

**Minutes**  
**Board of Trustees Special Teleconference Meeting**  
**University of Central Florida**  
**March 13, 2019**

Chairman Robert Garvy called the special teleconference meeting of the Board of Trustees to order at 9:39 a.m.

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

**WELCOME**

Garvy welcomed the board members and called on Grant Heston, Associate Corporate Secretary, to call the roll. Heston determined that a quorum was present.

The following board members attended the meeting in person: John Lord, Alex Martins, William Self, David Walsh and William Yeargin.

Chairman Robert Garvy and Trustees Joshua Boloña, Kenneth Bradley, Joseph Conte, Danny Gaekwad and Beverly Seay attended via teleconference.

**PUBLIC COMMENT**

There were no requests for public comment.

**NEW BUSINESS**

**FF-1            Carryforward Spending Plan**

Garvy provided a brief background on the approval item stating that in November of last year, the Board of Governors requested university boards of trustees to approve expenditure plans for their remaining 2017-18 committed E&G carryforward funds.

Garvy said the UCF board met in December and approved a plan for spending the \$20.6 million in committed E&G carryforward funds and the board was also given information about two new funding initiatives directed by then-President Whittaker with agreement from the vice presidents and then-Chairman Marchena. These two new funding initiatives were \$40 million for student scholarships and \$20 million for critical deferred maintenance.

Garvy stated that the Board of Governors (BOG) met in January and approved the university's planned use of \$20 million in carryforward funds for deferred maintenance, but they directed the trustees to have a more robust discussion of the recommended uses of the \$20.6 million in E&G carryforward fund commitments and the \$40 million for scholarships.

Garvy indicated that with input from BOG staff and following the Finance and Facilities committee's thorough vetting and approval of the item this morning, he believed the BOG's directive was completed.

Garvy asked Scott Cole, Vice President and General Counsel, to read the agenda item into the record.

Cole stated that the Finance and Facilities Committee voted unanimously to recommend to the Board of Trustees the use of \$20 million dollars in E&G carryforward funds for deferred maintenance as outlined in attachment B as well as the use of \$60.6 million dollars in E&G carryforward funds as outlined in attachment C (attached).

Garvy asked for a motion to approve the Carryforward Spending Plan. A motion was made by Martins, with a second from Walsh.

The following discussion occurred:

- Conte asked that going forward, base line E&G budgets be added to the information presented today. Conte stated this comparative information would help the trustees with the carryforward budgeting process. Elizabeth Dooley, Provost and Vice President for Academic Affairs and Professor, College of Community Innovation and Education, said she would work with her budget staff on this request.
- Seay asked why, given the budget approval process for E&G at the beginning of the year, that there are left-over E&G carryforward funds at the end of the year, recognizing that there may be some good explanations such as committed funds that are multi-year. She also asked for a more thorough analysis of where E&G money goes throughout the year to ensure that it is being spent appropriately and as planned. Real time audits were suggested as one way to verify but Seay reminded the board that those were for capital projects. Walsh suggested that the board extend their approval process to include major financial commitments of any kind, that are beyond budget or major changes to the budget throughout the year. Garvy asked the Audit and Compliance Committee to review these concerns and provide their recommendations to the full board. Seay agreed with this recommendation.
- Garvy stated the need for a board retreat to discuss several topics to ensure the board is fulfilling its oversight obligations.
- Martins stated that when he received the Bryan Cave report, he requested the board have insight into internal documents cited in the report, especially those that addressed the issue of transfer of funds. He again requested the board's insight into these internal mechanisms as it would help board members to ask informed questions if they see perceived abnormalities. Garvy asked that the Audit and Compliance Committee review this suggestion. Seay agreed, stating that she would first consult with the Chief Compliance Officer and the Chief Audit Officer.

