



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

REVISED

University of Central Florida

Board of Trustees Meeting

March 22, 2018

FAIRWINDS Alumni Center

Agenda

9:30 a.m. – 4:00 p.m.

Lunch 12:00 p.m.

800-442-5794, passcode, 463796

International calls +1 719-785-9345, passcode, 463796

COMMITTEE MEETINGS

9:30 – 10:15 a.m.

Nominating and Governance, William Yeargin,
Chair

10:15 – 11:45 a.m.

Educational Programs, Robert Garvy, Chair

11:45 a.m. – 12:00 p.m.

Finance and Facilities, Alex Martins, Chair

BOARD MEETING

1:00 – 4:00 p.m.

1. Welcome and call to order

Marcos Marchena, Chairman

2. Roll call

Rick Schell, Associate Corporate Secretary

3. Public comment

Rick Schell

4. [Minutes of January 18, 2018;
March 9, 2018; and March 13,
2018, meetings](#)

Chairman Marchena

5. Remarks and introductions

John C. Hitt, President

6. Reports

INFO-1

Information

Legislative Update (Dan Holsenbeck, Senior Vice
President for University Relations)

INFO-2

Information

Research Park (Holsenbeck)

INFO-3

Information

Presidential Transition Update (Trustee Garvy)

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| 7. | Compensation and Labor Committee report | Chair Sprouls |
| 8. | Educational Programs Committee report | Chair Garvy |
| 9. | Finance and Facilities Committee report | Chair Martins |
| | FF-1 | Approval UCF Finance Corporation Unrestricted Funds Transfer (Martins) |
| | FF-2 | Approval Registration to do Business in Puerto Rico (Martins) |
| 10. | Nominating and Governance Committee report | Chair Yeargin |
| 11. | Consent Agenda | Chairman Marchena |
| | EP-1 | Approval Conferral of Degrees (Garvy) |
| | EP-2 | Approval Proposed Academic Calendar (Garvy) <ul style="list-style-type: none"> • 2019-20 Academic Year Calendar (EP2a) • 2020-21 Academic Year Calendar (EP2b) |
| | EP-3 | Approval New Degree Programs (Garvy) <ul style="list-style-type: none"> • Doctorate in Social Work (EP3a) • Ph.D. Degree in Strategic Communications (EP3b) • Master of Science Degree in Emergency and Crisis Management (EP3c) • B.A. and B.S. Degrees in Emergency Management (EP3d) |
| | NG-1 | Approval Jeb Bush, Honorary Doctor of Public Service Degree (Yeargin) |
| | NG-2 | Approval Buddy Dyer, Honorary Doctor of Public Service Degree (Yeargin) |
| | NG-3 | Approval James Heekin, Honorary Doctor of Public Service Degree (Yeargin) |
| | NG-4 | Approval Teresa Jacobs, Honorary Doctor of Public Service Degree (Yeargin) |

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|-----|-------------------------------|----------|---|
| | NG-5 | Approval | Thomas Kuntz, Honorary Doctor of Public Service Degree (Yeargin) |
| | NG-6 | Approval | Carolyn Roberts, Honorary Doctor of Public Service Degree (Yeargin) |
| | NG-7 | Approval | Emeritus Confirmation (Yeargin) |
| | NG-8 | Approval | New University Regulations UCF-3.0177 Promotion of Non-tenure-earning Instructional Designers (Yeargin) |
| | NG-9 | Approval | Amendments to UCF-3.035 University Closings Due to Emergency Conditions (Yeargin) |
| 12. | New business | | Chairman Marchena |
| | INFO-4 | Approval | Board Committee and Direct Support Organization Assignments (Marchena) |
| 13. | Announcements and adjournment | | Chairman Marchena |

Upcoming meetings and events

Board of Governors meeting	March 28-29, 2018 (University of North Florida)
AGB National Conference on Trusteeship	April 22-24, 2018 (San Francisco)
Commencement	May 3-5, 2018 (CFE Arena)
Board of Governors meeting	May 8, 2018 (Conference call)
President and Mrs. Hitt's Appreciation Reception	May 9, 2018 (CFE Arena)
Board of Trustees meeting	May 24, 2018 (FAIRWINDS Alumni Center)

**Minutes
Board of Trustees Meeting
University of Central Florida
January 18, 2018**

Chairman Marcos Marchena called the meeting of the Board of Trustees to order at 1:00 p.m. in the *FAIRWINDS* Alumni Center on the UCF Orlando campus.

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

WELCOME

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

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

PUBLIC COMMENT

Jose Rivera, president and founder of the Puerto Rican Student Association, addressed the board regarding the destruction of Puerto Rico by Hurricane Maria. On behalf of the students, he requested that the board consider extending in-state tuition for one academic year to students displaced by the hurricane.

Alejandro Chardon, a transfer student from Puerto Rico, also asked the board to extend in-state tuition for students displaced by Hurricane Maria.

NEW BUSINESS

Marchena called on Nicholas Larkins, SGA President, who provided a brief update on circumstances in Puerto Rico. Larkins recommended that in-state tuition be extended for the summer 2018, fall 2018, and spring 2019 semesters.

Marchena advised that UCF had received a letter from the governor of Puerto Rico thanking UCF for the accommodations made for Puerto Rican students. The governor also asked that UCF extend waiving out-of-state tuition.

Marchena called on Maribeth Ehasz, Vice President for Student Development and Enrollment Services, who reported 1,135 students from Puerto Rico had applied to UCF, of which 356 were admitted as degree granting students. She reported that UCF has over 200 students enrolled from Puerto Rico who are benefiting from the non-residency fee being waived, as well as those students from Puerto Rico who were attending UCF prior to the hurricane. Ehasz reported that

for the 2018 fall term over 200 enrollment applications have been received for displaced students from Puerto Rico, evidence of continuing interest in UCF. President John C. Hitt stated that this is an opportunity to assist our fellow citizens.

Marchena presented the following item for board approval.

In-State Tuition Eligibility for Displaced Students--A motion was unanimously approved to extend in-state eligibility for students displaced from Puerto Rico and the Virgin Islands for Summer 2018, Fall 2018, and Spring 2019 semesters.

MINUTES

Marchena called for approval of the October 26, 2017; November 3, 2017; and November 8, 2017; meeting minutes, which were approved.

Marchena called on President Hitt for remarks and introductions.

REMARKS

Hitt congratulated Trustee Seay, who was reappointed to the board by the Board of Governors for a five-year term. He thanked her for her service to the board and to the university.

He commended the UCF Knights' football team for completing a perfect season and securing UCF's first national championship with a 34-27 victory over Auburn in the Peach Bowl. He stated that a parade was hosted at Disney World on the Sunday after the game and that the City of Orlando estimated a crowd of 5,000 to 10,000 fans packed Church Street for the Knights' National Championship Celebration.

He announced that UCF's football student-athletes have the highest graduation rate--92 percent--of the 12 teams competing in New Year's six bowl games.

Hitt stated that Fox35 News aired a news clip about the College of Medicine, and he shared a video featuring 18-year old Hannah Culler of Ohio, who suffers from a life-threatening immune disorder. Through the Make-A-Wish Foundation, Deborah German, Vice President for Medical Affairs and Dean of the College of Medicine, UCF med students, and faculty created a special day for Hannah, fulfilling her dream to be a medical student for a day at UCF's College of Medicine.

INTRODUCTIONS

Hitt congratulated the following members of the UCF community.

A. Student

Andrew Aboujaoude was awarded the SUS Florida Campus Compact Student Excellence in Service Award for 2017. In addition to this award, Florida Campus Compact has recognized UCF with an Engaged Campus Award, as well as a Campus-Community Partnership Award.

B. Faculty

Gary Lease, lead dentist at UCF Student Health Services, joined the dental center in 2012. Lease will receive the Academy of General Dentistry Mastership Award at its annual convocation ceremony in June. The Mastership Award is one of the most respected designations within the profession.

Eduardo Mucciolo and Enrique del Barco, professors of physics and, respectively, chair and associate chair of the Physics Department, were selected as Fellows of the American Physical Society. Election to the Fellowship is in recognition for exceptional contributions to research, and it is limited to no more than one-half of one percent of the membership.

C. Employee of the Month

The Employee of the Month for October was James McCully, a 25-year employee and senior broadcast technologist in the Nicholson School of Communication in the College of Sciences.

The Employee of the Month for November was Debra Urban, a 15-year employee and senior administrative assistant in the College of Nursing.

REPORTS

Marchena called on Vice Chair Garvy to provide an update on the presidential transition task force. Garvy introduced Tom Hope, Assistant Vice President of Strategic Initiatives, Communications and Marketing, who reported on communications and event planning and some events. Hope mentioned that an event to honor Hitt will likely take place in the CFE Arena on May 9, 2018. On February 8, Hitt will be the guest of honor at Rollins College, where President Grant Cornwell will interview him about his career. Hitt will be given an honorary degree in May from his alma mater, Austin College. Other events are being considered. Hope then introduced Julie Stroh, Senior Associate Vice President for Alumni Engagement and Annual Giving, who reported on stewardship plans to assure that individuals are appropriately engaged during this transition.

- INFO-1 Transition Task Force Update

Marchena called on Walsh, who provided an update on the following item, and he presented a brief video featuring faculty, staff, and students that showcases UCF's multiple locations.

- INFO-2 Presidential Search Update

Marchena called on Elizabeth Klonoff, Vice President for Research and Dean, College of Graduate Studies, who gave an informational report on the following item.

- INFO-3 BRIDG and NeoCity Update–December 22, 2017

ADVANCEMENT COMMITTEE REPORT

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

- Karen Cochran, Senior Associate Vice President for Advancement Development, provided an update on behalf of Mike Morsberger. The advancement division has eclipsed its \$350 million calendar year-end fund raising target and aims to reach the next campaign milestone of \$400 million by the end of the fiscal year. She summarized events during the Peach Bowl to capitalize on the momentum surrounding UCF and the IGNITE campaign. She highlighted the Hitt initiative, a focused effort within the IGNITE campaign to increase endowment and support for academic advancement and faculty excellence.
- Cochran presented a motion to name the Roth Athletics Center (ADVC-1), which was unanimously approved.
- Dan Holsenbeck, Senior Vice President for University Relations, gave an update on legislative activities and the proposed budget being advanced by the 2018 legislature.
- Grant Heston, Vice President for Communications and Marketing, provided an update on UCF's strategy to produce content that will gain "likes" and "shares" on news feeds. He gave a presentation highlighting UCF's presence at the Peach Bowl in Atlanta through the use of creative billboards, social media banners, and other media platforms in the Orlando and Atlanta markets. He reported that UCF license plate sales have advanced from fifth to the third highest among license plates sold by state universities in Florida.

Brown presented the following items for board approval.

- ADV-1 Naming of the Roth Athletics Center–A motion was unanimously approved for the naming of the Roth Athletics Center upon completion of the pledge by the donors.

AUDIT, OPERATIONS REVIEW, COMPLIANCE, AND ETHICS COMMITTEE REPORT

Beverly Seay, Chair of the Audit and Compliance Committee, reported the highlights of the committee meetings of November 30, 2017, and January 12, 2018.

- At the January 12, 2018, meeting, the committee unanimously approved the following items, and Seay noted that they are on the consent agenda.
 - Robert Taft, Chief Audit Executive, reported on the results for the Board of Governors' Performance-based Funding Data Integrity Certification Audit Report (AUD-1).

- He also provided an update on the Performance-based Data Integrity Certification Form (AUD-2).
- The following information items were presented at the November 30, 2017, meeting.
 - Taft presented the University Audit Report (INFO-1).
 - Rhonda L. Bishop, Chief Compliance and Ethics Officer, provided an overview of the Conflict of Interest and Commitment Initiatives (INFO-2).
 - Bishop reported on the 2017-18 Work Plan Status of All Activities (INFO-3).
 - Bishop provided an overview on the 2016-17 Compliance and Ethics Program Annual Report (INFO-4).
 - Bishop provided an update of the Overview of Title IX (INFO-5).
 - Bishop provided an update on the Compliance, Ethics, and Risk Program and reported on the development of a Youth Protection Committee.

BOARD OF TRUSTEES

Marchena called on German to report on a proposed cancer center for the Sanford Burnham Prebys building at Lake Nona. Prior to the report, Bradley recused himself from voting due to a conflict of interest.

After German's presentation, Marchena stated that the UCF Academic Health board had approved UCF Academic Health's moving forward to pursue obtaining the Sanford Burnham Prebys facility. He noted that the facility was built with contributions from Orange County, the City of Orlando, and Tavistock, and that all three parties must agree on the facility's use when Sanford Burnham Prebys vacates the property. The state's position is that the building's fate is a local decision. Mayor Teresa Jacobs has requested Florida Hospital and UCF Academic Health to make presentations before Orange County Commissioners.

Marchena clarified that the vote is for this board is to approve the recommendation by UCF Academic Health to pursue a lease on the Sanford Burnham Prebys Medical Research Institute at Lake Nona facility in partnership with Provision Health Care and Sarah Cannon, the cancer institute of HCA Health Care, for the purpose of advancing cancer research.

Marchena presented this item for board approval.

- BOT-1 UCF Academic Health Proposal—A motion was passed with a vote of 12 for, with Bradley's recusal, approving the UCF Academic Health Proposal.

COMPENSATION AND LABOR COMMITTEE REPORT

John Sprouls, Chair of the Compensation and Labor Committee, reported the highlights of the committee meeting held on December 12, 2017, and earlier in the day.

- At the December 12, 2017, meeting, Sprouls reported that the committee unanimously approved item CLC-1 The 2017-20 Performance Unit Plan Awards.

- He reported that at the meeting earlier in the day, the committee unanimously approved two items to present to the board.
 - CLC-1 Presidential Compensation Analysis was prepared by Sibson Consulting at the request of the Presidential Search Committee. The analysis provides competitive data of the compensation for the president's job. The study provides data for three groups of presidents: a comparison peer group, an aspirational peer group, and the State University System schools. This document will form the basis for the negotiations with a successful candidate for president.
 - CLC-2 Article 3: UFF Privileges and Article 23: Salaries of the Collective Bargaining Agreement with the United Faculty of Florida, both of which have been approved by the United Faculty of Florida.

