

**Minutes  
Board of Trustees Meeting  
University of Central Florida  
November 19, 2009**

Vice Chair Thomas Yochum called the meeting of the Board of Trustees to order at 10:30 a.m. in the Live Oak Center on the Orlando campus. The following members attended the meeting:

The Honorable Olga Calvet	The Honorable Phyllis Klock
The Honorable Patrick Christiansen	The Honorable Brian Peterson
The Honorable Ida Cook	The Honorable Harris Rosen
The Honorable Alan Florez	The Honorable Conrad Santiago
The Honorable Micky Grindstaff	The Honorable Thomas Yochum

**WELCOME**

Vice Chair Yochum called the meeting to order and welcomed the board members. He then adjourned the meeting for a public hearing on the UCF Campus Master Plan 2010-2020 Update. Members of the community were invited to make public comments prior to the adoption of the plan by the Board of Trustees.

Vice Chair Yochum re-convened the board meeting at 1:00 p.m. He called for approval of the September 17 board meeting minutes, which were approved as written.

Yochum called on President John Hitt for special recognitions. Hitt announced that Trustee Pat Christiansen was leaving the board after having served for almost nine years as a charter member. He told Christiansen that he would be greatly missed and presented him with a plaque for his service to the board.

Hitt also announced that Trustee Al Weiss was leaving the board after more than four years of service. Trustee Weiss was not able to attend the meeting. Hitt announced that Weiss would be presented with a plaque for his service to the board and thanked him for his continued support of UCF.

Trustee Alan Florez informed the board that he would not be seeking re-appointment to the board in January 2010. President Hitt expressed his appreciation to Florez for his service to the board and said that he looked forward to his continued support of the university.

**REMARKS AND INTRODUCTIONS**

President Hitt noted that UCF and Valencia Community College leaders dedicated a state-of-the-art, joint-use facility at Valencia's west campus. Governor Crist cut the ceremonial ribbon for the environmentally friendly, 100,000 square-foot building that houses classes and offices for both institutions. Hitt explained that the partnership between UCF and Valencia is the most productive university-community college

collaboration in the nation. He added that after the ribbon cutting, UCF's founding president, Charles Millican, was recognized with a plaque for his efforts in support of Valencia's founding and in initiating the partnership between the two schools.

Hitt also announced that the MBA program in the UCF College of Business Administration is among the nation's top 10 "best-administered" programs, according to the *Princeton Review*. It is the first time that the University of Central Florida has received this ranking, and it is the only Florida business school to make the list.

Hitt recognized the following members of the UCF community.

**Dr. Glenn Lambie**, associate professor in the College of Education, received both the Distinguished Mentor Award and the Publication in Counselor Education and Supervision Award from the Association for Counselor Education and Supervision. The awards recognize Dr. Lambie's longstanding commitment to the success of graduate students, as well as his highly regarded record of research and publication in the field of counselor education.

**Dr. Marshall Schminke**, the inaugural BB&T Professor of Business Ethics in the College of Business Administration, was invited in Spring 2009 to join the Society for Organizational Behavior, a scholarly society for prominent management scholars.

Hitt announced that the Employee of the Month for July was **Darlene Bouley**, an administrative assistant in the Center for Distributed Learning. The Employee of the Month for September was **Lillian Ramos**, a program area liaison in the Department of Educational Research, Technology, and Leadership. The Employee of the Month for October was **Rita Simpson**, a program assistant at the Sophomore and Second Year Center.

Hitt asked the audience to join him in congratulating these outstanding members of the UCF family.

### **CONSENT AGENDA**

A motion was made and seconded to accept the following consent agenda items.

- **ADV-1 Trustee Self-Assessment** – Approval by the Board of Trustees of the Advancement Committee's document entitled "UCF Trustee Self Assessment."
- **ADV-2 Revisions to the Advancement Committee Charter** – Approval of minor revisions to the "Advancement Committee Charter."
- **COMP-1 Assessment Reports on the President's Performance and Compensation, as well as the Committee's Performance and Salary Recommendations** – Acceptance of the president's performance and president's compensation reports from two independent consultants, Dr. James Koch and

MGT of America, and approval of the committee's performance and salary recommendations for President Hitt.

