

**Minutes  
Board of Trustees Meeting  
University of Central Florida  
May 18, 2017**

Chairman Marcos Marchena called the meeting of the Board of Trustees to order at 1:15 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**

Marchena welcomed the board members and asked 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, Alex Martins, Beverly Seay, William Self, David Walsh, and William Yeargin. Trustees Ray Gilley and John Sprouls attended via teleconference.

**PUBLIC COMMENT**

Zubir Hussein, UCF alumnus; Grayson Lonza, UCF alumnus; Scott Launier, member of the United Faculty of Florida; John Walker, professor and member of the United Faculty of Florida; Juan Valez, custodial staff member (spoke in Spanish); Miyeolad Perez (spoke in Spanish); Daniela Saczde (translated custodial staff members' Spanish letter submitted to the Board of Trustees); and Youanna Pineda, professor and member of the of the United Faculty of Florida, addressed the board on behalf of the custodial workers regarding their work being handled by an outside vendor.

Mario Osborn, a computer engineering student, advocated for the maintenance of Lynda.com.

**MINUTES**

Marchena called for approval of the March 16, 2017, meeting minutes, which were approved.

Marchena called on President John C. Hitt for remarks and introductions.

**REMARKS**

Hitt reported that UCF awards more baccalaureate degrees and degrees overall than any other public university in the nation, according to data from the U.S. Department of Education. With six spring commencement ceremonies completed earlier this month, UCF surpassed 16,000 degrees awarded for 2016-17. He noted that the total exceeds UCF's own State University

System of Florida record of 15,675 degrees awarded by a single university in one year, transforming many lives through the power of higher education.

Hitt announced that UCF broke ground on UCF Downtown and that more than 1,000 community members and local and state government leaders joined in the milestone celebration. Hitt thanked Chairman Marchena and the trustees for supporting UCF Downtown.

Hitt announced that on April 14 Prince Mohammad bin Fahd bin Abdulaziz Al Saud received an honorary doctoral degree of public service.

Hitt announced that two trustees were leaving the board. Keith Koons was leaving after his two years of service as chair of the Faculty Senate. Hitt thanked him for his contributions to the university and presented him with a certificate. Hitt also announced that trustee Chris Clemente, who was unable to attend, was leaving the board after his year of service as president of the Student Government Association. Hitt expressed his appreciation for his contributions to the university.

Hitt welcomed and congratulated two new board members, Bill Self, the newly elected chair of the UCF Faculty Senate, and Nicholas Larkins, the newly elected president of the UCF Student Government Association. Hitt presented each with a gold Pegasus pin and welcomed them to the board.

Hitt congratulated the Faculty Senate for 50 years of service to the university. He stated that the strong collegial relationship created over the past five decades has produced a healthy and productive environment that serves everyone well, especially UCF students. Hitt expressed his appreciation for the strong leadership the Senate provides as UCF evolves to greater excellence and service and asked that members who were in the audience to stand for recognition.

Hitt also recognized two former Faculty Senate chairs and board trustees. Reid Oetjen served as a trustee from 2013-15 and Keith Koons served from 2015-17. Hitt expressed his appreciation for their leadership at the university.

Hitt congratulated Trustee Walsh, noting that he was recently named Honorary Consul for Japan in Orlando.

## **INTRODUCTIONS**

Hitt recognized the following members of the UCF community and congratulated them for their accomplishments.

### A. Students

Heidi Waite, a Burnett Honors College student and a McNair Scholar, was selected by the University of Oxford for a 2017-18 Frost Scholarship to complete her master's degree in

biodiversity, conservation, and management. The scholarship covers tuition and fees for the one year program, and includes a living stipend.

More than 1,000 UCF students participated in this year's Knight-Thon, UCF's dance marathon, and raised \$1,250,961.21 for the Children's Miracle Network. The total makes Knight-Thon the seventh largest dance marathon in the United States and eclipses its previous fundraising total of \$1.2 million.

Hitt called on Daniel Holsenbeck, Senior Vice President for University Relations, who reported on this year's legislative scholars. Holsenbeck called on Fred Kittinger, Senior Associate Vice President for University Relations, who introduced and thanked the following legislative scholars for their service: Sara Lynn Ard, Austin Bott, Ashley Danos, Slade Downs, Kierra Jackson, Nicole Kennedy, James Kernek, Nicole Reyes-Palma, Abby Salter, Aleeza Shah, Blake Summerlin, Darrel Thompson, Jonathan Turnquest, and Robert Vogan. Jonathon Connelly, Christopher Kiernan, and Katrina Marino, who were unable to attend, were also acknowledged.

