



**Board of Trustees
Compensation and Labor Committee
Meeting**

October 20, 2016

3:00 – 5:00 p.m.

President's Board Room Millican Hall, 3rd floor

800-442-5794, passcode 463796

AGENDA

I. CALL TO ORDER

John Sprouls
*Chair of the Compensation and
Labor Committee*

II. MEETING MINUTES

- [September 15, 2013, meeting minutes](#)

Chair Sprouls

III. NEW BUSINESS

- The 2013-16 Goal Accomplishments ([CLC-1](#))
- The Performance Unit Plan Payments for the 2013-16 Cycle ([CLC-2](#))
- The 2016-19 Performance Incentive Measures and Goals ([CLC-3](#))
- The 2016-19 Performance Unit Plan Awards ([CLC-4](#))
- Report on the Assessment of the President's Performance and Recommendation for Compensation ([CLC-5](#))
- The Annual Report, July 1, 2015-June 30, 2016 ([CLC-6](#))
- Amendments to University Regulations UCF-3.0032 Additional Compensation for UCF Employees, UCF-3.040 Benefits and Hours of Work, and UCF-3.044 Compensation ([CLC-7](#))

Chair Sprouls
Maureen Binder
*Associate Vice President and
Chief Human Resources Officer*

Chair Sprouls
Maureen Binder

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Maureen Binder

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

IV. CLOSING COMMENTS

Chair Sprouls



**Board of Trustees
Compensation and Labor Committee
September 15, 2016**

MINUTES

CALL TO ORDER

Chair John Sprouls called the meeting to order at 9:15 a.m. The following committee members were in attendance: Chair John Sprouls, Vice Chair David Walsh, Clarence Brown, and Ray Gilley. Vice Chair Robert Garvey and Trustee Keith Koons were also in attendance.

MEETING MINUTES

The minutes of the July 28, 2016, meeting were approved as submitted.

NEW BUSINESS

Amendment to University Regulation UCF-3.0031 Employee Tuition Free Course Enrollment

Youndy Cook, Deputy General Counsel, presented amendments to university regulation UCF-3.0031. After discussion, the committee members unanimously recommended the approval of the proposed amendments.

CLOSING COMMENTS

Chair Sprouls adjourned the meeting at 9:21 a.m.

Respectfully submitted:

Maureen Binder
Associate Vice President and
Chief Human Resources Officer

Date

ITEM: **CLC-1**

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

SUBJECT: The 2013-16 Goal Accomplishments

DATE: October 20, 2016

PROPOSED COMMITTEE ACTION

Review and approve the 2013-16 goal accomplishments documented by the University Audit Office.

BACKGROUND INFORMATION

On May 24, 2007, the University of Central Florida Board of Trustees approved the Performance Unit Plan. The plan requires that the university performance during the Performance Period be reviewed and certified as accurate by the University Audit office.

Supporting documentation:

Attachment A: 2013-16 Performance Incentive Measures, Goals and Actual
Performance

Attachment B: Review Process Used to Certify the 2015-16 Data for the 2013-2016
Performance Measures

Prepared by: Maureen Binder, Associate Vice President and Chief Human Resources
Officer

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

Attachment A
2013-16 Performance Incentive Matrix Year 3

		Performance Goals			Actual Performance			
Performance Measure	Weight	Minimum	Target	Maximum	Year 1	Year 2	Year 3	Final Data
Quality of Education								
Average six-year graduation rates for FTIC students in the 2007, 2008, and 2009 cohorts.	24%	66.5%	67%	67.5%	67.4% 2007 cohort	69.7% 2008 cohort	70.6% 2009 cohort	69.2% average over 2007, 2008, 2009 cohorts
Average of the one-year retention rates for FTIC students in the 2012, 2013, and 2014 cohorts.	14%	88.2%	88.7%	89.2%	87.1% 2012 cohort	87.5% 2013 cohort	89.1% 2014 cohort	87.9% average over 2012, 2013, 2014 cohorts
Average four-year graduation rates for summer and fall full-time AA transfer students in the 2009, 2010, and 2011 cohorts.	24%	75.40%	75.50%	75.60%	73.0% 2009 cohort	72.4% 2010 cohort	72.0% 2011 cohort	72.5% average over 2009, 2010, 2011 cohorts
External Support								
Average extramural funding raised per tenured and tenure-track faculty member FTE for 2013-14, 2014-15, and 2015-16.	19%	\$130,500 per FTE	\$131,500 per FTE	\$133,000 per FTE	\$154,253 per FTE 850.6 FTE \$131,207,263 total funding 2013-14	\$152,868 per FTE 853.0 FTE \$130,396,597 total funding 2014-15	\$151,578 per FTE 932.0 FTE \$141,270,526 total funding 2015-16	\$152,900 per FTE 878.5 FTE \$134,291,462 average total funding over 2013-16
Total philanthropy to the UCFF and UCF Athletics Program without Courtelis or state matching funds, but including planned gifts, gifts-in-kind, and pledges for the period of July 1, 2013 to June 30, 2016.	19%	\$190,000,000	\$215,000,000	\$235,000,000	\$43,256,323 * 2013-14 * audited	\$51,437,096** 2014-15 ** unaudited	\$55,640,073** 2015-16 ** unaudited	\$150,333,492 total over 2013-16

Green highlight = final results based on 2013-14, 2014-15, and 2015-16 data

10/10/16

Attachment A
2014-17 Performance Incentive Matrix Year 2

		Performance Goals			Actual Performance		
Performance Measure	Weight	Minimum	Target	Maximum	Year 1	Year 2	Year 3
Quality of Education							
Average six-year graduation rates for FTIC students in 2008, 2009, and 2010 cohorts.	22%	68.5%	69.0%	69.5%	69.7% 2008 cohort	70.6% 2009 cohort	
Average of the one-year retention rates for FTIC students in the 2013, 2014, and 2015 cohorts.	12%	88.5%	89.0%	89.5%	87.5% 2013 cohort	89.1% 2014 cohort	
Average four-year graduation rates for summer and fall full-time AA transfer students in the 2010, 2011, and 2012 cohorts.	22%	75.5%	76.0%	76.5%	72.4% 2010 cohort	72.0% 2011 cohort	
External Support							
Average of the dollars raised per tenured and tenure-track faculty member FTE for 2014-15, 2015-16, and 2016-17.	17%	\$131,585	\$132,902	\$139,547	\$152,871 853.0 FTE 2014-15	\$151,578 932.0 FTE 2015-16	
Total philanthropy to the UCFF and UCF athletics program without Courtelis or state matching funds, but including planned gifts, gifts-in-kind, and pledges for the period of July 1, 2014, to June 30, 2017.	17%	\$200,000,000	\$210,000,000	\$220,000,000	\$51,347,096** 2014-15 **unaudited	\$55,640,073** 2015-16 **unaudited	
BOG Performance Funding Benchmarks							
Maintain UCF's performance and standing as a top tier SUS institution. Average of final performance funding rankings from 2015, 2016, and 2017.	10%	Top 5	Top 4	Top 3	Top 3 Alone * 2015	Top 1 Tied 2016	

- The BOG originally reported UCF and FIU tied for 3rd; however, BOG later determined that FIU and other institutions had made an error in calculating academic progress rates, resulting in FIU dropping down to 4th.

Green highlight = expected final results based on 2014-15 and 2015-16 data

10/10/16

Attachment A
2015-18 Performance Incentive Matrix Year 1

		Performance Goals			Actual Performance		
Performance Measure	Weight	Minimum	Target	Maximum	Year 1	Year 2	Year 3
Quality of Education							
Average six-year graduation rates for FTIC students in 2009, 2010, and 2011 cohorts.	22%	69.7%	70.2%	70.7%	70.6% 2009 cohort		
Average of the one-year retention rates for FTIC students in the 2014, 2015, and 2016 cohorts.	12%	88.5%	89.0%	89.5%	89.1% 2014 cohort		
Average four-year graduation rates for summer and fall full-time AA transfer students in the 2011, 2012, and 2013 cohorts.	22%	73.2%	73.7%	74.2%	72.0% 2011 cohort		
External Support							
Average of the dollars raised per tenured and tenure-track faculty member FTE for 2015-16, 2016-17, and 2017-18.	17%	\$135,000	\$140,000	\$145,000	\$151,578 932.0 FTE 2015-16		
Total philanthropy to the UCFF and UCF athletics program without Courtelis or state matching funds, but including planned gifts, gifts-in-kind, and pledges for the period of July 1, 2015, to June 30, 2018.	17%	\$150,000,000	\$165,000,000	\$180,000,000	\$55,640,073** 2015-16 **unaudited		
BOG Performance Funding Benchmarks							
Maintain UCF's performance and standing as a top tier SUS institution. Average of final performance funding rankings from 2016, 2017, and 2018.	10%	Top 4 Alone	Top 3 Tied	Top 3 Alone	Top 1 Tied 2016		

Green highlight = expected final results based on 2015-16 data

10/10/16

Attachment B
University Audit
Review Process Used to Certify 2015-16 Data
for the 2013-16 Performance Measures

University Audit confirmed the 2015-16 data reported by Institutional Knowledge Management, the Office of Research and Commercialization, and the UCF Foundation.

Performance measure: Strengthen UCF's reputation and effectiveness by improving six-year graduation rates for FTIC students. Average six-year graduation rates for FTIC students in the 2007, 2008, and 2009 cohorts.

Definition:

- FTIC = first-time-in-college students, early admit students, or students admitted with fewer than 12 college credit hours earned after high school graduation (excludes dual enrollment credit).
- Six-year graduation rate = percentage of Summer or Fall 2009 FTIC students who enrolled full-time in Fall 2009 and graduated from UCF prior to or during Summer 2015.

Process:

- Obtained a graduation report of the full-time Summer or Fall 2009 FTIC cohort from Institutional Knowledge Management.
- Sorted the Institutional Knowledge Management data by semester of graduation and verified the number of students graduating within six years.
- Wrote a PeopleSoft query to obtain a list of students in the Summer or Fall 2009 FTIC cohort.
- Compared PeopleSoft data to Institutional Knowledge Management data to confirm the accuracy and completeness of the cohort.
- Selected a sample of students from the six-year and non-graduating groups and determined the accuracy of graduation data by comparing the degree awarded in PeopleSoft to the degree certification from the respective college.
- Calculated the unweighted average graduation rate for students in the 2007, 2008, and 2009 cohorts.

