further Board discussion. The vote was 11-0 in favor of the motion.
Item 3: Closing Remarks and Adjournment

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

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

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

Agenda Item:
A. See Tab #1

Attachment:
A. Record of Votes
## Record of Votes

**FGCU Board of Trustees**

**DATE:** 10/31/2019

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<tr>
<th>TRUSTEES</th>
<th>Yes/No</th>
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<td>1 Trustee Josh Ballin</td>
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<td>4 Trustee Richard Eide</td>
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<td>5 Trustee Joseph Fogg</td>
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<td>13 Trustee Blake Gable</td>
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Amended Textbook and Instructional Materials
Affordability Annual Report (Tab #1)
1- K. Smith
2- Spilker