

**Minutes  
Board of Trustees Meeting  
University of Central Florida  
October 26, 2017**

Chairman Marcos Marchena called the meeting of the Board of Trustees to order at 1:07 p.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**

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, Ken Bradley, Clarence Brown, Joseph Conte, Nicholas Larkins, John Lord, Alex Martins, Beverly Seay, William Self, John Sprouls, David Walsh, and William Yeargin. Trustees Robert Garvy and Joseph Conte attended via teleconference call.

**MINUTES**

Marchena called for approval of the July 20, 2017, and September 27, 2017, meeting minutes, which were approved.

In follow-up to Dr. Hitt's announcement of his retirement made earlier in the week, Marchena referred the board members to documents included in their meeting materials: the Board of Governors regulation titled "Presidential Search and Selection" and "Presidential Selection: Process Guide for the University of Central Florida." Marchena reported that he has appointed Trustee Walsh as the chair of the search committee, Trustee Seay as the vice chair, and Trustee Yeargin. Marchena indicated that he will name the balance of the committee no later than November 15, 2017. The search committee will recommend several search firms, and once a firm has been selected, the committee and firm will work together to identify and submit a list of candidates. The search committee and the board are subject to the Sunshine law and the meetings are open to the public.

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

**REMARKS**

Hitt announced that Trustee Ray Gilley has left the board, noting that his last meeting was in May. Hitt stated that Gilley left the university after seven-and-a-half years of service. Hitt thanked Gilley for his contributions to the university and presented him with a certificate.

He reported that this fall, UCF welcomed a school and state record 66,183 students, an increase of 2.9 percent from last fall. More significant is the university's growth in quality. The average GPA and ACT score of the fall freshman class is 4.06 and 28.1, respectively.

He stated that UCF welcomes 88 freshman National Merit Scholars, the most in school history. The total of National Merit Scholars should put UCF in the top 10 among public institutions and in the top 30 among all institutions. The overall total of 313 National Merit Scholars is a new school record.

He announced that minority enrollment is at an all-time high of 46 percent, up from 45 percent last year. Hispanic enrollment is at 25 percent, which qualifies UCF as an Hispanic-serving institution.

He called on Trustee Seay who reported that she and other trustees contributed to Limbitless Solutions. Seay introduced Albert Manero of Limbitless Solutions, who addressed the board and expressed his appreciation to the board members for their support.

He announced that *CEOWORLD* magazine recently ranked the Rosen College as the second best hospitality management college in the world, advanced from No. 5 last year. He noted that in the magazine's ranking, first-place Cornell edged out UCF by 98.7 to 98.6.

He reported that in the latest *U.S. News & World Report's* rankings, UCF was the only university in Florida rated among the Top 25 most innovative schools in America. The ranking puts UCF in the company of institutions such as Stanford, MIT, Harvard, Duke, and Yale.

He noted that for the third year in a row, *Aviation Week* magazine reported that UCF supplies more graduates to aerospace and defense companies than any other university in the United States.

He reported that the UCF Downtown campus is proceeding well toward its opening in fall 2019. The underground infrastructure will be finished in December, and concrete will be poured early in the new year.

He noted that plans are advancing for the 100-bed hospital at Lake Nona with partner Hospital Corporation of America. A groundbreaking date is pending with a target opening in 2020.

He announced that work is nearing completion on the Research I Building. He stated that when this project is completed in December, the approximately 106,000-square-foot facility will feature research labs, classrooms, and offices.

He announced that construction will begin soon on a hotel on UCF property on Alafaya Trail across from McDonald's. He stated that the hotel will feature 179 rooms and conference space with an anticipated opening of spring 2019.

He announced that UCF faculty received \$136 million in research and contract funding in 2017, a year that was also marked by national recognition for the number of patents and contracts issued to UCF, tech transfer excellence, and overall innovation.

He announced that the Hispanic Association of Colleges and Universities—the nation’s premier professional organization for the support of Hispanic students, faculty, and programs—has established a Trustee Affiliate program. Hitt referred the board members to the information about this new initiative included in their meeting materials and asked that they review it. Hitt advised that if any trustee would like to become a Trustee Affiliate of the Hispanic Association to contact Rick Schell.

He stated we are proud of the UCF women’s soccer team that is ranked seventh in the nation.

He commented that it has long been known that Spirit Splash is one of the best traditions in college sports. He reported that ESPN host Will Reeve, son of Superman actor Christopher Reeve, visited campus for Spirit Splash. Reeve’s story aired nationally on ESPN’s Sports Center and across its broadcast, online, and social media channels. A video was presented for viewing.