Performance measure: Strengthen UCF's reputation and effectiveness by improving one-year retention rates for FTIC students. Average one-year retention rates for FTIC students in the 2012, 2013, and 2014 cohorts.

Definition:

- Retention rate = percentage of Summer or Fall 2014 FTIC students who enrolled full-time in Fall 2014 and were still enrolled in Fall 2015, either part-time or full-

Attachment B
University Audit
Review Process Used to Certify 2015-16 Data
for the 2013-16 Performance Measures

time. Does not include early admits or students who transferred more than 12 credit hours earned after high school.

Process:

- Obtained the data set for the Summer and Fall 2014 full-time FTIC cohort from Institutional Knowledge Management. Filtered the data to determine the number and percentage of students who were still enrolled in Fall 2015.
- Wrote a PeopleSoft query to obtain a list of students in the Summer and Fall 2014 full-time FTIC cohort. Added the number of credit hours for students in Fall 2014 and 2015. Filtered the data to determine the number and percentage of FTIC students who enrolled full-time in Fall 2014 and were still enrolled in Fall 2015.
- Compared PeopleSoft data to Institutional Knowledge Management's data to confirm the accuracy and completeness of the cohort.
- Calculated the unweighted average retention rate for FTIC students in the 2012, 2013, and 2014 cohorts.

Performance measure: Strengthen UCF's reputation and effectiveness by improving four-year graduation rates for summer and fall full-time AA transfer students. Average four-year graduation rates for summer and fall full-time AA transfer students in the 2009, 2010, and 2011 cohorts.

Definition:

- Four-year graduation rate = percentage of AA transfer students who first enrolled in Summer or Fall 2011, enrolled full-time in Fall 2011, and graduated prior to or during Summer 2015.
- AA transfer student = student who transferred directly to UCF from a Florida System College or Community College with an Associate of Arts degree.

Process:

- Obtained a graduation report of the Summer and Fall 2011 full-time AA transfer cohort from Institutional Knowledge Management.
- Sorted the Institutional Knowledge Management data by semester of graduation and verified the number of students graduating within six years.
- Wrote a PeopleSoft query to obtain a list of students in the Summer and Fall 2011 full-time AA transfer cohort and their graduation data.
- Compared PeopleSoft data to Institutional Knowledge Management data to confirm the accuracy and completeness of the cohort.
- Selected a sample of students from the four-year and non-graduating groups and determined the accuracy of graduation data by comparing the degree awarded in PeopleSoft to the degree certification from the respective college.

Attachment B
University Audit
Review Process Used to Certify 2015-16 Data
for the 2013-16 Performance Measures

- Calculated the unweighted average of the three average graduation rates for students in the 2009, 2010, and 2011 cohorts.

Performance measure: Strengthen UCF's reputation and effectiveness by securing extramural grants and contracts. Average of the dollars raised per tenured and tenure-track faculty member FTE for 2013-14, 2014-15, and 2015-16.

Definition:

- Extramural grants and contracts = contract and grant funding secured from external sources.
- Tenured and tenure-track faculty = active, full-time and part-time, tenured and tenure-track faculty as of December 2015; includes all faculty classifications.

Process:

- Obtained a report from the Office of Research and Commercialization's database of 2015-16 extramural funding.
- Tested a sample of 60 grants, including all grants with more than \$900,000 in funding for 2015-16 and a judgmental selection of other grants.
- For selected grants, determined whether the reported funding was supported by award documents from the granting agency and was awarded during 2015-16.
- Based on our testing, decreased reported funding by \$2,647,621 for reported funding not supported by award documents or not awarded during 2015-16.
- Obtained a list of tenured and tenure-track faculty FTE as of December 2015 from Institutional Knowledge Management.
- Ran a PeopleSoft query to obtain a list of tenured and tenure track faculty as of December 2015 and verified that it agreed with the list from Institutional Knowledge Management.
- Calculated the average extramural grant funding per tenured and tenure-track faculty FTE for 2015-16.
- Calculated the unweighted average extramural grant funding per tenured and tenure-track faculty FTE for 2013-14, 2014-15, and 2015-16.

Performance measure: Total philanthropy to the UCF Foundation and UCF athletics program without Courtelis or state matching funds, but including planned gifts, gifts-in-kind, and pledges for the period of July 1, 2013, to June 30, 2016.

Definition:

- Philanthropy = contributions received by the UCF Foundation or the UCF athletics program, net of any ticket price included in the contribution; tangible

Attachment B
University Audit
Review Process Used to Certify 2015-16 Data
for the 2013-16 Performance Measures

in-kind gifts are included to the extent they can be reasonably valued based upon appraisal or other documentation; pledges and planned gifts are included if they are documented by a signed letter of intent, will, or trust instrument.

Process:

- Reviewed the 2015-16 income statement obtained from UCF Foundation.
- Reviewed prior-year audited financial statements for UCF Foundation to verify that financial data were presented fairly. The annual external financial audit provides additional assurances as to the accuracy and completeness of the annual fundraising figures.
- For 2015-16, as in the 2014-15 fiscal year, we did not perform any testing because the fundraising reported by the UCF Foundation was far below the minimum fundraising goal.
- Cash received from the state of Florida for matching First Generation scholarship donations received by the university was inadvertently excluded by the UCF Foundation for the 2013-14, 2014-15, and 2015-16 fiscal years. When the UCF Foundation provides our office with support for these amounts, we will retroactively add them to the reported fundraising for those years. These amounts will not affect the university's performance for this measure.
- Calculated total UCF Foundation fundraising during July 1, 2013, through June 30, 2016. Of the reported \$150.3 million raised during this three-year period, \$33.3 million (22 percent) was in cash, \$19.5 million (13 percent) was in gifts-in-kind, \$67.2 million (45 percent) was in pledges, and \$30.6 million (20 percent) was in planned gifts.

ITEM: **CLC-2**

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

SUBJECT: Performance Unit Plan Payments for the 2013-16 Cycle

DATE: October 20, 2016

PROPOSED COMMITTEE ACTION

Recommend approval of the Performance Unit Plan payments earned by participants for the 2013-16 cycle for accomplishment of the three-year performance measures set by the Board of Trustees on November 14, 2013.

BACKGROUND INFORMATION

On May 24, 2007, the University of Central Florida Board of Trustees approved the Performance Unit Plan. The plan provided for payments to participants for the 2013-16 performance measures no later than December 31, 2016.

Supporting documentation:

Attachment A: 2013-16 Performance Unit Plan Payments

Prepared by: Maureen Binder, Associate Vice President and Chief Human Resources Officer

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

Attachment A

University of Central Florida
2013-16 Performance Unit Plan Payments

Name	Position	Target Units 2013-16	Dec 2016 Payments Due
Tony Waldrop ^[2]	former Provost and Executive VP	590	\$ -
German, Deborah	VP and Dean Medical Affairs	700	\$ 45,150
Soileau, MJ	VP, Research and Commercialization	370	\$ 23,865
Merck, William	VP, Administration and Finance	370	\$ 23,865
Holmes, Robert ^[3]	former VP, Development and Alumni Relations	350	\$ 14,432
Cole, Scott	VP and General Counsel	330	\$ 21,285
Harms, Al ^[4]	former VP, Strategy, Marketing, Communications, and Admissions	310	\$ 3,378
Holsenbeck, Daniel	VP, University Relations	280	\$ 18,060
Ehasz, Maribeth	VP, Student Development and Enrollment Services	280	\$ 18,060
Schell, Rick	VP and Chief of Staff, Office of the President	270	\$ 17,415
Donegan, Helen ^[5]	VP, Community Relations	220	\$ 11,728
Subtotal		4070	\$ 197,237
Hitt, John	President	2550	\$ 164,475
Total		6620	\$ 361,712

^[1] Amount owed for 2013-16 is 64.5% of the target units times \$100.

	<u># days not earned</u>	<u># days earned</u>	<u>% earned</u>
^[2] Resigned effective 4/1/14, ineligible for payout	1095	0	0
^[3] Assumed new position 6/1/15, 700/1095 days worked in PUP-eligible position for the 2013-16 cycle	395	700	63.9%
^[4] Termination date of 1/1/14, 185/1095 days worked for the 2013-16 cycle	910	185	16.9%
^[5] Termination date of 10/1/13, rehired 4/11/14, 905/1095 days worked for the 2013-16 cycle	190	905	82.6%

Note: BOT has added these VPs to future cycles

Grant Heston	7/4/14 - promoted to VP Communications & Marketing (added to 2014-17 cycle)
Dale Whittaker	8/30/14 - hired as Provost (added to 2014-17 cycle)
Mike Morsberger	6/1/15 - hired as VP UCFF (added to 2015-18 cycle)
Joel Hartman	9/25/15 - promoted to VP IT&R (added to 2015-18 cycle)

Note: BOT will add this VP to future cycles

Elizabeth Klonoff	7/18/16 - hired as VP, Research and Commercialization (pending addition to 2016-19 cycle)
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ITEM: CLC-3

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

SUBJECT: 2016-19 Performance Incentive Measures and Goals

DATE: October 20, 2016

PROPOSED COMMITTEE ACTION

Recommend approval of the 2016-19 Performance Incentive Measures and Goals for the president and senior officers.

BACKGROUND INFORMATION

The Performance Unit Plan, approved by the board on May 24, 2007, requires annual board approval of the Performance Incentive Measures and Goals.

