

**Minutes  
Board of Trustees Meeting  
University of Central Florida  
July 26, 2007**

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 1:30 p.m. The following members attended the meeting:

The Honorable Judith A. Albertson  
The Honorable Olga M. Calvet  
The Honorable Manoj Chopra  
The Honorable Patrick Christiansen  
The Honorable Alan Florez

The Honorable Brandie Hollinger  
The Honorable Phyllis Klock  
The Honorable Conrad Santiago  
The Honorable Thomas Yochum  
The Honorable Al Weiss

**WELCOME**

Chair Richard Walsh welcomed the board members and called on President John Hitt to present the first item of business.

**GENERAL BUSINESS I**

- **BOT-1 Election of Chair and Vice Chair, UCF Board of Trustees** – The UCF Board of Trustees’ bylaws state that *the Board shall elect its chair and vice chair from the appointed members at its first regular meeting after July 1<sup>st</sup>. The chair shall serve for two years and may be reelected for one additional consecutive term.* A motion was made by Trustee Conrad Santiago, and members of the board concurred, to reelect Richard Walsh as chair of the UCF Board of Trustees. A second motion was made by Trustee Judy Albertson, and members of the board concurred, to reelect Thomas Yochum as vice chair of the board.

**MINUTES**

Chair Walsh called for approval of the minutes of the May 24, 2007, board meeting. No changes were requested and the minutes were approved as written.

Chair Walsh called on President Hitt for opening remarks and introductions.

**REMARKS AND INTRODUCTIONS**

President Hitt sought approval by the board to make the Burnett College of Biomedical Sciences and its faculty and staff a part of the College of Medicine. A motion was made by Trustee Thomas Yochum, and members of the board concurred, to approve changing the name of the *Burnett College of Biomedical Sciences* to the *Burnett School of Biomedical Sciences*, which reflects the joining of the school and the College of Medicine “to enhance and strengthen both programs and help create well-rounded, research-based

doctors for our community.” Dr. Pappachan Kolattukudy, the current dean of the Burnett College of Biomedical Sciences, will become the director of the Burnett School of Biomedical Sciences and continue to play a pivotal role in building UCF’s research and educational programs in the biomedical sciences.

President Hitt introduced the following members of the audience: **Sha’reff Rashad**, UCF defensive back, recognized for being one of only 15 football players nationwide to be named to the 2007 Arthur Ashe Jr. Sports Scholars First Team. He has a 3.477 GPA and Coach O’Leary recognized him as an outstanding student athlete and a leader on the football team. Rashad was present with his coach, **Ernest Collins**, and **Keith Tribble**, Director of Athletics. Hitt also introduced the UCF Employees of the Month: March-- **Jeffery Golub**, program assistant in Judaic Studies and the Employee of the Year; May-- **Pauline Strauss**, executive secretary in Civil and Environmental Engineering; and, June-- **Marge Garay**, office manager for Course Development and Web Services. Hitt congratulated all of these outstanding members of the UCF family.

### **CONSENT AGENDA**

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

- **BOT-2 2008 BOT Meeting Dates** – The 2008 Board of Trustees’ meetings are scheduled as follows and are subject to change pending revisions of the Board of Governors’ meeting schedule:
  - January 17, 2008 – Thursday
  - March 18, 2008 – Tuesday
  - May 22, 2008 – Thursday
  - July 24, 2008 – Thursday
  - September 18, 2008 – Thursday
  - November 13, 2008 – Thursday
  
- **BOT-3 Conferral of Degrees** – Concurrence for conferral of degrees at the Summer 2007 commencement ceremonies:
  - 2,081 Baccalaureate Degrees
  - 567 Master’s Degrees
  - 97 Doctoral and Specialist Degrees
  - 2,745 Total
  
- **BOT-4 Equity Accountability Program Budget Incentive Plan** – Approval of the provost’s Budgetary Enhancement Plan Report for 2007 to complete the requirements for the Florida Equity Report.
  
- **BOT-6 Repeal of Redundant Rules** – Approval of the repeal of rules that are duplicate or conflict with existing university regulations regarding personnel and student matters.

- **AUD-1 DSO Boards of Directors Lists** – For information only, the board received a list of the boards of directors of UCF's Direct Support Organizations.
- **EP-1 2006-07 Program Reviews** - For information only, the board received the results of nineteen programs and program groups reviewed in three colleges during the 2006-07 program review process. Trustee Albertson summarized the details of the program review workshop held on July 23, 2007.