## **INTRODUCTIONS**

Hitt congratulated the following UCF faculty and staff members.

### A. Faculty

Varadraj P. Gurupur, assistant professor in the Department of Health Management and Informatics, was recognized with the American Health Information Management Association’s 2017 Research Triumph Award for outstanding contribution to original and applied Health Information Management research.

Alice M. Noblin, associate professor and the director of the Health Informatics and Information Management program, was recognized with the American Health Information Management Association’s 2017 Educator Triumph Award. She has worked in the College of Health and Public Affairs for the past 14 years.

Eduardo Teixeira, Department of Mathematics, received this year’s Ramanujan Prize for Young Mathematicians from Developing Countries at the International Centre for Theoretical Physics in Trieste, Italy. The prize is awarded to a researcher from a developing country who is less than 45 years of age and who has conducted outstanding research in a developing country. In the case of Professor Teixeira, this country was Brazil.

Marcy Verduin, UCF College of Medicine’s Associate Dean for Students, was elected national president of the Association for Academic Psychiatry. The association represents physicians who teach psychiatry in medical schools and residency programs across the U.S. and Canada.

## B. Staff

UCF's Student Academic Resource Center received three awards from the National College Learning Center Association:

1. Frank L. Christ Outstanding Learning Center Award
2. Innovative Use of Technology Award
3. Website Excellence Award

Hitt reported that this is the first year any university has won all three awards in the history of the association. He noted that the center is a unit in Student Development and Enrollment Services and is led by Rebecca Piety, and he congratulated her and her team.

## C. Employee of the Month

The Employee of the Month for July was Julie Driskel, the office manager for the Office of Research and Commercialization. She has been with UCF for three years.

The Employee of the Month for August was April Torres, the senior grants specialist in the Office of Research and Commercialization. She has been with UCF for five years.

The USPS Employee of the Year was Elba Miscannon, an executive administrative assistant to the director of the Learning Support Center of Student Development and Enrollment Services. She has been with UCF for the past seventeen years.

The Gabor Excellence A&P Award winner was Vanessa Blackmon, assistant director for the Office of Student Services at the Rosen College and the director of the Rosen College Peer Outreach Mentoring Program. She has been with UCF since 2011.

Hitt noted the visit to UCF of Bill and Melinda Gates. He reported that Communications and Marketing worked with the Gates Foundation to produce a short video about the visit, which was then presented.

## **PUBLIC COMMENT**

Amy Zulish, an employee of the month, addressed the board and expressed her appreciation to Hitt as he completes his presidency at UCF.

## **REPORTS**

Marchena introduced Mike Morsberger, Vice President for Development and CEO, UCF Foundation, who gave a report on the following item.

- INFO-1 IGNITE Update

## **ADVANCEMENT COMMITTEE REPORT**

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

- Dan Holsenbeck, Senior Vice President for University Relations, gave an update on legislative activities and the budget outlook for the 2018 legislative session. He also informed the board of the date set for UCF Day at the Capital scheduled for November 15, 2017.
- Grant Heston, Vice President for Communications and Marketing, reported that the news conference announcing President Hitt's stepping down was seen by more than 85,000 people via Facebook live streaming. He introduced Adrienne Frame, Associate Vice President and Dean of Students and Briant Coleman, Assistant Vice President for Student Development and Enrollment Services, who gave a presentation on UCF's Title IX Awareness and Prevention Campaign (INFO-1), a new marketing campaign titled Let's Be Clear.
- Michael Morsberger, Vice President for Alumni Relations and Development and CEO of the UCF Foundation, introduced A. Dale Whittaker, Provost and Executive Vice President, who shared a summary about the recent visit from Bill and Melinda Gates.
- He reported on the naming of the Tony and Sonja Nicholson Plaza.

Brown presented the following item for board approval.

- ADV-1 Naming of the Tony and Sonja Nicholson Plaza-A motion was unanimously approved for the naming of the Tony and Sonja Nicholson Plaza.

## **AUDIT, OPERATIONS REVIEW, COMPLIANCE, AND ETHICS COMMITTEE REPORT**

Beverly Seay, Chair of the Audit, Operations Review, Compliance, and Ethics Committee, announced that the committee met twice since the last report and she reported highlights from those committee meetings.

