



**Board of Trustees  
Compensation and Labor Committee**

**July 28, 2016  
11:30 a.m. – 12:00 p.m.  
Live Oak Event Center  
800-442-5794, passcode 463796**

**AGENDA**

**I. CALL TO ORDER**

John Sprouls  
*Chair, Compensation and Labor  
Committee*

**II. MEETING MINUTES**

- [Approval of the May 31, 2016, meeting minutes](#)

Chair Sprouls

**III. NEW BUSINESS**

- Amendment to University Regulations UCF-3.0031 Employee Tuition Free Course Enrollment and UCF-9.004 UCFAA Employee Tuition Free Course Enrollment ([CLC-1](#))
- Amendment to University Regulation UCF-3.0262 Meritorious Service Awards Program ([CLC-2](#))
- Annual Presidential Performance and Compensation Review Cycle and Assessment Questions ([INFO-1](#))

Chair Sprouls  
Scott Cole  
*Vice President and General Counsel*  
Youndy Cook  
*Deputy General Counsel*

Chair Sprouls  
Scott Cole  
*Vice President and General Counsel*  
Youndy Cook  
*Deputy General Counsel*

Rick Schell  
*Associate Corporate Secretary*

**IV. CLOSING COMMENTS**

Chair Sprouls



**Board of Trustees  
Compensation and Labor Committee  
May 31, 2016**

**MINUTES**

**CALL TO ORDER**

Chair John Sprouls called the meeting to order at 10:45 a.m. The following committee members were in attendance: Chair John Sprouls, Vice Chair David Walsh, Clarence Brown, Joseph Conte, Ray Gilley, and Chairman Marcos Marchena.

**MEETING MINUTES**

The minutes of the March 24, 2016, meeting were approved as submitted.

**NEW BUSINESS**

Seventh Amended and Restated Employment Agreement for President John C. Hitt (CLC-1)

Scott Cole, Vice President and General Counsel, presented the Seventh Amended and Restated Employment Agreement for President John C. Hitt. Committee members noted their great pleasure in unanimously recommending the approval of the employment agreement.

Amendment to University Regulations UCF-3.015 Promotion and Tenure of Tenured and Tenure-earning Faculty and UCF-3.0175 Promotion of Full-time Non-tenure-earning, Research, and Clinical Assistant and Associate Professors (CLC-2)

Youndy Cook, Deputy General Counsel, presented amendments to university regulations UCF-3.015 and UCF-3.0175. After discussion, the committee members unanimously recommended the approval of the proposed amendments.

Investment Committee Update Regarding the Final Designation of Active Providers for the UCF 403(b) Plan (INFO-1)

Shelia Daniels, Interim Associate Vice President and Chief Human Resources Officer, presented the final selection of the three active providers for the UCF 403(b) plan.

**CLOSING COMMENTS**

Chair Sprouls adjourned the meeting at 11:00 a.m.

Respectfully submitted:

\_\_\_\_\_  
Shelia Daniels  
Interim Associate Vice President and  
Chief Human Resources Officer

\_\_\_\_\_  
Date

**ITEM: CLC-1**

**University of Central Florida  
Board of Trustees  
Compensation and Labor Committee**

**SUBJECT: Amendment to University Regulations UCF-3.0031 Employee Tuition Free Course Enrollment and UCF-9.004 UCFAA Employee Tuition Free Course Enrollment**

**DATE: July 28, 2016**

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**PROPOSED COMMITTEE ACTION**

Approve amendments to University of Central Florida Regulations UCF-3.0031 and UCF-9.004.

**BACKGROUND INFORMATION**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate University Regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

Regulation UCF-3.0031 establishes and outlines a program to provide limited tuition free course enrollment to university employees. Regulation UCF-9.004 offers the benefits of that program to employees of the UCF Athletics Association on a similar basis as UCF employees. Both regulations are being renamed to reflect the change in terminology from *tuition-free* to *tuition waiver*. Additional changes made to both regulations clarify information about the tuition waivers and how the waivers operate in this context. Finally, UCF-3.0031 is amended to incorporate an expansion in the UCF employee tuition waiver benefit program: specifically, to allow university employees to assign the university employee’s tuition waiver benefit to a spouse or eligible dependent, assuming admissions requirements are also met.

