

**Minutes
Board of Trustees Meeting
University of Central Florida
July 20, 2017**

Chairman Marcos Marchena called the meeting of the Board of Trustees to order at 1:17 p.m. in the Live Oak Event Center on the UCF Orlando campus.

Chairman Marchena reminded the board that the meeting was covered by the Florida Sunshine Law and that the public and press were invited to attend.

WELCOME

He welcomed the board members and called on Rick Schell, Associate Corporate Secretary, to call the roll. Schell determined that a quorum was present.

The following board members attended the meeting: Chairman Marcos Marchena, Vice Chair Robert Garvy, Ken Bradley, Clarence Brown, Joseph Conte, Nicholas Larkins, John Lord, Beverly Seay, William Self, John Sprouls, David Walsh, and William Yeargin. Trustee Alex Martins attended via teleconference.

PUBLIC COMMENT

There were no requests for public comment.

Marchena welcomed new trustee, John Lord. Marchena reported that Ray Gilley continued to serve as trustee about 14 months beyond the end of his term and after moving out of state. Marchena expressed his appreciation for Gilley's level of commitment on behalf of the university.

MINUTES

Marchena called for approval of the May 18, 2017, and June 23, 2017, meeting minutes, which were approved.

Marchena called on President John C. Hitt for remarks and introductions.

REMARKS

Hitt welcomed and congratulated new board member, John Lord, who is a trustee of the Alfred I. duPont Trust and the past chair of the board of directors of the Nemours Foundation. Trustee Lord retired in 2000 from his position with Bank of America after a 32-year banking career to join the duPont Trust. Hitt presented him with a gold Pegasus pin and welcomed him to the board.

INTRODUCTIONS

Hitt congratulated the following members of the UCF community.

A. Students

The Association for Computing Machinery hosted the 41st World Finals of the International Collegiate Programming Contest. UCF won the national championship and placed 13th in the world. MIT, Rochester, UC Berkeley, Washington University, Cornell, Virginia Tech, and others came behind. Hitt referred the board to the complete list of rankings included in their meeting materials. He noted that Beverly Seay gave a presentation at the World Finals and also served as a deputy. Hitt thanked Seay for her support at the finals.

B. Faculty

In 2002-03, the Board of Trustees funded the trustee chairs initiative to retain and to attract exceptional faculty. There are currently eight UCF faculty members who hold trustee chairs. Three faculty members were selected as the 2017 Trustee Chairs. These chairs have five-year appointments and receive an annual stipend of \$50,000 with the potential for renewal with sustained preeminence.

Sudipta Seal, a professor in the College of Engineering and Computer Science, was the only appointee able to attend the meeting. He joined UCF in 1997 and was recognized as a Pegasus Professor in 2012. He has served as the director of the Advanced Materials Processing Analysis Center and Nanoscience Technology Center since 2009, and he has served as the interim chair of Materials Science and Engineering since 2014.

Judy Simms-Cendan is the director of International Experiences and Associate Professor of Obstetrics and Gynecology at the UCF College of Medicine. Simms-Cendan's leadership in providing healthcare to uninsured migrant farm workers earned her an inaugural award from the U.S. Public Health Service and the Inter-professional Education Collaborative.

Hitt recognized the following members of her team: Robin Kohn, Geraldine Luzincourt, Sven Normann, Erin Onge, Patrick Pabian, Jennifer Tucker, and Tracy Wharton.

Rebekah McCloud, the director of the University of Central Florida Student Development and Enrollment Services TRiO Center, announced that UCF will receive \$3.8 million over five years for three TRiO Upward Bound program grants. McCloud was the primary proposal writer for the TRiO Upward Bound programs that are designed to assist low-income, first-generation high school students by providing a pipeline to post-secondary education.

Jerry Johnson is the co-director of the Institute for the Advancement of Research, Innovation and Practice in Rural Education. A national research report, "Why Rural Matters," was released in March at the National Press Club in Washington D.C. as part of a Congressional briefing. Featured prominently on the cover of the report is Johnson's UCF affiliation.

C. Staff

University Marketing recently won two notable awards. Marketing won its first national American Advertising Award, and *Pegasus Magazine* won for its overall design and layout.

News and Information also won top honors at the Orlando chapter of Florida Public Relations Association annual awards. Competing against Central Florida industry and organizations, the team won the top overall award for a communications campaign to grow UCF's research reputation.

D. Employee of the Month

The Employee of the Month for May was Elba Miscannon, an executive administrative assistant to the director of the Learning Support Center of Student Development and Enrollment Services. She has been with UCF for 17 years.

The Employee of the Month for June was Jerry Archambault, an accountant for Activity and Service Fees of Student Development and Enrollment Services. He has been with UCF for 15 years.

