

**Minutes
Board of Trustees Meeting
University of Central Florida
July 24, 2008**

Chair Richard Walsh called the meeting of the Board of Trustees to order in the Cape Florida Ballroom of the Student Union on the University of Central Florida campus at 12:30 p.m. The following members attended the meeting:

The Honorable Judith A. Albertson	The Honorable Alan Florez
The Honorable Logan Berkowitz	The Honorable Micky Grindstaff
The Honorable Olga M. Calvet	The Honorable Phyllis Klock
The Honorable Manoj Chopra	The Honorable Conrad Santiago
The Honorable Patrick Christiansen	The Honorable Thomas Yochum

WELCOME

Chair Walsh called the meeting to order and welcomed the board members. He called for approval of the minutes of the May 22, June 27, and July 3, 2008, board meetings. The minutes were approved as written.

Chair Walsh welcomed special guests Governor Sheila McDevitt and Chancellor Mark Rosenberg from the Florida Board of Governors. President John Hitt also welcomed Governor McDevitt and Chancellor Rosenberg and thanked them for visiting the UCF Orlando campus.

Hitt introduced a video entitled *A Medical School for the 21st Century*. The video highlighted the new University of Central Florida College of Medicine, established to address the growing physician shortage nationwide and provide economic benefits to Central Florida and the state. Chair Walsh thanked Tom Huddleston, Vice President for Marketing, Communications & Admissions, and his team for the fine video.

Chair Walsh invited Governor McDevitt to speak. McDevitt thanked Dean German and Vice President Dan Holsenbeck for the tour of the UCF facilities, which she said are “probably the best of any in the system.” She praised UCF for its growth and its focus on providing students with quality education. As the new chair of the Florida Board of Governors, she shared her leadership objective, which is “to develop a university system that works by responding to state needs while providing high quality, accessible and affordable education for our students.” In addition, to meet this objective Chair McDevitt believes that “it takes not some of us, but all of us working together.”

Chancellor Rosenberg followed Governor McDevitt with brief remarks, and thanked the board members for their “labor of love” and said that they should be very proud of their “return on investment and what they have accomplished.”

REMARKS AND INTRODUCTIONS

Vice Chair Thomas Yochum called on President Hitt for his remarks and introductions. President Hitt noted the release of the autopsy report on Ereck Plancher, the recently deceased UCF football player, and said that “our thoughts and prayers remain with his family, friends, teammates, and coaches. A fine young man’s life was tragically cut short, and we are all still grieving from that loss.”

Hitt announced that 1,824 student-athletes earned recognition on the Conference USA Commissioner’s Honor Roll during the 2007-2008 academic year. These student-athletes maintained a cumulative grade point average of 3.0 or better. UCF placed the highest number of student-athletes on the conference honor roll for the second year in a row, with 194 members. In addition, 27 UCF student-athletes who had a cumulative GPA of 3.75 or better have received the Commissioner’s Academic Medal.

He also announced that in the current edition of *The Chronicle of Higher Education*, UCF was 18th on the list of universities, colleges, and community colleges that serve veterans and service members who use their federal education benefits. For-profit institutions and community colleges dominate the top 25.

Hitt introduced the following members of the audience: Dr. Joel Hartman, Vice Provost for Information Technologies and Resources, who received the EDUCAUSE Leadership Award, the highest individual recognition offered by the non-profit association whose mission is to advance higher education by promoting the intelligent use of information technology; Dr. Michael Frumkin, the newly appointed dean of UCF’s College of Health and Public Affairs; and Joyce Dorner, who assumed the role of interim dean of the College of Health and Public Affairs in June 2006. Hitt remarked that Dorner lead the college for two years, and she is now serving the college as associate dean, helping to ensure a smooth transition during this change in leadership. Hitt thanked Dorner for her strong leadership, dedication, and service to the college and university.

Hitt also announced that the *Orlando Business Journal* honored several outstanding members of the UCF family for their impact on the region: Linda Chapin, Director of the Metropolitan Center for Regional Studies at UCF, received the journal’s 2008 Women Who Mean Business Legacy Award; Helen Donegan, Vice President for Community Relations, received the journal’s new Publisher’s Award; and Dr. Deborah German, Dean of the College of Medicine, received the 2008 Business Woman of the Year and 2008 Business Executive of the Year, both sponsored by the *Orlando Business Journal* and Orlando Regional Healthcare. Hitt congratulated these fine colleagues who represent themselves and UCF so well in the community.

Hitt announced that UCF was well represented in *Orlando* magazine’s “50 Most Powerful People.” Harris Rosen, Al Weiss, Helen Donegan, Rick Walsh, and he, along with a number of UCF graduates, made the list this year.

Chair Walsh congratulated President Hitt for being named the Outstanding Business Professional of the Year by the Rotary Club of Orlando.

Hitt recognized the following outstanding students: Lalita Booth, a finance and accounting major and a member of The Burnett Honors College, who was recently awarded the first Truman Scholarship received by a UCF student; and Sarah Pullen, a molecular biology and microbiology major, also a member of The Burnett Honors College, who was recently awarded a 2008 Jack Kent Cooke Scholarship.