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**Supporting documentation:**

- Attachment A: Proposed Amended Regulation UCF-3.0031 (redline)
- Attachment B: Proposed Amended Regulation UCF-9.004 (redline)

**Prepared by:** Youndy C. Cook, Deputy General Counsel

**Submitted by:** Scott Cole, Vice President and General Counsel

## Attachment A

### **UCF-3.0031 ~~Employee Tuition Waiver Benefit Program-Free Course Enrollment.~~**

(1) ~~The University has offers an employee benefit program to provide limited tuition-free course enrollment~~ tuition waivers to eligible employees to enroll in eligible courses on a space available basis. As part of this program, the University will allow an eligible employee to assign his/her program benefit to a spouse or eligible dependent child under the age of 26, subject to all admissions and other academic requirements. For purposes of this regulation, a spouse or eligible dependent child to whom an eligible employee has assigned his/her tuition waiver benefit will be referred to as an “assignee”. A combination of the employee and/or up to two assignees may jointly utilize the benefit, not to exceed the sum total of six (6) credit hours per semester. ~~Enrollment of employees under this rule shall be permitted on a space available basis only.~~

(2) Definitions. For purposes of the tuition waiver benefit program, “eligible employee” is defined as an employee of the University of Central Florida (UCF) employed in an eligible position and paid through UCF Payroll Services. Eligible positions include all full-time Faculty, Administrative and Professional (A&P), and University Support Personnel System (USPS) pay plan employees, including those employees on sabbatical, professional development, grants-in-aid, medical and educational leave. “Full Time” is defined as working 30 or more hours per week.

(3) Space in a course shall be considered to be available only when:

- (a) The direct cost of a course does not increase for each student admitted thereto (as it may do for such courses as Thesis, Dissertation, Directed Individual Study, etc.).
- (b) The enrollment does not result in a class size in excess of the maximum established by room capacity or educational requirements for the particular course sought.

(34) Eligibility.

- (a) Academic Requirement: Any UCF employees or assignee who intends to enroll for the first time at UCF for tuition freewaiver courses under this ruleprogram must possess a high school diploma or its equivalent (e.g., GED) and meet the University’s admission requirements.

## Attachment A

- (b) Administrative Approvals: ~~Any~~ UCF employees or assignee who intends to enroll for tuition waiver courses at UCF is ~~are~~ required to comply with administrative prerequisites for ~~Tuition Free~~ waiver enrollment, including securing administrative approval for enrollment.

(45) Registration. In order to receive the tuition free waiver privileges benefit, the eligible UCF employees or assignee must register at the time and date published in the UCF class schedule for such registration for the semester in which the courses are to be taken. University employees (and their eligible assignees) using the tuition waiver under this regulation shall be allowed to register two hours ahead of all other state employees.

(56) Limitations on Tuition ~~Free Course Enrollment~~ Waiver Benefit Program.

- (a) If all approvals have been received, an employee or assignee may ~~enroll~~ receive a tuition waiver for up to six (6) credit hours each semester at UCF as a regular student. ~~Vouchers will be accepted as "payment" for the course(s) in which the employee enrolls and as long as he or she earns a grade of 'C' (2.00) or better in an undergraduate course or a 'B' (3.00) or better in a graduate course, no repayment to the university is expected. Should the employee earn a grade below that specified, he or she shall be held responsible to repay the university an amount equal to the voucher in question to cover tuition and fee cost, not including late fees. Repayment in full is expected if withdrawal from a course occurs after the official withdrawal date. The Student Accounts Office will bill employees, if applicable.~~
- (b) The ~~Tuition Free Program~~ waivers under this program ~~vouchers~~ cannot be used in conjunction with any other ~~voucher or~~ tuition waiver or exemption that would cover the same courses. ~~program.~~
- (c) The University has the authority to designate which UCF courses are classified as eligible for the tuition waiver benefit ~~voucher~~ program.
- (d) Courses ineligible for the tuition waiver benefit ~~voucher~~ program include, but are not limited to: courses offered through other State Universities, or State Community Colleges; Continuing Education classes or courses; Graduate Medical Education programs; Cost Recovery programs; Market Rate programs; independent study; supervised research; supervised teaching labs; thesis hours;