Supporting documentation: Proposed PUP Measures and Goals for 2016-19

Prepared by: Maureen Binder, Associate Vice President and Chief Human
Resources Officer

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

Attachment A

Proposed PUP Measures and Goals for 2016-19

		Fiscal Year Results			Average or Total Over Three-Year Cycles			Proposed 2016-19 Performance Goals		
Performance Measure	Weight	2013-14	2014-15	2015-16	2011-14	2012-15	2013-16	Min	Target	Max
Quality of Education										
Average six-year graduation rates for FTIC students in the 2010, 2011, and 2012 cohorts.	26%	67.4% 2007 cohort	69.7% 2008 cohort	70.6% 2009 cohort	65.1% average over 2005, 2006, 2007 cohorts	67.4% average over 2006, 2007, 2008 cohorts	69.2% average over 2007, 2008, 2009 cohorts	69.7%	70.2%	70.7%
Average of the one-year retention rates for FTIC students in the 2015, 2016, and 2017 cohorts.	20%	87.1% 2012 cohort	87.5% 2013 cohort	89.1% 2014 cohort	87.4% average over 2010, 2011, 2012 cohorts	87.5% average over 2011, 2012, 2013 cohorts	87.9% average over 2012, 2013, 2014 cohorts	89.1%	89.6%	90.1%
External Support										
Average extramural funding raised per tenured and tenure-track faculty member FTE for 2016-17, 2017-18, and 2018-19.	22%	\$154,253 per FTE 850.6 FTE \$131,207,263 total funding 2013-14	\$152,868 per FTE 853.0 FTE \$130,396,597 total funding 2014-15	\$154,419 per FTE 932.0 FTE \$143,918,147 total funding 2015-16	\$149,318 per FTE 856.8 FTE \$123,013,153 average funding 2013-14	\$144,672 per FTE 855.7 FTE \$123,717,185 average funding 2014-15	\$153,847 per FTE 878.5 FTE \$135,174,002 average funding 2015-16	\$145,000 Per FTE	\$152,000 Per FTE	\$160,000 Per FTE
Total philanthropy to the UCFF and UCF Athletics Program without Courtelis or state matching funds, but including planned gifts, gifts-in-kind, and pledges for the period of July 1, 2016 to June 30, 2019.	22%	\$43,256,323 2013-14 *audited	\$51,437,096 2014-15 *unaudited	\$55,640,072 2015-16 *unaudited	NA Measure did not include pledges in this cycle, so not comparable to future cycles	\$143,341,085 total over 2012-15	\$150,333,491 total over 2013-16	\$130,000,000	\$150,000,000	\$170,000,000
BOG Performance Funding Benchmarks										
Maintain UCF’s performance and standing as a top tier SUS institution. Average of final performance funding rankings from 2017, 2018, and 2019.	10%	Top 3 Tied 2014	Top 3 Alone 2015	Top 1 Tied 2016	Top 3	Top 3	Top 2	Top 4 Alone	Top 3 Tied	Top 3 Alone

ITEM: **CLC-4**

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

SUBJECT: 2016-19 Performance Unit Plan Awards

DATE: October 20, 2016

PROPOSED COMMITTEE ACTION

Recommend approval of the 2016-19 Performance Unit Plan awards.

BACKGROUND INFORMATION

The Performance Unit Plan, approved by the board on May 24, 2007, requires annual board approval of any Performance Unit Plan awards for the president and senior officers.

Supporting documentation:

Attachment A: Performance Unit Plan Awards for 2016-19

Prepared by: Maureen Binder, Associate Vice President and Chief Human Resources Officer

Submitted by: John Sprouls, Chair of the Compensation and Labor Committee
SUPPORTING DOCUMENT IN PROCESS

Attachment A

University of Central Florida

Performance Unit Plan Awards for 2016-19

Name	Position	Base Salary	2013-16	2014-17	2015-18	Proposed Units for 2016-19					
						2016-19	Incr #	Incr %	Min	2015-18 Target	Max
Whittaker, Dale	Provost and Executive Vice President, Academic Affairs	\$412,080	0	530	560	577	17	3%	\$14,423	\$57,691	\$86,537
German, Deborah	VP and Dean, Medical Affairs	\$576,912	700	740	780	808	28	4%	\$20,192	\$80,768	\$121,152
Klonoff, Elizabeth	VP, Research, and Dean of Graduate Studies	\$260,000	0	0	0	364	0	0%	\$9,100	\$36,400	\$54,600
Merck, William	VP, Administration and Finance	\$334,815	370	410	460	469	9	2%	\$11,719	\$46,874	\$70,311
Morseberger, Michael	VP, Development and Alumni Relations	\$437,835	0	0	600	613	13	2%	\$15,324	\$61,297	\$91,945
Cole, Scott	VP and General Counsel	\$288,456	330	380	390	404	14	4%	\$10,096	\$40,384	\$60,576
Heston, Grant	VP, Communications and Marketing	\$231,795	0	300	320	325	5	1%	\$8,113	\$32,451	\$48,677
Holsenbeck, Daniel	Senior VP, University Relations	\$247,248	280	310	340	346	6	2%	\$8,654	\$34,615	\$51,922
Ehasz, Maribeth	VP, Student Development and Enrollment Services	\$257,550	280	320	350	361	11	3%	\$9,014	\$36,057	\$54,086
Schell, Rick	VP and Executive Chief of Staff, Office of the President	\$236,946	270	300	320	332	12	4%	\$8,293	\$33,172	\$49,759
Donegan, Helen	VP Emerita, Community Relations	\$180,285	220	230	250	252	2	1%	\$6,310	\$25,240	\$37,860
Hartman, Joel	VP, Information Technologies and Resources	\$312,090	0	0	420	437	17	4%	\$10,923	\$43,693	\$65,539
SubTotal		\$3,776,012	2,450	3,520	4790	5286	1270		\$119,750	\$479,000	\$718,500
Hitt, John ^{1,2}	President	\$606,876	2,550	2,630	2,788						
Total		\$4,382,888	5,000	6,150	7,578	5,286	1,270		\$ 119,750	\$ 479,000	\$ 718,500

¹ includes 20% deferred salary supplement² President Hitt's units to be determined by the Compensation and Labor Committee

ITEM: CLC-5

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

SUBJECT: Report on the Assessment of the President's Performance and
Recommendation for Compensation

DATE: October 20, 2016

PROPOSED COMMITTEE ACTION

Recommend approval of the Compensation and Labor Committee's report on the assessment of the president's performance and its recommendation for compensation.

BACKGROUND INFORMATION

On November 30, 2004, the Presidential Performance and Compensation Review Policy was approved by the University of Central Florida Board of Trustees. This policy provides for the review of the president's performance and compensation on an annual basis by the board.

The charter of the Compensation and Labor Committee states that the committee will submit an annual recommendation to the board for the president's performance and compensation.

Supporting documentation:

Attachment A: 2015-16 Report on the Assessment of the President's Performance
and Recommendation for Compensation

Prepared by: Maureen Binder, Associate Vice President and Chief Human Resources
Officer

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

2015-16 Compensation and Labor Committee Report and Recommendations

UCF Board of Trustees

The Compensation and Labor Committee met on October 20, 2016, to review the university's accomplishment of goals established by the Board of Trustees, discuss new long-term goals with the president for 2016-19, review the president's performance, and consider recommendations for his compensation.

The Board of Trustees' Performance and Compensation Review Policy requires an annual assessment of the president's performance. The Board of Trustees Compensation and Labor Committee is responsible for conducting this annual assessment. Each trustee was interviewed by Maureen Binder, chief human resources officer, using assessment questions that were distributed to each trustee in advance. The nine categories assessed were administrative leadership, budget and finance, external relations, academic leadership, medical affairs, fund-raising, relationship with the board, vision for the university, and personal characteristics. In addition, an overall assessment is required for the president's stewardship of UCF over the 2015-16 year. The assessment levels are defined as unsatisfactory, conditional, satisfactory, above satisfactory, and outstanding.

The assessment by the trustees was outstanding overall. President Hitt was rated highest in the categories of personal characteristics, relationship with the board, administrative leadership, academic leadership, and vision for the university. The president received a majority of trustee assessment ratings of outstanding in all categories, except for fund-raising.

The trustees believe the president has done an outstanding job in providing leadership to the university over the last year which will carry on into the future. Many of them felt that the university has been successful because of his leadership. In addition, they recognize that he has assembled a strong leadership team that has helped him guide the university. The trustees were almost unanimous in praising Dr. Hitt's vision for the university. Several commented that he is particularly adept at identifying and pursuing visionary projects which continue to create momentum to carry the university forward, citing the downtown Orlando campus project and the teaching hospital as examples. Many of the trustees also recognized that it is President Hitt's stature and reputation in the SUS and the Orlando community which is key to helping him pursue these initiatives. The president is consistently identified as a key player in the growth and recognition of UCF within the community and the region. Several trustees expressed the sentiment that they feel that the university would not be where it is today, if not for his leadership over the past 24 years. One trustee commented, "Overall, he is doing an excellent job. He is an asset to UCF and the state of Florida."

Two themes did emerge as areas of concern. In past years, fundraising was consistently seen as an area which needed improvement. However, most trustees expressed that President Hitt has made wonderful changes in this area and look forward to seeing the impact of those efforts. The Ignite campaign has a lot of momentum and should bring great results. Another area of concern from several trustees was the lack of a succession plan for the president. While they were very complimentary of the president (“exemplary leader,” “provides outstanding leadership to the university”) and did not want to see him go, there are concerns about how UCF will be able to eventually replace him. Responding to this annual performance review, the committee recommends that President Hitt’s annual assessment be rated as **<INSERT RECOMMENDATION HERE>**.

An annual evaluation of the president’s compensation was also conducted in accordance with the Board of Trustee’s Performance and Compensation Review Policy. The committee studied data on presidential compensation for national, high-research universities of a size similar to that of UCF. The committee reviewed President Hitt’s compensation over the last six years. The committee observed that the president has more than 24 years of highly successful leadership at UCF. The committee also noted the 1% salary increase that was distributed to all employees, as well as up to a 1.5% increase available to employees based on merit. The president and vice presidents do not participate in merit raises given by the university.

Mindful of President Hitt’s **<INSERT RECOMMENDATION HERE>** annual evaluation and the assessment of his compensation, the committee recommends a **<INSERT RECOMMENDATION>**% increase to the president’s base salary, which increases his annual salary from \$505,730 to \$**<INSERT RECOMMENDATION>**.

The committee also recommends a **<INSERT RECOMMENDATION>**% increase for the president’s performance-based incentive award for the next three-year cycle. The performance incentive awards are “at risk” remuneration, and they are paid according to the level of achievement of the three-year performance measures that are established by the board.

Prepared by: Maureen Binder, Associate Vice President and Chief Human Resources Officer

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

ITEM: **CLC-6**

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

SUBJECT: The Annual Report, July 1, 2015-June 30, 2016

DATE: October 20, 2016

PROPOSED COMMITTEE ACTION

Recommend the approval of the Annual Report July 1, 2015-June 30, 2016.

BACKGROUND INFORMATION

An annual report from President Hitt to the Board of Trustees serves as the basis for the President's annual evaluation.

Supporting documentation:

Attachment A: Draft Annual Report: July 1, 2015-June 30, 2016, John C. Hitt

Prepared by: Maureen Binder, Associate Vice President and Chief Human
Resource Officer

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

Attachment A

ANNUAL REPORT July 1, 2015-June 30, 2016 John C. Hitt

Presented to the Board of Trustees University of Central Florida

I am very proud of UCF's achievements during the 2015-16 academic year and cite the following highlights from among our many accomplishments.