And, finally, Hitt announced that the Employee of the Month for May was Laura Stylianou, an administrative assistant in Constituent Relations, and the Employee of the Month for June was Sophie Cortes-Thomas, an office manager with Orientation Services. He asked the audience to join him in congratulating all of these outstanding members of the UCF family.

Hitt ended his remarks by offering condolences to Trustee Micky Grindstaff, who had lost his father earlier in the month.

CONSENT AGENDA

Chair Walsh called for approval of the consent agenda. A motion was made by Trustee Alan Florez and members of the board concurred. The approved consent agenda included the following items:

- **BOT-1 Conferral of Degrees** – Concurrence for conferral of degrees at the Summer 2008 commencement ceremonies:

2,306 Baccalaureate Degrees
514 Master's Degrees
102 Doctoral and Specialist Degrees
2,922 Total

- **EP-1 2007-2008 Program Reviews** – For information only, the board was informed that UCF reviewed twenty-four programs and program groups during its 2007-2008 program review process.
- **FIN-1 Faculty Practice Plan Fiscal Year 2008-2009 Budget, College of Medicine** – Approval of the Fiscal Year 2009 Faculty Practice Plan budget presented by the College of Medicine for planning and pre-opening implementation. The Finance Committee reviewed and approved this item on July 8, 2008.
- **FIN-2 2009 Budget for College of Medicine Self-Insurance Program** – Approval of the Fiscal Year 2009 budget presented by the College of Medicine for the College of Medicine Self-Insurance Program. The Finance Committee reviewed and approved this item on July 8, 2008.

- **FP-2 Facilities Planning Committee Charter** – A motion was made by Trustee Phyllis Klock and passed by the board to approve the amended charter for the Facilities Planning Committee of the Board of Trustees. Amended Section 2.2 will read: “engage outside consultants and other advisors, as it deems necessary *with approval of the board of trustees or the president.*”

GENERAL BUSINESS

ADVANCEMENT COMMITTEE REPORT

Having no action items to consider, Trustee Alan Florez, chair of the Advancement Committee, reported highlights from the committee meeting:

- The year-end Foundation report showed a total of \$60 million in booked gifts from 17,000 donors, a 7% increase in donors over last year.
- The Foundation experienced much stronger support from colleges and academic units in the current year.
- The Foundation assessment report from the firm Marts & Lundy will be presented to the board in September.

AUDIT AND OPERATIONS REVIEW COMMITTEE REPORT

Trustee Olga Calvet, chair of the Audit and Operations Review Committee, reported on the discussions in the June 17, 2008, meeting between Chair Calvet and Amy Voelker, Director of University Audit:

- The committee discussed the proper archiving of committee materials to assure a paper trail was in place.
- The committee reviewed its charter. Voelker will email the current charter with proposed changes to committee members for their comment at the next committee meeting.
- Calvet and Voelker reviewed the list of auditable units and the proposed FY 2008-2009 audit plan. Members will receive this information at the next committee meeting.
- Calvet and Voelker reviewed the proposed communication plan for the new control assessment tool; further discussion of the tool will take place at the next committee meeting.
- After a committee discussion about the formation of direct support organizations, the committee chair requested that Scott Cole, Vice President and General Counsel, present a review of DSO formation and function at the next committee meeting.

EDUCATIONAL PROGRAMS COMMITTEE REPORT

Trustee Judy Albertson, chair of the Educational Programs Committee, reported on the discussions in the committee meeting:

- The committee approved changes in the Graduate Admissions Policy. The admissions criteria for graduate programs will be brought before the Graduate Council on August 1 for approval, prior to going through the standard regulation development process.
- UCF will establish a College of Graduate Studies to bring the structure of graduate education more in line with other large research universities. The new college will begin August 8, 2008, with no additional employees and with minimal start-up costs. Dr. Patricia Bishop, Vice Provost and Dean for the Division of Graduate Studies, will serve as the college's founding dean.
- Dr. Terry Hickey, Provost and Executive Vice President, said that "the College of Graduate Studies will help to more clearly define our vision of excellence for the graduate community at UCF. We will work closely with administrators, faculty members, staff members, and students in the coming months to determine how to best achieve our vision and bring a more collaborative and strategic approach to our excellent graduate programs."
- New national rankings show that UCF is in the Top 100 institutions awarding undergraduate and graduate degrees to minorities.
- Academic Affairs offered a workshop on July 21, 2008, to summarize the results of the year's program reviews. The university reviewed twenty-four programs or program groups including one doctoral, twelve master's, and eleven bachelor's level degree programs within the College of Health and Public Affairs, College of Education, College of Arts and Humanities, College of Engineering and Computer Sciences, College of Sciences, and Office of Graduate Studies.
- Given budget constraints, none of the reviewed programs was designated for resource enhancements; however, recommendations were made for revisions to curriculum, Web sites, advising structure, research opportunities, mission, focus, goals, collaboration, recruitment, and delivery modes.

