

Public Records and Sunshine Laws

Patrick Cunningham



Public Records

“It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.”
§ 119.01(1), Fla Stat.



Sunshine

“All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.”
§286.011(1)(a), Fla. Stat.



Contact Information for Additional Questions:

Patrick.Cunningham@myfloridalicense.com



State University System BOG Metrics

Florida Atlantic University

Year 1 ('13 data)-	10 th Place	48 (24) Points
Year 2 ('14 data)	6 th Place	74 (37) Points
Year 3 ('15 data)	1 st Place	84 Points

What do the Metrics measure?

Degrees to Jobs!



Performance Funding

Our Keys to Success

- > Be authentic about getting better every day
- > Educate all constituencies internal and external about the Metrics
- > Focus on outcomes
- > Don't let anyone "off the hook" or "explain it away"
- > Take full responsibility for student success-
**PAY ATTENTION TO
STUDENTS!**



Building a Culture of Student Success

- Shift from focus on enrollment to focus on completion
- Language of “success culture” began to permeate
 - Faculty professional development
 - Faculty performance evaluations
 - Customer service training
 - Department level “assessment days”
 - Course-level assessment



New Initiatives

- More emphasis on leveraging technology
- Acknowledgment that “students don’t do optional”
- More emphasis on student pathways
 - Career orientation embedded in coursework
 - Student success course as a requirement
 - Contact beginning in middle school
 - Stronger K-20 partnerships



Resource Management

- Resource Management includes:
 - ✓ Human Capital
 - ✓ Financial
 - ✓ Fixed Asset Utilization
- How efficiently are existing resources utilized?
- Trend financial and statistical analysis, as well as benchmarking against other colleges is key to uncover best practices



Resource Management

Compare:

- Cost per unduplicated enrollment
- Average class size
- Instructional staff (full time equivalent - FTE) per unduplicated enrollment
- Ratio of instructional FTE to total FTEs
- Assess performance against budget

Review:

- Liquidity
- Debt to Assets Ratio
- Net Assets Percentage
- Other Key Performance Indicators (KPIs)



Budgets as Tools to Measure Financial Performance

- Trustees have a fiduciary role in overseeing the budget and reviewing actual performance v. established budgets
- Trustees should request monthly financial executive summaries that measure financial performance
- Comparisons of actual to budget performance should consider changes in key financial and operational metrics



Executive Summary Sample

Hillsborough Community College	Dollars in 000s									
Executive Summary	Month					Year-to-Date				
Period Ending _____	Actual	Budget	Prior Year	% Var Bud	% Var Pr Year	Actual	Budget	Prior Year	% Var Bud	% Var Pr Year
Revenues										
Student Fees										
Support from State Government										
Other Revenue										
Total Revenue	0	0	0	#DIV/0!	#DIV/0!	0	0	0	#DIV/0!	#DIV/0!
% of Revenues From State Gov	#DIV/0!	#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!		
Operating Expenses										
Instructional Salaries & Benefits										
Other Salaries & Benefits										
Total Personnel Costs	0	0	0	#DIV/0!	#DIV/0!	0	0	0	#DIV/0!	#DIV/0!
% of Instructional to Total Personnel Cost										
Other Expenses										
Total Operating Expenses	0	0	0	#DIV/0!	#DIV/0!	0	0	0	#DIV/0!	#DIV/0!
Excess of Revenues Over Op. Expenses	0	0	0	#DIV/0!	#DIV/0!	0	0	0	#DIV/0!	#DIV/0!
Capital Outlay										
Change in Net Assets	0	0	0	#DIV/0!	#DIV/0!	0	0	0	#DIV/0!	#DIV/0!
Net Assets as a % of Total Assets										



Executive Summary - Statistics

	Month					Year-to-Date				
	<u>Actual</u>	<u>Budget</u>	<u>Prior Year</u>	<u>% Var Bud</u>	<u>% Var Pr Year</u>	<u>Actual</u>	<u>Budget</u>	<u>Prior Year</u>	<u>% Var Bud</u>	<u>% Var Pr Year</u>
KPIs										
<u>Staffing Utilization</u>										
FTEs - Instructional				#DIV/0!	#DIV/0!				#DIV/0!	#DIV/0!
FTEs -Other				#DIV/0!	#DIV/0!				#DIV/0!	#DIV/0!
Total FTEs				#DIV/0!	#DIV/0!				#DIV/0!	#DIV/0!
% of Instructional FTEs										
Unduplicated FTEs (enrollment)				#DIV/0!	#DIV/0!				#DIV/0!	#DIV/0!
Instructional FTEs Per Enrollment FTE				#DIV/0!	#DIV/0!				#DIV/0!	#DIV/0!
Total FTEs per Enrollment FTE				#DIV/0!	#DIV/0!				#DIV/0!	#DIV/0!
<u>Liquidity and Financial Assets Performance</u>										
Current Ratio										
Return on Nets Assets (Change/Total Net Assets)										
% Debt to Assets										
Fund Balance as a % Assets										
Days Cash on Hand										
<u>Fixed Assets</u>										
Accumulated Depreciation to Fixed Assets %										
Deferred Maintenance										



TRUSTEE ENGAGEMENT

LEADERSHIP
RESOURCES

ADVOCACY

COMMUNICATION
CONNECTIONS



TRUSTEE ENGAGEMENT

RELATIONSHIP MAPPING

EXTERNAL AFFAIRS AND COMMUNITY
ENGAGEMENT COMMITTEE?

STRATEGIC PLAN FOR TRUSTEE
ENGAGEMENT

- Objectives:
 - To broaden and strengthen relationships
 - To educate on institutional needs/issues
 - To build partnerships



TRUSTEE ENGAGEMENT

Meetings with Delegation Members

Strategic Periodic Communication

Local Events

Institutional Events - Your Meetings!

Campaigns / Candidates

Education Policy & Appropriations Committee Chairs

Committee Staff Directors / Policy Chiefs

Strategic Plan for the Session?

SBE & BOG Members



Trustees Should Ask Questions

- Trustees' role
 - Hire president
 - Approve administrative functions
 - Fiduciary responsibility = accountability
- Policy versus operations
 - Dig into the data
 - Ask probing/challenging questions



Questions Trustees Should Ask

- How can our institution increase its efficiency?
- What measures are we taking to ensure or increase student affordability?
- How are we engaging business leaders and the community?
- Where do we stand on performance based funding metrics?

