



## **FCI / FSPPM COMMITTEE JOINT CHAIRS PLANNING MEETING**

### **Meeting Minutes**

**March 8, 2022**

**555 Palm Harbor Boulevard, Palm Harbor FL**

**Time Convened: 2:15 p.m.**

**Time Adjourned: 4:11 p.m.**

#### **Meeting members present:**

David L. Brandon (Chair), Thomas G. Kuntz (Chair)

#### **Others present:**

Chris Cowen, Senior Vice President and Chief Financial Officer; Charlie Lane, Senior Vice President and Chief Operating Officer; Colt Little, Senior Counsel; Curtis Reynolds, Vice President for Business Affairs; Alan West, Assistant Vice President and Treasurer.

#### **1.0 Call to Order and Welcome**

Chair David Brandon welcomed everyone in attendance and called the meeting to order at 2:15 p.m.

#### **2.0 Roll Call**

Assistant University Secretary Melissa Orth conducted a roll call of all members present.

#### **3.0 Review Agenda**

##### **3.1 Update to Capital Plan**

Chairs David Brandon and Tom Kuntz discussed the need to create a maintenance program for the Landscape Master Plan. They noted comments made in the Facilities and Investment Committee pre-meeting on Monday for the need to landscape around campus despite the various construction projects in progress. They agreed that a short-term and long-term plan was needed. Senior Vice President Charlie Lane commented he and Vice President Curtis Reynolds will put together a draft plan. Chair Kuntz added they also need to know the source of funds for the plan.

Chairs Brandon and Kuntz discussed current projects and funding details needed to be in alignment. In addition, the timelines should be accurate. They also discussed that a plan should be included if there are delays due to lack of funding being received for each project. Chair Brandon noted every capital project should also have a landscape budget included. Vice President Curtis Reynolds confirmed all projects do have a component included.

Chair Brandon and Kuntz agreed a policy needs to be created for all projects that connects the total amount of the project, dollars to be received from specific sources, a detailed timeline that includes when monies are due, start dates, etc., how much funding is cash and when the funds are received. If funds are not received by the due date, a notification system should trigger the appropriate offices. No construction should be started without a minimum amount of cash received. Trustee Brandon mentioned there are controls in the Board's Governance Standards related to this issue. Chair Kuntz agreed and said Trustee Rahul Patel, who led that governance initiative, should be consulted when the policy is being developed to ensure alignment. Senior Vice President Chris Cowen agreed to draft a policy and get input as recommended.

Chairs Brandon and Kuntz both agreed that going forward any project action items coming to the Board need to include a statement related to the financing of the project, specifically if there will need to be a bridge in the financing

#### **4.0 New Business**

There was no new business to come before the committee.

#### **5.0 Adjourn**

There being no further discussion, the meeting was adjourned at 4:11 p.m.