2015-16 HIGHLIGHTS

UCF tied for first place in the State University System Performance-Based Funding. UCF is the only university ranked in the top three for the four years that performance-based funding has been awarded. The \$16.2 million allocated to the university will enable us to create 45 new faculty positions, increasing to 245 the number of new faculty positions established in the past three years with these funds.

The Legislature created criteria for universities to achieve emerging pre-eminent institutional status. UCF qualified for this designation in its inaugural year and received an additional \$5 million in state funding.

A committee composed of university and community leaders completed the 2016-21 university strategic plan. Titled "UCF Collective Impact Strategic Plan," it is anchored by the concept that scale multiplied by excellence equals impact. The plan was approved by the UCF Board of Trustees at its May meeting.

In its inaugural year, the Faculty Cluster Initiative added 33 new faculty members in six fields to advance areas of excellence and global impact. The interdisciplinary faculty teams are in the fields of cyber security and privacy, renewable energy, bioinformatics, energy conversion, sustainable coastal systems, and prosthetic interfaces.

We had a successful review for our decennial reaffirmation of accreditation resulting in no recommendations of non-compliance by the on-site review committee. It is exceedingly rare for an institution of our complexity to complete the reaffirmation review process with no recommendations of non-compliance.

In September, under a front-page headline declaring UCF "storms higher ed," the *Washington Post* said the university is "in the vanguard of an insurgency that aims to demolish the popular belief that exclusivity is a virtue in higher education."

ITHIKA, a non-profit higher-educational lobbying group, published a case study titled *Breaking the Iron Triangle at The University of Central Florida*. The study describes how UCF is providing access to affordable, high-quality education.

Attachment A

DirectConnect to UCF celebrated its 10th anniversary. Since the first graduating class of DirectConnect students in 2009, more than 30,000 degrees have been conferred to DirectConnect students.

Student-athletes had a 93 percent graduation success rate, which ranked first among public institutions in the country.

The National Security Agency and Department of Homeland Security named UCF a National Center of Academic Excellence in Cyber Defense Education, an honor that recognizes the strength of our cyber defense program, curriculum, faculty, and students.

UCF continued its membership in the Florida Consortium of Metropolitan Research Universities. The partnership between Florida's three largest urban research universities—UCF, Florida International University, and the University of South Florida—seeks to help more students graduate from college and boost economic development around the state.

The Board of Governors approved plans for UCF Downtown. In addition to the \$20 million in state support and \$20 million in university support, we continue to seek \$20 million in community support for the campus. Dr. Phillips Charities has made the largest private gift to date of \$3 million. Other non-university contributors include the Orlando Magic, CFE Federal Credit Union, Florida Hospital, BB&T, Creative Village Development, Mr. Alan Ginsburg, Orlando City Soccer Club, CNL Financial Group, Universal Orlando Foundation and Universal Orlando Resort, Dr. Bruce Douglas, and Coca-Cola.

Continuing its charter membership in the University Innovation Alliance (UIA), UCF and the UIA were awarded an additional \$3.85 million in new funding from the Bill & Melinda Gates Foundation, Ford Foundation, and USA Funds to support the UIA's work to improve college completion rates. Since its inception, UIA members have increased the proportion of degrees awarded to low-income students by 3 percent, while decreasing the gap in graduation rates between low-income students and their more affluent peers. UCF has increased the number of low-income graduates by more than 19 percent. In addition, the UIA was awarded \$8.9 million from the U.S. Department of Education to conduct a four-year research study on the group's 11-member campuses to evaluate the effectiveness of advising to increase retention, progression, and graduation rates for low-income and first-generation students.

Since coming to UCF more than 24 years ago, I have worked to advance our university to greatness and to accomplish the five goals for UCF that I established when I arrived:

- to offer the best undergraduate education available in Florida
- to achieve international prominence in key programs of graduate study and research
- to provide international focus to our curricula and research programs
- to become more inclusive and diverse
- to be America's leading partnership university

I greatly appreciate all that our trustees have done—and continue to do—to advance the regional, national, and international reputation of the university and its goals.

Attachment A

My detailed annual report to the UCF Board of Trustees follows.

ENROLLMENT GROWTH AND DEGREES AWARDED

Enrollment for this reporting year was 63,016, an increase of 3.61 percent over the past year. Undergraduate enrollment was 54,528, an increase of 3.79 percent. Graduate and professional degree enrollment was 8,028, an increase of 2.07 percent. The College of Medicine enrolled 460 medical students.

Other enrollment data of note include the following:

- The Burnett Honors College enrolled 505 freshmen for a total enrollment of 1,755 students
- African-American student enrollment reached 6,872, an increase of 7.24 percent, and Hispanic student enrollment reached 14,195, an increase of 8.14 percent
- international students totaled 2,412 from 124 different countries
- study abroad programs enrolled 439 students

UCF awarded 12,960 bachelor's degrees, an increase of 1.31 percent; 328 graduate certificates, an increase of 1.23 percent; 2,218 master's degrees, a decrease of .67 percent; and 440 doctoral degrees, an increase of 4.02 percent. The Veterans Academic Resource Center helped 396 student-veterans earn degrees

STUDENT QUALITY

The average high school grade point average of our freshman class was 4.00, an increase of .08 points. The average SAT score of FTIC students was 1261, an increase of five points, and the average SAT score for The Burnett Honors College students was 1403, an increase of five points. The FTIC full-time retention rate was 89.1 percent, an increase of 1.83 percent. The university enrolled 69 National Merit Scholars.

More than 23,000 UCF students received Bright Futures scholarships.

Engineering graduate student Albert Manero was named among the "15 People to Watch" in Central Florida by *Orlando* magazine. Manero is the founder of Limbitless Solutions and received the governor's top volunteer award this past year.

The Burnett Honors College student John Vastola was selected as a Rhodes Scholarship Finalist, one of only 200 finalists chosen out of 1,750 applicants.

The College of Health and Public Affairs student Nonica Santiago was the only student nationwide to receive the 2015 Student Triumph Award from the American Health Information Management Association, which recognizes the best up-and-coming talent in the field of health information management.

Attachment A

Social work student Bernarda Elizabet Garcia received the 2015 Mario Savio Lecture Fund's Young Activist Award, and her work with Hope Community Center in Apopka was featured in an article and video by *The Chronicle of Higher Education*.

The College of Engineering and Computer Science student Rebecca McLean received the 2016 Undergraduate Student Award in environmental chemistry from the American Chemical Society.

The College of Engineering and Computer Science Collegiate Cyber Defense Club won first place at the Collegiate Cyber Security Championship Cup and, for the third year in a row, won the National Collegiate Cyber Defense Competition.

The College of Engineering and Computer Science Programming Team finished 33rd in the world finals and third among United States' teams (behind Harvard and MIT) at the Association for Computing Machinery and the International Collegiate Programming Contest.

The College of Engineering and Computer Science doctoral student Jared Church won the National Aeronautics and Space Administration/Florida Space Grant Consortium doctoral fellowship, one of only 11 awarded nationally.

The LEAD Scholars Academy students Alexis Ghersi, Andrew Aboujaoude, and Jennifer Carvel received the Clinton Global Initiative University Resolution Project Award. Only 20 awards were given to Clinton Global Initiative University students from more than 1,200 students at the conference.

PROGRAM QUALITY

The university continued to strengthen its academic and non-academic programs.

U.S. News & World Report ranked UCF third in the nation in the "up and coming" universities category. The university ranked 134th overall in the "Best Colleges for Veterans" category and 13th as one of the nation's "Most Innovative Schools." UCF ranked 168th overall among "Best National Universities" and 91st among "Public Universities." UCF also ranked 13th in the "Most Innovative Schools" category and 20th in the "Best Online Bachelor's Programs" category.

The publication ranked 20 graduate programs among the top 100 in their fields nationally. Among those programs, the Student Counseling and Personnel Services program earned UCF's highest ranking at 9th, and the College of Optics and Photonics' Atomic, Molecular and Optical Science Program ranked 14th. The College of Medicine tied for 88th in the "Best Medical Schools: Research" category.

Forbes ranked UCF as 162nd in the "Research Universities" category and 82nd among all universities in the South. *Kiplinger* named UCF 36th in the "Best Values" category in public colleges.

The Education Trust ranked UCF among the best public universities in the nation when it comes to reducing the graduation-rate gap between black and white students. UCF is the only Florida university to make the list. During the past decade, the gap between graduation rates of black and white students at UCF has been reduced by 1.9 percent.

Attachment A

The Rosen College of Hospitality Management program ranked in the top five hospitality and hotel management schools in the world by *CEOWorld*.

The College of Arts and Humanities Department of English was ranked as the second Best Online English and Humanities Program by Affordable Colleges Online.

The College of Education and Human Performance's Elementary Education bachelor's degree program was ranked fifth in the nation for traditional teacher education programs by Brookhill Institute of Mathematics.

The College of Education and Human Performance's Sport and Exercise Science Ph.D. program was ranked sixth nationally for programs of similar size by the National Academy of Kinesiology.

The College of Nursing master's program was ranked 18th by *Best Colleges*.

UCF produces more engineering graduates who get jobs with aerospace and defense companies than any other university in the nation, according to an annual workforce survey conducted by *Aviation Week*, the top aviation industry publication in the United States.

The Florida Interactive Entertainment Academy was ranked first for video game graduate programs in North America by the *Princeton Review* and *PC Gamer*. In addition, the academy was ranked fifth in the nation for animation programs in the South and 30th in the nation for animation programs in the United States by Animation Career Review.

Faculty members published 114 books, 302 book chapters, 2,242 journal articles, 1,889 conference proceedings, and 2,947 peer-reviewed publications.

The College of Arts and Humanities School of Performing Arts received its first accreditation by the National Association of Schools of Theatres.

The College of Nursing Doctorate of Nursing Practice for nurse practitioner and certificate programs was re-accredited for 10 years by the Commission on Collegiate Nursing Education.

Richard Lapchick, director of the DeVos Sport Business Management program, was honored by Harvard Medical School and the Dana-Farber Cancer Center with the Harvard Impact Global Health Catalyst Distinguished Leader Award for his work with cognitive and behavioral health in sports.

DISTRIBUTED LEARNING

The distributed learning program provided students with high-quality, convenient, and engaging opportunities to obtain courses, graduate certificates, and degrees. The university offered 28 online undergraduate minors, 19 online baccalaureate degree programs, 27 online graduate certificate programs, 27 online master's degree programs, and two doctoral degree programs.