REPORTS

Marchena introduced Scott Cole, Vice President and General Counsel, who gave an informational report on the following item.

- INFO-1 Public Records and Sunshine Laws Update

ADVANCEMENT COMMITTEE REPORT

Clarence Brown, Chair of the Advancement Committee, reported the highlights from the committee meeting held earlier in the day.

Brown reported that updates relating to INFO-2 were presented by the following individuals.

- Dan Holsenbeck, Senior Vice President for University Relations, introduced Gregory A. Schuckman, Assistant Vice President for University Relations and Director for Federal Relations and Research Advancement, who is the UCF lobbyist in Washington, D.C. Schuckman provided an update on federal funding.
- Mike Morsberger, Vice President for Advancement and CEO of the UCF Foundation, provided an update on the IGNITE campaign.

COMPENSATION AND LABOR COMMITTEE REPORT

John Sprouls, Chair of the Compensation and Labor Committee, reported the highlights from the committee meeting held earlier in the day.

- Sprouls reported that the committee discussed two items on the consent agenda.
 - CLC-1 Amendments to University Regulations, UCF-3.035 University Closings Due to Emergency Conditions and UCF-3.040 Benefits and Hours of Work. Sprouls stated that the amendments contained nothing material. The committee approved the amendments to the regulations.
 - CLC-2 Performance Unit Plan Incentive Measures and Goals. Paul McConnell, McConnell and Company, a compensation specialist, presented a draft of the 2017-18 Performance Unit Plan. An amendment was accepted to increase the weight of “Excellence” to 40 percent and to reduce the weight of “Scale” and “Impact” to 30 percent.
- Maureen Binder, Associate Vice President and Chief Human Resources Officer, reported on additional compensation for exempt personnel (INFO-1).
- Sprouls noted that a Presidential performance review takes place every year. Every third year an external consultant performs the review and years in between the UCF Human Resources Department performs the review. He called attention to the information item (INFO-2) that consists of the questions Binder will ask the trustees for the review.

EDUCATIONAL PROGRAMS COMMITTEE REPORT

Robert Garvy, Chair of the Educational Programs Committee, reported the highlights from the committee meeting held earlier in the day.

- A. Dale Whittaker, Provost and Executive Vice President, reported on the Conferral of Degrees (EPC-1) that was unanimously approved. He indicated that a total of 3,699 baccalaureate, master’s, and doctoral degrees will be conferred at the Summer 2017 commencement ceremonies on August 5, 2017, as follows:

3,051 baccalaureate degrees	
524 master’s degrees	
<u>124 doctoral and specialist degrees</u>	
3,699 Total	
- Elizabeth Klonoff, Vice President for Research and Dean, reported on the New Degree Program-Master of Athletic Training (EPC-2) that was unanimously approved.
- Whittaker reported on the 2017-18 Tenure with Hire (EPC-3). Thirteen faculty members were unanimously approved.
- Paige Borden, Associate Provost for Academic Program Quality and Associate Vice President for Institutional Knowledge Management, reported on Performance Based Funding–Metric 10 Recommendation (EPC-4) that was unanimously approved.
- Youndy Cook, Deputy General Counsel, reported on Amendment to Chapter 5-University Regulations: UCF-5.006 (Student Rights and Responsibilities); UCF-5.007 (Office of Student Conduct; Scope; Definitions; Student Conduct Records; Special Student Panels); UCF-5.008 (Rules of Conduct); UCF- 5.009 (Student Conduct Review Process; Sanctions); UCF-5.010 (Student Conduct Appeals); UCF-5.011 (Scope; Authority; Principles of Group Responsibility; Violations of Law and Rule of Conduct Violations; Definitions; Student Organizational Conduct Records); UCF-.012 (Organizational Rules of Conduct); UCF-5.013 (Organizational Conduct Review Process; Sanctions; Appeals); UCF-5.015 (Student Academic Behavior Standards); UCF-5.016

(Student Academic Appeals); UCF-5.017 (Appeals of Graduate Program Actions or Decisions) (EPC-5). She noted the changes to various sections of the chapter. The amendment to Chapter 5 was unanimously approved.

- Borden reported on the UCF 2017 Textbook and Instructional Materials Affordability Annual Report (EPC-6), which was unanimously approved.
- Whittaker introduced Gregory Welch, Assistant Professor and Florida Hospital Endowed Chair in Healthcare Simulation in the College of Nursing, who reported on Healthcare Simulation (INFO-1), virtual patients, and experiential training. Welch studied Electrical Technology at Purdue University and Computer Science at UNC Chapel Hill.
- Whittaker reported on Mythbuster-Digital Learning (INFO-2), providing an update on access, quality, and the success of digital learning.