Sprouls presented the following items for board approval.

- CL-1 Presidential Compensation Analysis—A motion was unanimously passed approving the Presidential Compensation Analysis.
- CL-2 Article 3: UFF Privileges and Article 23: Salaries of the Collective Bargaining Agreement with the United Faculty of Florida—A motion was unanimously passed ratifying the reopened articles of the Collective Bargaining Agreement between the University of Central Florida Board of Trustees and the United Faculty of Florida.

EDUCATIONAL PROGRAMS COMMITTEE REPORT

Robert Garvy, Chair of the Educational Programs Committee, reported the highlights from the committee meeting earlier in the day and recounted several of the informational items presented.

- M. Paige Borden, Assistant Associate Provost for Academic Program Quality and Associate Vice President for Institutional Knowledge Management, reported on the 2015-16 Academic Program Review Recommendation Implementations (INFO-1), which involved the School of Performing Arts, School of Visual Arts and Design, and the Modeling and Simulation Program.
- Elizabeth Dooley, Dean of the College of Undergraduate Studies and Vice Provost for Teaching and Learning, reported on the Status of New Degree Programs implemented by the UCF Board of Trustees (INFO-2). She stated a Bachelor of Arts in Communication and Conflict undergraduate degree program implementation in the fall of 2015 has grown by 65 percent since its inception.
- A. Dale Whittaker, Provost and Executive Vice President, said Hitt's approval of the Academic Health Sciences Center will support health-related programs, research, and clinical services. He reported that UCF moved up 20 spots to number 16 in the *U.S. News & World Report's* best online bachelor degree programs for 2018. He cited the national media coverage on digital learning and UCF's academic reputation from *The Wall Street Journal* and *The Washington Post*. He announced new deans for the Burnett Honors College and the Rosen College, and he updated the committee on UCF's new research

and commercialization awards. He updated the committee on student success and faculty excellence metrics, including a record 90 percent first-year retention rate.

- Whittaker introduced Zhongzhou Chen, Assistant Professor, Department of Physics, who gave a presentation on 4K Learning Telescope (INFO-3).
- Whittaker reported on 21st-Century Teaching as a “mythbuster” (INFO-4).

FINANCE AND FACILITIES COMMITTEE REPORT

Alex Martins, Chair of the Finance and Facilities Committee, reported highlights from the committee meeting held on December 13, 2017, and earlier in the day.

- Martins recapped highlights of the December 13, 2017, committee meeting.
 - William F. Merck II, Vice President for Administration and Finance and Chief Financial Officer, and Lee Kernek, Associate Vice President for Administration and Finance, requested approval for changes in the UCF Downtown Tri-Generation Facility and revision of its budget. Due to the project revision, the facility has been renamed as the UCF Downtown Central Energy Plant. The design and phase construction of the UCF Downtown Central Energy Plant will move forward to meet only the chilled water needs of the campus. The plant will cost \$12.3 million and will provide cost avoidance in future years. The design and construction costs for these changes increase the budget for the Dr. Phillips Academic Commons by \$1.3 million. Item FFC-1 UCF Downtown Tri-Generation Facility Update was unanimously approved by the committee.
- He noted that the following informational items were presented at the committee meeting.
 - Direct Support Organizations’ 2017-18 First-Quarter Financial Reports (INFO-1)
 - University Draft Audited Financial Report 2016-17 (INFO-2)
 - UCF Key Financial Ratios (INFO-3)
 - University Operating Budget Report Ended September 30, 2017 (INFO-4)
 - UCF Investments Quarterly Report Ended September 30, 2017 (INFO-5)
 - UCF Facilities Planning and Construction Department Assessment Follow-up (INFO-6). As a result of the departmental assessment conducted by HKA International, the following were recommended.
 1. Facilities Planning and Construction will notify the Finance and Facilities Committee when the e-Builder software system is fully implemented and present reports that include all project activity to the committee on a regular basis.
 2. Whittaker will work with Facilities Planning and Construction staff and the deans to implement a Minor Projects priority system for the colleges.
 3. Athletics will implement a pilot program to hire a program management or owner’s authorized representative firm that will manage, implement, and oversee departmental facilities projects. The cost of the firm’s services will be split between Athletics and Facilities.

Martins stated that this item is presented as FF-2 Facilities Planning and Construction Department Recommendations for board approval.

- Martins reported highlights of the committee meeting held earlier in the day.
 - Item FFC-1 Parking, Housing, and Health Auxiliary Facilities Operating Budgets for 2018-19 were unanimously approved by the committee, and the item is placed on the consent agenda as FF-3 for board approval.
 - Item FFC-2 WUCF TV Channel Sharing Agreement between UCF and Good Life Broadcasting includes minor changes to the contract as requested by the FCC, and the item was unanimously approved by the committee and is placed on the consent agenda as FF-4.
 - Item FFC-3 Lake Nona Incubator Lease Agreement is an amendment to the lease agreement with the Lake Nona Innovation Center I, LLC, for the developing life sciences incubator for UCF at Lake Nona. UCF's obligations, under the 12-year lease with Tavistock, approved by the UCF Board of Trustees on November 17, 2016, remain pending until substantial completion of the build-out of the multi-tenant Lake Nona life sciences incubator. In 2017, the city of Orlando and Florida Hospital amended their agreement to commit funds to one life sciences incubator at Lake Nona Medical City. As a result, Tavistock obtained from Florida Hospital an additional \$2,324,223 for the construction and operation of the Lake Nona life sciences incubator. Accordingly, the lease is being revised to include these additional funds, to confirm their intended use, and to set forth the good faith obligations of each party if projected total costs exceed the new total allowance. This was unanimously approved by the committee with the caveat that if the budget for the incubator completion is exceeded, the budget would return to the committee for further review and approval. Martins indicated the item is placed on the consent agenda as FF-5.
 - Item FFC-4 UCF Finance Corporation Line of Credit for UCF Downtown Campus was unanimously passed by the committee approving the UCF Finance Corporation procuring a line of credit up to \$14 million to provide the cash flow needed for construction of the UCF Downtown Campus. The item is placed on the consent agenda as FF-6.

Martins presented the following items for board approval.

- FF-1 UCF Downtown Tri-Generation Facility Revision—A motion unanimously passed approving the change in facility, revised budget, and renaming of the UCF Downtown Tri-Generation Facility to the UCF Downtown Central Energy Plant.
- FF-2 Facilities Planning and Construction Department Recommendations—A motion unanimously passed approving the recommendations.
- FF-3 Parking, Housing, and Health Auxiliary Facilities Operating Budgets—A motion unanimously passed approving the 2018-19 operating budgets for the university auxiliary facilities with outstanding revenue bonds.

NOMINATING AND GOVERNANCE COMMITTEE REPORT

William Yeargin, Chair of the Nominating and Governance Committee, reported highlights of the committee meeting held earlier in the day.

- Item NGC-1 Presidential Selection Process (NGC-1) involved modifications to the presidential selection process guidelines. The changes were approved unanimously by the committee and is on the consent agenda as NG-1.
- Item NGC-2 Amendment to University Regulation UCF-3.040 Benefits and Hours of Work made minor changes to regulations related to benefits. Clarifying language about administrative leave was added and is on the consent agenda as NG-2.
- Item NGC-3 Amendments to Chapter 5 University Regulations involves amendments to University Regulations UCF-5.006 (Student Rights and Responsibilities), UCF-5.008 (Rules of Conduct), UCF-5.009 (Student Conduct Review Process; Sanctions), UCF-5.010 (Student Conduct Appeals), UCF-5.013 (Organizational Conduct Review Process; Sanctions; Appeals), and UCF-5.015 (Student Academic Behavior Standards). Since these amendments related to students, 30-days of public notice was given prior to the meeting. There were no significant comments, and Yeargin noted that the item was processed through the Golden Rule Committee with no noteworthy comments. The committee unanimously approved the proposed amendments, and the item is placed on the consent agenda as NG-3.

STRATEGIC PLANNING COMMITTEE REPORT

Clarence Brown, Chair of the Strategic Planning Committee, reported highlights of the meeting held earlier in the day.

- Whittaker and Lisa Jones, Associate Provost for Strategy and Special Assistant to the President, reported on approval of the Collective Impact Strategic Plan by the Florida Board of Governors. Whittaker reported on the metrics that are a part of that plan.

CONSENT AGENDA

A motion was made to accept the consent agenda, and unanimously approved.

- AUD-1 Board of Governors' Performance-based Funding Data Integrity Certification Audit Report—Approval of the University Audit's report on the Board of Governors Performance-based Funding Data Integrity Certification Process
- AUD-2 Performance-based Funding Data Integrity Certification Form—Approval for submission of the Performance-based Funding Data Integrity Certification Form to the Board of Governors
- CL-3 2017-20 Performance Unit Plan Awards—Approval of the plan awards

- FF-4 WUCF TV Channel Sharing Agreement—Approval of the changes to a channel-sharing agreement between WUCF TV and Good Life Broadcasting, Inc.
- FF-5 Lake Nona Incubator Lease Agreement—Approval of an amendment to the lease agreement with the Lake Nona Innovation Center I, LLC, for the developing life sciences incubator at Lake Nona
- FF-6 UCF Finance Corporation Line of Credit for UCF Downtown Campus—Approval for the UCF Finance Corporation to procure a line of credit up to \$14 million to provide the cash flow needed for construction of the UCF Downtown Campus
- NG-1 Presidential Selection Process—Approval of the revisions to the Presidential Selection Process
- NG-2 Amendment to University Regulation UCF-3.040 Benefits and Hours of Work—Approval of the amendments to the regulation
- NG-3 Amendments to Chapter 5 University Regulations—Approval of the amendments to the regulations

ANNOUNCEMENTS AND ADJOURNMENT

Marchena announced the following upcoming meetings:

Board of Governors meeting	January 24-25, 2018 (Florida State University)
Board of Governors meeting	February 22, 2018 (Conference call)
Board of Trustees meeting	March 22, 2018 (<i>FAIRWINDS</i> Alumni Center)
AGB 2018 National Conference on Trusteeship Please let Rick Schell know if you are interested in attending.	April 22-24, 2018 (San Francisco)

Marchena adjourned the board meeting at 3:05 p.m.

Respectfully submitted: _____ Date: _____
John C. Hitt
Corporate Secretary

FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Bradley Kenneth Wayne		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE VCF Board of Trustees	
MAILING ADDRESS 1612 Elizabeth's Walk		NAME OF STATE AGENCY University of Central Florida	
CITY Winter Park	COUNTY Orange	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	
DATE ON WHICH VOTE OCCURRED January 18, 2018			

WHO MUST FILE FORM 8A

This form is for use by any person serving at the State level of government on an appointed or elected board, council, commission, authority, committee, or as a member of the Legislature. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

ELECTED OFFICERS:

As a person holding elective state office, you may not vote on a matter that you know would inure to your special private gain or loss. However, you may vote on other matters, including measures that would inure to the special private gain or loss of a principal by whom you are retained (including the parent or subsidiary or sibling organization of a principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. If you vote on such a measure or if you abstain from voting on a measure that would affect you, you must make every reasonable effort to disclose the nature of your interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for you to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

A member of the Legislature may satisfy the disclosure requirements of this section by filing a disclosure form created pursuant to the rules of the member's respective house if the member discloses the information required by this subsection, or by use of Form 8A.

APPOINTED OFFICERS:

As a person holding appointive state office, you are subject to the abstention and disclosure requirements stated above for Elected Officers. You also must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication, whether made by you or at your direction.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION OR VOTE AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF STATE OFFICER'S INTEREST

I, Kenneth W. Bradley, hereby disclose that on January 18, 20 18:

(a) A measure came or will come before my agency which (check one or more):

- ☐ Inured to my special private gain or loss;
☐ Inured to the special gain or loss of my business associate, _____;
☐ Inured to the special gain or loss of my relative, _____;
☒ Inured to the special gain or loss of Adventist Health System dba Florida Hospital, by whom I am retained; or
☐ Inured to the special gain or loss of _____, which is the parent, subsidiary, or sibling organization of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The VCF Board was asked to vote on a proposal for VCF Academic Health to negotiate with Orange County to acquire property / building known as the Sanford Burnham property. My employer - Adventist Health System dba Florida Hospital - also is "bidding" on this property. Because of this fact, I recused myself from this vote.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

January 18, 2018
Date Filed

Kenneth W. Bradley
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

**Minutes
Board of Trustees Meeting
University of Central Florida
March 9, 2018**

Chairman Marcos Marchena called the meeting of the Board of Trustees to order at 8:10 a.m. in the *FAIRWINDS* Alumni Center on the UCF Orlando campus.

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

WELCOME

Marchena welcomed new trustee Danny Gaekwad. Marchena expressed his appreciation for the outstanding work by all staff members to work through this presidential selection process. He welcomed the board members and called on Rick Schell, Associate Corporate Secretary, to call the roll. Schell determined that a quorum was present.

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

PUBLIC COMMENT

There were no requests for public comment.

NEW BUSINESS

The board interviewed the following presidential nominees.

- Suresh Garimella
- Mark Kennedy
- A. Dale Whittaker
- Matthew Wilson

A motion was made and unanimously approved selecting A. Dale Whittaker as the President-elect.

ADJOURNMENT

Marchena adjourned the board meeting at 5:04 p.m.

Respectfully submitted: _____ Date: _____

John C. Hitt
Corporate Secretary

**Minutes
Board of Trustees Teleconference Meeting
University of Central Florida
March 13, 2018**

Chairman Marcos Marchena called the teleconference meeting of the Board of Trustees to order at 8:15 a.m.