Attachment A

Online learning activity accounted for all growth in university student credit hour production, comprising 39.6 percent of total credit hours, an increase of 1.8 percent.

Among all registered students, 78.7 percent (58,095) took at least one online or blended-learning course. Registration in online courses accounted for 30.5 percent of the total university student credit hour production. Regional Campus's online and blended courses accounted for 83.9 percent of all regional student credit hours.

The Center for Distributive Learning was awarded the following recognitions:

- Online Learning Consortium Effective Practice Award
- second and third place awards in the IMS Global Learning Consortium "Learning Innovation App Challenge"
- Campus Technology Innovators Award

ATHLETICS

In our third year in the American Athletic Conference (AAC), our student-athletes earned a GPA of 3.0, marking the 17th consecutive semester in which they earned at least a 3.0 GPA or higher.

The AAC Academic Honor Roll included 219 UCF student-athletes. The football, men's basketball, and softball programs earned Team Academic Excellence Awards for having the highest GPA in the conference.

Student-athletes completed a total of 3,862 service hours. Among the 43 organizations that were served include the Boys and Girls Club, Courts for Kids, Junior Achievement, Miracle League, Florida Hospital for Children, Feed Children Everywhere, Relay for Life, Habitat for Humanity, and Second Harvest Food Bank.

The UCF rowing team won back-to-back AAC titles after winning its first conference title in program history a year ago. For a second straight year, head coach Becky Cramer's staff earned AAC Coaching Staff of the Year award.

Baseball team members Matt Diorio and Andrew Deramo were drafted in the Major League Baseball Draft.

Football freshman wide receiver Tre'Quan Smith was named the American Athletic Conference Rookie of the Year after catching 52 receptions for 724 yards and four touchdowns.

Women's golf player Ashley Holder finished second individually at the AAC Championship, was named an All-Conference performer by the AAC for the third consecutive year, and advanced to the NCAA Regional Championship individual round.

Men's soccer player Hadji Barry earned a selection to the All-AAC First Team and was later drafted by Orlando City in the first round of the MLS SuperDraft.

The women's soccer team earned its ninth-straight NCAA tournament berth.

Attachment A

The softball team earned its seventh NCAA tournament berth and had seven players named to the All-AAC team, the most in the American Athletic Conference.

Track and field team member Jhane' Carter broke the UCF record in the shot put at the AAC Championship.

The wrestling club won its fourth all-time championship and finished the season as the top-ranked team in the country.

The women's flag football team won its third consecutive national championship, giving UCF the most all-time championships in the nation.

Head coaches joining the university were Katie Abrahamson-Henderson (women's basketball), Johnny Dawkins (men's basketball), and Scott Frost (football). John Roddick joined UCF as director of tennis.

UCF Golden Knights Club Annual Fund pledges totaled \$2,189,816, and the sale of premium seats was \$2,470,871. More than 110 donations were made at the Diamond Knight Level (\$10,000 or more). In addition, the Golden Knights Club increased its donor count to 4,500.

SERVICES TO STUDENTS

The Global Perspectives Office and its affiliates provided undergraduate students with access to a selection of 30 prominent speakers and specialists. Examples of distinguished visitors include Bill Nye, Nbada Mandela, Angela Oh, Kevin Bales, Shireen Hunter, and Allan Goodman.

The Office of Local and State Government Affairs placed 16 students in the offices of eight Florida Senate and six Florida House legislators, including the offices of both the speaker and the president. One legislative scholar was placed in Orange County government and one in the Gray Robinson law firm.

The Police Department provided "Not Anymore" prevention education to 18,133 incoming students. This tutorial addresses sexual, dating, and domestic violence; stalking; and bystander intervention in compliance with the 2014 Violence Against Women Act. Since its inception in 2010, the program has reached 81,113 students.

The Police Department escorted 13,151 students, staff, faculty, and visitors during late night hours, a 10 percent increase from the previous year.

The CFE Arena hosted four career fairs that served more than 7,500 UCF students, veterans, and community members.

Student Financial Aid dispersed \$472 million in support.

Career Services had 612 students participate in the Career Work Experience Program, with students earning over \$6 million through the program.

Attachment A

The College of Undergraduate Studies had 8,847 students participate in co-ops and internships.

The Student Academic Resource Center was recognized as one of 100 test centers to earn the National Test Center Certification distinction from among 650 institutional members across the United States and Canada.

The DirectConnect to UCF Pathway program supports student development, academic and career planning, and academic and social integration. The program was nationally recognized with the annual WCET Outstanding Work Award, which is presented to colleges, universities, and other organizations for exceptionally creative, technology-based solutions to a significant problem or need in higher education.

The Latino Faculty and Staff Association, along with the Office of Diversity and Inclusion, launched CREAR (College Readiness, Achievement, and Retention) Futuros. The program pairs students with student mentors who will introduce them to campus resources, provide tips on stress and time management, and offer insights on how to make the most of their time at UCF.

The Knights Helping Knights Pantry distributed more than 26,754 pounds (a 7.6 percent increase) of food to students in need.

DIVERSITY AND INCLUSION

Insight for Diversity recognized UCF as one of seven Diversity Champions nationwide.

UCF was named to the “Top 50 LGBT-Friendly” list of universities and colleges in the nation.

UCF received the 2015 Commitment to Diversity award from Minority Access, Inc., during the 16th Annual National Role Model Conference in Baltimore, Maryland.

The Office of Diversity and Inclusion held its annual Diversity Breakfast, which featured former *Sesame Street* actress Sonia Manzana as the keynote speaker. More than 540 people from UCF and Central Florida attended.

The Office of Diversity and Inclusion established university messaging through the “Be Yourself, Together” initiatives, RespectUCF campaign, “Commit to Respect” pledge, and “Be You” Storytelling Project in order to raise campus awareness of diversity and inclusion issues.

Diversity professionals facilitated 195 diversity workshops attended by 5,195 university employees and students.

The Community Relations Division provided support for internal and external community initiatives by belonging to organizations such as the Hispanic Chamber of Commerce, the African American Chamber of Commerce, the Central Florida Disability Chamber, and Orlando’s LGBT Chamber of Commerce.

The Department of Purchasing expended \$36.9 million with companies that qualify as diversity contractors, exceeding last year’s total by \$5.2 million.

Attachment A

Human Resources increased the use of diversity-specific employment advertising sources, increasing faculty applications from diverse demographics by 13.3 percent.

Mary Ann Feldheim, Professor of Public Administration, received the 2016 Joan Fiss Bishop Leadership Award, which is given through the American Society for Public Administration, Section on Women in Public Administration.

The College of Sciences' Physics Ph.D. program was named one of six Bridge Program Sites in the nation by the American Physical Society. This program was initiated a few years ago by the society and has already helped double the participation of underrepresented minorities in physics Ph.D. programs. UCF received six bridge program students in 2015-16.

RESEARCH AND COMMERCIALIZATION

Researchers at UCF received an all-time-high \$145.75 million in funded research. The university also received top-20 ranking from the National Academy of Inventors for patents by public universities.

There were 44 researchers who received \$1 million or more in funding during the year.

The U.S. Department of Agriculture awarded UCF a \$4.6 million grant to fight citrus greening and recognized UCF as a "Center of Excellence." That designation, a first for the USDA, recognizes the university's capability and effectiveness as a research institution.

The Florida Advanced Manufacturing Research Center will open in spring 2017.

UCF, in partnership with the Massachusetts Institute of Technology, was awarded a \$75 million contract to develop smart fiber technology.

The American Association for the Advancement of Science elected Professor Martin Richardson, College of Optics and Photonics, as a fellow for his contributions to science and technology. He was recognized for his work in developing high-power pulsed lasers and for their use in understanding the science of high-power laser light interaction with laser-induced plasmas.

Electrical engineering professor Issa Batarseh and optics and photonics professor Guifang Li were named National Academy of Inventors Fellows. They are UCF's eighth and ninth members of the select academy.

Michael Chini, an assistant physics professor, and Sumit Jha, an assistant computer science professor, earned two of 56 Young Investigator Research Program awards by the Office of Naval Research.

The UCF Applied Research Institute was established and secured its first grant for more than \$2 million.

Attachment A

The Office of Research and Commercialization signed a \$22.3 million cooperative agreement with the Army Research Lab for work done by the Institute for Simulation and Training.

PLANT AND FACILITIES

The Director of Local and State Government Affairs teamed with others from the Provost's Office to lead the UCF Downtown planning, design, and approval effort. Managing a \$2 million budget, the planning effort involved more than 150 university and community members of the UCF Downtown Task Force.

The following construction projects were completed during the year:

- Bennett Building renovation
- Campus Asphalt replacement project
- Carl Black & Gold Cabana
- Global UCF building
- Landscape and Natural Resources Greenhouse
- Libra Garage
- Mathematical Sciences renovation, Phase I
- UCF construction standards overhaul
- Wayne Densch Center for Student-Athlete Leadership

The following projects are under construction:

- Campus Wayfinding
- CFE Arena Plaza renovation
- Interdisciplinary Research and Incubator Facility, Phase I and Phase II
- John C. Hitt Library expansion
- Libra Drive widening
- Parking Garage C expansion
- Student Health Center addition

The following construction projects are in the design stage:

- Band Building
- Bright House Networks Stadium video board enhancements
- Campus landscape plan
- Colbourn Hall renovation
- CFE Arena video board enhancements
- District Energy Plant IV
- Engineering Building I renovation, Phase I
- Nicholson Field House HVAC
- Utilities mapping project

The following projects are in the conceptual stage:

- CREOL Building addition
- Partnership IV
- Student Union expansion
- UCF Downtown Orlando academic building

Attachment A

- UCF Downtown Orlando tri-generation plant
- UCF Downtown Orlando parking garage

SUSTAINABILITY AND ENERGY MANAGEMENT

The Office of Utilities and Energy Services exceeded 1.1 million gross square feet of Leadership in Energy and Environmental Design (LEED) certified space, which is 17 percent of the campus heated and air-conditioned space.

The university achieved a campus-wide reduction of 93.8 million kWh in electricity, 27.96 million ton-hours of chilled water, and 497,913 therms of natural gas since the 2005-06 baseline year, resulting in a cost savings of \$23 million.