- Walsh commented that board members should have the general ability to get reasonable information from staff ahead of meetings and that he hoped we were not creating unintended obstacles. Cole agreed but said that there should be an organized process to ensure staff can respond responsibly to requests. Cole said trustee requests for documents and information should be filtered through the committees, which has always been the process for determining actions of the entire board. Garvy agreed that the committee process work as designed in Robert's Rules of Order, under which the board operates, and he endorsed Cole's comments. Bradley said that in the course of a regular meeting, he requested a follow up discussion on how trustees request information from staff.
- Boloña apologized for joining the meeting late and asked if there were any amendments added to the original carryforward plan passed by the Finance and Facilities Committee. Garvy responded that there was not.
- Gaekwad stated he believes this was an audit department fail, that trustees depend on staff and that is the culture we need at the university. Garvy said one of the key initiatives coming from the findings of the Bryan Cave Report and the House Ethics Committee draft report is for the university to deal with the cultural aspects of our operations, ensuring staff is properly trained and that the culture is one where appropriate challenges to inappropriate actions are encouraged rather than discouraged. Garvy mentioned that training for trustees and staff is being incorporated and will be forthcoming this year.
- Yeargin asked if any of the previously approved \$40 million for scholarships had been committed. Dooley replied it had not.

Garvy asked Cole to restate the motion. Cole said the motion is to approve the use of \$20 million in E&G carryforward funds for deferred maintenance as listed in attachment B and to approve the use of \$60.6 million in E&G carryforward funds as outlined in exhibit C, and this comes with the recommendation of the Finance and Facilities Committee.

The motion passed unanimously.

### **ADJOURNMENT**

Garvy adjourned the board meeting at 10:13 a.m.

## Attachment B

**November 2018 Deferred Maintenance Projects to be Paid from Carryforward**

B0006	Boiler replacement/ HVAC	\$500,000
B0012	Fire sprinkler upgrade/ panel replacement	\$1,500,000
B0012	Carpet replacement	\$300,000
B0013	2 <sup>nd</sup> floor VAV box controls	\$50,000
B0013	Roof replacement	\$75,000
B0014	Building envelop repairs	\$100,000
B0014	Exterior door upgrade	\$60,000
B0016	Roof replacement	\$150,000
B0019	Roof replacement	\$100,000
B0019	Carpet replacement	\$75,000
B0020	Building envelop repairs	\$100,000
B0020	Additional chilled water assembly	\$100,000
B0020	Vacuum pump replacement	\$150,000
B0020	Air compressor replacement	\$75,000
B0020	Exhaust system replacement	\$300,000
B0020	ADA exterior doors	\$50,000
B0029	2 <sup>nd</sup> floor VAV box controls	\$50,000
B0029	Roof replacement	\$100,000
B0045	VAV box replacement and controls	\$500,000
B0045	Redundant chilled water pump and controls	\$50,000
B0045	Fall protection	\$75,000
B0045	Smoke control fan replacement	\$60,000
B0053	Building envelop repairs	\$75,000
B0053	Lab exhaust fan replacement	\$150,000
B0079	Fire alarm replacement	\$600,000
B0079	BAS replacement	\$500,000
B0079	Carpet replacement	\$500,000
B0080	Lighting replacement/ EXIT/ Main	\$750,000
B0090	BAS replacement	\$750,000
B0091	Atrium Repair	\$150,000
B0094	Fall protection	\$75,000
B0094	Smoke control fan replacement	\$50,000
B0095	Outside air damper replacement	\$35,000
B0116	Replace all interior lighting	\$650,000
B0121	Roof coating	\$250,000
B0122	Floor and carpet replacement	\$200,000
B0139	Chilled beam repairs	\$100,000
B0140	BAS replacement	\$200,000
B0150	Data Air unit replacement	\$800,000
B0152	DX unit replacement and BAS controls	\$800,000
B0154	MMAE controls consolidation and mechanical	\$800,000
B0903	Library/ auditorium carpet	\$125,000
B0903	Fall protection	\$150,000
B0903	Fire alarm panel replacement	\$50,000