- **COMP-2 2009-12 Performance Incentive Measures and Goals** – Approval of the Compensation and Labor Committee's recommended 2009-12 Performance Incentive Measures and Goals for the president and vice presidents.
- **COMP-3 2009-12 Performance Unit Plan Awards** – Approval of the 2009-12 Performance Unit Plan awards for the president and vice-presidents.
- **COMP-4 Revisions to the Compensation and Labor Committee Charter** – Approval of the revisions to the Compensation and Labor Committee charter that change the time of submitting committee recommendations to the board.
- **EP-1 New Degree Program Proposal** – Approval of a Bachelor of Design in Architecture.
- **EP-2 Classification of Instructional Programs Code Changes** – Approval of Classification of Instructional Programs code changes.
- **EP-3 Conferral of Degrees** – Concurrence with the conferral of degrees at the Fall 2009 commencement ceremonies:

3,246 baccalaureate degrees
648 master's degrees
<u>124</u> doctoral and specialist degrees
<b>4,018 Total</b>
- **FIN-1 Supplement to the UCF Investment Manual** – Approval of a supplement to the investment manual that includes a more detailed definition of operating reserves.
- **FIN-2 Tuition Waivers for Specified Online Graduate Programs** – Approval of a new university regulation to provide partial tuition waivers for non-resident graduate students in online programs that are administered by the Division of Regional Campuses.
- **FIN-6 Refinancing of Research Park Buildings by the UCF Foundation** – Approval of the UCF Foundation request to refinance the Research Pavilion, the Orlando Tech Center, and the IST Building in the Research Park.
- **FIN-7 Removal of Non-recurring Funds from University Budgets by 2014** – Approval of the removal of non-recurring funds from budgets by July 1, 2014, with annual reports to the Finance and Educational Program Committees on the next five-year budget projections.

A motion was approved to amend items FIN-2 and FIN-6.

- **FIN-2 Tuition Waivers for Specified Online Graduate Programs**, page 104, paragraph (2), should read, “A nonresident graduate student *may* be awarded a partial waiver,” rather than “*will* be awarded a partial waiver.”
- **FIN-6 Refinancing of Research Park Buildings by the UCF Foundation** will include the Resolution for the Refinancing of Research Park Buildings by the UCF Foundation (FINC-1), which was approved by the Finance Committee earlier in the morning.

Members of the board concurred with these actions.

### **ADVANCEMENT COMMITTEE REPORT**

Trustee Alan Florez, chair of the Advancement Committee, reported the highlights from the committee meeting earlier in the day.

- The UCF Foundation endowment fund continues on a positive trend, in spite of the economic downturn. The Foundation Development office has teamed with Advancement Resources to provide professional development training to appropriate audiences.
- The UCF team is working with the Central Florida legislative delegation to hold a meeting on campus in December, the UCF Medical College continues to be a priority with legislative leadership, and a special legislative session is expected to be called in December to consider high-speed rail, Tri-Rail, SunRail, and possibly gambling.
- Applications for FTIC and transfer students in 2010 are running ahead of last year by two to six percent.
- News & Information is sponsoring a poll to learn what people consider to be the top stories of UCF’s “Decade of Opportunity.”
- Florez congratulated UCF junior Emma Cannon for being named the Conference USA Pre-season Women’s Basketball Player of the Year.

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

Trustee Olga Calvet, chair of the Audit and Operations Review Committee, reported that the committee had not met since the last board meeting.

### **COMPENSATION AND LABOR AD HOC COMMITTEE REPORT**

Trustee Thomas Yochum, chair of the Compensation and Labor Ad Hoc Committee, recognized the work of the committee, noting the items from the committee that were approved in the consent agenda.

## **EDUCATIONAL PROGRAMS COMMITTEE REPORT**

Trustee Phyllis Klock, acting chair of the Educational Programs Committee, reported the highlights from the committee meeting of October 28 and the meeting earlier in the day.

- The Educational Programs Committee and the Finance Committee met jointly on October 28 to discuss the budget alignment recommendations and a new tuition waiver regulation for specified online graduate programs.
  - The Educational Programs Committee reconvened separately on October 28, 2009, to discuss the reformatted 2008-09 Program Review summary that will be submitted to the Florida Board of Governors.
  - The following items were approved in the committee meeting earlier in the day:
    - New Degree Proposal for a Bachelor of Design in Architecture
    - Classification of Instructional Programs Code Changes
    - Conferral of Degrees
- In addition, the following items were presented for information only:
- Status of New Degree Programs
  - Transfer of Interest in Lively Arts Center to Daytona State College
  - Request for Proposals: Undergraduate Education Pilot Projects

## **FACILITIES PLANNING COMMITTEE REPORT**

Trustee Pat Christiansen, chair of the Facilities Planning Committee, reported the highlights from the November 3 committee meeting.