The Office of Utilities and Energy Services renegotiated UCF's natural gas supply contract, reducing natural gas cost to our main campus by 12 percent, with a projected annual savings of \$175,000.

The Office of Parking and Transportation Services recorded 1.9 million student boardings on its shuttle service.

ADMINISTRATIVE SERVICES

The General Counsel's office reviewed or revised more than 5,600 contracts for all divisions of the university.

The Office of the Chief of Staff planned, coordinated, and staffed nine meetings, 40 committee meetings, two retreats, and three orientations for the UCF Board of Trustees. In addition, the chief of staff supervised the drafting and editing of 120 speeches and presentations for the president by the communications specialist.

The Office of Compliance, Ethics, and Risk launched the first annual Compliance and Ethics Week campaign to raise campus awareness of compliance and ethics.

The Resource Management Division of the Office of Facilities and Safety implemented a university-wide, hard drive destruction program to increase data security. From July 2015 to May 2016, 2,669 hard drives were destroyed.

For the sixth time, Student Health Services achieved accreditation by the Accreditation Association for Ambulatory Health Care.

The Office of Equal Opportunity and Affirmative Action Programs analyzed 81 cases involving allegations of discrimination—including 38 Title IX cases—and resolved 42 cases. Professionals in the office conducted hour-long training sessions for 44 departments, facilitated equal opportunity and affirmative action training for more than 1,012 faculty and staff members, and completed post-hire procedural reviews for the hiring files of 354 faculty members (a 51.3 percent increase).

The Ombuds Office handled 700 cases.

Attachment A

University Audit completed eight scheduled audits, which resulted in 58 recommendations for improvement. The office also completed 38 internal investigations, which resulted in 67 recommendations for improvement.

DEVELOPMENT

Approximately 15,500 donors gave or pledged more than \$58.6 million, including \$7.6 million in planned gifts. Fiscal year 2016 was the most productive year to date of the IGNITE Campaign, which has generated approximately \$260 million. The endowment of the Foundation ended the year with a balance of \$145.8 million, generating a spendable amount of \$5.1 million for use in 2016-17.

Among this year's notable fundraising commitments were:

- Presagis USA's \$9.5 million gift-in-kind of computer software
- More than \$20 million raised for UCF Downtown including:
 - a currently anonymous donor's gift of \$7 million
 - Dr. Phillips Charities contributed \$3 million
 - Florida Hospital, the Orlando Magic, and CFE Federal Credit Union's pledge of \$1.5 million each
 - BB&T and Creative Village Orlando's pledge of \$1 million each

Believe, the faculty and staff fundraising campaign, secured gifts from a record 1,850 donors.

The Alumni Relations and Development divisions have been rebranded as a single unit, called UCF Advancement.

COMMUNITY ENGAGEMENT

The university's marketing efforts engaged 2.95 million unique visitors from 221 countries on the UCF website, attracted readers from 214 countries to *UCF Today*, achieved 255,667 Facebook fans throughout the world, and supported the viewing of 891,461 minutes of video on the university's *YouTube* channel.

UCF generated 262.2 million total print, radio, outdoor, and online impressions with a widespread marketing campaign targeting prospective students, parents, and a variety of other stakeholders, a 69 percent increase over last year.

Pegasus magazine generated approximately 670,000 total impressions and won 42 peer-reviewed awards. *Pegasus* featured more than 110 faculty and staff members, along with 800 alumni. The magazine won both a Gold and Silver Award from the Council for the Advancement and Support of Education.

More than 1.1 million copies of the enrollment marketing material for Undergraduate Admissions were distributed to potential students and others.

UCF was featured in the story, "A University Touched by Tragedy Ponders How to Recover," in the *Chronicle of Higher Education* following the Pulse shooting tragedy.

Attachment A

The Division of Communications and Marketing helped to attract 4,666 faculty applicants for 100 positions in support of a campaign titled “UCF Hires Faculty.” The campaign generated 13 million media impressions and resulted in 175 hires over the two-year period of the campaign.

The Metro Center sponsored or co-sponsored 11 community events in the last fiscal year. These events highlighted areas and programs of UCF excellence and reinforced UCF as a resource in the community.

UCF Health, the College of Medicine’s physician practice, received recognition as a nationally certified Patient-Centered Medical Home for its use of evidence-based, patient-centered care in a teamwork environment. About 10 percent of the nation’s primary care practices have received the honor.

The Office of Community Relations coordinated UCF’s involvement in the 2015 Greater Orlando Heart Walk. Held on the Orlando campus, the event attracted approximately 20,000 participants. The university sponsored 33 teams that raised \$43,217.

The Division of Administration and Finance partnered with the Heart of Florida United Way to manage the university’s 2015 United Way Campaign, which raised \$166,708.

Knight-Thon, UCF’s largest student-run philanthropic event, raised \$1,001,678 for the Children’s Miracle Network, an increase of \$313,629 over last year’s amount. The event had 2,500 student participants, and it was the eighth-largest dance marathon in the nation for 2015-2016.

Students contributed 157,804 hours to activities sponsored by Volunteer UCF with an economic impact of \$3,493,781.

HONORS AND TRANSITIONS

Joining the Board of Trustees were Ken Bradley, Joseph Conte, David Walsh, William Yeargin, and SGA President Christopher Clemente. Trustees Marcos Marchena, Alex Martins, and John Sprouls were reappointed by the Board of Governors to another five-year term.

Danny White joined UCF as Vice President and Director of Athletics.

Mary Lou Sole, Dean of the College of Nursing, received the Commendation for Outstanding Achievement for Oncology Nursing Education or Patient/Family Education by the Oncology Nursing Society.

Joel Hartman was promoted to Vice President for Information Technologies and Resources. He retains his title as the university’s chief information officer.

Elizabeth Dooley joined UCF as Vice Provost for Teaching and Learning and Dean of the College of Undergraduate Studies.

M.J. Soileau, vice president for UCF’s Office of Research and Commercialization, was named to the Florida Inventors Hall of Fame.

Attachment A

Thad Seymour was named Vice Provost for UCF Downtown. He will be responsible for developing partnerships, building relationships with the community, and fostering the design and culture of the 15-acre campus.

The 2016 Pegasus Professors were Zenghu Chang, Waldemar Karwowski, Yongho Sohn, Graham Worthy, and Jiann-Shiun Yuan.

The 2016 Reach for the Stars awardees were Xun Gong, Seetha Raghavan, Swadeshmukul Santra, Jaayan Thomas, and Subith Vasu.

PERSONAL ACCOMPLISHMENTS

I gave 120 speeches and presentations, which included the strategic plan kickoff address, the 2016 College of Medicine Commencement Address, and the 2016 Work Plan presentation to the Florida Board of Governors.

UCF business took me to Tallahassee three times to meet with state legislators, to UCF Day at the Capital where I was the guest speaker, to Phoenix for the Gates Foundation's University Presidents and Chancellors Convening, to Indianapolis for two NCAA Board of Directors meetings, to San Antonio for the 2016 NCAA Convention, and to Miami for the American Athletic Conference 2016 Annual Meeting.

My current civic service includes membership on the Board of Directors of the National Merit Scholarship Corporation, the NCAA Division I Board of Directors, the NCAA Board of Governors, the SunTrust Bank Board of Directors, the Executive Committee of the Orlando Economic Development Commission, the Board of Directors of the Central Florida Partnership, the Orlando Economic Development Council's Joint Alignment Committee, and the Board of Directors of the American Athletic Conference. I chaired the State University System of Florida's Task Force on Strategic Planning for Online Education, and I am a founding member of the Florida High Tech Corridor, the Florida Consortium of Metropolitan Research Universities, and the University Innovation Alliance.

I was ranked first among *Orlando Magazine's* "50 Most Powerful People in Orlando."

I was ranked in the top 10 of America's Most Innovative College Presidents by *Washington Monthly*.

GOALS FOR 2016-17

My goals for the coming year are to:

- seek opportunities to advance the university's five goals
- increase the university's first-to-second-year retention rate and six-year graduation rate
- align the university's priorities with the Board of Governors' performance-based funding metrics
- align the university's priorities with the preeminent institution metrics
- align the university's priorities with the university's strategic plan, UCF Collective Impact

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- hire and retain high-quality faculty and staff members
- continue to build strong partnerships with the Medical City at Lake Nona
- gain approval for a university-based teaching hospital at Lake Nona
- advance the goals of the University Innovation Alliance
- advance the goals of the Florida Consortium of Metropolitan Research Universities
- further the planning and development for UCF Downtown
- seek additional resources for the Florida Center for Advanced Manufacturing Research
- enhance the national and international reputation of UCF

I appreciate all that you, our trustees, have done—and continue to do—to advance the goals of UCF and its regional, national, and international reputation.

September 23, 2016

ITEM: CLC-7

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

SUBJECT: Amendments to University Regulations UCF-3.0032 Additional Compensation for UCF Employees, UCF-3.040 Benefits and Hours of Work, and UCF-3.044 Compensation

DATE: October 20, 2016

PROPOSED COMMITTEE ACTION

Approve amendments to University of Central Florida Regulations UCF-3.0032, UCF-3.040, and 3.044.

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.”

These regulations are being amended to conform more fully with wage and hour requirements, especially with new rules that take effect on December 1, 2016. Regulation UCF-3.040 updates the language regarding compensatory leave and special compensatory leave practices, as well as other minor changes. Regulation UCF-3.044 updates the language regarding salary ranges for classifications, as well as other minor updates throughout. Regulation UCF-3.0032 has only minor changes, including removing the term USPS when describing non-exempt employees.

Supporting documentation:

- Attachment A: Proposed Amended Regulation UCF-3.0032 (redline)
- Attachment B: Proposed Amended Regulation UCF-3.040 (redline)
- Attachment C: Proposed Amended Regulation UCF-3.044 (redline)

Prepared by: Youndy C. Cook, Deputy General Counsel
Maureen Binder, Associate Vice President and Chief Human Resources Officer

Submitted by: Scott Cole, Vice President and General Counsel

Attachment A

UCF-3.0032 Additional Compensation for UCF Employees.

(1) The Dual Compensation and Overload procedures of the University of Central Florida shall operate in accordance with the following paragraphs.

(2) University employees engaged in activities for which additional compensation will be provided and who are otherwise employed on a full-time basis by this university may be compensated for the total of all additional state compensation activities during each fiscal year at a level not to exceed twenty-five percent (25%) of their contracted salary rate or \$10,000, whichever is greater, for the same fiscal year.