The following board members attended the meeting via teleconference: Chairman Marcos Marchena, Trustees Kenneth Bradley, Joseph Conte, John Lord, Alex Martins, William Self, John Sprouls, David Walsh, and William Yeargin.

WELCOME

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

NEW BUSINESS

Marchena presented the following item for board approval.

- CL-1 Contract for President-elect – A motion was unanimously passed approving the contract for the president-elect.

ADJOURNMENT

Marchena adjourned the board meeting at 8:24 a.m.

Respectfully submitted: _____ Date: _____

John C. Hitt
Corporate Secretary

ITEM: FF-1

**University of Central Florida
Board of Trustees**

SUBJECT: UCF Finance Corporation Unrestricted Funds Transfer

DATE: March 22, 2018

PROPOSED BOARD ACTION

The UCF Finance Corporation seeks approval to transfer an amount not to exceed \$800,000 as an unrestricted gift to the university.

BACKGROUND INFORMATION

This funds transfer will allow for necessary life safety repairs at Spectrum Stadium prior to the start of the 2018 football season. The chair of the Finance and Facilities Committee, with approval of the university president, will recommend the use of the funds.

Supporting documentation: None

Prepared by: John C. Pittman, Associate Vice President for Administration and Finance,
Debt Management

Submitted by: William F. Merck II, Vice President for Administration and Finance
and Chief Financial Officer

ITEM: FF-2

**University of Central Florida
Board of Trustees**

SUBJECT: Registration to do Business in Puerto Rico

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approve the registration of the University of Central Florida Board of Trustees to do business in Puerto Rico, including taking whatever actions are necessary for UCF to apply for eligible tax exemptions in Puerto Rico to facilitate UCF's operation of the Arecibo Observatory.

BACKGROUND INFORMATION

The Arecibo Observatory in Puerto Rico is currently the largest fully operational radio telescope on the planet. The National Science Foundation issued a series of awards to UCF, effective February 15, 2018, to transition operation and management of the observatory from the current operator to UCF.

In order for UCF to perform certain activities related to the observatory, UCF will need to be registered to do business in Puerto Rico, and a board resolution is required to be included in the filing.

Supporting documentation: Attachment A: Proposed Resolution

Prepared by: Sandra M. Sovinski, Senior Associate General Counsel

Submitted by: W. Scott Cole, Vice President and General Counsel

Attachment A

**RESOLUTIONS OF THE
UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES
Adopted March 22, 2018**

APPROVAL TO REGISTER TO DO BUSINESS IN PUERTO RICO

WHEREAS, the National Science Foundation issued Awards AST-1823134 and 1822073 (collectively, the “Award”) to the University of Central Florida Board of Trustees (“UCF”) effective February 15, 2018; and

WHEREAS, the Award relates to the transition of the operation and management of the Arecibo Observatory in Puerto Rico (the “Observatory”), which is currently the largest fully operational radio telescope on the planet, from the current operator to UCF; and

WHEREAS, pursuant to the Award, UCF will lead a consortium consisting of UCF, Universidad Metropolitana in San Juan and Yang Enterprises, Inc. in Oviedo to operate, manage, and expand the capabilities of the Observatory; and

WHEREAS, as part of the transition process, UCF has or will begin activities related to schedule integration, personnel information for migration, personnel location and interview scheduling, planning for continuing material and equipment commitments, inventory lists, reports, and databases, access to facilities, maintenance information, procedures and work planning; and

WHEREAS, UCF believes this Award and the operation of the Observatory will make significant contributions to space science and mankind, and will provide a new dimension to space science at UCF while creating more academic opportunities for students and faculty at UCF, in Puerto Rico and beyond; and

WHEREAS, in order for UCF and the consortium to perform certain activities related to the Observatory, UCF will need to be registered to do business in Puerto Rico; and

WHEREAS, the UCF Board of Trustees have considered, reviewed and assessed the Observatory project and determined that registering UCF to do business in Puerto Rico as related to the operation and management of the Observatory is in the best interests of UCF and consistent with its stated purposes and mission and desires to declare the advisability of, and authorize, UCF to do business in Puerto Rico, and to authorize the officers of UCF to take any and all necessary actions to accomplish the foregoing; now, therefore be it

RESOLVED, that the UCF Board of Trustees hereby authorize and approve UCF registering to do business in Puerto Rico, and, be it further

RESOLVED, that the officers of UCF, and each of them hereby is, authorized, empowered and directed to take whatever actions are necessary to register UCF to do

business in Puerto Rico, including taking whatever actions are necessary for UCF to apply for eligible tax exemptions in Puerto Rico; and

RATIFICATION OF PRIOR ACTS

RESOLVED, that any and all actions heretofore taken by any officer or director of UCF in connection with the above project is hereby ratified, confirmed and approved in all respects; and, be it

GENERAL AUTHORIZING RESOLUTION

RESOLVED, that each officer of UCF be, and the same hereby is, authorized, empowered, and directed for, in the name of, and on behalf of UCF to execute the documents needed to carry out these resolutions with such changes, modifications, or amendments thereto as the officer so acting deems necessary or advisable and in the best interests of UCF and to do all other acts, and take all actions, and prepare all papers, instruments, and documents, and do all other things in connection with the above resolutions, which such officer in his or her sole discretion approves as being proper, appropriate or necessary in connection therewith, with the signature of the officer so acting being deemed conclusive evidence of his or her approval.

I hereby certify that the above Resolution was approved by unanimous consent of the University of Central Florida Board of Trustees on March 22, 2018.

Secretary

University of Central Florida Board of Trustees

Date

ITEM: EP-1

EDUCATIONAL PROGRAMS COMMITTEE
University of Central Florida

SUBJECT: Conferral of Degrees

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval: Conferral of degrees at the Spring 2018 commencement ceremonies.

BACKGROUND INFORMATION

UCF expects to award the following degrees at the Spring 2018 commencement ceremonies on May 3, 4 and 5, 2018:

6,936	baccalaureate degrees
1,228	master's degrees
<u>196</u>	doctoral and specialist degrees
8,360	Total

Supporting documentation: Attachment A: Registrar's Graduation Count

Prepared by: Brian Boyd, University Registrar, Registrar's Office

Submitted by: A. Dale Whittaker, Provost and Executive Vice President

Attachment A

UCF Spring 2018 Commencement

Note: Procession of graduates begins 20 minutes prior to each ceremony.

*Projected Attending (Baccalaureate only) is an estimate based on 70% attending rate.

College	Baccalaureate				Master				Doctorate			
	Intent to graduate	Projected* attending	Picked-up cap and gown	Head-count	Intent to graduate	Indicated attending	Picked-up cap and gown	Head-count	Intent to graduate	Indicated attending	Picked-up cap and gown	Head-count
Thursday, 5/3, 9:00 a.m.												
College of Arts and Humanities	803	562			58	58			9	9		
College of Engineering and Computer Science	685	480			276	276			66	66		
College of Optics and Photonics	4	3			9	9			6	6		
College Totals:	1,492	1,044	0	0	343	343	0	0	81	81	0	0
Total Students Anticipated in Attendance:	1,468											
Thursday, 5/3, 2:30 p.m.												
College of Graduate Studies	0	0	0	0	15	15			0	0	0	0
College of Medicine	238	167			21	21			4	4		
College of Undergraduate Studies	337	236			0	0	0	0	0	0	0	0
Rosen College of Hospitality Management	442	309			33	33			2	2		
College Totals:	1,017	712	0	0	69	69	0	0	6	6	0	0
Total Students Anticipated in Attendance:	787											
Friday, 5/4, 9:00 a.m.												
College of Sciences	1,537	1,076			107	107			27	27		
College Totals:	1,537	1,076	0	0	107	107	0	0	27	27	0	0
Total Students Anticipated in Attendance:	1,210											
Friday, 5/4, 2:30 p.m.												
College of Education and Human Performance	539	377			195	195			33	33		
* Education Specialists	0	0	0	0	16	16			0	0	0	0
College of Nursing	277	194			44	44			5	5		
College Totals:	816	571	0	0	255	255	0	0	38	38	0	0
Total Students Anticipated in Attendance:	864											
Saturday, 5/5, 9:00 a.m.												
College of Business Administration	871	610			204	204			3	3		
College Totals:	871	610	0	0	204	204	0	0	3	3	0	0
Total Students Anticipated in Attendance:	817											
Saturday, 5/5, 2:30 p.m.												
College of Health & Public Affairs	1,203	842			250	250			41	41		
College Totals:	1,203	842	0	0	250	250	0	0	41	41	0	0
Total Students Anticipated in Attendance:	1,133											
Degree level ITG totals:	6,936				1,228				196			
Combined ITG submissions:	8,360											
All ceremony projected* attending:	6,279	75.1%	of all ITG's									
Anticipated attendance - cap/gown pickup:	0	0.0%	of all ITG's									
Headcount totals:	0	0.0%	of all ITG's									

Attachment A

UCF Spring 2018 Commencement

Note: Procession of graduates begins 20 minutes prior to each ceremony.

*Projected Attending (Baccalaureate only) is an estimate based on 70% attending rate.

[illegible]

ITEM: **EP-2a**

EDUCATIONAL PROGRAMS COMMITTEE
University of Central Florida

SUBJECT: 2019-20 UCF Academic Calendar

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval of 2019-20 UCF academic calendar.

BACKGROUND INFORMATION

The Board of Governors requires that the Board of Trustees approve the university's academic calendar. The attached academic year calendar, developed by the UCF Academic Calendar Committee, has been approved by Provost Whittaker.

The 2019-20 calendar was previously approved, modifications were required to align with the fall start dates for UCF Downtown Campus and Valencia College. The academic calendar committee convened in January and approved to move the start date of the fall 2019 calendar back one week. This now aligns with the fall 2019 start date of our partner Valencia College.

Supporting documentation: Attachment A: 2019-20 Proposed Academic Calendar

Prepared by: Maribeth Ehasz, Vice President, Student Development and Enrollment Services and
DeLaine Priest, Associate Vice President, Student Development and Enrollment Services

Submitted by: A. Dale Whittaker, Provost and Executive Vice President

Attachment A

2019-20 Academic Calendar Revised Proposal

EVENT	Fall 2019	Spring 2020	SU A (6 wks) 2020	B (6 wks) 2020	C (12 wks) 2020	D (8 wks) 2020
Classes Begin	26-Aug	6-Jan	11-May	22-Jun	11-May	11-May
Drop Deadline	29-Aug	9-Jan	14-May	25-Jun	14-May	14-May
Add Deadline	30-Aug	10-Jan	15-May	26-Jun	15-May	15-May
Withdraw Date	4-Nov	18-Mar	4-Jun	16-Jul	29-Jun	17-Jun
Thanksgiving Wednesday - No Classes- Student Holiday Only	27-Nov					
Last Day of Class	4-Dec	20-Apr	19-Jun	31-Jul	31-Jul	10-Jul
Study Day	N/A	N/A	-	-	-	-
Final Exams	12/5-12/7. 12/9-12/11	4/21-4/27	-	-	-	-
Grades Due	16-Dec	30-Apr	24-Jun	5-Aug	5-Aug	15-Jul
Degree Conferral Date	13-Dec	30-Apr	1-Aug	1-Aug	1-Aug	1-Aug
Certifications	17-Dec	2-May	10-Aug	10-Aug	10-Aug	10-Aug
Commencement	12/13-12/14	4/30-5/2	1-Aug	1-Aug	1-Aug	1-Aug
Number of Class Days **	74.5	77	31	31	62	46
Number of Final Exam Days	6	6	-	-	-	-
Total Number of Instructional Days *	80.5	83	31	31	62	46
Grand Total Number of Instructional Days	225.5					
Total Instructional Days*	Fall 2019	Spring 2020	SU A (6 wks) 2020	B (6 wks) 2020	C (12 wks) 2020	D (8 wks) 2020
August	5.5	-	-	-	-	-
September	22	-	-	-	-	-
October	25	-	-	-	-	-
November	19	-	-	-	-	-
December	9	-	-	-	-	-
January	-	20.5	-	-	-	-
February	-	22.5	-	-	-	-
March	-	18.5	-	-	-	-
April	-	21.5	-	-	-	-
May	-	0	15	-	15	15
June	-	-	16	7.5	22	24
July	-	-	-	23.5	25	7
August	-	-	-	0	0	0
Totals *	80.5	83	31	31	62	46

* Does include final exam days

** Does not include final exams

Saturday is counted as one-half an instructional day

Holidays - University Closed		
Labor Day	Monday	9/2/2019
Veterans Day	Friday	11/11/2019
Thanksgiving	Thurs-Sat	11/28 - 11/30
MLK	Monday	1/20/2020
Spring Break	Mon-Sat	3/9 - 3/14
Memorial Day	Monday	5/25/2020
4th of July	Friday	7/3/2020

ACC Approved and Recommended 1/18/2018

ITEM: EP-2b

EDUCATIONAL PROGRAMS COMMITTEE
University of Central Florida

SUBJECT: 2020-21 UCF Academic Calendar

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval of 2020-21 UCF academic calendar

BACKGROUND INFORMATION

The Board of Governors requires that the Board of Trustees approve the university's academic calendar. The attached academic year calendar, developed by the UCF Academic Calendar Committee has been approved by Provost Whittaker.