FACILITIES PLANNING COMMITTEE REPORT

Trustee Pat Christiansen, chair of the Facilities Planning Committee, presented items for board approval and reported on the discussions in the committee meeting:

- **FP-1 & FIN-5 Five-Year Capital Improvement Plan** – A motion was made by Trustee Conrad Santiago and passed by the board to approve the amended university's Capital Improvement Plan for 2009-2010 through 2013-2014 to include the addition of a parking deck to be built near the Physical Sciences building.

- **FP-3 Lease Period for UCF Antenna Tower** – A motion was made by Trustee Santiago and passed by the board to approve the proposed lease period for an antenna tower on UCF property. The lease is contingent upon the successful negotiations of other terms, including consideration, site location, and potential for the relocation of the tower at the owner’s discretion. The final contract will require the approval of the president and the chair of the Facilities Planning Committee.
- Maribeth Ehasz, Vice President for Student Development and Enrollment Services, reported on Greek housing, describing the property UCF owns and the two fraternity houses it is trying to purchase.
- William Merck, Vice President for Administration and Finance, and Lee Kernek, Associate Vice President for Administration and Finance, gave an update and review of the master plan process.
- Merck and Kernek gave a report on the status of current construction and major projects on campus that include The Burnett School of Biomedical Sciences, the College of Medicine, the Recreation and Wellness Center expansion, the Partnership III building, and the Performing Arts Center.

FINANCE COMMITTEE REPORT

Trustee Conrad Santiago, chair of the Finance Committee, reported on the discussions in the committee meeting and presented items for board approval:

- Vanessa Fortier, Associate Vice President for Administration and Finance, reported on the status of the operating budget. All budget items were on track and the medical school budget was on target.
- Merck gave an update on the Support Agreement Fund Balances Report, showing that UCF’s coverage ratio is at 7.4 times the amount of the debt, when only a 2.5 coverage ratio is required.
- Merck reviewed the financial statements for the following DSOs: UCF Athletics Association, Inc., UCF Foundation, UCF Research Foundation, UCF Convocation Corporation, UCF Golden Knights Corporation, and UCF Finance Corporation.
- **FIN-3 Golden Knights Corporation Release of Excess Reserves for Fiscal Year 2008-2009** – A motion was made by Trustee Santiago and passed by the board to approve the release of excess revenues above a cash reserve balance of \$300,000 from the Golden Knights Corporation to the UCF Athletics Association, Inc., for FY 2008-2009.

- **FIN-4 Financing Plan for Purchase of Fraternity Houses** – A motion was made by Trustee Santiago and passed by the board to approve a financing plan to borrow up to \$4 million for the purchase of two fraternity houses, Sigma Alpha Epsilon and Sigma Phi Epsilon. The action request was a follow-up to the February 26, 2008, board of trustees’ meeting when the board approved the purchase of two Greek houses, Sigma Alpha Epsilon and Sigma Phi Epsilon, to add to the UCF Housing and Residence Life system, subject to the board’s approval of this financing plan.

For clarification, the board members wanted it understood that, while they approved the financing plan to borrow up to \$4 million, the figure did not reflect the amount the university will pay for the purchase of the two fraternity houses. The board was not committing the university to pay more than fair market value at the time of the purchase.

- **FIN-6 Regulation Governing Tuition Rates and Waivers for Graduate Assistants and Fellows** – A motion was made by Trustee Santiago and passed by the board to repeal the tuition waiver and rate policy for graduate assistants and fellows that was approved in revised form on May 22, 2008, and replace it with the university regulation, “Tuition Waivers for Graduate Assistants and Fellows.” The new regulation establishes a tuition rate and waiver practice for all graduate assistants and fellows who meet certain conditions. The regulations will be implemented for the Fall 2009 semester.

NOMINATING COMMITTEE REPORT

Trustee Phyllis Klock, chair of the Nominating Committee, reported on the discussions in the June 20, 2008, committee meeting:

- The committee completed the development of the critical success factors document outlining the various reasons that UCF has achieved success and serving as the basis of a leadership statement.
- The committee is completing its leadership statement document. This document, together with the critical success factors document, will be reviewed annually until it is needed in the search process.
- The committee continued its discussion about the size and composition of a presidential search committee.
- At the next meeting, the committee expects to complete its leadership statement, review a proposal that will finalize a search process, and agree on an ideal composition for the board of trustees.

ANNOUNCEMENTS AND ADJOURNMENT

The joint workshop of the Board of Governors and the boards of trustees will be held August 6, 2008, at the University of North Florida. The next Board of Governors' meeting will be held on August 7, 2008, at the University of North Florida, and the next Board of Trustees' meeting will be held on September 18, 2008, at the Brevard Community College library.

Since the board had no further business, Chair Walsh adjourned the meeting at 2:14 p.m.

Respectfully submitted: _____ Date: _____

John C. Hitt
Corporate Secretary