- At the August 11, 2017, committee meeting Robert Taft, Chief Audit Executive, presented University Audit Report (INFO-1) that highlighted current future audits, the rollout of the new management software, and the direct support organization consulting project.
- Rhonda L. Bishop, Chief Compliance and Ethics Officer, provided an update of the 2016-17 Work Plan Status of All Activities (INFO-2).
- She outlined the 2017-18 Compliance and Ethics Annual Work Plan (INFO-3).
- She announced the new Employee Code of Conduct, which will be in effect in the fall (INFO-4).
- She provided an update on the Department of Education's Office for Civil Rights request for information and the progress of implementing the federal NIST 800-171 cyber security requirements.

- At the October 11, 2017, committee meeting, Bishop provided an overview of Item AUDC-1 Compliance and Ethics Program Plan which was unanimously approved and placed on the consent agenda.

## **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 Item CLC-4 2017–20 Performance Unit Plan Awards was tabled and that the following items were unanimously approved and placed on the consent agenda.
  - Item CLC-2 2014-17 Performance Unit Plan Goal Accomplishments
  - Item CLC-3 Performance Unit Plan Payments for the 2014–17 Cycle
  - Item CLC-5 The Annual Report, July 1, 2016–June 30, 2017
  - Item CLC-6 Amendment to University Regulations UCF–3.001 Non-Discrimination: Affirmative Action Programs, UCF–3.0134 Grievances Alleging Discrimination, and UCF–5.020 Religious Observances
  - Item CLC-7 Revision to University Regulation UCF–3.0122 Resignation and Nonrenewal of Non-unit Faculty and Administrative and Professional Staff Members
  - CLC-8 Article 5, AFSCME Activities; Article 7, Wages; and Article 13, Change in Assignment; of the Collective Bargaining Agreement between the University of Central Florida Board of Trustees and the American Federation of State, County and Municipal Employees

Sprouls presented the following item for board approval.

- CL-1 Report on the Assessment of the President’s Performance and Recommendation for Compensation-A motion unanimously approved the assessment and recommendation for compensation.

## **EDUCATIONAL PROGRAMS COMMITTEE REPORT**

Robert Garvy, Chair of the Educational Programs Committee, reported the highlights from the committee meeting on October 13, 2017.

- Paige Borden, Assistant Associate Provost for Academic Program Quality and Associate Vice President for Institutional Knowledge Management, provided a brief overview of the Academic Program Review process (INFO-1).
- Whittaker provided preliminary information on fall 2017 enrollment. He stated that UCF was named one of the nation’s most innovative universities by *U.S. News and World Report*. The magazine’s listing of best colleges ranked UCF as number 90 among public institutions and number 171 among all institutions.
- He noted that UCF will not extend its academic calendar that was shortened due to Hurricane Irma, and he reported that he is working with faculty and students to best

support those impacted by the hurricane. He appointed Fernando Rivera, an associate professor of sociology and current UCF Global Fellow, to coordinate responses to those impacted by Hurricane Maria.

- He announced the launch of three task forces, one to explore academic alignment among health professionals and clinical studies for an academic health sciences center, one to study the opportunities in urban innovation and new media leading up to the opening of UCF Downtown, and one to study how best to organize the two offices of Faculty Excellence and UCF Global.
- He presented Faculty Spotlight (INFO-2) and he introduced Cynthia Schmidt, Director of Center for Law and Policy, noting that she is the founding director of UCF Center for Law and Policy in the Legal Studies Department and will present her work with students in UCF Downtown.
- He reported on the Big and Good (INFO-3) Myth Busters campaign, offering quantitative evidence that bigger is better for students, faculty, institutions, and our community.
- Marchena indicated he intends to bring the Myth Busters presentation back before the full board at the January 2018 meeting.
- Garvy stated that the following items were unanimously approved and placed on the consent agenda.
  - Item EPC-1 Conferral of Degrees, presenting the fall 2017 graduation numbers for the commencement ceremonies of December 15, 2017.

4,487	baccalaureate degrees
633	masters degrees
<u>129</u>	doctoral and specialist degrees
<u>5,249</u>	<b>Total</b>
  - Item EPC-2 Tenure with Hire

## **FINANCE AND FACILITIES COMMITTEE REPORT**

Alex Martins, Chair of the Finance and Facilities Committee, announced that the committee had met four times since the last report and provided highlights from the three committee meetings and the meeting held earlier in the day.

- Martins reported highlights of the August 16, 2017, committee meeting, and the following items were unanimously approved and placed on the consent agenda.
  - Item FFC-1 Amendments to University Regulation UCF-4.030 Boating on University Lakes
  - Item FFC-2 Amendments to existing University Regulation UCF-7.230 Real Property Leasing
  - He reported that Maribeth Ehasz, Vice President for Student Development and Enrollment Services, Adrienne Frame, Associate Vice President and Dean of Students, and Richard Beary, Associate Vice President and Chief of Police, presented for approval Item FFC-3 Mental Health Counseling and Public Safety Officers Implementation Plans. The student health fee was reallocated so that an additional \$.63 per student credit hour will support counseling and psychological services resulting in close to \$1 million in new resources. This is a reallocation,

not an increase in the student fee. The UCF Police Department is working to implement a multi-year plan that will allow the department to increase staffing without over-burdening its field-training program. The committee unanimously approved the item.