Supporting documentation: Attachment A: 2020-21 Proposed Academic Calendar

Prepared by: Maribeth Ehasz, Vice President, Student Development and Enrollment Services and
DeLaine Priest, Associate Vice President, Student Development and Enrollment Services

Submitted by: A. Dale Whittaker, Provost and Executive Vice President

Attachment A

2020-21 Academic Calendar - Proposed

Proposed Revision for Downtown

EVENT	Fall 2020	Spring 2021	SU A (6 wks) 2021	B (6 wks) 2021	C (12 wks) 2021	D (8 wks) 2021
Classes Begin	24-Aug	11-Jan	17-May	28-Jun	17-May	17-May
Drop Deadline	27-Aug	14-Jan	20-May	1-Jul	20-May	20-May
Add Deadline	28-Aug	15-Jan	21-May	2-Jul	21-May	21-May
Withdraw Date	30-Oct	26-Mar	11-Jun	23-Jul	7-Jul	25-Jun
Thanksgiving Wednesday - No Classes- Student Holiday Only	25-Nov					
Last Day of Class	4-Dec	26-Apr	26-Jun	7-Aug	7-Aug	17-Jul
Study Day		27-Apr	-	-	-	-
Final Exams	12/7-12/12	4/28-5/4	-	-	-	-
Grades Due	16-Dec	7-May	30-Jun	11-Aug	11-Aug	21-Jul
Degree Conferral Date	18-Dec	6-May	7-Aug	7-Aug	7-Aug	7-Aug
Certifications	18-Dec	10-May	13-Aug	13-Aug	13-Aug	13-Aug
Commencement	12/18-12/19	5/6-5/8	7-Aug	7-Aug	7-Aug	7-Aug
Number of Class Days	76.5	77	31.5	31.5	63	46.5
Number of Final Exam Days	6	6	-	-	-	-
Total Number of Instructional Days	82.5	83	31.5	31.5	63	46.5
Grand Total Number of Instructional Days	228.5					
Total Instructional Days*	Fall 2020	Spring 2021	SU A (6 wks) 2021	B (6 wks) 2021	C (12 wks) 2021	D (8 wks) 2021
August	6.5	-	-	-	-	-
September	23	-	-	-	-	-
October	24.5	-	-	-	-	-
November	18.5	-	-	-	-	-
December	10	-	-	-	-	-
January	-	15.5	-	-	-	-
February	-	22	-	-	-	-
March	-	19.5	-	-	-	-
April	-	23	-	-	-	-
May	-	3	10.5	-	10.5	10.5
June	-	-	21	3	24	24
July	-	-	-	23	23	12
August	-	-	-	5.5	5.5	0
Totals	82.5	83	31.5	31.5	63.0	46.5

* Does include final exam days

** Does not include final exam days

Saturday is counted as one-half an instructional day

Holidays - University Closed		
Labor Day	Monday	9/7/2020
Veterans Day	Wednesday	11/11/2020
Thanksgiving	Thurs-Sat	11/26-11/28
MLK	Monday	1/18/2021
Spring Break	Mon-Sat	3/7-3/14
Memorial Day	Monday	5/31/2021
4th of July	Monday	7/5/2021

ITEM: EP-3a

EDUCATIONAL PROGRAMS COMMITTEE
University of Central Florida

SUBJECT: Doctorate in Social Work

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval of New Degree Program – Doctorate in Social Work

BACKGROUND INFORMATION

The School of Social Work in the College of Health and Public Affairs proposes to establish a professional practice Doctorate in Social Work focused on Behavioral Healthcare Leadership.

UCF's Doctorate in Social Work curriculum is distinguished from existing Doctorate in Social Work programs in Florida and the United States by its grounding in the specific recommendations of the Institute of Medicine for population-based focus on behavioral health and training of practitioners in building evidence for behavioral health interventions with an emphasis on fidelity, standardization, accountability, and performance measurement. The field of behavioral health is rapidly expanding and social work practitioners are the most populous of health professions represented in the behavioral health workforce. The U. S. Bureau of Labor Statistics projects employment of healthcare social workers in 2015, and mental health and substance abuse social workers to both grow by 19 percent between 2014 and 2024. Further, the State of Florida is projected to experience a dramatic rise in the population of individuals most in need of health services, with the number of residents 65 and older expected to increase from 3,259,602 in 2010 to 6,642,622 in 2040 (Florida Demographic Estimating Conference and the University of Florida, 2015). As organizations strive to meet these increasing demands, they will need an increasing number of highly trained social workers to join management teams and serve in leadership roles. In response to the emerging demands for social work leadership in the healthcare sector, the overall purpose of this proposed program is to prepare social work professionals to develop, manage, evaluate, and strengthen programs that serve patients in hospitals, hospices, nursing care facilities, and mental health and substance abuse treatment facilities.

The proposed program will require 42 credit hours beyond the Masters in Social Work degree including 36 hours of coursework and six hours of Capstone research. It will be an online, part-time, three-year cohort program.

This proposal was evaluated and recommended by the department, college, and university Graduate Council Program Review Committee. The College of Graduate Studies recommends this proposal, and it has evaluated seven of the eight program criteria as *met with strength* and one as *met*. The proposed implementation date is Fall 2018.

Supporting documentation: Attachment A: Analysis Summary for New Degree Authorization

Prepared by: Elizabeth Klonoff, Vice President for Research and Dean of the College of Graduate Studies

Submitted by: A. Dale Whittaker, Provost and Executive Vice President

Attachment A

Analysis Summary for New Degree Authorization

Program Name: Doctorate in Social Work

	Criteria	Proposal Response to Criteria
1.	The goals of the program are aligned with the university's mission and relate to specific institutional strengths.	Met with Strength The Doctorate in Social Work program supports the mission and goals of both the State University System and the University of Central Florida. The existing Master of Social Work program, particularly the online track, has been highly successful.
2.	If there have been program reviews or accreditation activities in the discipline or related disciplines pertinent to the proposed program, the proposal provides evidence that progress has been made in implementing the recommendations from those reviews.	Met with Strength There is not currently an accrediting body for the Doctorate in Social Work degree. The Masters and Bachelors of Social Work at the University of Central Florida have received positive accreditation reviews. The departmental requirement to hire new Social Work faculty with demonstrated productivity in research, as evidenced by grant acquisition and publication quality, supports the program's future growth and success.
3.	The proposal describes an appropriate and sequenced course of study. Admissions and graduation criteria are clearly specified and appropriate. The course of study and credit hours required may be satisfied within a reasonable time to degree. In cases in which accreditation is available for existing bachelor's or master's level programs, evidence is provided that the programs are accredited or a rationale is provided as to the lack of accreditation.	Met with Strength The program has well defined admissions and graduation standards. The proposal outlines appropriate courses focused on research-problem solving and data analysis. There are a variety of existing UCF courses available online from Social Work other programs that Doctorate in Social Work students could take to satisfy electives documented in the proposal.
4.	Evidence is provided that a critical mass of faculty members is available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty members in later years, based on estimated enrollments. For doctoral programs, evidence is provided that the faculty members in aggregate have the necessary experience and research activity to sustain a doctoral program.	Met with Strength The Social Work faculty are productive and the participation levels for research and teaching responsibilities in support of the degree are evenly dispersed. The research that is currently funded is in areas of focus for future student research.
5.	Evidence is provided that the necessary library volumes and serials; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; appropriate fellowships, scholarships, and graduate assistantships; and appropriate clinical and internship sites are sufficient to initiate the program.	Met The degree will be an online program and will not be impacted by space limitations. The start of the program is planned for Fall 2018, which is prior to the completion of the UCF Downtown Campus. Temporary solutions may be needed for faculty and administrators. The committee recommended that more letters of support from external agencies and current and potential future employers be included with the proposal. The letters should specifically address the agency or company's promise of financial support to fund students with tuition support.

	Criteria	Proposal Response to Criteria
6.	Evidence is provided that there is a need for more people to be educated in this program at this level. For all degree programs, if the program duplicates other degree programs in Florida, a convincing rationale for doing so is provided. The proposal contains realistic estimates of headcount and FTE students who will major in the proposed program and indicates steps to be taken to achieve a diverse student body.	Met with Strength The external consultants supported the need for the program. An internal survey of Master of Social Work alumni returned a strong interest in pursuing the Doctorate in Social Work. The committee was concerned about the salary potential for graduates of the program. The proposal demonstrates a clear market demand for graduates with such a degree. There is a strong successful population of students at UCF from the Master of Social Work online program that will bring a diverse population of applicants.
7.	The proposal provides a complete and realistic budget for the program, which reflects the text of the proposal, is comparable to the budgets of similar programs, and provides evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have a negative impact on undergraduate education. The proposal demonstrates a judicious use of resources and provides a convincing argument that the output of the program justifies the investment.	Met with Strength The budget in the proposal is realistic and will take advantage of resources generated by the Master of Social Work online program. The structural change in the College of Health and Public Affairs may impact funding in the future. The cost of the program is relatively low.
8.	The proposal provides evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service.	Met with Strength The School of Social Work has shown a recent, significant increase in external funding. The hiring of research productive faculty will strengthen the department and program. Teaching productivity in the department is high.

EDUCATIONAL PROGRAMS COMMITTEE
University of Central Florida

SUBJECT: Ph.D. Degree in Strategic Communications

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval of New Degree Program – Ph.D. Degree in Strategic Communications

BACKGROUND INFORMATION

The Nicholson School of Communication in the College of Sciences proposes to establish a Ph.D. Degree in Strategic Communications.

Strategic communications, one of the fastest growing areas situated within the broader field of communication, is an innovative and unique subfield. It is distinct from other communication subfields in that it is intentionally goal-driven communication wherein communication scholars work in partnership with professionals in the public and private sectors to solve real world problems. It involves constructing and designing effective, theoretically driven messages and delivering them through the appropriate channels to accomplish specific goals related to local, national, and global problems and issues in health, risk and crisis, media and technology, instructional and training, as well as advertising and public relations contexts.

The proposed Ph.D. Degree in Strategic Communications is currently on the Board of Governors list of programs of Strategic Emphasis CIPs as of Fall 2014 for Critical Workforce – Gap Analysis.

Current data and future projections indicate the need for students with doctoral level expertise in health and risk and crisis communication. Evidence for this is the growing demand for highly trained communication educators, researchers, policy analysts, and practitioners in health, government, corporate, non-profit, and academic sectors of society. Job openings for communication teachers at the post-secondary level requiring doctoral or professional degrees are anticipated to grow from 10 to 19 percent between 2014 and 2024. Data from the National Communication Association reveal growth in enrollment in communication programs across the country, increasing demand for Ph.D. trained university faculty to meet the teaching demand.

Very few institutions currently offer Ph.D. programs with tracks in the related areas of health, risk, or crisis communication. Among the four institutions in Florida that grant communication doctorates, none offers doctorates in Strategic Communications or a track in health, crisis, or risk communication. This proposed Ph.D. program is designed to fill that gap and provide students with the necessary knowledge and skills to pursue a successful, advanced career in communication and related fields in both academic and applied settings.

The proposed program will require a minimum of 60 hours beyond the master's degree including 42 hours of coursework, three credit hours in community engagement, and 15 hours of dissertation credit.

This proposal was evaluated and recommended by the school, college, and university Graduate Council Program Review Committee. The College of Graduate Studies recommends this proposal, and it has evaluated seven of the eight program criteria as *met with strength* and one as *met*. The proposed implementation date is Fall 2019.

Supporting documentation: Attachment A: Analysis Summary for New Degree Authorization

Prepared by: Elizabeth Klonoff, Vice President for Research and Dean of the College of Graduate Studies

Submitted by: A. Dale Whittaker, Provost and Executive Vice President

Attachment A

Analysis Summary for New Degree Authorization
Program Name: Ph.D. Degree in Strategic Communications

	Criteria	Proposal Response to Criteria
1.	The goals of the program are aligned with the university's mission and relate to specific institutional strengths.	Met with Strength The Strategic Communications Ph.D. degree program supports all State University System strategic goals and the mission for fostering interdisciplinary research. The program is aligned to contribute to the UCF mission of partnership. The program meets a critical workforce gap, which is an area of strategic emphasis.
2.	If there have been program reviews or accreditation activities in the discipline or related disciplines pertinent to the proposed program, the proposal provides evidence that progress has been made in implementing the recommendations from those reviews.	Met with Strength The undergraduate communication program met all SACSCOC requirements in 2016. Recommendations from the consultants were addressed and resolved. The external consultant's recommendation to offer training for the less experienced graduate faculty on working with and advising dissertations has been implemented and a timeline to meet this suggestion has been established.
3.	The proposal describes an appropriate and sequenced course of study. Admissions and graduation criteria are clearly specified and appropriate. The course of study and credit hours required may be satisfied within a reasonable time to degree. In cases in which accreditation is available for existing bachelor's or master's level programs, evidence is provided that the programs are accredited or a rationale is provided as to the lack of accreditation.	Met with Strength The program curriculum involves coursework and associated activities that will prepare the doctoral candidates for presenting and publishing original research. The sequence of coursework is well conceived and many of courses will be crucial in assisting students in dissertation research. The new courses have been approved by Graduate Council Curriculum Committee. The required courses cover theory, research, and application.
4.	Evidence is provided that a critical mass of faculty members is available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty members in later years, based on estimated enrollments. For doctoral programs, evidence is provided that the faculty members in aggregate have the necessary experience and research activity to sustain a doctoral program.	Met with Strength The program will initially be supported by 16 tenure or tenure earning Graduate Faculty with earned Doctor of Philosophy degrees. The recently hired faculty have experience mentoring doctoral level students. The Nicholson School of Communication has an overall high level of research productivity.