## Attachment A

dissertation; internships; co-ops; or applied, individualized instruction in Music, Art or Dance. Penalty Fees, including excess hour fees and repeat course fees, are not covered by the tuition waiver benefit program.

(e) Tuition waivers may be subject to income taxation. Please refer to the Eligibility Guidelines and Procedures for more information, available at <http://hr.ucf.edu/current-employees/tuition-waiver-program/>.

*Authority: BOG Regulation 7.008. History—New 4-30-81, Formerly 6C7-3.031, Amended 1-6-93, 3-16-03; Formerly 6C7-3.0031, Amended 6-18-09, \_\_\_\_\_-16.*

## Attachment B

### UCF-9.004 UCFAA Employee Tuition ~~Free-Waiver~~ Course Enrollment.

(1) ~~The~~ University has a program to provide tuition waivers for limited ~~tuition-free~~ course enrollment ~~to-for~~ eligible UCF Athletics Association, Inc. (UCFAA) employees on a space available basis. ~~Enrollment of employees under this rule shall be permitted on a space available basis only.~~

(2) Definitions. For purposes of this regulation, “eligible UCFAA employee” is defined as an employee of UCFAA in a full-time, benefits-eligible position.

(23) Space in a course shall be considered to be available only when:

- (a) The direct cost of a course does not increase for each student admitted thereto (as it may do for such courses as Thesis, Dissertation, Directed Individual Study, etc.).
- (b) The enrollment does not result in a class size in excess of the maximum established by room capacity or educational requirements for the particular course sought.

(34) Eligibility.

- (a) Academic Requirements: UCFAA employees who intend to enroll for the first time at UCF for tuition ~~free-waiver~~ courses under this ~~rule-program~~ must possess a high school diploma or its equivalent (e.g., GED) and meet the ~~U~~niversity’s admission requirements.
- (b) Administrative Approvals: All UCFAA employees are required to comply with administrative prerequisites for ~~t~~Tuition Freewaiver program enrollment, including securing administrative approval for enrollment.

(54) Registration. In order to receive the tuition ~~free-privilegeswaiver under this program~~, eligible UCFAA employees must register at the time and date published in the UCF class schedule for ~~such-tuition waiver program~~ registration for the semester in which the courses are to be taken.

(56) Limitations on Tuition Waiver Benefit Program ~~Free Course Enrollment~~.

- (a) If all approvals have been received, an UCFAA employee may ~~enroll-receive~~ tuition waiver for up to six (6) credit hours each semester at UCF as a regular student. ~~Vouchers will be accepted as “payment” for the course(s) in which the employee enrolls and as long as he or she earns a grade of ‘C’ (2.00) or better in~~



## Attachment B

~~an undergraduate course or a 'B' (3.00) or better in a graduate course, no repayment to the university is expected. Should the UCFAA employee earn a grade below that specified, he or she shall be held responsible to repay the university an amount equal to the voucher in question to cover tuition and fee cost, not including late fees. Repayment in full is expected if withdrawal from a course occurs after the official withdrawal date. The Student Accounts Office will bill employees, if applicable.~~

- (b) ~~The Tuition Free Program vouchers/waivers under this program cannot be used in conjunction with any other ~~voucher or~~ tuition waiver or exemption program that would cover the same courses. ~~The tuition waiver benefit cannot be used by any individual who is eligible for a different tuition waiver or exemption that would cover the same course costs.~~~~
- (c) The University has the authority to designate which UCF courses are classified as eligible for the tuition ~~voucher-waiver benefit~~ program.
- (d) Courses ineligible for the tuition ~~voucher-waiver~~ program include, but are not limited to: courses offered through other State Universities or Community State Colleges; Continuing Education classes or courses; Graduate Medical Education programs; Cost Recovery programs; Market Rate programs; independent study; supervised research; supervised teaching labs; thesis hours; dissertation; internships; co-ops; or applied, individualized instruction in Music, Art or Dance. Penalty fees, including excess credit hour fees and repeat course fees, are not covered by the tuition waiver benefit program and will be the responsibility of the employee.
- (e) Tuition waivers for graduate level coursework may be subject to income taxation.