- He reported that John Pittman, Associate Vice President for Administration and Finance, Debt Management, presented for the committee's review INFO-1 University and DSO Debt Report.
- Martins reported highlights of the September 26, 2017, committee meeting.
  - Item FFC-1 Lease Agreement between Ustler Development, Inc., and Development Ventures Group, Inc., and University of Central Florida Board of Trustees was unanimously approved by the committee.
  - Item FFC-2 WUCF TV Channel Sharing Agreement was unanimously approved by the committee.
- He reported highlights of the October 18, 2017, committee meeting and stated that the following items were unanimously approved and placed on the consent agenda.
  - Item FFC-2 Revision to Florida Solar Energy Center Rules 6C7-8.009 Fees for Solar Testing, Certification and Inspection and 6C7-8.010 Solar Thermal and Photovoltaic System Standards
  - Item FFC-3 Amendments to University Regulation UCF-4.019 Fee Policy- Payments, Refunds, and Release of Fee Liability
  - Martins reported that William F. Merck II, Vice President for Administration and Finance and Chief Financial Officer, Whittaker, and Jennifer Cerasa, Associate General Counsel, presented Item FFC-1 Commercial Lease Agreement by and between TSLF Church Street Exchange, LLC, and University of Central Florida Board of Trustees for approximately 17,189 sq. ft. of the ground floor of the Church Street Exchange located at 101 St. Garland Avenue in Orlando. The committee unanimously approved the lease.
  - He reported that Lee Kernek, Associate Vice President for Administration and Finance, presented Item FFC-4 the Revised Five-year Capital Improvement Plan for 2018-19 through 2022-23. The plan was approved by the Board of Trustees at the July 20, 2017, meeting; however, the Rosen Educational Facility needs to be revised in the three-year public education capital outlay list. This project was originally funded 100 percent from donations, but can be funded from 50 percent PICO and 50 percent donations. The Research Building I funding was originally requested over three years, but the entire PICO allocation is being requested in 2018-19. The committee unanimously approved the Revised Five-year Capital Improvement Plan.
  - He stated that the committee reviewed a report on Item FFC-6 Medically Integrated Fitness and Sports Performance Center in Lake Nona. This item was originally to be voted upon by the full board, but the item has been removed from the consent agenda.



- He reported that Tracy Clark, Associate Provost for Budget, Planning, and Administration and Associate Vice President for Finance, presented the UCF Investments Quarterly Report Ended June 30, 2017, (INFO-1).
- Clark presented the University Operating Budget Report Ended June 30, 2017, (INFO-2).
- Merck and John Pittman, Associate Vice President for Administration and Finance, Debt Management, gave a report on the 2016-17 Fourth Quarter Financial Reports ended June 30, 2017, (INFO-3).
- Pittman gave a report on the University and DSO Debt Report Coverage Ratios, (INFO-4) as previously requested by Garvy.
- He reported highlights from the committee meeting held earlier in the day.
  - Merck presented for approval the revised budget for Item FFC-1 Garvy Center for Student-Athlete Nutrition; a revision to the Capital Improvement Plan for 2018-19 through 2022-23; and the addition to the University of Central Florida 2015-25 Campus Master Plan Update. The project budget was previously approved at \$1.85 million as part of the 2018-23 Capital Improvement Plan at the July 20, 2017, Board of Trustees meeting. With the completion of the facility design, the new project budget is \$2.5 million. All funding is from private sources. The committee unanimously approved the requests, with Trustee Garvy recusing himself because of personal involvement in the Garvy Center for Student-Athlete Nutrition.

Martins presented the following items for board approval.

- **FF-1** Commercial Lease by and between TSLF Church Street Exchange, LLC, and University of Central Florida Board of Trustees—A motion unanimously passed approving the commercial lease.
- **FF-2** Five-year Capital Improvement Plan Revised—A motion unanimously passed approving the revised plan.

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

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

- Item NGC-2 Amend Nominating and Governance Committee Charter allowing the transfer of approval of regulations from the Finance and Facilities Committee to the Nominating and Governance Committee was unanimously approved and placed on the consent agenda.
- Item NGC-3 Anthony J. Nicholson Honorary Doctor of Public Service Degree was unanimously approved and placed on the consent agenda.
- Scott Cole, Vice President and General Counsel, reported on Item NGC-1 Board Policy on Delegation of Authority to the President, which was unanimously approved by the committee.