	Criteria	Proposal Response to Criteria
5.	Evidence is provided that the necessary library volumes and serials; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; appropriate fellowships, scholarships, and graduate assistantships; and appropriate clinical and internship sites are sufficient to initiate the program.	<p>Met</p> <p>UCF has comparable journal subscriptions as other peer institutions that offer a doctoral degree in this field. The library assessment states they are currently only lacking basic textbooks. The program has allocated funds to correct this deficiency. An increase in grant dollars is predicted to continue and accelerate. The committee raised concerns that grant funding is not guaranteed. The program will be housed at the new UCF downtown campus, which is expected to be beneficial. The committee suggested to strengthen the grant funding activities and the move to downtown to highlight the potential for opening diverse government and industry partnerships.</p>
6.	Evidence is provided that there is a need for more people to be educated in this program at this level. For all degree programs, if the program duplicates other degree programs in Florida, a convincing rationale for doing so is provided. The proposal contains realistic estimates of headcount and FTE students who will major in the proposed program and indicates steps to be taken to achieve a diverse student body.	<p>Met with Strength</p> <p>The program does not duplicate any existing programs in the state of Florida. There is substantial current data documenting the need for well-trained experts in this field and future projections for employment needs are expected to continue to grow. There is already a shortage of faculty to fill current vacant positions. It is expected that Ph.D. program will be diverse based on the current undergraduate and master's student populations.</p>
7.	The proposal provides a complete and realistic budget for the program, which reflects the text of the proposal, is comparable to the budgets of similar programs, and provides evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have a negative impact on undergraduate education. The proposal demonstrates a judicious use of resources and provides a convincing argument that the output of the program justifies the investment.	<p>Met with Strength</p> <p>The reallocation of existing graduate assistantship funds from the Master's students to Ph.D. of Philosophy students appears to be adequate. However, this movement from may have a negative impact on the Master's program which is expected to serve somewhat as a feeder population to the Ph.D. program. The program obtained a commitment from the College of Sciences Dean for funding amounting to \$194,000 by year five of the program. There is the possibility that grants may not be obtained on a regular basis which would impact the program funding.</p>
8.	The proposal provides evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service.	<p>Met with Strength</p> <p>Existing faculty have proven experience and success on all fronts: teaching research, and service.</p>

EDUCATIONAL PROGRAMS COMMITTEE
University of Central Florida

SUBJECT: Master of Science Degree in Emergency and Crisis Management

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval of New Degree Program Master of Science Degree in Emergency and Crisis Management

BACKGROUND INFORMATION

The School of Public Administration in the College of Health and Public Affairs proposes to establish a Master of Science Degree in Emergency and Crisis Management. This program builds upon the Graduate Certificate Program and will require 36 credit hours (10 core courses and two restricted electives).

The frequency of man-made and natural disasters has dramatically increased since the 1990's; emergency and disaster declarations in the United States reflect it. Florida ranks fifth with the most major disaster declarations between 1953 and 2015 with 67 declarations. The nation has sustained 212 weather and climate disasters since 1980 in which overall damages and costs reached or exceeded \$1 Billion. This year, three major hurricanes – Harvey, Irma, and Maria – caused major damage across Texas, Louisiana, Puerto Rico, Florida, and Georgia. Hurricane Irma was the strongest hurricane in the Atlantic ever recorded. The United States has also experienced multiple man-made disasters, including the Terrorist Attacks of September 11, 2001, Boston Marathon Bombing, BP Deepwater Horizon Oil Spill, Virginia Tech Mass Shooting, Pulse Nightclub Mass Shooting, and Las Vegas Mass Shooting (deadliest terror attack in United States since September 11, 2001).

This proposed Master of Science Degree in Emergency and Crisis Management program will prepare individuals to practice as a highly trained practitioner ready to manage security threats or crises, natural or man-made threats, disasters or emergencies through the coordination of the public, private, and nonprofit sectors. We built into the curriculum FEMA's Professional Development Series, elements of the Certified Emergency Manager program, and an intensive, week-long, hands-on training experience. Therefore, our graduates will be able to apply for a Certified Emergency Manager designation sooner. This program will benefit the public, private, and nonprofit emergency management field through service learning, internships, and volunteer service. The scope and focus of the proposed program will be unique in Florida and one of 42 in the United States. We have the largest group of emergency management scholars housed in one program, and we are the second highest published in this discipline.

Emergency Management and Homeland Security remains one of the fastest growing occupations in the United States. The Bureau of Labor Statistics projects an 8 percent increase between 2012 and 2022, and strong industry growth in the public, private, and nonprofit sectors.

The school, college, and university Graduate Council Program Review Committees evaluated and recommended this proposal. The College of Graduate Studies recommends this proposal; it has evaluated seven of the eight program criteria as *met with strength* and one as *met*. The proposed implementation date is Fall 2018.

Supporting documentation: Attachment A: Analysis Summary for New Degree Authorization

Prepared by: Elizabeth Klonoff, Vice President for Research and Dean of the College of Graduate Studies

Submitted by: A. Dale Whittaker, Provost and Executive Vice President

Attachment A

Analysis Summary for New Degree Authorization
Program Name: Master of Science Degree in Emergency and Crisis Management

	Criteria	Proposal Response to Criteria
1.	The goals of the program are aligned with the university's mission and relate to specific institutional strengths.	Met with Strength The program has established many strong partnerships within UCF (e.g., Nicholson School of Communication) and local organizations (e.g., Seminole County). Members of the proposal team have a history of partnering with national (e.g., FEMA) and international (e.g., IAEM) organizations. Recently hired faculty members have accomplished backgrounds including significant publication records in the field of emergency management. The program is aligned well to move to the downtown campus which will increase the opportunity for new partnerships and interdisciplinary work by the faculty.
2.	If there have been program reviews or accreditation activities in the discipline or related disciplines pertinent to the proposed program, the proposal provides evidence that progress has been made in implementing the recommendations from those reviews.	Met with Strength There is currently not an accreditation process for this degree field; however, the program is working to establish new accreditation practices with FEMA. A related UCF program, the Master's in Public Administration received the highest level of accreditation by the National Associate of Schools of Public Affairs and Administration (NASPAA) during the 2012 assessment.
3.	The proposal describes an appropriate and sequenced course of study. Admissions and graduation criteria are clearly specified and appropriate. The course of study and credit hours required may be satisfied within a reasonable time to degree. In cases in which accreditation is available for existing bachelor's or master's level programs, evidence is provided that the programs are accredited or a rationale is provided as to the lack of accreditation.	Met with Strength The program provided a carefully planned and detailed sequence of courses. All of the courses have been approved by the Graduate Council Curriculum Committee. The program will engage students in an active internship course to gain experience in the field. To aid students in finding internship opportunities, the program has hired a dedicated experiential learning staff member. The curriculum includes a capstone course that will provide students with mandatory hands-on training.
4.	Evidence is provided that a critical mass of faculty members is available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty members in later years, based on estimated enrollments. For doctoral programs, evidence is provided that the faculty members in aggregate have the necessary experience and research activity to sustain a doctoral program.	Met with Strength The program has the needed faculty to manage the program. The existing faculty including recent new hires have a strong background and expertise in the discipline. The program has incorporated local practitioners to serve as additional mentors to the students.

	Criteria	Proposal Response to Criteria
5.	Evidence is provided that the necessary library volumes and serials; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; appropriate fellowships, scholarships, and graduate assistantships; and appropriate clinical and internship sites are sufficient to initiate the program.	Met with Strength Current resources exist to fund the program. The Program Review Committee suggested that the program plan for funding of resources, including library resources, beyond year five of the program. The projected needed library expenses of \$2000 per year is relatively low compared to other programs. The program has initiated a fundraising campaign through the UCF Foundation for student scholarships. Since the program is offered online, space resources will be modest. Student learning opportunities will be enhanced by the existing fully operational emergency operations center on campus.
6.	Evidence is provided that there is a need for more people to be educated in this program at this level. For all degree programs, if the program duplicates other degree programs in Florida, a convincing rationale for doing so is provided. The proposal contains realistic estimates of headcount and FTE students who will major in the proposed program and indicates steps to be taken to achieve a diverse student body.	Met with Strength The program has tracked a waiting list of undergraduate alumni who have expressed interest in applying to the program once it is available. There is a high demand for graduates in this field noted by FEMA. This program's focus and online format will be unique to the State of Florida. The University of Florida's program has a fire focus and is mostly geared towards first responders. At Florida International University, the program is only offered in a mixed mode, which restricts it to the local student population. The proposed program has included strong letters of support from industry and peer institutions. A need for graduates in the field of emergency and crisis management is impacted by Florida being fifth ranked state for the number of major disaster declarations.
7.	The proposal provides a complete and realistic budget for the program, which reflects the text of the proposal, is comparable to the budgets of similar programs, and provides evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have a negative impact on undergraduate education. The proposal demonstrates a judicious use of resources and provides a convincing argument that the output of the program justifies the investment.	Met The outlined budget is appropriate for the program. In comparison to other new degree programs, it is relatively inexpensive as faculty members are already in place. It is predicted that there will be a minimal impact on the existing Emergency Management and Homeland Security Graduate Certificate. A bachelor's degree in Emergency Management is currently in the approval stages at UCF and will serve as a feeder program.
8.	The proposal provides evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service.	Met with Strength The current faculty has excellent publication track record and it is the second most highly published faculty in the emergency and crisis management discipline in the nation. Recent hires have included significant hires of research oriented faculty. Faculty members have strong ties with FEMA. Senior faculty members have received national recognition for their research.

EDUCATIONAL PROGRAMS COMMITTEE
University of Central Florida

SUBJECT: Bachelor of Arts and Bachelor of Science Degrees in Emergency Management

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval of New Degree Program – Bachelor of Arts and Bachelor of Science in Emergency Management

BACKGROUND INFORMATION

The proposed Bachelor of Arts and Bachelor of Science Degrees in Emergency Management directly address a workforce need in a growing industry while enhancing the university's deep commitment to community partnerships. The degree program establishes a competitive skillset, incorporates FEMA's Professional Development Series, and ensures graduates have an advantage in completing the Certified Emergency Management program.

This degree program is housed in the School of Public Administration in the College of Health and Public Administration. The emergency management degree program provides an educational path for students who can meet workforce needs within the region, the state, and the nation. From fire inspectors to command center operators to emergency planners, students with an emergency management degree will find private sector, nonprofit, and government organizations vying for their expertise. The bachelors program was developed out of a successful minor and has the support of community leaders, many of whom helped to design it as part of the UCF Emergency Management and Homeland Security Advisory Board. Graduates will be equipped to tackle communities' need to prepare for, respond to, recover from, and mitigate man-made and natural disasters. The degree program will provide students with a solid ethical, practice, and theory-based foundation to ensure they are well-prepared to lead and manage in a changing and diverse environment.

UCF will be the second public institution in Florida to provide a comprehensive bachelor's degree program; Florida Atlantic University has an undergraduate program in public safety administration. There are positive preliminary discussions with both Valencia College and Seminole State to attract transfer students from similar disciplines and pre-majors.

The Bachelor of Arts and Bachelor of Science degrees consist of 120 credit hours, including core courses in general emergency management, fiscal management, disaster response and recovery, hazard mitigation and preparedness, Geographic Information System, intergovernmental administration, and research methods; a required internship; a required minor; and a required capstone in community resiliency and sustainability.

This proposal was evaluated and recommend by department, college, and university undergraduate curriculum committees. The College of Undergraduate Studies recommends this program, and it has evaluated six of the eight program criteria as *met with strength* and two of the eight criteria as *met*. The proposed implementation date is Summer 2018.

Supporting documentation: Attachment A: Analysis Summary for New Degree Authorization

Prepared by: Elizabeth Dooley, Vice Provost for Teaching and Learning and Dean of Undergraduate Studies

Submitted by: A. Dale Whittaker, Provost and Executive Vice President

Attachment A

Analysis Summary for New Degree Authorization
Program Name: Bachelor of Arts and Bachelor of Science Degrees in Emergency Management

	Criteria	Proposal Response to Criteria
1.	The goals of the program are aligned with the university's mission and relate to specific institutional strengths.	Met with Strength. The Bachelor of Arts and Bachelor of Science degrees in Emergency Management will expand a successful minor within UCF's School of Public Administration. It will enhance the university's commitment to community partnerships, and student will be required to complete 300 hours of supervised internship service. It will assist the State University System goal of increasing community and business workforce development. The degree program will be offered in both a face-to-face and online format, which will further UCF's access goal. Finally, UCF has the largest operational emergency operations center in the State University System; it is the only one with a Community Emergency Response Team trailer, mobile speaker array, and social awareness tool. Thus, the university is uniquely positioned to teach the next generation of emergency management innovators.
2.	If there have been program reviews or accreditation activities in the discipline or related disciplines pertinent to the proposed program, the proposal provides evidence that progress has been made in implementing the recommendations from those reviews.	Met with Strength. The School of Public Administration has been successful during required external reviews, both at the national and state levels. The undergraduate Public Administration degree responded to consultant concerns regarding faculty and student ratio by hiring faculty. That same state review resulted in an "exemplary" rating for "quality and rigor of student learning outcome targets," ensuring the new degree program will also promote quality and rigor.
3.	The proposal describes an appropriate and sequenced course of study, including expected student learning outcomes, an assessment plan to verify student learning, and, in the case of advanced technology and related disciplines, industry-driven competences. Evidence is provided that, if appropriate, the university anticipates seeking accreditation for the proposed program.	Met with Strength. While there is no external accrediting body for emergency management, the School of Public Administration has sought advice from its Emergency Management and Homeland Security Advisory Board during the development of the proposed degree. The curriculum, which is limited to 120 hours, includes 10 core courses, all of which are already active courses and taught at least once a year. The curriculum includes a required minor, allowing students to gain additional knowledge in a complimentary discipline. FEMA's Professional Development Series is built into the curriculum.
4.	Evidence is provided that a critical mass of faculty is available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty in later years, based on estimated enrollments.	Met. The School of Public Administration has 20 full-time faculty members, nine of whom will teach in the proposed program. Seven of the nine are tenured or tenure-track. There are three adjuncts with extensive professional experience. The budget includes a commitment to hire another lecturer or instructor in year two.

