



UNIVERSITY OF CENTRAL FLORIDA

**Board of Trustees  
Nominating and Governance Committee  
FAIRWINDS Alumni Center  
March 22, 2018  
9:30 a.m. – 10:15 a.m.  
Call-in Number: 800-442-5794, Passcode: 463796**

**Agenda**

- I. CALL TO ORDER**  

William Yeargin  
*Chair, Nominating and Governance Committee*
  
- II. ROLL CALL**  

Tanya Perry  
*Coordinator, Legal Affairs*
  
- III. MEETING MINUTES**
  - [Approval of the January 18, 2018, Nominating and Governance Committee meeting minutes](#)  

Chair Yeargin
  
- IV. NEW BUSINESS**
  - Direct Support Organization reports ([INFO-1](#))  

Scott Cole  
*Vice President and General Counsel*
  
  - Governor Jeb Bush  
Honorary Doctor of Public Service degree ([NGC-1](#))  

Rick Schell  
*Vice President and Chief of Staff*
  
  - Buddy Dyer  
Honorary Doctor of Public Service degree ([NGC-2](#))  

Rick Schell
  
  - James Heekin  
Honorary Doctor of Public Service degree ([NGC-3](#))  

Rick Schell
  
  - Teresa Jacobs  
Honorary Doctor of Public Service degree ([NGC-4](#))  

Rick Schell

- Thomas Kuntz  
Honorary Doctor of Public Service degree (NGC-5) Rick Schell
- Carolyn Roberts  
Honorary Doctor of Public Service degree (NGC-6) Rick Schell
- Emeritus Confirmation (NGC-7) Scott Cole
- New University Regulation UCF-3.0177  
Promotion of Non-tenure-earning Instructional  
Designers (NGC-8) Scott Cole  
Youndy Cook
- Amendments to UCF-3.035 University Closings  
Due to Emergency Conditions (NGC-9) Scott Cole  
Youndy Cook

V. CLOSING COMMENTS

Chair Yeargin



UNIVERSITY OF CENTRAL FLORIDA

Board of Trustees  
Nominating and Governance Committee  
*FAIRWINDS* Alumni Center  
January 18, 2018

**MINUTES**

Trustee William Yeargin, chair of the Nominating and Governance Committee, called the meeting to order at 11:07 a.m. Committee members John Lord, Alex Martins, Beverly Seay, and John Sprouls were present. Chairman Marcos Marchena was present. Trustees Ken Bradley, Clarence Brown, Joseph Conte, Robert Garvy, and David Walsh were present.

**MINUTES APPROVAL**

The minutes of the October 26, 2017, Nominating and Governance Committee meeting were approved as submitted.

**NEW BUSINESS**

Presidential Selection Process (NGC-1)

Scott Cole, Vice President and General Counsel, presented for approval revisions to the Board's policy on Presidential Selection: Process Guide for the University Of Central Florida. The changes were unanimously approved by the Committee.

Amendment to University Regulation UCF-3.040 Benefits and Hours of Work (NGC-2)

Youndy Cook, Deputy General Counsel, presented for approval amendments to existing university regulation UCF-4.030 Benefits and Hours of Work, which is being amended to clarify and update language related to administrative leave. The committee unanimously approved the amendments as presented.

Amendments to Chapter 5 University Regulations (NGC-3)

Cook requested approval to amend 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, UCF-5.015 Student Academic Behavior. The committee unanimously approved the proposed amendments.

The meeting adjourned at 11:23 a.m.

Respectfully submitted: \_\_\_\_\_  
W. Scott Cole

\_\_\_\_\_  
Date

**ITEM: INFO-1**

**University of Central Florida  
BOARD OF TRUSTEES  
Nominating and Governance Committee**

**SUBJECT: Direct Support Organization reports**

**DATE: March 22, 2018**

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**PROPOSED COMMITTEE ACTION**

Reports from four of the university's direct support organizations: UCF Foundation, UCF Stadium Corporation, UCF Academic Health, and UCF Finance Corporation.

**BACKGROUND INFORMATION**

Each of the university's direct support organizations has a board of trustees representative. These representatives will give the committee a brief update on their respective direct support organization annually.

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**Supporting documentation: None**

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

**Submitted by: John C. Hitt, President**

**ITEM: NGC-1**

**University of Central Florida  
BOARD OF TRUSTEES  
Nominating and Governance Committee**

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

**DATE: March 22, 2018**

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**PROPOSED COMMITTEE ACTION**

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

**BACKGROUND INFORMATION**

See attached.

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**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 43<sup>rd</sup> 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.