#### B. Faculty-2017 Pegasus Professors

The Pegasus Professor Award is UCF's most prestigious faculty honor, recognizing extraordinary contributions to the UCF community through teaching, research, and service. This year, five members were named Pegasus Professors.

Pegasus Professors are chosen from senior members of the faculty who have been a professor for at least five years and have achieved noteworthy teaching, research and creative activity, and service of national and international impact. Each is presented with a \$5,000 stipend and a \$5,000 research grant. Hitt recognized and congratulated the recipients.

Robert Folger, a distinguished alumni endowed professor in Business Ethics in the College of Business Administration, has helped bring international awareness of UCF through his research and through conferences that focus on the study of management. He has garnered nearly \$90,000 in grants. Folger has been at UCF since 2003.

Jana Jasinski, a professor of sociology, is known worldwide for her research on violence against women and intimate-partner violence. Jasinski has been at UCF since 1999.

Jayanta Kapat, a faculty member at UCF since 1997, is a professor in the mechanical and aerospace department of the College of Engineering and Computer Science. He has garnered more than \$14 million in research grants.

Alain Kassab, a UCF faculty member since 1991, has helped bring international recognition to UCF through research, collaborations, and enhancement of the mechanical and aerospace engineering curriculum.

### C. 2017 Reach for the Stars Professors

Reach for the Stars awards are given each year to junior faculty members who have achieved noteworthy research or creative activities of national impact. The Reach for the Stars winners receive a \$10,000 annual research grant for three years. Hitt recognized and congratulated the recipients.

Sejal Barden, an assistant professor in the Counselor Education Program in the College of Education and Human Performance's Department of Child, Family, and Community Sciences, came to UCF in 2011. Barden is the principal investigator for Project Harmony, which gauges the effectiveness of relationship counseling among a predominantly low-income, Hispanic population.

Mingjie Lin, who came to UCF in 2011, is an assistant professor in the Department of Electrical and Computer Engineering within the College of Engineering and Computer Science. Lin received a 2016 National Science Foundation CAREER award and has been awarded six other grants totaling \$1.1 million.

Kate Mansfield, an assistant professor in the Department of Biology in the College of Sciences, came to UCF in 2013. Mansfield's research, teaching, and scientific advisory service focus on sea turtle biology, ecology, and conservation. She is a vocal advocate for the STEM fields, conservation, and women in science.

Shadab Siddiqi, is an associate professor in the Burnett School of Biomedical Sciences in the College of Medicine. Siddiqi came to UCF in 2009. Siddiqi's research focuses on identifying novel therapeutic targets for controlling LDL-cholesterol levels that cause cardiovascular disease.

### D. Center for Distributed Learning

University of Central Florida faculty were recognized for excellence in online education, receiving two national awards from the United States Distance Learning Association. Thomas Cavanagh, associate vice president of UCF's Center for Distributed Learning, received the Outstanding Leadership Award. Three of his team members, Charles Dziuban, Patsy Moskal, and Jeffrey Cassisi, received the Quality Research Paper Award.

### E. Employee of the Month

The Employee of the Month for April was Gary Burkhart, a custodial worker in UCF Housekeeping in Facilities Operations for the past three years.

Marchena advised the board members that *Florida Trend* magazine features an article about President Hitt and UCF.

## **REPORTS**

Marchena called on A. Dale Whittaker, Provost and Executive Vice President, who shared a video on UCF. Whittaker then introduced Lisa Jones, Associate Provost for Strategy and Special Assistant to the President, who reported on the progress made to institutionalize UCF's strategic plan.

- INFO-1 UCF Collective Impact Institutionalization Update

Marchena stated that due to the shortness of time, the following informational report prepared by Grant Heston, Vice President for Communications and Marketing, would be heard at a future meeting.

- INFO-2 UCF Brand

## **ADVANCEMENT COMMITTEE REPORT**

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

- Michael Morsberger, Vice President for Alumni Relations and Development and CEO of the UCF Foundation, reported on campaign progress with two years left to reach the \$500 million campaign goal.
- Grant Heston, Vice President for Communications and Marketing, shared pictures and highlights from the ground breaking for Downtown UCF. He reported that the event generated more than 10 million impressions on social media channels. He also reported that in national Nielsen TV ratings of the top TV markets, WUCF ranked number one in several time slots.
- Daniel Holsenbeck, Senior Vice President for University Relations, reviewed the state budget and Conforming Bill 374.