	Criteria	Proposal Response to Criteria
5.	Evidence is provided that the necessary library volumes and serials; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; and appropriate clinical and internship sites are sufficient to initiate the program.	Met with Strength. The strength of the proposed program is in its commitment to internship opportunities. The School of Public Administration hired an Experiential Learning Coordinator in 2016, and 30 percent of that individual's time will be redirected to Emergency Management students. There is adequate classroom space, and the library holdings meet current needs. No specialized equipment is needed.
6.	Evidence is provided that there is a need for more people to be educated in this program at this level. The proposal contains realistic estimates of headcount and FTE students who will major in the proposed program and indicates steps to be taken to achieve a diverse student body.	Met with Strength. Emergency management is one of the nation's fastest growing occupations, and graduates from UCF's proposed program will have a competitive edge in completing the required Certified Emergency Manager accreditation program. The proposal's headcount is realistic if not conservative given the need for Certified Emergency Managers in Florida and across the country. Only Florida Atlantic University has an existing bachelor's degree program, so UCF will market across the state to attract students from underrepresented populations.
7.	The proposal provides a complete and realistic budget for the program, which reflects the text of the proposal, which is comparable to the budgets of similar programs, and which provides evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have a negative impact on undergraduate education. The proposal demonstrates a judicious use of resources and provides a convincing argument that the output of the program justifies the investment.	Met. The proposed budget clearly illustrates the manageable redirection of funds from other programs within the School of Public Administration to support the new program. The utilization of existing courses, existing faculty, and an existing internship support structure will allow UCF to launch a bachelor's program in Emergency Management with minimal expense while providing the state with a strong degree program in a growing industry. The budget includes funding for marketing, library acquisitions, faculty hires, and staff support in a timeline commiserate with student enrollment growth.
8.	The proposal provides evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service.	Met with Strength. The nine faculty members who will teach in the program already teach the courses that will comprise the core of the Emergency Management degrees. Five have research streams focused on emergency management, and two of those are recognized as international thought leaders while two more have national reputations for research and service to the discipline. The School of Public Administration is highly regarded for its faculty productivity in the areas of research, service to the university, service to the disciplines, and service to the community.

ITEM: NG-1

**University of Central Florida
BOARD OF TRUSTEES**

**SUBJECT: Governor Jeb Bush
Honorary Doctor of Public Service degree**

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval of an Honorary Doctor of Public Service degree for Governor Jeb Bush.

BACKGROUND INFORMATION

See attached.

Supporting documentation: Attachment A: Letter of Nomination

Prepared by: John Schell, Vice President and Chief of Staff

Submitted by: John C. Hitt, President



Attachment A

UNIVERSITY OF CENTRAL FLORIDA

Office of the President

P.O. Box 160002
Orlando, FL 32816-0002

March 15, 2018

Marcos Marchena
Chairman
Board of Trustees
University of Central Florida
Orlando, FL 32816

Dear Chairman Marchena:

It is my pleasure to nominate Governor Jeb Bush for the honorary degree of Doctor of Public Service.

The 43rd governor of the state, Bush served from 1999-2007. During his two terms as governor, he championed major reform of government in areas ranging from health care and environmental protection to civil service and tax reform. His top priority was the overhaul of the state's education system. Under his leadership, Florida established a bold accountability system in public schools and created an ambitious school choice program.

Governor Bush was an important friend to UCF during his tenure as governor. Asking very difficult questions about a proposed medical school at UCF, he ultimately became a staunch supporter. When we demonstrated the economic impact of the medical school and an eventual medical city in the Central Florida community and the state, the governor supported the project.

Without his crucial support, there would be no UCF medical college, no Florida International University medical school, and certainly no booming medical city at Lake Nona that contributes millions of dollars annually to the community. Governor Bush helped us in many different ways during his time in office, but his courageous support of medical education in Central Florida was perhaps the most significant.

He maintains his passion for improving the quality of education for students across the country by serving as the chair of the Foundation for Excellence in Education, a nonprofit education reform organization that he founded to transform education in America. The foundation seeks to work with education leaders, teachers, parents, and advocates to develop and implement reforms that lead to student achievement.

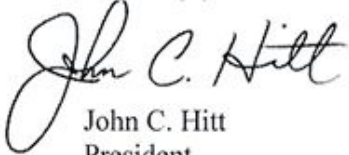
Bush, page 2

Bush currently serves as chairman of Dock Square Capital LLC, a merchant bank headquartered in Miami. It was founded on the core principals of transparency, creativity, trust, and alignment of interests with its partners and investors. It operates at the nexus of a global network of entrepreneurs and families, and the bank maintains a structural flexibility to add value for principal investors, strategic advisers, and joint venture partners.

He has written three books: *Profiles in Character*; *Immigration Wars: Forging an American Solution*; and *Reply All: A Governor's Story, 1999-2007*.

Bush will be remembered for his work on the state's education system, his efforts to protect the environment, and his achievements in improving the state's economy. For these reasons, it is appropriate to recognize him with an honorary doctoral degree in public service.

Cordially yours,

A handwritten signature in black ink, reading "John C. Hitt". The signature is fluid and cursive, with the first name "John" being particularly prominent.

John C. Hitt
President

ITEM: NG-2

**University of Central Florida
BOARD OF TRUSTEES**

**SUBJECT: Buddy Dyer
Honorary Doctor of Public Service degree**

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval of an Honorary Doctor of Public Service degree for Buddy Dyer.

BACKGROUND INFORMATION

See attached.

Supporting documentation: Attachment A: Letter of Nomination

Prepared by: John Schell, Vice President and Chief of Staff

Submitted by: John C. Hitt, President



Attachment A

UNIVERSITY OF CENTRAL FLORIDA

Office of the President

P.O. Box 160002
Orlando, FL 32816-0002

March 15, 2018

Marcos Marchena
Chairman
Board of Trustees
University of Central Florida
Orlando, FL 32816

Dear Chairman Marchena:

It is my pleasure to nominate the Honorable Buddy Dyer, mayor of Orlando, for the honorary degree of Doctor of Public Service.

After having served ten years in the Florida State Senate, Dyer became mayor of Orlando in 2003. Under his leadership and through strategic investments, Orlando has realized Dyer's dream of becoming one of the nation's fastest-growing cities and the country's most visited destinations. It now hosts more than 65 million visitors annually.

Dyer has striven to increase cooperation, collaboration, and partnerships among Central Florida's educational institutions, governments, business and civic communities, and residents, with a focus on education, innovation, transportation, sustainability, and government efficiency.

This collaborative approach has yielded outstanding results: working in partnership with UCF leadership and members of the community, Dyer helped to attract state-of-the-art health care facilities and create a medical city at Lake Nona, anchored by UCF's medical school.

Collaboration with UCF leadership and others also resulted in the Creative Village and the University of Central Florida-Valencia College campus in downtown Orlando. UCF Downtown will anchor the Creative Village innovation cluster, enroll 7,700 students, and generate an estimated \$200 million in annual economic impact.

Dyer also advocated a new performing arts center for Orlando and a new arena for the Orlando Magic. He worked with then-Orange County Mayor Rich Crotty to get approval for using \$1.1 billion of the county's Tourist Development Tax revenue, collected as a surcharge on hotel rooms, to fund construction on the Amway Center, the Dr. Phillips Center for the Performing Arts, and Camping World Stadium.

Dyer, page 2

And finally, and in many ways most importantly, Mayor Dyer helped the Orlando community unite following the horrific tragedy at the Pulse nightclub. He has striven to ensure that henceforth Orlando is a welcoming multicultural community that embraces diversity and inclusiveness, and promotes fairness and equality.

The Orlando-Central Florida landscape would be very different in appearance and tone if it were not for the vision, dedication, and collaborative leadership style of Mayor Buddy Dyer. It is fitting that we honor him with an honorary doctoral degree in public service.

Cordially yours,

A handwritten signature in black ink, appearing to read "John C. Hitt". The signature is fluid and cursive, with the first name "John" being the most prominent.

John C. Hitt
President

ITEM: NG-3

**University of Central Florida
BOARD OF TRUSTEES**

**SUBJECT: James Heekin
Honorary Doctor of Public Service degree**

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval of an Honorary Doctor of Public Service degree for James Heekin.

BACKGROUND INFORMATION

See attached.

Supporting documentation: Attachment A: Letter of Nomination

Prepared by: John Schell, Vice President and Chief of Staff

Submitted by: John C. Hitt, President



Attachment A

UNIVERSITY OF CENTRAL FLORIDA

Office of the President

P.O. Box 160002
Orlando, FL 32816-0002

March 15, 2018

Marcos Marchena
Chair
Board of Trustees
University of Central Florida
Orlando, FL 32816

Dear Chairman Marchena:

It is my pleasure to nominate James F. Heekin, Jr., for the honorary degree of Doctor of Public Service.

A partner in the Orlando law firm of Lowndes, Drosdick, Doster, Kantor & Reed, in which he heads the firm's Aviation and Healthcare Groups, Heekin focuses on healthcare, corporate and securities, and mergers and acquisitions. He represents business clients, including hospitals, physicians, physician groups and providers of ancillary medical services and insurers. In addition, he regularly represents clients in aviation law matters, including aircraft purchases and sales, financing, tax-free exchanges, and leases.

Heekin has been listed among *Florida Trend* magazine's "Florida Legal Elite" and Corporate Counsel Magazine's "Best Lawyers." A certified public accountant, he has practiced accounting in the Miami and Jacksonville offices of Price Waterhouse.

He has been a long-time friend to education in Florida. Governor Lawton Chiles appointed him to serve on the Florida Board of Regents in 1991, just as the board was beginning to search for a new president for UCF. For 26 years, I have been very thankful that Heekin and the Board of Regents gave me the opportunity to join this outstanding university. He later served as chairman of that board.

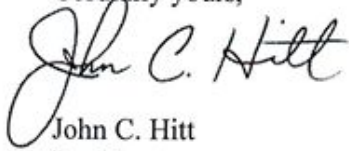
Heekin has been a faithful friend to UCF. He has been a strong advocate through the years for enhanced funding for UCF. In addition, he has served with distinction on the boards of the UCF Foundation, the UCF Research Foundation, the Orlando-UCF Shakespeare Festival, and the Orlando Repertory Theatre at UCF. He also served on the board of Shands HealthCare and the Florida Institute for Film Education.

Heekin, page 2

He has given his time to our community. Among other things, he served as chair of the Boy Scouts Troop Committee and served on the boards of Junior Achievement of Central Florida, the Orlando Apopka Air Association, and Bishop Moore High School,

In recognition of his service to the community, to higher education in Florida, and to UCF, I ask that you approve this nomination for an honorary doctoral degree of public service for Jim Heekin, Jr.

Cordially yours,

A handwritten signature in black ink, appearing to read "John C. Hitt". The signature is fluid and cursive, with the first name "John" being particularly prominent.

John C. Hitt
President

ITEM: NG-4

**University of Central Florida
BOARD OF TRUSTEES**

**SUBJECT: Teresa Jacobs
Honorary Doctor of Public Service degree**

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval of an Honorary Doctor of Public Service degree for Teresa Jacobs.

BACKGROUND INFORMATION

See attached.

Supporting documentation: Attachment A: Letter of Nomination

Prepared by: John Schell, Vice President and Chief of Staff

Submitted by: John C. Hitt, President



Attachment A

UNIVERSITY OF CENTRAL FLORIDA

Office of the President

P.O. Box 160002
Orlando, FL 32816-0002

March 15, 2018

Marcos Marchena
Chairman
Board of Trustees
University of Central Florida
Orlando, FL 32816

Dear Chairman Marchena:

It is my pleasure to nominate the Honorable Teresa Jacobs, mayor of Orange County, for the honorary degree of Doctor of Public Service.

Known as a champion of ethics reform and a strong advocate for public participation in the governmental process, Mayor Jacobs has established a set of core values to guide county employees in their daily duties: professionalism, integrity, strong work ethic, innovation, fairness, and accountability.

Before her election as mayor in 2011, she served two terms as an Orange County Commissioner from 2000 to 2008. Prior to holding public office, she was president of the Orange County Homeowners Association Alliance, an organization that represented approximately 100 neighborhoods, and she enjoyed a successful nine-year career in banking.

As mayor, she remains focused on maintaining Orange County's reputation as the world's top tourism destination. Simultaneously she helped to launch a new branding campaign, "Orlando. You Don't Know the Half of It," in order to publicize the region's workforce and business sector capabilities in high tech, digital media, and medical research, as well as our world class quality of life, including sports, recreational, and performing arts venues.

Mayor Jacobs is leading far-reaching sustainability efforts to ensure that Orange County's future will be a healthy and prosperous one. She is a staunch advocate for citizen involvement in governmental and civic affairs, broadening our innovation-driven economy by partnering with institutions of higher learning. She strongly supported our establishment of the UCF medical school and UCF Downtown, and she has taken a leadership role in the process of establishing a UCF hospital in the medical city at Lake Nona.

Jacobs, page 2

While working to achieve economic prosperity, Jacobs is also deeply committed to providing opportunities for all of Orange County's children and families. She is leading efforts aimed at reducing family homelessness by expanding affordable housing inventories and boosting opportunities for success. She has chaired or appointed regional commissions focused on domestic violence, child abuse, and youth mental health.

She has served or is serving on numerous boards, often in leadership position, such as president of the Florida Association of Counties, chair of the East Central Florida Regional Planning Council, and chair of the Central Florida Smart Growth Alliance. She is a member of the board of directors of the Orange County Expressway Authority and additional boards of organizations dealing with transportation, development, homelessness, and other issues of importance to the Central Florida community.

Mayor Jacobs has provided outstanding service to this community and to UCF, and it is appropriate to recognize her many accomplishments with an honorary doctoral degree in public service.

Cordially yours,



John C. Hitt
President

ITEM: NG-5

**University of Central Florida
BOARD OF TRUSTEES**

**SUBJECT: Thomas Kuntz
Honorary Doctor of Public Service degree**

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval of an Honorary Doctor of Public Service degree for Thomas Kuntz.

BACKGROUND INFORMATION

See attached.

Supporting documentation: Attachment A: Letter of Nomination

Prepared by: John Schell, Vice President and Chief of Staff

Submitted by: John C. Hitt, President



Attachment A

UNIVERSITY OF CENTRAL FLORIDA

Office of the President

P.O. Box 160002
Orlando, FL 32816-0002

March 15, 2018

Marcos Marchena
Chairman
Board of Trustees
University of Central Florida
Orlando, FL 32816

Dear Chairman Marchena:

It is my pleasure to nominate Thomas Kuntz for the honorary degree of Doctor of Public Service.