## **GENERAL BUSINESS II**

Chair Walsh presented the next item for board approval:

- **BOT-5 2007-2008 Tuition and Fee Amendments** – A motion was made by Trustee Olga Calvet and passed by the board to approve amendments to University Regulation 6C7-9.001 establishing tuition and fees for the 2007-2008 academic year. In May, the university recommended a 5% increase for tuition and out-of-state fees for both graduate and undergraduate students, as well as a 5% increase in the financial aid fees. With the governor's veto, the increases for these fees were adjusted downward. The board delegated authority to adjust those fees to the president. In addition, in the event that the governor's attempted veto of the legislature's tuition decision is ineffective, the board conditionally approved up to a 5% increase in undergraduate resident tuition and delegated authority to the president to implement that increase.

Chair Walsh called on Scott Cole, Vice President and General Counsel, to present the next item for approval:

- **BOT-7 UCF Health Facilities Corporation as a Direct Support Organization** – A motion was made by Trustee Klock and approved by the board to ratify the certification of the UCF Health Facilities Corporation as a direct support organization of the University of Central Florida. On January 31, 2007, the UCF Board of Trustees' Finance Committee certified the UCF Health Facilities Corporation as a DSO. Because a quorum was not present at the time of approval, the board was required to ratify the action of the Finance Committee and certify the UCF Health Facilities Corporation as a DSO pursuant to Section 1004.28 of the Florida Statutes.

Chair Walsh called on Trustee Alan Florez to present the first committee report.

## **ADVANCEMENT COMMITTEE REPORT**

With no action items to present, Trustee Alan Florez, chair of the Advancement Committee, recounted highlights from the committee meeting:

- Robert Holmes, Vice President for Alumni Relations and Development, stated that
  - the FY 2007 final report indicated the 16,000 donor count was a record and that charitable contributions were \$65 million, as compared to \$36 million last year.
  - UCF enjoyed an 11.8% alumni participation in giving, second among the state universities to the University of Florida
  - assets of the university grew from \$213 to \$262 million this fiscal year
  - the endowment fee has been increased from 1.5% to 1.75 % in order to fund operations
  - recruitment and retention of development staff is a key issue being addressed by the UCF Foundation.
- Dan Holsenbeck, Vice President for University Relations, will be working with the governor's office to ensure the \$15 million of funding is carried forward for the UCF downtown performing arts center.
- Tom Huddleston, Vice President for Marketing, Communications, and Admissions, reported that
  - SAT average scores were expected to reach between 1207 and 1210 this fall semester
  - enrollment for National Merit First-Time-in-College students increased to 43 for Fall 2007 as compared to 28 last year
  - minority admissions are up about 6%
  - recruitment satellites are being developed to increase the university's exposure to out-of-state prospective students
- UCF's project priorities continue to be the medical school, differential tuition, and enrollment.
- Governor Charlie Crist vetoed a proposed 5% tuition and fee increase for resident undergraduates, as well as the university incentive plan.
- UCF is experiencing a 4% legislatively-appropriated budget cut and hiring freeze. Additional state-mandated budget cuts could go as high as 10%.
- UCF administration has requested an additional 2% reduction from all E&G budgets to be held in escrow awaiting the final results of the legislative special session.

## **AUDIT AND OPERATIONS REVIEW COMMITTEE REPORT**

Trustee Olga Calvet, chair of the Audit and Operations Review Committee, reported on the discussions in the committee meeting:

- At the request of the board, Amy Voelker, Director of University Audits, presented a listing of the board members for all UCF Direct Support Organizations.
- It was suggested that each DSO have a board of trustees' representative sitting on its board.
- Budgets for FY 2007-2008 for the following direct support organizations were presented to the board:

- UCF Foundation, Inc.
- UCF Convocation Corporation
- Golden Knights Corporation
- UCF Athletics Association, Inc.
- Comparative reports will be provided quarterly to the board to monitor the progress of DSO budgets.
- Trustee Calvet commended Vice President Holmes and the Foundation staff for the outstanding increase in revenue during this fiscal year.