*Authority: BOG Regulation 7.008. History–New 3-3-11, Amended \_\_\_\_\_-16.*

**ITEM: CLC-2**

**University of Central Florida  
Board of Trustees  
Compensation and Labor Committee**

**SUBJECT: Amendment to University Regulation UCF-3.0262 Meritorious  
Service Awards Program**

**DATE: July 28, 2016**

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**PROPOSED COMMITTEE ACTION**

Approve amendment to University of Central Florida Regulation UCF-3.0262 Meritorious Service Awards Program.

**BACKGROUND INFORMATION**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate University Regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

Regulation UCF-3.0262 establishes the recognition and awards for employees. The proposed amendment clarifies that this regulation does not apply to the employees represented by the United Faculty of Florida.

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**Supporting documentation:**

Attachment A: Proposed Amended Regulation UCF-3.0262 (redline)

**Prepared by:** Youndy C. Cook, Deputy General Counsel

**Submitted by:** Scott Cole, Vice President and General Counsel

## Attachment A

### UCF-3.0262 Meritorious Service Awards Program.

- (1) The University of Central Florida Meritorious Service Awards Program provides for the recognition of eligible employees. This regulation does not apply to employees represented by the United Faculty of Florida.
- (2) The University is authorized to expend State funds for recognition and awards to employees in compliance with this regulation. Any award will be contingent upon the availability of funds. Nothing in this regulation is intended to govern the expenditure of private funds to which the university may have access.
- (3) The awards provided for herein shall acknowledge employee achievement in the following components:
  - (a) Superior Accomplishment – Exemplary performance by faculty members, or Administrative and Professional (A&P) or USPS employees, that is deemed to have significantly contributed to their respective fields, thereby reflecting positively on the University of Central Florida.
  - (b) Service – Sustained satisfactory service with this university by faculty, A&P or USPS employees.
    1. Eligible employees will be recognized for service upon retirement.
    2. Eligible A&P and USPS employees shall also be recognized upon achieving increments of five continuous years of satisfactory service at this university.
- (4) Superior Accomplishment Component.
  - (a) Awards for superior accomplishment may be presented to eligible employees on an individual basis or collectively for outstanding group performance.
  - (b) No award granted under the superior accomplishment component shall exceed \$2,500.
  - (c) The University may award certificates, pins, plaques, letters of commendation, or other appropriate tokens of recognition for superior accomplishment, provided that the cost of the token does not exceed \$100.
- (5) Service Award Component.

## **Attachment A**

- (a) The University recognizes eligible retiring employees whose service has been satisfactory. Awards for retirees may take the form of suitable framed certificates, pins, or other tokens of recognition and appreciation, provided such awards do not cost in excess of \$100 each.
- (b) The University recognizes eligible employees who have attained sustained satisfactory service in increments of five years (for USPS and A&P). Awards for satisfactory service may take the form of suitable framed certificates, pins, or other tokens of recognition, provided such awards do not cost in excess of \$100 each.

*Authority: BOG Regulation 1.001. History—New 8-30-87, Amended 5-11-89, 10-6-91, 4-23-03, Formerly 6C7-3.0262, Amended 4-16-09, 6-30-16, \_\_\_\_\_-16.*

**ITEM: INFO-1**

**University of Central Florida  
BOARD OF TRUSTEES  
Compensation and Labor Committee**

**SUBJECT: Annual Presidential Performance and Compensation Review Cycle  
and Assessment Questions**

**DATE: July 28, 2018**

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**PROPOSED COMMITTEE ACTION**

The proposed interview questions for the 2016 presidential review process are presented.