Kuntz retired as president and chief executive officer of SunTrust Banks, Florida, after a 35-year career with the company. He continues to serve on the board of directors of SunTrust Bank, Central Florida.

He has a record of distinguished service to Florida higher education, both public and private. He is the immediate past chair of the Florida Board of Governors, the governing body that oversees all public universities in the Florida state university system. Additionally, he is the immediate past chair of the Florida Higher Education Coordinating Council and a member of the board of trustees of Rollins College. Recently, he was appointed by Governor Scott to serve on the on the University of Florida's board of trustees.

He has been particularly supportive of UCF. In his role as a member of the Florida Board of Governors, he recognized UCF's significant strengths and importance to the community and the state. As a result, he encouraged UCF's leaders to develop and pursue our goals of reaching preeminence and establishing a UCF Downtown Center and a teaching hospital for the UCF medical school.

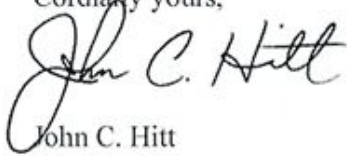
In addition to his considerable service to UCF and to education, he is also an active member of the Florida Council of 100, the board of directors of Guidewell Mutual Holding Corporation, Blue Cross and Blue Shield of Florida, as well as a trustee of the Alfred I. DuPont Testamentary Trust, one of America's most generous supporters of pediatric healthcare. He is former vice chair of Enterprise Florida and of the Florida Commission on Healthcare and Hospital Funding.

He is a past recipient of the Governor's Business Leader of the Year Award, presented annually to the Florida business leader who has excelled in both business and civic leadership, as well as a past recipient of the Governor's Business Ambassador Award.

Kuntz, page 2

For his service to UCF, to education in Florida, and for his civic engagement, I recommend that we honor Tom Kuntz with an honorary doctoral degree in public service.

Cordially yours,

A handwritten signature in black ink, reading "John C. Hitt". The signature is written in a cursive style with a large, stylized "J" and "H".

John C. Hitt
President

ITEM: NG-6

**University of Central Florida
BOARD OF TRUSTEES**

SUBJECT: Carolyn Roberts
Honorary Doctor of Public Service degree

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approval of an Honorary Doctor of Public Service degree for Carolyn Roberts.

BACKGROUND INFORMATION

See attached.

Supporting documentation: Attachment A: Letter of Nomination

Prepared by: John Schell, Vice President and Chief of Staff

Submitted by: John C. Hitt, President



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

P.O. Box 160002
Orlando, FL 32816-0002

March 15, 2018

Marcos Marchena,
Chairman
Board of Trustees
University of Central Florida
Orlando, FL 32816

Dear Chairman Marchena:

It is my pleasure to nominate Carolyn K. Roberts for the honorary degree of Doctor of Public Service.

The founder and president of Roberts Real Estate, Roberts has devoted much of her life to pursuing the excellence and growth of the state's universities and by advancing the quality of health care for Florida's citizens.

She began her remarkable tenure of service to the State University System of Florida in January of 1989, when she was appointed to the Florida Board of Regents. She served as chair of the Access and Equity Committee, and, I am very happy to say, chaired the task force that hired me as the fourth president of UCF in 1992.

Roberts became vice-chair of the Board of Regents in 1992 and was named chair the following year. Governor Jeb Bush appointed her to the Florida Board of Education and, in January of 2003, to the newly created Florida Board of Governors, which now governs the Florida University System and its eleven universities. She was elected vice chair and then chair in 2003, a position she held for 6 years. She continued her service on the Board of Governors as chair of the Economic Development and Medical Education committees until January 2010.

During her tenure on the Medical Education committee, her leadership and her dedication to providing health care for the citizens of Florida were instrumental in gaining approval for UCF's medical school and the medical school at Florida International University. UCF has always had her support for our major projects, but most importantly, for the medical school and the medical city at Lake Nona. Her counsel and support were invaluable.

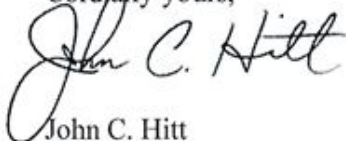
Roberts, page 2

She also served on the board of directors of Shands Hospital at UF, which eventually became the Shands Teaching Hospital & Clinics. She was a member of the board of directors of the University of Florida Research Foundation, Florida Association of Basic Medical Scientists, Munroe Regional Medical Healthcare Foundation, and the Munroe Regional Hearing Foundation. In addition, she has served on both the UCF and University of Florida Foundations, and since 2010, has served on the Board of Trustees of the University of Florida.

In addition to her long-time and remarkable dedication to education and medical care in Florida, Roberts has assumed leadership roles in her business life, as well. She is founder and president of Roberts Real Estate in Ocala, which has served the real estate needs of its clients and customers since 1992. Among numerous board memberships and roles, she has served as a past president of the Ocala/Marion County Association of Realtors and on the board of the Florida Real Estate Commission. She currently serves on the board of directors of Gateway Bank of Central Florida.

Always willing to take a leadership role, always willing to support education and health care, the Honorable Carolyn Roberts has been a long-time champion of education, health care, and business in Florida. Most especially, she has been a steadfast friend to the University of Central Florida. I can think of no better way to honor her than to present her with an honorary doctoral degree in public service.

Cordially yours,

A handwritten signature in black ink, appearing to read "John C. Hitt". The signature is fluid and cursive, with the first name "John" being particularly prominent.

John C. Hitt
President

ITEM: NG-7

**University of Central Florida
BOARD OF TRUSTEES**

SUBJECT: Emeritus Confirmation

DATE: March 22, 2018

PROPOSED BOARD ACTION

Award the title of Chief *Emeritus* to Chief Richard Beary for his accomplishments during his tenure as Chief of Police.

BACKGROUND INFORMATION

Supporting documentation: Attachment A: Letter of Nomination

Prepared by: John Schell, Vice President and Chief of Staff

Submitted by: John C. Hitt, President

Attachment A



UCF Police Department
P.O. Box 163550
Orlando, FL 32816
407-823-2394

TO: Dr. John C. Hitt
President
University of Central Florida

FROM: Dr. Brett Meade and Carl Metzger
Deputy Chiefs of Police
University of Central Florida Police Department

SUBJECT: Consideration for Chief Emeritus Status
Associate Vice President/ Chief of Police Richard M. Beary

DATE: January, 3, 2018

It is our honor to nominate AVP/Chief of Police Richard M. Beary for Chief Emeritus status. Upon his retirement on June 30, 2018, Chief Beary will have provided exemplary and visionary service to the citizens of Central Florida as a law enforcement officer for 41 years, 11 of which as the Chief of Police at UCF. In every facet of his professional career and personal life, Chief Beary validates each aspect of the UCF Creed: Integrity, Scholarship, Community, Creativity, and Excellence. He is most deserving of this prestigious award.

Chief Beary began his law enforcement career at the age of 18 in 1977 at the Altamonte Springs Police Department, where he rose through the ranks from communications operator to Commander of Police Operations. In 1992, he was named Chief of Police for the City of Lake Mary. He served there until retiring in June 2007 after 30 years of municipal service. He joined the University of Central Florida as Chief of Police in August 2007. He is currently the longest serving chief of police in the State of Florida.

Chief Beary holds a bachelor's degree in public affairs from Rollins College and a master's degree in criminal justice from UCF. A graduate of the 143rd session of the FBI National Academy, he also serves as an adjunct faculty member at Seminole State College of Florida and has been a certified law enforcement trainer since 1981. Chief Beary is a member of numerous state, national and international professional organizations and the former president of the Florida Police Chiefs Association and the Central Florida Criminal Justice Association. Chief Beary has received numerous awards from civic and service organizations. He has twice been awarded the Medal of Valor for Performance Undertaken at Great Personal Hazard, as well as other law enforcement awards.

From October 2014 to October 2015, Chief Beary served as president of the International Association of Chiefs of Police, the largest professional law enforcement organization in the world with more than 30,000 members. He is the first university police chief to lead the IACP. His tenure as IACP president was among the most challenging in the history of the organization, as law enforcement faced immense scrutiny from federal and state governments, as well as the public, for a number of high-profile incidents. Chief Beary traveled around the world as IACP president to bring attention to law enforcement's successes and needs. Chief Beary continues to passionately defend law enforcement by using his considerable speaking skills and years of experience to educate the public, government leaders, and the media about the challenges police face on a daily basis. Especially in these trying times for law enforcement, there could not be a more knowledgeable, enthusiastic and community-oriented leader. Chief Beary has been invited to the White House and Washington D.C. on several occasions to engage with national leaders on bias-free policing panels and other significant police issues.

Under his leadership, the UCF Police Department and Office of Emergency Management have both achieved accreditation status and are recognized as innovators in their respective fields. At UCF, he initiated the Chief's Advisory Council, which brings together UCF students, faculty and staff members to discuss campus safety concerns and to gather feedback from the community he serves. Chief Beary supported initiatives to strengthen relationships with groups on campus, such as the Muslim Student Association, UCF LGBTQ+ Services, the Multicultural Student Center and UCF Athletics. He understands that safety works best when we all support each other and that is the message he shares with everyone, from students at UCF, the officers he leads, and his peers across the globe. In 2016, Chief Beary was inducted into the Florida Law Enforcement Officer's Hall of Fame, one of only 10 law enforcement officers to achieve this distinction.

Chief Beary is a role model for young officers, a mentor to his command staff, an internationally-known leader, a son, a brother, a father, grandfather, and a friend. He wears all these hats simultaneously and with grace and humility.

In his role as Chief Emeritus, Chief Beary will continue his legacy by championing the law enforcement profession, the rights of victims of crime, and the necessity of providing a safe environment for the students, faculty, staff and visitors to the University of Central Florida.

CHARGE ON!!!

ITEM: NG-8

**University of Central Florida
Board of Trustees**

SUBJECT: New University Regulation UCF-3.0177 Promotion of Non-tenure-earning Instructional Designers

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approve new University of Central Florida Regulation UCF-3.0177 Promotion of Non-tenure-earning Instructional Designers.

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.”

Regulation UCF-3.0177 is proposed to outline the promotion criteria and process for instructional designers.

Supporting documentation: Attachment A: Proposed Regulation UCF-3.0177 (redline)

Prepared by: Youndy C. Cook, Deputy General Counsel
Jana Jasinski, Interim Vice Provost for Faculty Excellence
Lucretia Cooney, Associate Director, Faculty Excellence

Submitted by: Scott Cole, Vice President and General Counsel

Attachment A

UCF-3.0177 Promotion of Non-tenure-earning Instructional Designers

(1) Policy.

- (a) The University of Central Florida (UCF) adheres to the provisions of any applicable collective bargaining agreement regarding promotion procedures.
- (b) There shall be sufficient discipline flexibility in interpretation of the standards for promotion so that individuals may have a reasonable expectation of fulfilling the requirements.
- (c) Assistant Instructional Designers are normally eligible to apply for promotion to Associate Instructional Designer following their 5th year of fulltime service.
- (d) Associate Instructional Designers are normally eligible to apply for promotion to Senior Instructional Designer following 5 years of full-time employment at the rank of Associate Instructional Designer.
- (e) Faculty serving on promotion committees charged with reviewing and making promotion recommendations shall hold the rank at or above the rank to which the candidate is applying.

(2) Promotion.

- (a) Promotion is awarded for meeting the criteria for appointment to the rank to which the candidate applies, as defined by the candidate's unit, and by this regulation.
- (b) Promotion from assistant to associate instructional designer calls for excellence in instructional design, scholarship, research, and appropriate and effective service since appointment to UCF faculty.
- (c) Promotion to senior instructional designer is awarded on the basis of superior achievement at the national and/or international level with the promise of continued contribution, and not on the basis of longevity. Evidence of leadership and of substantial contributions of a sustained and continuing nature in each of the areas evaluated, beyond that expected of an associate instructional designer, are necessary for the achievement of the rank of senior instructional designer.
- (d) Prior years of service at other institutions as an instructional designer, or equivalent, or, time in service as a visiting instructional designer at UCF may be credited towards time in rank for promotion. However, if credit toward service is

established, three (3) years of regular full-time service as an instructional designer must be obtained at UCF.

- (e) If an associate instructional designer applies for promotion to senior instructional designer and is denied, they must wait until the second year following the denial to apply again.

(3) Criteria.

- (a) UCF places substantial emphasis on sustained excellence in, national recognition of, and substantial impact of scholarship, the profession of instructional development and design, and faculty support services. Consideration shall be given to all evidence related to research, scholarship, and course development and design contained or explained in the candidate's dossier including, but not limited to, faculty support, publications, grants, contracts, exhibits, scholarly presentations, and awards.
- (b) Service to the candidate's department or unit, college, the university, profession, the community, and the public shall be considered.

(4) Unit Promotion Criteria.

- (a) Promotion criteria shall take into account the mission and needs of the university and specifically address scholarship, the profession of instructional design, and instructional design service; service to the public, the discipline, and the university; and, other assigned duties, as applicable.
- (b) Specific criteria for promotion are on file in the unit and in the division. These criteria include items such as increased skill and effectiveness in instruction, quality and impact of research, increased recognition as an authority in the field, and potential for continued professional growth.
- (c) Unit specific criteria shall be approved by a majority of the participating full-time faculty in the unit, the unit head, the division head, and the provost or designee.
- (d) A subcommittee elected by the full-time faculty may be established to formulate initial criteria on which the unit faculty can vote.
- (e) If, following one year of development or revision, the criteria have not been approved through the procedure outlined in this subsection, then the unit head, in consultation with the division head, shall develop new criteria. The new criteria

shall take into consideration the feedback of the full-time faculty in the unit. All criteria must receive final approval by the provost or designee.

- (f) If the division chooses to have criteria in addition to unit criteria, these criteria shall be approved by a majority of the full-time faculty in the division, the division head, and the provost or designee. Approved division criteria will be available in the division and in the unit within the college.