## **AUDIT AND COMPLIANCE COMMITTEE REPORT**

Beverly Seay, Chair of the Audit and Compliance Committee, reported the highlights of the committee meeting held on April 12, 2017.

- Robert Taft, Chief Audit Executive, provided an overview of University Audit's recent accomplishments and initiatives that included the development of new university policies. He noted the department's work with an external consulting firm to review how Microsoft Active Directory is being used by UCF for IT network design and identity management. Taft walked through a SWOT analysis of the department and provided an update on the annual audit plan. He discussed the upcoming implementation of third-party audit management software scheduled to go live in July 2017, and he provided information on proposed changes to the department's audit methodology, including the use of standard organizational objectives to develop audit scopes and report audit results.

- Rhonda L. Bishop, Chief Compliance and Ethics Officer, and Youndy Cook, Deputy General Counsel, provided an overview of changes to UCF Regulation 3.018 Conflict of Interest or Commitment; Outside Activity or Employment and the revised regulation. Bishop provided an update of the 2016-17 Work Plan Status of Projects.

### **COMPENSATION AND LABOR COMMITTEE REPORT**

John Sprouls, Chair of the Compensation and Labor Committee, reported the highlights from the committee meeting held earlier in the day.

- Sprouls stated that two items on the consent agenda were discussed: CLC-1–the Eighth Amended and Restated Employment Agreement for President John C. Hitt, and CLC-2–clarification of the Amendment to University Regulation UCF-3.0032 Additional Compensation for UCF Employees. In the discussion surrounding the approval of CLC-2, the committee requested a report on this matter at the next committee meeting to better understand the specific situations that give rise to the application of UCF-3.0032, the number of university employees who are affected, the amounts involved, along with an overview of faculty work overloads.
- William F. Merck II, Vice President for Administration and Finance and Chief Financial Officer, provided an informational report regarding the impact of the Department of Labor’s proposed changes to the Fair Labor Standards Act. Merck reported on the job reclassification project that is in process with Human Resources. The board requested a report on this reclassification effort when it is completed.

### **EDUCATIONAL PROGRAMS COMMITTEE REPORT**

Robert Garvy, Chair of the Educational Programs Committee, reported the highlights from the committee meeting held earlier in the day.

- Garvy noted the introduction of two new members of the committee, Nicholas Larkins and William Self.
- Whittaker provided information on time-to-degree and four-year graduation rates and an update on the “Think 30” campaign.
- Whittaker provided an informational report on higher education and Florida’s future and responded to Governor Scott’s April letter on Higher Education and Florida’s Future.
- Cynthia Young, Vice Provost for Faculty Excellence, reported on the UCF tenure process and tenure with hire.
- M. Paige Borden, Associate Provost for Academic Program Quality and Associate Vice President for Institutional Knowledge Management, reported on the University Work Plan.
- Maribeth Ehasz, Vice President for Student Development and Enrollment Services, gave a presentation on Governor Scott’s Ready, Set, Work University Challenge issued in December 2015, that highlighted UCF’s progress and opportunities in meeting this challenge.
- Whittaker introduced Candice Bridge, an assistant professor in the Department of Chemistry and the UCF National Center for Forensic. Bridge studied chemistry at

Howard University and completed her doctoral and post-doctoral research in analytical chemistry focusing on forensic science at UCF. She provided an overview of her research in new forensic techniques to aid criminal investigations.

## **FINANCE AND FACILITIES COMMITTEE REPORT**

Alex Martins, Chair of the Finance and Facilities Committee, reported highlights from the committee meetings held on April 19, 2017; May 16, 2017; and earlier today.