(3) UCF employees who accrue annual leave are required to take annual leave or leave without pay if the activity for which additional state compensation is requested conflicts with their primary assigned work schedule.

(4) The primary purpose of Dual Compensation is to pay a full-time employee for services performed outside of their primary job for a different department. Services that are performed above and beyond the employee's normal primary job functions within the same department cannot be paid as Dual Compensation. Exception: Faculty overload, which is a form of dual compensation, is governed by Academic Administration.

(5) Additional services or duties performed by A&P employees during special events may not be compensated using Dual Compensation. Also refer to UCF Policy 3-112, entitled "Additions to Salary of Exempt Employees for Special Events."

(6) If a contract or grant project number is to be charged for Dual Compensation, the sponsor must acknowledge the work is being performed outside the employee's FTE assignment. The Office of Research and Commercialization must approve Dual Compensation transactions for all contract and grant project accounts.

Attachment A

(7) To ensure compliance with the Fair Labor Standards Act (FLSA) regulations, ~~USPS~~ ~~nNon-e~~Exempt employees doing the same or similar work in what would otherwise be a Dual Compensation capacity must be paid an overtime rate for all hours worked in excess of 40 hours per workweek. Because of this overtime requirement, these extra hours are generally not treated as Dual Compensation. Departments with this situation should use the following method for paying ~~USPS-nNon-e~~Exempt employees doing the same or similar work for two departments: report the additional hours at the secondary department on the primary department timecard, then do department-to-department transfer to move the additional expenses to the secondary funding department.

Authority: BOG Regulation 1.001. History–New 4-8-82, Formerly 6C7-3.032, Amended 8-25-92, 3-16-03; Formerly 6C7-3.0032, Amended 6-11-09, _____-16.

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UCF-3.040 Benefits and Hours of Work.

- (1) Benefits made available to Faculty, A&P, and USPS include, but are not limited to: paid and unpaid leave, holidays, State and University-sponsored insurance programs, and retirement.
- (2) Benefits made available to Post Doctoral Associates (PDA) include health insurance, paid annual leave, and paid sick leave and should be prorated based on full-time equivalency and date of hire. The leave is tracked by the department.
- (3) Benefits made available to residents and fellows in a program of graduate medical education in the College of Medicine are provided as described in College of Medicine Graduate Medical Education policies.
- (4) In accordance with the Shared Responsibility for Employers provision of Patient Protection and Affordable Care Act (PPACA) of 2010 (26 U.S. Code § 4980H, et seq.), OPS employees who meet state eligibility criteria may be eligible for State-sponsored health insurance benefits.
- (5) Under the Family Medical Leave Act (FMLA), OPS employees may be eligible for unpaid leave.
- (6) Benefits and hours of work requirements shall be administered consistent with the following provisions.
 - (a) Each employee is expected to work the number of hours in the employee's established workweek unless on approved leave. Benefits shall be provided in proportion to the established scheduled hours and in compliance with federal and state health reform laws.
 - (b) The minimum workweek is 40 hours for full-time employees. Pay for designated University holidays (maximum of eight hours) and accrued leave are not considered overtime and are paid at the employee's regular pay rate. Approved leave may be adjusted to ensure an employee's workweek will not exceed 40 hours.
- (7) Overtime Compensation for non-exempt ~~USPS~~-employees. Non-exempt employees must be paid overtime at the rate of 1.5 times their regular rate of pay for all hours actually worked beyond 40 in the employer's designated work week (Friday through Thursday).

Attachment B

- (a) There are limited exceptions to this rule as authorized by FLSA, including an exception relating to law enforcement personnel.
 - (b) When leave is used or paid holidays occur, those hours do not count toward the calculation of hours worked unless required by university procedure or collective bargaining agreement.
 - (c) Overtime compensation shall be paid no later than the end of the following pay period, ~~unless accrued as overtime compensatory leave.~~
- (8) Compensatory leave for non-exempt USPS employees.
- (a) Prior to November 18, 2016, o~~vertime~~ compensatory leave ~~is~~was provided in lieu of payment for overtime for nonexempt USPS employees at the rate of one and one half times the total hours worked beyond 40 in the workweek.
 - 1. The maximum overtime compensatory leave an employee ~~may~~could accrue ~~is~~was 120 hours. When the employee's overtime compensatory leave balance ~~reaches~~reached 120 hours, the employee ~~must~~was not ~~be~~ allowed to earn additional overtime compensatory leave until s/he ~~reduces~~reduced the balance by using the leave.
 - 2. Employees who have accrued overtime compensatory leave ~~may be~~ are required to use such leave before using annual leave.
 - 3. If the employee separates from employment or transfers to another department, the employee shall be paid for all unused overtime compensatory leave at the employee's regular rate of pay, by the sending department.
 - 4. Effective November 18, 2016, overtime compensatory leave will no longer be an option (exception: in-unit PBA). Employees who work overtime hours shall be paid in accordance with section (7) of this regulation.
 - 5. Employees who have overtime compensatory leave balances as of November 18, 2016, should coordinate with their supervisors to use the hours prior to July 1, 2018. Any employees with an overtime

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compensatory leave balance at that time, will receive a payout to zero out the balance.

(b) Prior to November 18, 2016, Sspecial compensatory leave ~~is~~was provided to non-exempt USPS employees as follows:

1. Special compensatory leave ~~is~~was provided to compensate an employee for a university designated holiday when: the employee observed the holiday and worked 40 hours the week during which the holiday occurred; the holiday ~~falls~~fell on the employee's regularly scheduled day off; or the employee ~~is~~was required to work the holiday.
2. Special compensatory leave ~~is~~was provided to compensate an employee for administrative leave for jury duty or court appearance provided in Section (16)(a) and (b) below when the employee worked 40 hours during the workweek in which the jury duty or court appearance occurred.
3. Special compensatory leave ~~is~~was provided to employees required to perform essential duties during an emergency closing for the hours worked during the closing.
4. There ~~is~~was no limit on the amount of Special Compensatory Leave an employee ~~may~~could accrue.
5. Employees who have accrued special compensatory leave will be required to use such leave before using annual leave.
6. The appropriate Vice President or Dean may elect to pay an employee for a part or all accrued special compensatory leave at any time. If the employee separates from employment or transfers to another department, the employee shall be paid for all unused special compensatory leave at the employee's regular rate of pay, by the sending department.

7. Effective November 18, 2016, special compensatory leave accruals will no longer be an option (exception: in-unit PBA). Employees who work in a pay period that generates the earning of special

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compensatory hours, shall be paid for those hours when paid for that pay period.

8. Employees who have special compensatory leave balances should coordinate with their supervisors to use the hours prior to July 1, 2018. Any employees with a special compensatory leave balance at that time will receive a payout to zero the balance.

(9) An employee shall be paid in proportion to their FTE status for all holidays designated for UCF employees, up to eight (8) hours per holiday.

(10) Leave shall be accrued while in pay status and shall be credited on the last day of that pay period or, in the case of separation, on the last day the employee performed services.

(11) During approved unpaid leave for parental, foster care, medical or military reasons, an employee may use accrued leave to continue the contributions to their benefits and other expenses. Under such circumstances, the employee must use a minimum of ten accrued leave hours per week until such leave is exhausted.

(12) Unless agreed otherwise, an employee shall be employed in the same or similar status upon completion of the approved leave period. While on paid leave, an employee may not be employed elsewhere unless approved by the University in writing. The outside activity and dual compensation regulations may apply in such circumstances.

(13) Compulsory leave provisions shall be consistent with the following.

- (a) Medical certification by an approved health care provider may be required.
- (b) Notice shall be provided to the employee identifying duration of the leave, the conditions for return to the position, and whether such leave shall count toward FMLA entitlements.
- (c) The employee may be allowed to use accrued leave during compulsory leave to continue the contributions to their benefits and other expenses.
- (d) Unless agreed otherwise, an employee shall be employed in the same or similar status upon completion of the approved leave period and upon receipt of medical certification.
- (e) Employees who fail to meet the conditions of the compulsory leave or who fail to obtain medical certification and are unable to perform duties may be

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offered part-time employment, placed on unpaid leave or have such leave extended, requested to resign, or be dismissed for inability to perform the duties of the position.

(14) Employees are provided with 12 workweeks of Family and Medical Leave within a 12-month period in compliance with the Family and Medical Leave Act (FMLA) of 1993 (29 USC s. 2601, et seq.) and implementing regulations (29 CFR Part 825). The 12-month period is defined as the fiscal year (July 1-June 30). All employees are eligible (including OPS and Post Doctoral Associate employees) who have worked at least 12 months (these need not have been consecutive) and who have worked at least 1250 hours in the 12-months prior to the leave. ~~Leave-accruing Faculty, A&P and USPS~~ employees may use accrued leave when taking an FMLA leave.

(15) Employees shall be provided with up to six months unpaid parental leave (unless otherwise defined by collective bargaining agreement), ~~during which time the employee may use accrued leave,~~ when the employee becomes a biological or adoptive parent. Parental leave shall begin two weeks prior to the expected date of the child's arrival unless otherwise approved by the supervising physician or appropriate Dean or Director. ~~The employee taking parental leave may use accrued leave, but accrued sick~~ ~~Sick~~ leave may only be used when the supervising physician restricts the employee from working.

(16) Employees are provided paid administrative leave as follows. Paid administrative leave shall not count as hours worked for purposes of calculating overtime. Administrative leave is not accrued.

- (a) Administrative leave for jury duty shall not exceed the number of hours in the employee's normal workday. If jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release from the court. If the jury duty does not coincide with the regular work schedule, the employee shall be granted administrative leave based on the total hours served on jury duty and such leave shall be granted on the next scheduled work shift. Any jury pay shall be retained by the employee.
- (b) Administrative leave shall be provided to an employee summoned as a witness in a matter not involving personal interests. Administrative leave shall not be provided to an employee serving as an expert witness. Witness

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pay shall be retained by the employee.