FINANCE AND FACILITIES COMMITTEE REPORT

Alex Martins, Chair of the Finance and Facilities Committee, via teleconference reported the highlights from the committee meeting held on June 14, 2017, and earlier in the day.

- Martins reported that at the June 14, 2017, meeting the committee unanimously approved the following items that are on the consent agenda.
 - 2017-18 College of Medicine Faculty Practice Plan Budget (FF-13).
 - 2017-18 College of Medicine Self-insurance Program Budget (FF-14).
 - Amendments to University Regulation UCF-4.0293 Use of University Facilities (FF-15) an update to the procedures for using university facilities and to articulate more clearly limitations on outside individuals and entities who wish to use university facilities.
- Martins noted that the following information items were presented at the June 14, 2017, committee meeting.
 - Direct Support Organizations' 2016-17 Third-Quarter Financial Reports (INFO-1) for the period ended March 31, 2017, was provided as an information item.
 - UCF Investments Quarterly Report Ended March 31, 2017, Including Annual Review (INFO-2).
- Martins stated that in response to public comments made at the May 18, 2017, Board of Trustees meeting, the committee was provided background information and an update on the housekeeping operations staff and schedule changes, and that the committee accepted the report.

Martins presented the following items for board approval.

- FF-1 Campus Bookstore Contract—A motion was unanimously passed approving a 10-year bookstore agreement with Barnes and Noble.
- FF-2 Release of Unrestricted UCF Stadium Corporation Revenues—A motion was unanimously passed approving the release of revenues above budgeted obligations from the UCF Stadium Corporation to the UCF Athletics Association for 2017-18.

- FF-3 2017-18 Direct Support Organizations' Budgets—A motion was unanimously passed approving the 2017-18 operating budgets for the following DSOs: UCF Athletics Association, UCF Convocation Corporation, UCF Finance Corporation, UCF Foundation, UCF Limitless Solutions, UCF Research Foundation, and UCF Stadium Corporation.
- FF-4 Five-year Capital Improvement Plan—A motion was unanimously passed approving the capital improvement plan for 2018-19 through 2022-23, with the understanding that several line items could have name changes.
- FF-5 Finance and Facilities Committee Charter Review—A motion was unanimously passed approving the updated Finance and Facilities Committee charter.
- FF-6 2017-18 Updated University Operating Budget—A motion was unanimously passed approving the revised 2017-18 operating budget.
- FF-7 Refinancing of UCF Finance Corporation Series 2007 Bonds—A motion was unanimously passed approving the UCF Finance Corporation's request to refinance the outstanding Series 2007 bonds.
- FF-8 Campus Concessions Food Services Management Agreement—A motion was passed 12 for and with John Sprouls recusing himself due to a conflict of interest approving a 10-year negotiated agreement to provide concessions at Spectrum Stadium, CFE Arena, and other UCF Athletics venues.
- FF-9 Amendment to Sublease Agreement between UCF and Pegasus Hotel LLC—A motion was unanimously passed approving the amendment to the sublease agreement with Pegasus Hotel LLC for an on-campus hotel and conference center.
- FF-10 Financing of Solar Farm—This item was tabled until such time that university staff completes further investigation into the use of the land, educate the trustees in greater detail about the project, and bring recommendations from an energy consultant back to the committee.
- FF-11 Baseball Stadium Expansion—A motion was unanimously passed approving UCF to fund internally up to \$3.6 million in construction costs to expand and renovate the baseball stadium.
- FF-12 Amendment to the Revised and Restated Development Agreement with Osceola County Including Appendix B Lease Agreement—A motion was unanimously passed approving the amended and restated development agreement and lease for the advanced manufacturing research center in Osceola County.

NOMINATING AND GOVERNANCE COMMITTEE REPORT

William Yeargin, Chair of the Nominating and Governance Committee, reported that on May 9, 2017, the Nominating and Governance Committee unanimously recommended that Marcos Marchena be reelected chairman and that Robert Garvy be reelected vice chair, both for terms of two years. He asked for nominations from the floor. There being no other nominations, the election was held.

- NG-1 Chair and Vice Chair Elections, UCF Board of Trustees—A motion was unanimously passed approving the recommendations of the Nominating and Governance Committee to elect Trustee Marcos Marchena for an additional two-year term as chairman of the UCF Board of Trustees, and elect Trustee Robert Garvy for an additional two-year term as vice chair of the UCF Board of Trustees.
- Yeargin reported that a recommendation to confer an honorary doctorate of public service degree on Leonard Williams was on the consent agenda as NG-2.

Marchena expressed his appreciation for the confidence shown and stated he looked forward to working with everyone in the future.