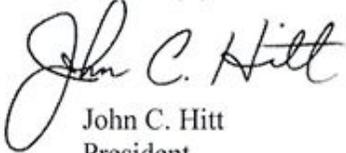
Bush, page 2

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 that reads "John C. Hitt". The signature is written in a cursive style with a large, looping initial "J".

John C. Hitt  
President

**ITEM: NGC-2**

**University of Central Florida  
BOARD OF TRUSTEES  
Nominating and Governance Committee**

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

**DATE: March 22, 2018**

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**PROPOSED COMMITTEE ACTION**

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

**BACKGROUND INFORMATION**

See attached.

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**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.

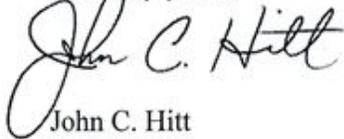
Dyer also advocated a new performing arts center for Orlando and a new arena for the Orlando Magic. He worked with then-Orange County Mayor Rich Crotty to get approval for using \$1.1 billion of the county's Tourist Development Tax revenue, collected as a surcharge on hotel rooms, to fund construction 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 that reads "John C. Hitt". The signature is written in a cursive style with a large initial "J" and "H".

John C. Hitt  
President

**ITEM: NGC-3**

**University of Central Florida  
BOARD OF TRUSTEES  
Nominating and Governance Committee**

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

**DATE: March 22, 2018**

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**PROPOSED COMMITTEE ACTION**

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

**BACKGROUND INFORMATION**

See attached.

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**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.

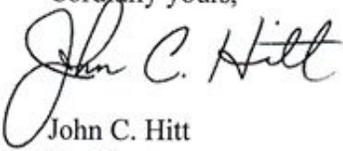
Heekin has been a faithful friend to UCF. He has been a strong advocate through the years for enhanced funding for UCF. In addition, he has served with distinction on the boards of the UCF Foundation, the UCF Research Foundation, the Orlando-UCF Shakespeare Festival, and the Orlando Repertory Theatre 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 that reads "John C. Hitt". The signature is written in a cursive style with a large initial "J" and "H".

John C. Hitt  
President

**ITEM: NGC-4**

**University of Central Florida  
BOARD OF TRUSTEES  
Nominating and Governance Committee**

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

**DATE: March 22, 2018**

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**PROPOSED COMMITTEE ACTION**

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

**BACKGROUND INFORMATION**

See attached.

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**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: NGC-5**

**University of Central Florida  
BOARD OF TRUSTEES  
Nominating and Governance Committee**

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

**DATE: March 22, 2018**

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**PROPOSED COMMITTEE ACTION**

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

**BACKGROUND INFORMATION**

See attached.

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**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.

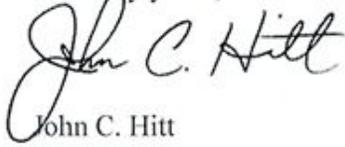
In addition to his considerable service to UCF and to education, he is also an active member of the Florida Council of 100, the board of directors of Guidewell Mutual Holding Corporation, Blue Cross and Blue Shield of Florida, as well as a trustee of the Alfred I. DuPont Testamentary Trust, one of America's 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 that reads "John C. Hitt". The signature is written in a cursive style with a large, looping initial "J".

John C. Hitt  
President

**ITEM: NGC-6**

**University of Central Florida  
BOARD OF TRUSTEES  
Nominating and Governance Committee**

**SUBJECT: Carolyn Roberts  
Honorary Doctor of Public Service degree**

**DATE: March 22, 2018**

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**PROPOSED COMMITTEE ACTION**

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

**BACKGROUND INFORMATION**

See attached.

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**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 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.

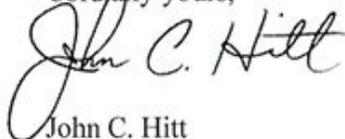
Roberts, page 2

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 that reads "John C. Hitt". The signature is written in a cursive style with a large, looping initial "J".

John C. Hitt  
President

**ITEM: NGC-7**

**University of Central Florida  
BOARD OF TRUSTEES  
Nominating and Governance Committee**

**SUBJECT: Emeritus Confirmation**

**DATE: March 22, 2018**

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**PROPOSED COMMITTEE ACTION**

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

**BACKGROUND INFORMATION**

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**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 143<sup>rd</sup> 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: NGC-8**

**University of Central Florida  
Board of Trustees  
Nominating and Governance Committee**

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

**DATE: March 22, 2018**

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**PROPOSED COMMITTEE 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.

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**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: NGC-9**

**University of Central Florida  
Board of Trustees  
Nominating and Governance Committee**

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

**DATE: March 22, 2018**

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**PROPOSED COMMITTEE 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.

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**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 Closings 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.
- ~~(d)~~ 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.*