(5) Procedures.

(a) Overview.

1. Instructional designers are not required to apply for promotion.
2. The promotion process shall be initiated by the faculty member in consultation with the unit head, and evaluated successively by the unit promotion committee, and the unit head, the division head, and the provost or provost's designee. The final decision of promotion rests with the provost or designee(s).
3. An instructional designer who decides to pursue promotion must submit a complete dossier by the deadline published on the Faculty Excellence website.
4. Administrators, UCF faculty, and faculty from other institutions who are determined by Faculty Excellence as having a conflict of interest regarding a candidate shall not participate in the promotion process of that candidate. A potential conflict of interest should be declared by the reviewer or candidate in advance of the reviewer's participation in the process. Although a conflict of interest is determined on a case-by-case basis by Faculty Excellence, it can be understood generally as a personal or professional interest or bias that could reasonably appear to interfere with the proper duty of objectively evaluating a candidate.
5. Recommendations by unit heads, division heads and all committees must be complete and concise, citing reasons for the recommendation that are based on evidence contained or explained in the candidate's dossier.
6. Rationale for all votes, including split or negative votes, shall be explained within the promotion committees' recommendation.

7. Serving on a promotion committee is an honor entailing a duty to evaluate candidates. Committee members should not abstain but should fulfill their duty.
- (b) Candidate Dossier. A promotion dossier shall be composed of and accompanied by the supporting materials listed below:
1. Copies of applicable unit promotion criteria, and division criteria, if applicable;
 2. Current curriculum vitae;
 3. The employee's annual performance evaluations for the last five (5) years;
 4. An overall summary statement addressing impact, and individual summary statements written by the candidate describing their research, scholarly, and instructional design activities; service; and other university duties, if applicable.
 5. Materials supporting candidate's summary statements, particularly in research, scholarly work, and activity supporting faculty in instructional development.
 6. Dossier additions may be made by the candidate at any time prior to the provost's recommendation and may include items such as: publication acceptances, newly funded grants, or scholarly awards received. Depending upon the timing of an addition, newly added material may not be considered by all committees.
 7. Candidates may withdraw the dossier any time before the provost's final recommendation.
- (c) Unit Promotion Committee.
1. A unit promotion committee shall be established and will consist of all faculty at or above the rank being sought by candidates in the unit. In instances when a unit has fewer than three (3) full-time faculty at the rank required, additional faculty at a comparable rank may be added from other related disciplines within the university. The unit head, in consultation with the division head and unit faculty, shall identify potential committee members who are willing to serve in this role. The same committee member(s) must serve on the unit committee for all candidates seeking promotion for that cycle, in that unit.

2. Because of the importance of the promotion process, it is expected that all promotion committee members will participate fully in the process.
3. The unit head shall call the initial meeting to organize the committee and elect a committee chair. The promotion committee chair shall be a member of the promotion committee elected by majority vote of its members and shall call the promotion committee into session to transact such business as required. A quorum shall consist of no fewer than three (3) people.
4. The unit promotion committee will be professional and discriminating in its decision-making process and make its recommendations solely based on unit criteria, this guideline and the materials contained or referenced in the candidate's dossier.
 - (i) Because evaluative personnel records are being discussed, only members of the unit promotion committee who have reviewed the dossier shall be present for a given meeting.
 - (ii) The use of recording devices is prohibited during unit promotion committee meetings and deliberations.
5. The unit promotion committee chair shall provide a summary of the faculty discussion to the candidate. Evaluated faculty members may review and, if desired, provide a response within five (5) business days. Any response will become part of the candidate's dossier.
6. Each unit promotion committee member who has personally reviewed the candidate dossier shall vote on the candidate being evaluated. The vote shall occur after unit promotion committee discussion, and the aggregated results shall be recorded. Each evaluation and recommendation must be accompanied by an explanation of the unit promotion committee's action. In the case of a split or negative vote, there must be a written explanation of the split or negative vote.
7. The unit promotion committee chair shall forward to the unit head the following:
 - (i) The signature list of all unit promotion committee members.

- (ii) The unit promotion committee's evaluation and recommendation including explanation of split or negative votes;
 - (iii) The candidate's dossier containing all evaluation materials;
- 8. Evaluated faculty members may review and, if desired, provide a response to the unit promotion committee's evaluation and recommendation within five (5) business days after receipt of notice of the unit promotion committee's recommendation. Any response will become part of the candidate's dossier.
- (d) Unit Head Review.
 - 1. After the five (5) business days available for the candidate's optional response has passed, the unit head will recommend in favor of or against promotion, and forward the recommendations and comments to the candidate for review and potential comment.
 - 2. An evaluated candidate may review and, if desired, provide a response to the unit head's evaluation and recommendation within five (5) business days after receipt of notice of the unit head's recommendation. Any response will become part of the candidate's dossier.
 - 3. Once the five (5) business day period for optional response by the candidate has passed, the unit head shall forward the candidate's dossier to the division head for review and recommendation.
- (e) Division Head Review.
 - 1. Once the five (5) business day period for optional response by the candidate has passed, the division head will recommend in favor of or against the candidate's application for promotion and then send his or her recommendations and comments to the candidate for review and potential comment.
 - 2. Within five (5) business days, the candidate may review and respond to the division head's recommendations. Any response will become part of the candidate's application dossier.
 - 3. Once the five (5) business day period for optional response by the candidate has passed, the division head shall forward the candidate's dossier to the provost or provost's designee.

- (f) Provost or Designee Review. The provost or provost's designee will review the candidate's dossier and make his or her recommendations and comments based on the materials contained or referenced in the candidate's dossier. Upon review of the candidate's information, the provost or provost's designee will recommend in favor of or against the candidate's application for promotion.
- (g) Promotion Decision and Notification.
 - 1. Final promotion decisions are made by the provost or provost's designee.
 - 2. Promotion becomes effective at the beginning of the succeeding academic year.
 - 3. If an in-unit faculty member is denied promotion, he or she has the option of utilizing the grievance process that is outlined within the current collective bargaining agreement.

Authority: BOG Regulation 1.001. History-New _____-18.

ITEM: NG-9

**University of Central Florida
Board of Trustees**

**SUBJECT: Amendments to University Regulation UCF-3.035 University Closings Due to
Emergency Conditions**

DATE: March 22, 2018

PROPOSED BOARD ACTION

Approve amendments to University of Central Florida Regulation UCF-3.035 University Closings Due to Emergency Conditions.

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.”

Regulation UCF-3.035 updates language concerning the leave documentation and the accrual of leave during university closures. The section on reports has been removed and the methods of notification in the event of a university closing have been updated.

Supporting documentation: Attachment A: Proposed Amended Regulation UCF-3.035
(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-3.035 University Closures ~~ings Due to Emergency Conditions.~~

(1) Authority

- (a) The University President or designee may close all or part of the University upon the occurrence of an emergency or other occurrence which affects its operations.
- (b) For the purposes of this regulation, emergency or other occurrence is defined as that which is declared as such by the Governor in an Executive Order or by the President or designee, ~~as a result of a natural disaster or other sudden, unexpected, and unplanned situation over which management has no control, which is of serious and urgent nature, requires immediate action, and presents conditions where it is not appropriate for an employee to be on campus or to travel to the University.~~
- (c) If the President is unavailable to make a decision whether to close all of the University, or if only part of the University is to be closed, the following persons, in the specified order of availability, are appointed as the President's designees for the purpose of exercising such authority:
 - 1. Provost and Executive Vice President;
 - 2. Vice President for Administration and Finance and Chief Financial Officer.
- (d) Before closing all or a part of the University, the President or designee may shall ~~normally~~ consult with the departments of University Human Resources, Environmental Health and Safety, University Police, and also with appropriate university administrators.
- (e) Duration. The closing will only be for the period of time necessary to restore normal working conditions. ~~Closing of more than two consecutive days must be approved by the Chair of the University of Central Florida Board of Trustees.~~

(2) Notification of closing

- (a) If a decision is made to close the University prior to the beginning of the normal work day, every effort will be made to disseminate this information to affected employees by 6:00 a.m. through a variety of channels, including UCF Alert, the UCF website, UCF social media, and local media outlets ~~local radio and~~

~~television stations~~ by the ~~Director of Public Affairs~~Communications and Marketing division.

- (b) A decision to close the University after the work day has begun will be communicated to all vice presidents who will notify each department head within the vice president's jurisdiction. The department heads will be responsible for notifying all employees in their departments. Such notifications also will be made through a variety of channels, including UCF Alert, the UCF website, UCF social media, and local media outlets.
- (c) Unless otherwise notified, employees will be expected to report for work on the next regularly scheduled work day.

(3) Hours of Work

- (a) When all or part of the University is closed pursuant to this regulation, where practicable the university shall assign employees to alternative work locations to perform their regular job duties, assign employees alternative work, reschedule the work week of employees, or take other action to provide employees with work for the full work week.
- (b) Payment for overtime worked during a closing will be handled in accordance with university procedures and any applicable collective bargaining agreement.
- (c) If the work hours are rescheduled, employees who are unable to work the revised schedule may be allowed to use annual leave for the period (or compensatory leave prior to July 1, 2018) unless otherwise stated in an applicable collective bargaining agreement.
- (de) All hours worked must be documented.

(4) Leave

- (a) If the University cannot provide affected employees with work in accordance with paragraph (3) above, ~~then: OPS employees shall be granted leave without pay; and~~ Faculty, A&P, and USPS employees shall be granted administrative leave for the period (normal work schedule) of the closing and the leave will be .-Such leave shall be documented for all affected employees;- OPS contract employees shall be paid in accordance with the terms of their agreement;- OPS non-exempt

~~employees will not receive administrative leave. Such leave shall be documented for all affected employees.~~

- ~~(b)~~ The accrued leave balances of employees regularly scheduled to work during the period of closure shall not be reduced.
- ~~(cb)~~ Employees who were on a prior approved an approved leave of absence beginning prior to and including the closure, or on a scheduled holiday shall not have the leave of absence changed. Administrative leave for closures shall not apply during a leave of absence, or holiday changed to any other type of leave.
- ~~(c)~~ The annual and sick leave balances of employees required to be off duty as a result of the closing shall not be reduced (unless the employee is on an approved leave of absence or is absent without authorized leave).
- ~~(d)~~ If the work week is rescheduled, employees who are unable to work the rescheduled work week may be allowed to use annual or compensatory leave for that period.
- ~~(de)~~ If employees assigned to a closed facility have been provided leave as a result of the closing, USPS Non-Exempt and A&P Non-Exempt employees who are designated as essential personnel and/or directed to assigned to that facility provide essential services during a university closure and who are required to report for work in order to provide essential services during the closing, shall be paid for all hours worked plus compensation for their regularly scheduled work period unless otherwise stated in a collective bargaining agreement. granted special compensatory leave in addition to pay for hours worked, to cover the hours worked in the employees' regularly scheduled work shifts during the period the facility is closed.

~~(5) Reports:~~

- ~~(a)~~ Within 5 days after the closing, each vice president shall submit a report to the Chief Human Resources Officer (CHRO) or designee indicating the number of employees, by pay plan, who were granted administrative leave. The report shall also include the position numbers and titles of all employees required to work during the closing and the number of hours worked by each employee.

~~(b) Within 15 days after a partial University closing, the CHRO or designee shall submit a report to the President documenting the dates and times of the closing, what portions of the campus were affected, the reasons for the closing, what alternatives were considered and why they were rejected in favor of closing and granting the affected employees administrative leave, and the total number of employees, by pay plan, who were granted administrative leave.~~

Authority: BOG Regulation 1.001. History: New 3-16-06; Formerly 6C7-3.035, Amended 5-18-09, 7-20-17, _____-18.

ITEM: INFO-4

**University of Central Florida
BOARD OF TRUSTEES**

SUBJECT: Board Committee and Direct Support Organization Assignments

DATE: March 22, 2018

PROPOSED BOARD ACTION:

Information only.

BACKGROUND INFORMATION:

The board may establish committees to assist in carrying out its responsibilities. The board chair will determine the membership of the committees and its chairs and the assignments to the direct support organizations.

Supporting documentation: Attachment A: University of Central Florida Board of Trustees Committee and Direct Support Organization Assignments

Prepared by: Rick Schell, Vice President and Executive Chief of Staff

Submitted by: Marcos Marchena, Chairman, Board of Trustees

Committee Assignments 2018

Revised March 20, 2018

ADVANCEMENT	AUDIT	COMPENSATION & LABOR	EDUCATIONAL PROGRAMS	FINANCE & FACILITIES	NOMINATING & GOVERNANCE	STRATEGIC PLANNING
Conte, Chair	Seay, Chair	Sprouls, Chair	Garvy, Chair	Martins, Chair	Yeargin, Chair	Walsh, Chair
Bradley, V. Chair	Bradley, V. Chair	Walsh, V. Chair	Seay, V. Chair	Garvy, V. Chair	Martins, V. Chair	Conte, V. Chair
Gaekwad	Gaekwad	Conte	Bradley	Larkins	Lord	Garvy
Larkins	Walsh	Lord	Gaekwad	Lord	Seay	Larkins
Martins	Yeargin		Larkins	Sprouls	Sprouls	Self
			Self	Walsh		
				Yeargin		
Marchena (Ex Officio)	Marchena (Ex Officio)	Marchena (Ex Officio)	Marchena (Ex Officio)	Marchena (Ex Officio)	Marchena (Ex Officio)	Marchena (Ex Officio)

DIRECT SUPPORT ORGANIZATIONS
Academic Health – Joseph Conte
Athletics – Robert Garvy
Convocation – Beverly Seay
Finance – Danny Gaekwad
Foundation – Marcos Marchena
Limbitless Solutions, Inc. – David Walsh
Research Foundation – Ken Bradley
Stadium – Alex Martins
<u>Other Boards</u>
CFCPO – John Lord
Doctor Phillips Performing Arts Center – Joseph Conte