**BACKGROUND INFORMATION**

The March, 2013, Third Amended Presidential and Compensation Review Policy requires an annual review of the president's performance and compensation and delegates the responsibility for organizing and conducting the process to the Compensation and Labor Committee.

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**Supporting documentation:**

Attachment A: Interview Questions for the 2016 Presidential Review Process

**Prepared by:** Rick Schell, Associate Corporate Secretary

**Submitted by:** John Sprouls, Chair of the Compensation and Labor Committee

## Attachment A

### INFO-1

#### I. Administrative Leadership

This relates to the president's leadership of

- provost and executive vice president [Dale Whittaker oversees the vice president for research and dean of the College of Graduate Studies (Liz Klonoff), the vice president for Student Development and Enrollment Services (Maribeth Ehasz), and the deans]
- the other vice presidents (Scott Cole, Helen Donegan, Deborah German, Joel Hartman, Grant Heston, Dan Holsenbeck, Bill Merck, Mike Morsberger, and Rick Schell) and vice president and director of athletics (Danny White)
- equity accountability plan and affirmative action plan

**Would you like to make any comments relating to the president's administrative leadership?**

#### II. Budget and Finance

Such matters primarily relate to the

- provost and executive vice president, who is responsible for academic expenditures
- vice president for administration and finance and chief financial officer, who is responsible for administrative and general areas
- vice president for medical affairs, who is responsible for the College of Medicine and UCF Pegasus Health expenditures
- vice president for Student Development and Enrollment Services, who is responsible for housing and student affairs
- vice president for alumni relations and development and CEO of the UCF Foundation for all expenditures relating to the UCF Foundation
- vice president and director of athletics for all expenditures related to intercollegiate athletics

**Would you like to make any comments relating to the president's direction and oversight of budgetary and financial affairs?**

#### III. External Relations

This includes the vice president for university relations for federal, state, and local lobbying efforts; vice president for community relations for community outreach; vice president for administration and finance and chief financial officer; the vice president for alumni relations and development and CEO of the UCF Foundation; the vice president for strategy, marketing, communications, and admissions; and the vice president and director of athletics. This assessment should also include the president's relationship and effectiveness with the Board of Governors and its staff, as well as the president's influence on economic or community development.

**Would you like to make any comments relating to the president's direction and oversight of external relations?**

#### IV. Academic Leadership

Such matters primarily relate to the provost and executive vice president, deans for academic programs, and the vice president for research.

**Would you like to make any comments relating to the president's direction and oversight of academic affairs?**

## Attachment A

### INFO-1

#### V. Medical Affairs

Such matters primarily relate to the vice president for medical affairs.

**Would you like to make any comments relating to the president's direction and oversight of medical affairs?**

#### VI. Fund-raising

Such matters primarily relate to the vice president for alumni relations and development and CEO of the UCF Foundation and the vice president and director of athletics.

**Would you like to make any comments relating to the president's direction and oversight of fund-raising?**

#### VII. Relationship with the Board of Trustees

Relationship with the board of trustees refers to the quality of relations between the president and the board.

**Would you like to make any comments relating to the president's relationship with the Board of Trustees?**

#### VIII. Vision

Vision relates to the president's vision for UCF's role in the community, state, and nation.

**Would you like to make any comments relating to the president's vision for the university?**

#### IX. Personal Characteristics

Relates to the president's expression of the following personal characteristics:

Integrity

Ethics

Collaboration

Professionalism

Valuing diversity

**Would you like to make any comments relating to the president's personal characteristics that impact his effectiveness?**

#### X. Other Comments

**Would you like to make any additional comments that have not already been covered in any of the areas above regarding the president's stewardship of UCF?**

#### XI. Closing

**Considering the president's overall performance over the past year, please indicate an overall assessment in one of the following categories: unsatisfactory, conditional, satisfactory, above satisfactory, or outstanding.**