Attachment B

B1001	Vacuum pump replacement	\$150,000
B1001	Exterior door upgrade	\$80,000
B1001	Fire alarm panel replacement	\$50,000
B8111	Lab exhaust fan replacement	\$500,000
B8119	Fall protection	\$75,000
B8126	BAS replacement	\$300,000
MULTIPLE	Multiple electrical panel obsolescence replacements	\$1,000,000
MULTIPLE	Exterior sidewalk light replacement/ additions for campus safety	\$750,000
MULTIPLE	VFD replacement multiple buildings	\$600,000
MULTIPLE	Rust remediation	\$1,500,000
MULTIPLE	Other projects to be determined	\$2,715,000
	<b>TOTAL</b>	<b>\$20,000,000</b>

Attachment C

**E&G Carryforward Fund Balance Plan, 2018-19  
Summary by BOG Strategic Category & University Initiative**

<b>BOG Strategic Categories</b>	<b>University Initiatives</b>	<b>University Commitment</b>
<b>Academic and Student Affairs</b>	University Administration Support	2,468,977
	Faculty Research Support	11,395,826
	Faculty recruitment and startup	9,746,775
	UCF Downtown	3,414,000
	Faculty/Staff Instructional Support	2,675,359
	Program Enhancements	1,286,875
	<b>Academic and Student Affairs Total</b>	<b>30,987,812</b>
<b>Campus Safety and Security</b>	Campus Safety and Security	960,741
	<b>Campus Safety and Security Total</b>	<b>960,741</b>
<b>Deferred Maintenance of Existing Facilities</b>	Other general facility renovations/repairs	1,303,409
	Utilities	48,736
	<b>Deferred Maintenance of Existing Facilities Total</b>	<b>1,352,145</b>
<b>Information Technology</b>	Information Technology	3,695,282
	<b>Information Technology Total</b>	<b>3,695,282</b>
<b>Student Financial Aid</b>	Student Financial Aid	16,871,118
	<b>Student Financial Aid Total</b>	<b>16,871,118</b>
<b>Student Welfare</b>	Student Services, Enrollment, and Retention Efforts	3,621,046
	Graduate Student Support	1,382,892
	Digital Learning Course Redesign Initiative	1,119,659
	Undergraduate Student Support	602,695
	<b>Student Welfare Total</b>	<b>6,726,292</b>
<b>Grand Total</b>		<b>60,593,390</b>

## Attachment C (continued)

**E&G Carryforward Fund Balance Plan, 2018-19**  
**Summary by BOG Strategic Category & University Initiative**

<b>BOG Strategic Categories</b>	<b>University Initiatives</b>	<b>University Commitment</b>
<b>Academic and Student Affairs</b>	Faculty Research Support	11,395,826
	UCF Downtown - Instruction support	3,414,000
	Faculty recruitment and startup for vacant positions	3,346,500
	Faculty recruitment and startup - faculty retention	3,000,000
	Faculty recruitment and startup - college funds	2,900,275
	Faculty/Staff Instructional Support	2,675,359
	Operating Support	2,468,977
	Support costs for wait listed courses	500,000
	Program Enhancements	500,000
		<b>Academic and Student Affairs Total</b>
<b>Campus Safety and Security</b>	Campus Safety and Security	960,741
		<b>Campus Safety and Security Total</b>
<b>Deferred Maintenance of Existing Facilities</b>	Renovations, Infrastructure (Cyber lab/Shock Tube lab)	617,714
	Other general facility renovations/repairs	285,695
	Lab renovation for current staff search	250,000
	Carpet and furniture for atrium	150,000
	Utilities	48,736
		<b>Deferred Maintenance of Existing Facilities Total</b>
<b>Information Technology</b>	Increase network capacity, replace end-of-life devices, and security enhancements	2,500,000
	Academic analytic software	786,875
	Information Technology	616,585
	Salesforce licensing, installation, and integration with PS	340,910
	General computer, phone and other upgrades	118,941
	Information Technology (ERP, Equipment, Etc.)	75,096
	Software to enhance student learning experience	43,750
	Data Management Software	37,000
	<b>Information Technology Total</b>	<b>4,519,157</b>