- Youndy Cook, Deputy General Counsel, reported on the revisions to University Regulation UCF-6.007 Traffic and Parking Regulation and Enforcement and University Regulation UCF-6.008 Vehicle Registration Fees; Parking Violation Fines.
- William F. Merck II, Vice President for Administration and Finance and Chief Financial Officer, and David Hansen, Executive Associate Athletics Director and Chief Operating Officer, requested approval of a minor amendment to the University of Central Florida 2015-25 Campus Master Plan to set aside three acres of currently undeveloped land in the northeast sector of campus south of the softball field for a temporary grassed parking lot called “Temporary Grass Parking Lot” and a 12-acre future “Golf Range and Short Game Facility.”
- Martins reported that Merck and he presented revisions to the committee for the Finance and Facilities charter. Regulations implemented by the Board of Trustees in January 2011 directed the committee to review its charter every three years. Several changes were recommended by Garvy and Marchena at the May 16, 2017, meeting.
- Merck and John Pittman, Associate Vice President for Administration and Finance, Debt Management, reported on the 2016-17 second-quarter financial reports ended December 31, 2016. Pittman provided an informational report on the University and DSO Debt Report.
- Tracy Clark, Associate Provost for Budget, Planning, and Administration and Associate Vice President for Finance, reviewed the University Final Audited Financial Report for 2015-16, and the 2017-18 University Operating Budget for the quarter ended March 31, 2017. Clark reviewed the University Depositories, the banks in which the university deposits its cash assets, as well as the changing of a signatory to university checks.
- Bishop and Peter J. Wallace, Senior Vice President for Hill International, reviewed the assessment that was completed on the UCF Facilities Planning and Construction Department. Marchena requested a follow-up report within six to nine months on the progress be made by the department from Hill International.
- Merck provided an update on the UCF Downtown parking garage. Marchena requested more information about the redesign of the garage and an evaluation of the current RFP before any further decisions are made.
- Martins reported on the Amendments to University Tuition and Fee Regulation UCF-9.001, stating that regulation has three online fees that are being recommended for reduction: the out-of-state non-resident fee, the non-resident financial aid fee, and the total fees for non-resident graduate students. Martins reported that the increase in the fee for repeated courses would be tabled to a future meeting because the university failed to provide the 28-day notice period required by the statute.

- Lee Kernek, Associate Vice President for Administration and Finance, reviewed the 2017-18 Capital Outlay Budget.
- Elizabeth Klonoff, Vice President for Research & Commercialization, reported on equipment fees for 2017-18.
- Danny White, Vice President and Director of Athletics, and Brad Stricklin, Executive Associate Athletics Director and Chief Financial Officer, gave a presentation on the UCFAA line of credit with Fifth Third Bank and requested an increase in the line of credit from \$2 million to \$5 million.
- Martins reported on two proposed building name changes. He stated that the first building name change was for Building 409, which was referred to earlier in the morning in error as Building 401. He noted that the request is to change the name to Alpha Epsilon Phi. Martins indicated that the second building name change was for Building 28, which was incorrectly requested to be changed to the Creative School 2. It should be “Creative School II.”
- Martins reported on the Acquisition of Property for Partnership IV, Part II, noting that the property is located at 12000 Research Parkway and the acquisition supports the government’s modeling and simulation expansion.
- Martins reported on the Amendment to Agreement between UCF and ICAMR stating that this amendment allocates ICAMR’s expenditure of \$5 million in recurring funds to the water authority to construct a treatment facility.
- Martins reported on the Amendment to Florida Advanced Manufacturing Research Center Agreement and Lease, noting that this was approved by the committee to revise the Development Agreement and lease for the Advanced Manufacturing Research Center in Osceola County.

Martins presented the following items for board approval.

- FF-1 Revision to University Regulation UCF-6.007 Traffic and Parking Regulation and Enforcement, and University Regulation UCF-6.008 Vehicle Registration Fees; Parking Violation Fines—A motion passed with twelve for and Trustee Walsh opposed, approving amendments to university regulations UCF-6.007 and UCF-6.008.
- FF-2 Amendments to University Tuition and Fee Regulation UCF-9.001—A motion was unanimously approved for fee revisions for the UCF Online program effective Fall 2017.
- FF-3 2017-18 University Operating Budget—A motion was unanimously approved for the university’s 2017-18 operating budget.
- FF-4 2017-18 Capital Outlay Budget—A motion was unanimously approved by the board for the university’s 2017-18 Capital Outlay Budget and authorizing the president to make adjustments as necessary to the 2017-18 Capital Outlay Budget.
- FF-5 UCFAA Line of Credit Increase—A motion was unanimously approved by the board for the UCF Athletics Association’s request to increase the existing

operating line of credit with Fifth Third Bank from \$2 million to up to \$5 million to assist with cash-flow timing issues.