Marchena stated that on-line learning is one of the ways that we are going to be able to continue to have impact, and he requested that the university dedicate some funding to expand distance learning with a three-year goal to increase on-line learning from our current 42 percent to 50 percent by the year 2020.

STRATEGIC PLANNING COMMITTEE REPORT

Clarence Brown, Chair, noted the report that was given to the Strategic Planning Committee. It detailed the plan to infuse the strategic plan into the university culture.

CONSENT AGENDA

A motion was made to accept the consent agenda, and members of the board unanimously approved the following actions.

- CL-1 Amendments to University Regulations UCF-3.035 University Closings Due to Emergency Conditions and UCF-3.040 Benefits and Hours of Work—Approval of the amendments to University Regulations UCF-3.035 and UCF-3.040
- CL-2 Performance Unit Plan Incentive Measures and Goals— Approval of the 2018-20 performance incentive measures and goals for the president and senior officials
- EP-1 Conferral of Degrees—Approval of degrees at the Summer 2017 commencement ceremonies

- EP-2 New Degree Program-Master of Athletic Training—Approval of new degree program—Masters of Athletic Training
- EP-3 2017-18 Tenure with Hire—Approval of tenure with hire
- EP-4 Performance-based Funding-Metric 10 Selection—Approval of three replacement options
- EP-5 Amendment to Chapter 5 University Regulations—Approval of amendment to university regulations relating to student conduct rules, student organization conduct rules, and review proceedings for violations of the conduct rules by students or student organizations, student academic behavior standards and student academic appeals. The Chapter 5 regulations to be amended are:
 - UCF-5.006 Student Rights and Responsibilities
 - UCF-5.007 Office of Student Conduct; Scope; Definitions; Student Conduct Records; Special Student Panels
 - UCF-5.008 Rules of Conduct
 - UCF-5.009 Student Conduct Review Process; Sanctions
 - UCF-5.010 Student Conduct Appeals
 - UCF-5.011 Scope; Authority; Principles of Group Responsibility; Violations of Law and Rule of Conduct Violations; Definitions; Student Organizational Conduct Records
 - UCF-5.012 Organizational Rules of Conduct
 - UCF-5.013 Organizational Conduct Review Process; Sanctions; Appeals
 - UCF-5.015 Student Academic Behavior Standards
 - UCF-5.016 Student Academic Appeals
 - UCF-5.017 Appeals of Graduate Program Actions or Decisions
- EP-6 UCF 2017 Textbook and Instructional Materials Affordability Annual Report—Approval of the Textbook and Instructional Materials Affordability Annual Report
- FF-13 2017-18 College of Medicine Faculty Practice Plan Budget—Approval of the 2017-18 College of Medicine Faculty Practice Plan budget presented by the College of Medicine
- FF-14 2017-18 College of Medicine Self-insurance Program Budget—Approval of approval of the 2017-18 Self-insurance Program budget presented by the College of Medicine
- FF-15 Amendments to University Regulation UCF-4.0293 Use of University Facilities—Approval of amendments to existing university regulation UCF-4.0293
- NG-2 Honorary Doctor in Public Service Degree for Leonard Williams—Approval of an Honorary Doctor of Public Service Degree for Leonard Williams

NEW BUSINESS

Marchena presented the following informational item to the board. He indicated that he expects to make some adjustments to the assignments to the committees.

- INFO-3 Board Committee and Direct Support Organization Assignments

Bradley reported that the university will host the American Heart Walk in September, and the organizers anticipate over 20,000 people will participate.

ANNOUNCEMENTS AND ADJOURNMENT

Marchena announced the following upcoming meetings:

Commencement	August 5, 2017 (CFE Arena)
Class of 2021 White Coat Ceremony	August 7, 2017 (Pegasus Ballroom)
UCF Football Kickoff Luncheon	August 18, 2017 (CFE Arena) Please let Rick Schell know if you would like to attend.
Board of Governors meeting	August 30-31, 2017 (University of Florida)
Board of Trustees teleconference meeting	September 27, 2017 (President's Boardroom)
Board of Governors committee meetings	October 3, 2017 (Florida Gulf Coast University)
Board of Trustees meeting	October 26, 2017 (FAIRWINDS Alumni Center)
Board of Trustees retreat	October 27, 2017 (FAIRWINDS Alumni Center)
Board of Governors Trustee Summit	November 8, 2017 (UCF Student Union)

Board of Governors meeting

November 8-9, 2017
(FAIRWINDS Alumni Center)

Marchena adjourned the board meeting at 2:46 p.m.

Respectfully submitted: _____ Date: _____

John C. Hitt
Corporate Secretary

DRAFT