## **EDUCATIONAL PROGRAMS COMMITTEE REPORT**

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

- Dr. John Schell, Vice Provost for Academic Affairs, gave a presentation on UCF's selected engagement initiatives for 2006-2007. Engagement initiatives are situations in which students learn inside or outside of the classroom singly or in small groups and include such things as capstone courses, undergraduate research projects, and student internships.
- Data reflects the success of the UCF model initiative. Trustee Albertson reported that more students are involved in engagement initiatives at UCF than at any other college in the Florida State University System.
- UCF had 13,212 students participating in the program last year.
- A total of 36,356 students participated in the program over the last four years.
- The program includes internships, cooperative education, and service learning to augment collaborative relationships between the campus and the community.
- Provost Terry Hickey provided colleges a 15% incentive to support engagement initiatives. The potential is there to make engagement initiatives a part of all undergraduate curriculum, according to Vice Provost Schell.
- Provost Hickey and Lin Huff-Corzine, Assistant Vice President for Faculty Relations, gave an overview of the promotion and tenure process and guidelines.
- The annual program review workshop was held on Monday, July 23, 2007.
- The overarching ongoing themes and trends for the 2006-2007 review process consist of:
  - pressures related to becoming a metropolitan research university
  - engagement with and support of students
  - importance of strategic change and planning
  - importance of Web presence for recruiting and communicating with students
- UCF reviewed 19 programs and program groups in the Colleges of Arts and Humanities, Education, and Health and Public Affairs.

## **FINANCE COMMITTEE REPORT**

Trustee Conrad Santiago, chair of the Finance Committee, summarized the committee's discussions and presented two items for board approval:

- Vanessa Fortier, Associate Vice President for Administration and Finance, reported that all budgets are running on track.
- William Merck, Vice President for Administration and Finance, and Lee Kernek, Associate Vice President for Administration and Finance, gave an update on the UCF construction projects.
- Kernek also gave a detailed report on campus safety and security.
- As a result of the 4% reduction in the operating budget and the expectation that UCF may experience an additional 2% reduction, immediate measures taken include a hiring freeze on campus, with certain exceptions. Provost Hickey is working on a long-term plan to deal with this issue in light of possible further budget reductions. Chair Walsh suggested that the provost use the talents and expertise of the board members to assist with these and upcoming challenges.
- Provost Hickey reported that historically, UCF has designated the highest percentage of the budget to academics.
- As a result of the governor's veto, the operating budgets for 2007-2008 were adjusted to reflect no increase in undergraduate resident tuition.
  
- **FIN-1 Five-Year Capital Improvement Plan** – A motion was made by Trustee Yochum and members of the board concurred to approve the capital improvement plan for 2008-2009 through 2012-2013. Each year, the university submits an updated capital improvement plan to the Board of Governors. This plan identifies projects that will be included in the three-year Public Education Capital Outlay (PECO) list, identifies projects that may be included in future Courtelis Facilities Enhancement Challenge Grant lists, and provides information to the State Board of Education for its request for capital project funding for 2008-2009.
  
- **FIN-2 Revised Budget for the College of Medicine** – A motion was made by Trustee Albertson to approve a revised budget for the College of Medicine. The motion passed. Budget revisions are due primarily to the recommendations from the Liaison Committee on Medical Education's curriculum review, which will require acceleration of approved funds for faculty recruiting and new funds to support incremental faculty necessary to fully achieve an integrated curriculum. In order to implement these changes, the following were approved:
  - increase the 2008-09 Legislative Budget Request from \$13,074,296 to \$13,146,292
  - support of the revised ten-year budget as reflected in Attachment B

The approved changes will be forwarded to the Board of Governors for consideration at a workshop scheduled for August 8, 2007.

As a result of joining the Burnett School of Biomedical Sciences with the College of Medicine, future budget requests will reflect the school and the college separately for ease of monitoring.

**GOVERNANCE STRUCTURE AND PROCESS REVIEW COMMITTEE  
REPORT**

Trustee Patrick Christiansen, chair of the Governance Structure and Process Review Committee, reported on the discussions in the committee meeting. He announced that Chair Walsh and Trustees Klock, Rosen, and Albertson are all fully engaged in the business of the committee and that they intend to come back to the board at the next meeting with recommendations for board action.

**NEW BUSINESS**

President Hitt announced that the next Board of Trustees' meeting will be held in the Live Oak Room on the UCF campus. This new location will offer reduced meeting costs and convenience of parking.

**ANNOUNCEMENTS AND ADJOURNMENT**

Chair Walsh announced that the next regularly scheduled board meeting will be September 20, 2007. He also reminded the trustees of the August 8-9 meeting in Tampa: on August 8, members of the boards of trustees, Board of Governors, and university presidents will meet and, on August 9, the Board of Governors will meet. A copy of the BOG agenda was placed on the table and trustees were asked to advise Beth Barnes, Associate Corporate Secretary, if they planned to attend.

He also announced that Orange County Commissioners would be voting on the downtown public venues that day. And, finally, he reminded the board members of the UCF commencement ceremonies being held on Saturday, August 4, 2007.

Since there was no further business to discuss, Chair Walsh adjourned the board meeting at 2:11 p.m.

Respectfully submitted: \_\_\_\_\_ Date: \_\_\_\_\_

John C. Hitt  
Corporate Secretary