- FF-6 Amendment to Agreement between UCF and ICAMR—A motion was unanimously approved by the board for the execution of an amendment to the agreement between UCF and ICAMR, to confirm escrow of appropriated funds for potential application to expenses arising from specialized water needs of a research and development center managed by ICAMR.
- FF-7 Amendment to Florida Advanced Manufacturing Research Center Agreement and Lease—A motion was unanimously approved by the board for the amended and restated development agreement and lease for the advanced manufacturing industry center in Osceola County.

### **NOMINATING AND GOVERNANCE COMMITTEE REPORT**

William Yeargin, Chair of the Nominating and Governance Committee, reported highlights from the committee meeting held on May 9, 2017.

- Yeargin reported that the committee accepted nominations for the positions of board chairman and vice chair, and he advised that the committee will present its recommendations at the July meeting.
- Yeargin stated that the committee is considering the issue of board delegation of responsibility to the president in light of recent recommendations from the Board of Governors. This information will be presented at a future meeting.

### **STRATEGIC PLANNING COMMITTEE REPORT**

Clarence Brown, Chair of the Strategic Planning Committee, indicated that his committee's information was covered by the report given by Jones and Whittaker earlier in the meeting.

### **CONSENT AGENDA**

A motion was made to accept the consent agenda, and members of the board unanimously approved the following actions.

- AUD-1 Amendments to University Regulation UCF-3.018 Conflict of Interest or Commitment; Outside Activity or Employment—Approval of the amendments to university regulation UCF-3.018 Conflict of Interest or Commitment, Outside Activity or Employment
- CL-1 Eighth Amended and Restated Employment Agreement for President John C. Hitt—Approval of the Eighth Amended And Restated Employment Agreement for President Hitt

- CL-2 Amendment to University Regulation UCF-3.0032 Additional Compensation for UCF Employees—Approval of amendments to University of Florida Regulation UCF-3.0032
- EP-1 2017 Tenure Recommendations—Approval of tenure for faculty members
- EP-2 Tenure with Hire—Approval of tenure with hire
- EP-3 2017-18 University Work Plan—Approval of 2017-18 UCF Work Plan
- FF-8 Minor Amendment to the University of Central Florida 2015-25 Campus Master Plan—Approval of a minor amendment to the University of Central Florida 2015-25 Campus Master Plan to set aside three acres of currently undeveloped land in the northeast sector of campus south of the softball field for a temporary grassed parking lot called “Temporary Grass Parking Lot and a 12-acre future Golf Range and Short Game Facility,” the amendment modifying the Urban Design map and the Capital Improvements List
- FF-9 University Depositories—Approval of depositories into which university funds may be deposited, authorizing the president or his designee to transfer funds between depositories, and designate university employees to sign checks for payment of university obligations
- FF-10 Proposed Building Name Changes—Approval of the name changes to two buildings on the main UCF campus: Building 409 is named Alpha Epsilon Phi, and Building 28 is named Creative School II
- FF-11 Acquisition of Property for Partnership IV, Part II—Approval of the Purchase and Sale Agreements and acquisition of the property located at 12000 Research Parkway for the Partnership IV, Part II, to further enhance the government modeling and simulation technology expansion with the acquisition of the property being subject to satisfactory due diligence investigation and approval by the governor’s cabinet

**NEW BUSINESS**

Marchena noted the following informational item.

- INFO-3 Board Committee and Direct Support Organization Assignments

**ANNOUNCEMENTS AND ADJOURNMENT**

Marchena thanked Hitt for agreeing to serve another year as president of UCF and expressed his appreciation for his service.

Marchena noted that he was impressed with the outpouring of support from the overall community for the UCF Downtown ground breaking.

Marchena congratulated UCF's Chief Richard Beary, who is being inducted into the Florida Law Enforcement Officers' Hall of Fame.

Marchena announced that the Trustees Summit will be held at UCF on November 8, 2017.

Trustee Nicholas Larkins thanked everyone for welcoming him and thanked those who helped prepare him for this meeting. Trustee William Self expressed his appreciation for the assistance provided to prepare him for this meeting and noted that he looked forward to working with everyone.

Marchena announced the following upcoming meetings:

Board of Governors meeting	June 20-22, 2017 (University of South Florida)
Board of Trustees meeting	July 20, 2017 (Live Oak Center)

Marchena adjourned the board meeting at 3:29 p.m.

Respectfully submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
John C. Hitt  
Corporate Secretary