- The installation of a cell tower on campus is going forward.
- The two Greek houses, purchased by UCF Housing and Residence Life, have been renovated and leased with five-year contracts. Both provide substance-free housing.
- The Facilities Planning Committee reviewed and approved the UCF Campus Master Plan 2010-2020 Update, which was later approved by the full board.
- Christiansen congratulated William Merck, Vice President for Administration & Finance, and Lee Kernek, Associate Vice President for Administration & Finance, and their staff members for their work on the UCF campus master plan.
- Presentations were made to the committee by Lee Kernek on UCF emergency management, campus security, and the status of UCF projects.
- UCF continues to use the LEED rating system for all new construction projects focusing on energy efficiency, water conservation, and indoor air quality.
- Vice Chair Yochum noted his earlier concern about campus security, particularly in the area of campus housing. However, he reported that many of his concerns have already been addressed and that the administration is doing all it can to ensure appropriate campus security.

Trustee Christiansen presented the following item for board approval.

- **FP-1 UCF Campus Master Plan 2010-2020 Update**– A motion was made and approved by the board adopting the UCF Campus Master Plan 2010-2020 Update. Chapter 1013.30 of the Florida Statutes governs the campus master planning process. The statute requires the university to hold an informal information session and two advertised public hearings to receive public comment prior to adoption of the plan by the Board of Trustees. The university held the informal information session on April 16 and the first public hearing on July 16. The second public hearing took place earlier in the day.

### **FINANCE COMMITTEE REPORT**

Trustee Conrad Santiago, chair of the Finance Committee, reported the highlights from the committee meeting of October 28.

- The following items would be tabled for a future meeting:
  - FIN-3 UCFAA Revised Loan Agreement with the University
  - FIN-5 Use of Current Construction Line of Credit for the Track and Soccer Stadium by UCFAA
- After a presentation by Dave West and Troy Brown of the Bogdahn Group on the operating funds supplement to the UCF investment manual, the committee unanimously approved the supplement to the UCF investment policy.
- The Finance Committee and Educational Programs Committee met in joint session on October 28 to consider a request by Provost Terry Hickey to remove non-recurring funds from unit budgets by July 1, 2014.
- The committee approved the amendment to the Tuition Waiver for Specified Online Graduate Programs regulation changing “A nonresident graduate student *will* be awarded a partial waiver” to “A nonresident graduate student *may* be awarded a partial waiver.”
- The UCF Foundation proposed the refinancing of multiple debt instruments on the Research Pavilion, the Orlando Tech Center, and the IST Building into a single loan. The committee approved the refinancing of these Research Park buildings.
- Vanessa Fortier, Associate Vice President for Administration and Finance, gave an update on the key financial ratios for UCF. Trustee Christiansen recommended that future reports on the ratios have footnotes for clarification.
- Parking Garage VI would cost approximately \$10,000-\$12,000 per parking space. The Division of Bond Finance plans to sell the bonds in December 2009 or January 2010.
- Fortier responded to questions regarding the UCF draft financial statements that are being reviewed by the state auditors.
- UCF received a grant from the U.S. Department of Education’s Emergency Management for Higher Education to develop an emergency management plan on campus.

- The committee received updates on the operating budget report, the university debt report, and the support agreement fund balances report.

Trustee Santiago presented the following item for board approval.

- **FIN-4 UCFAA Operational Line of Credit** – A motion was approved to allow the UCF Athletics Association to establish a line of credit from Fifth Third Bank to pay operational expenditures when there are timing differences between the expenditures and revenue collections.

### **NOMINATING COMMITTEE REPORT**

Trustee Phyllis Klock, chair of the Nominating Committee, reported that the committee had not met since the last board meeting.

### **NEW BUSINESS**

Trustee Pat Christiansen reflected on his nine years of service to the UCF Board of Trustees, stating that it was a pleasure to have served. He recognized President Hitt for his leadership accomplishments. Vice Chair Yochum added that Christiansen will be missed and thanked him for his dedicated service.

### **ANNOUNCEMENTS AND ADJOURNMENT**

Vice Chair Yochum announced that the next Board of Governors' telephone conference call meeting is scheduled for December 10.

The next Board of Trustees' meeting will be January 14, 2010, in the Live Oak Center on the UCF Orlando campus.

Vice Chair Yochum adjourned the board meeting at 1:39 p.m.

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

John C. Hitt  
Corporate Secretary