- (c) Administrative leave for athletic competition in Olympic events shall be provided in accordance with Section 110.118, F.S.
- (d) Administrative leave up to two days shall be provided to a non-exempt ~~USPS~~—employee upon the death of an immediate family member (grandparents, parents, children, grandchildren and siblings of the employee, employee's spouse.)
- (e) Administrative leave shall be provided for official emergency closing of University facilities. Special Compensatory leave payment shall be provided to non-exempt ~~USPS~~—employees required to perform essential services during the emergency closing. Only employees scheduled to work during the time of the emergency closing shall be provided leave.
- (f) The President or designee may provide administrative leave for Florida Disaster Volunteers in accordance with Section 110.120, F.S.
- (g) The President or designee may grant up to two days of administrative leave for civil disorder or disaster for an employee who is a member of a volunteer emergency response team.
- (h) The supervisor may provide administrative leave up to two hours for voting in public elections when it is not possible for the employee to vote outside of their normal work schedule. If early voting procedures are in effect, employees are not eligible for this benefit. The employee must request this leave in advance.
- (i) The President or designee may place a faculty member under investigation on leave up to the length of the investigation. For A&P and USPS employees, the Chief Human Resources Officer or designee may place an A&P or USPS employee under investigation on leave up to the length of the investigation.
- (j) The President or designee may place an employee on administrative leave between the notice of reduction in pay, suspension, or dismissal and the effective date of such action. For A&P and USPS employees, the Chief Human Resources Officer or designee may place an employee on

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administrative leave between the notice of reduction in pay, suspension, or dismissal and the effective date of such action.

- (k) The President or designee may place an employee on administrative leave when the employee's presence in the workplace may result in damage to property, or injury to the employee or others. For A&P and USPS employees, the Chief Human Resources Officer or designee may place an employee on administrative leave when the employee's presence in the workplace may result in damage to property, or injury to the employee or others.
- (l) The President or designee and/or Chief Human Resources Officer or designee may place an employee on administrative leave if deemed appropriate to unique or specific circumstances and/or in the best interest of the university.

(17) Military leave and reemployment rights shall be provided to Faculty, A&P (including Executive Service) and USPS employees consistent with Federal and State laws. OPS employees, including Post Doctoral Associates, may request time off for military duty obligations. However OPS employees are not eligible for military pay supplements or extended leaves of absence.

(18) Workers' Compensation benefits for an injury compensable under the Florida Workers' Compensation Law shall be provided consistent with the following.

- (a) An employee shall remain in full pay status for a period up to a maximum of forty (40) hours without being required to use accrued leave. If, during that period, the employee receives Workers' Compensation benefits, then the employee shall reimburse the University the amount of the benefits. Such reimbursement shall not include payments for expenses related to medical, surgical, hospital, or nursing treatment or payments of disability losses.
- (b) An employee may elect to use accrued leave to supplement Workers' Compensation payments up to the employee's regular salary/rate of pay.
- (c) The period of paid or unpaid job-related disability leave shall be in accordance with Chapter 440, F.S.

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- (d) An employee who was injured in the workplace may be returned to alternate duty consistent with established University policies or procedures.
- (e) If at the end of the leave period, an employee is unable to return from leave to work full-time and perform the duties of the position, the ~~Executive Director of~~ Chief Human Resources Officer or designee may offer the employee a part-time appointment, place the employee on unpaid leave, ~~or~~ extend the leave status, request the employee's resignation, or terminate the employee from employment.

(19) In accordance with Fla. Stat. §121.35(3)(~~2011~~), all new Faculty and A&P employees are automatically enrolled in the Optional Retirement Program (ORP) unless such employee elects membership in the Florida Retirement System. Such election shall be made in writing and submitted to UCF Human Resources. Any employee who is eligible to participate in the Optional Retirement Program and who fails to execute a contract with one of the approved companies and submit a copy of said contract accompanied by a completed ORP-16 SUSORP Retirement Plan Choice Form within 90 days after the date of eligibility shall be deemed to have elected membership in the Florida Retirement System, except as provided in s. 121.051(1)(a), which states that a faculty member in the College of Medicine may not participate in the Florida Retirement System. Faculty members in the College of Medicine shall participate in the Optional Retirement Program.

(20) Adjunct faculty, OPS non-student employees, Post Doctoral Associates, Medical Residents, and Medical Fellows are automatically enrolled in the 401(a) FICA Alternative Plan as a mandatory condition of employment. This is a mandatory retirement system and such employees do not contribute to or receive credits in the Social Security system.

Authority: BOG Regulation 1.001. History–New 5-16-12. Amended 2-8-16, _____-16.

Attachment C

UCF 3.044 Compensation.

- (1) Except as provided by any applicable collective bargaining agreement, pay actions shall be administered consistent with the following provisions.
- (2) The university may establish and maintain salary ranges for A&P and USPS classifications. Pay shall not exceed the maximum of the salary range without the approval of the chief human resources officer or designee.
- (3) Base rate of pay is the pay provided to a non-exempt employee exclusive of any additives as provided for in Section (6)(h), below, or any perquisites such as cell phone (or cell phone allowance). Regular rate of pay is a non-exempt employee's base rate of pay plus any other payment which qualifies as income. Regular rate of pay must be used in the calculation of overtime, per the Fair Labor Standards Act (FLSA). For an employee paid on a salary basis, the University calculates an hourly rate of pay by dividing the annual rate of pay by 2088 work hours. A factor of 26.1 is used for annualizing biweekly pay.
 - (a) An employee must be in active pay status to receive a pay increase of any kind.
 - (b) Employees paid from contracts, grants, sponsored research, auxiliaries, or local funds shall be eligible for pay increases provided such increases are permitted and funded by the funding entity. The university shall strive to have contracts, grants, sponsored research, auxiliaries, and local funds permit and fund such pay increases. It is the responsibility of the departmental or college administrator to notify Human Resources prior to implementation if approval and funding cannot be secured.
 - (c) Retroactive pay actions are not normally approved and require the approval of the chief human resources officer or designee for A&P and USPS, or the provost or designee for faculty. A retroactive effective date for a pay action shall normally be the lesser of twelve months or the date the completed documentation was submitted to Human Resources.
 - (d) A pay increase may be provided for a temporary change in assignment on an acting basis, or for additional duties assigned; upon return to original responsibilities, the pay may be adjusted.
 - (e) An employee returning from unpaid leave shall receive any increases in the

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salary range for the classification or across-the-board pay increases granted during the period of unpaid leave, unless salary increase instructions provide otherwise. An employee may also be considered for other pay increases while on unpaid leave, to be implemented upon his or her return.

- (f) When a non-exempt ~~USPS~~-employee is called back and reports to work beyond the employee's scheduled hours of work for that day, the employee shall be credited with the greater of the actual time worked, including time to and from the employee's home to the assigned work location, or two hours.

(4) The salary or wage selected at the time of original appointment shall be at a rate within the applicable salary range for the classification, ~~except that with the following exceptions:~~

~~(a) A provisional appointment for A&P may be below the minimum salary of the classification. The pay shall be no less than the minimum salary of the classification, upon the employee attaining the minimum qualifications for the class.~~

~~(b) A~~ trainee appointment for ~~USPS~~non-exempt employees shall be in accordance with the approved individual training schedule and may be below the minimum salary of the classification.

~~(c) An emergency appointment for USPS may be below the minimum salary of the classification.~~

(5) Salary increases shall be in accordance with any applicable legislative authority and guidelines authorized by the president or designee. Salary increase calculations shall include base salary and stipends and/or other prevailing temporary compensation, unless the salary increase was already included in the stipend or other temporary compensation. The calculated amount shall remain after the removal of the stipend and/or temporary compensation.

- (a) Stipends and/or other prevailing temporary compensation are defined as:
 - 1. For Faculty: Per the information in United Faculty of Florida's collective bargaining agreement, temporary compensation or temporary salary adjustments (stipend) for faculty can include:
 - a. UCF Trustee Chair Professorship

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- b. Administrative Salary Stipends (temporary salary increase which is provided to an employee as compensation for performing a specific, titled administrative function)
- 2. For A&P and USPS: Per UCF Special Pay Increase Guidelines, temporary compensation is a special pay increase provided to an employee who temporarily assumes the full or partial duties of another position
 - ~~(b)3. For~~ Shift Differential, ~~On~~ Call Pay, Field Training Officer Activities, and other Pay Additives are not stipends and/or other prevailing temporary compensation. For further information, see (6)(h) below
- (6) Salary adjustments and other wage payments may be provided under the following categories/circumstances:
 - (a) Increased responsibilities.
 - (b) Market conditions including counter-offers and retention adjustments.
 - (c) Salary inequity, compression or inversion.
 - (d) Increases to resolve a pay disparity, considering education, experience, or duties and responsibilities of other employees.
 - (e) Lump sum payments to recognize the successful completion of a special project or assignment which is in addition to the employee's regularly assigned duties, or a documented significant increase in productivity or productivity goal achievement, including a group incentive program. Such payments for employees must be approved by the president or designee, or the UCF Board of Trustees.
 - (f) Increases to recognize sustained superior performance.
 - (g) Approved career development or apprenticeship programs.
 - (h) Pay additives for non-exempt employees including those for lead worker pay, shift differential, on call-pay, field training officer activities, and other approved activities.
- (7) Other pay adjustment conditions.
 - (a) An employee who is demoted shall receive pay commensurate with the responsibilities assigned.

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- (b) The following do not constitute disciplinary action: ~~t~~The removal of pay additives, stipends, or perquisites; the correction of overpayments; or reduction to the maximum of a salary range ~~do not constitute disciplinary action.~~
- (8) Each department shall be responsible for arranging the work schedule to minimize overtime, and the university shall establish procedures for overtime pay consistent with the FLSA.
- (9) A&P and USPS Exempt Employee Dual Compensation.
- (a) The primary purpose of Dual Compensation is to pay a full-time employee for services that are performed outside of their primary job and for a different department. Services that are performed above and beyond the employee's normal primary job functions within the same department cannot be paid as Dual Compensation. Exception: Faculty overload is governed by Academic Administration and University Regulation UCF-3.0032, Additional Compensation for UCF Employees.
- (b) Additional services or duties performed by ~~Executive Service, A&P and USPS~~ exempt personnel during special events may not be compensated using Dual Compensation. Also refer to UCF Policy 3-112, entitled "Additions to Salary of Exempt Employees for Special Events."
- (10) Perquisites or Sale of Goods and Services. The president or appropriate vice president shall approve providing perquisites to employees, the sale of goods and services to employees, and the payment of moving expenses associated with a current or prospective employee. The provision of such items shall be position or classification related and documented to demonstrate that the approval is in the best interest of the university. Approval is not required when sales to employees are similar to that ordinarily sold to the public or the benefit is considered de minimis. If specified subsectors of the public are offered discounts, such as but not limited to alumni, employees may be offered the same or similar provisions, without approval.

Authority: BOG Regulation 1.001. History-New 9-4-12. Amended 12-5-14, _____-16.