Yeargin presented the following item for board approval.

- NG-1 Board Policy on Delegation of Authority to the President—A motion was unanimously passed approving the board policy.

### **CONSENT AGENDA**

Marchena read the consent agenda items into the record. CL-4 2017–20 Performance Unit Plan Awards was removed from the consent agenda. A motion was made to accept the consent agenda, as revised, and unanimously approved.

- AUD-1 Compliance and Ethics Program Plan—Approval of the plan
- CL-2 2014–17 Performance Unit Plan Goal Accomplishments—Approval of the plan goal accomplishments
- CL-3 Performance Unit Plan Payments for the 2014–17 Cycle—Approval of the plan payments earned by participants for the 2014-17 cycle for accomplishment of the three-year performance measures set by the Board of Trustees on November 15, 2012
- CL-5 The Annual Report, July 1, 2016–June 30, 2017—Approval of the Annual Report
- CL-6 Amendment to University Regulations UCF–3.001 Non-Discrimination: Affirmative Action Programs, UCF–3.0134 Grievances Alleging Discrimination, and UCF–5.020 Religious Observances—Approval of amendments to UCF Regulations 3.001, 3.0134, and 5.020
- CL-7 Revision to University Regulation UCF–3.0122 Resignation and Nonrenewal of Non-unit Faculty and Administrative and Professional Staff Members—Approval of the amendments to UCF Regulation 3.0122
- CL-8 Article 5, AFSCME Activities; Article 7, Wages; and Article 13, Change in Assignment; of the Collective Bargaining Agreement between the University of Central Florida Board of Trustees and the American Federation of State, County and Municipal Employees—Ratification of the reopened articles of the 2016-19 Collective Bargaining Agreement between the University of Central Florida Board of Trustees and the American Federation of State, County, and Municipal Employees
- EP-1 Conferral of Degrees—Approval of the conferral of degrees at the Fall 2017 commencement ceremonies
- EP-2 Tenure with Hire—Approval of tenure with hire

- FF-3 Amendments to University Regulations UCF-4.030 Boating on University Lakes—Approval of the amendments to UCF Regulation 4.030
- FF-4 Amendments to University Regulation UCF-7.230 Real Property Leasing—Approval of the amendments to UCF Regulation 7.230
- FF-5 Revision to Florida Solar Energy Center Rules 6C7-8.009 and 6C7-8.010—Approval of the revisions to the rules
- FF-6 Amendments to University Regulation UCF-4.019 Fee Policy—Payments, Refunds, and Release of Fee Liability—Approval of the amendments to the regulation
- FF-7 Garvy Center for Student-Athlete Nutrition—Approval of the Garvy Center for Student-Athlete Nutrition
- NG-2 Amend Nominating and Governance Committee Charter—Approval of amendment to the charter
- NG-3 Anthony J. Nicholson Honorary Doctor of Public Service Degree—Approval of an Honorary Doctor of Public Service degree

### **NEW BUSINESS**

Marchena commented on Hitt's recent decision to step down as president. He stated that he felt it essential for the completion of IGNITE campaign, as well as the continued implementation of UCF's strategic plan, that Hitt continue to serve in a president *emeritus* status. He referred the members to a proposed President Emeritus Employment Agreement in their materials, which will go into effect July 1, 2018, for a period of one year with the ability to renew for future years as deemed necessary.

Marchena presented the following item for board approval.

- President Emeritus Employment Agreement—A motion unanimously approved the agreement.

He advised the board members that additional information had been requested from the UCF Police Department, and he referred the board to the Police Department diversity statistics included in their meeting materials and asked trustees to review it at their convenience.

He noted that the Conflict of Interest forms need to be signed and returned to Rick Schell.

He noted that the Trustee Summit will feature a breakout session for the individual boards of trustees.

**ANNOUNCEMENTS AND ADJOURNMENT**

Marchena announced the following upcoming meetings:

Board of Trustees retreat	October 27, 2017 (FAIRWINDS Alumni Center)
Board of Governors Trustee Summit	November 8, 2017 (Student Union)
Board of Governors meeting	November 8–9, 2017 (FAIRWINDS Alumni Center)
Commencement	December 15–16, 2017 (CFE Arena)
Board of Trustees meeting	January 18, 2018 (FAIRWINDS Alumni Center)

Marchena adjourned the board meeting at 2:31 p.m.

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