<b>Student Financial Aid</b>	Upper division scholarship	7,500,000
	Top Ten Knights	3,750,000
	Charge on 15 (Level 1) - Pell	2,400,000
	Doctoral student support	1,570,493
	Charge on 15 (Level 2)	1,350,000
	Undergraduate Student Support	180,000
	Graduate Student Support	80,625
	Student Financial Aid	40,000
	<b>Student Financial Aid Total</b>	<b>16,871,118</b>
<b>Student Welfare</b>	Advising Enhancement - Student Services	2,000,000
	Student Services, Enrollment, and Retention Efforts	1,621,046
	Graduate Student Support	1,382,892
	Instructional/advising support, general - BOT Adaptive Learning/Online Course	1,119,659
	Undergraduate Student Support	565,695
	<b>Student Welfare Total</b>	<b>6,689,292</b>
<b>Grand Total</b>		<b>60,593,390</b>



Attachment C (continued)

E&G Carryforward Fund Balance Plan, 2018-19  
Summary by BOG Strategic Category & University Initiative

University Academic/Business Unit	BOG Strategic Categories	University Initiatives	University Commitment
<b>Administration &amp; Finance</b>	Academic and Student Affairs	Operating Support	1,018,750
	Campus Safety and Security	Campus Safety and Security	600,000
	<b>Administration &amp; Finance Total</b>		<b>1,618,750</b>
<b>Burnett Honors College</b>	Student Financial Aid	Graduate Student Support	80,625
		Undergraduate Student Support	30,000
	<b>Burnett Honors College Total</b>		<b>110,625</b>
<b>College of Arts &amp; Humanities</b>	Academic and Student Affairs	Faculty recruitment and startup - college funds	504,320
		Faculty Research Support	301,834
	Information Technology	Information Technology (ERP, Equipment, Etc.)	75,096
	<b>College of Arts &amp; Humanities Total</b>		<b>881,250</b>
<b>College of Business Administration</b>	Academic and Student Affairs	Faculty Research Support	595,834
		Faculty/Staff Instructional Support	550,000
	Information Technology	Software to enhance student learning experience	43,750
	Student Welfare	Graduate Student Support	500,000
	<b>College of Business Administration Total</b>		<b>1,689,584</b>
<b>College of Community Innovation and Education</b>	Academic and Student Affairs	Faculty recruitment and startup - college funds	9,375
	Student Welfare	Graduate Student Support	40,000
	<b>College of Community Innovation and Education Total</b>		<b>49,375</b>
<b>College of Engineering and Computer Science</b>	Academic and Student Affairs	Faculty Research Support	3,553,600
		Faculty/Staff Instructional Support	1,327,300
		Faculty recruitment and startup - college funds	1,077,830
		UCF Downtown - Instruction support	114,000
	Deferred Maintenance of Existing Facilities	Renovations, Infrastructure (Cyber lab/Shock Tube lab)	617,714
		Utilities	48,736
	<b>College of Engineering and Computer Science Total</b>		<b>6,739,180</b>
<b>College of Health Professions and Sciences</b>	Academic and Student Affairs	Faculty recruitment and startup - college funds	600,000
		Faculty/Staff Instructional Support	356,059
	Information Technology	General computer, phone and other upgrades	118,941
	Deferred Maintenance of Existing Facilities	Carpet and furniture for atrium	150,000
	<b>College of Health Professions and Sciences Total</b>		<b>1,225,000</b>
<b>College of Hospitality Management</b>	Academic and Student Affairs	Faculty Research Support	48,125
		Faculty recruitment and startup - college funds	13,500
	<b>College of Hospitality Management Total</b>		<b>61,625</b>
<b>College of Medicine</b>	Academic and Student Affairs	Faculty Research Support	1,547,389
	<b>College of Medicine Total</b>		<b>1,547,389</b>
<b>College of Medicine - SBS</b>	Academic and Student Affairs	Faculty Research Support	122,500
		Faculty recruitment and startup - college funds	20,000
	Student Financial Aid	Doctoral student support	20,000
	<b>College of Medicine - SBS Total</b>		<b>162,500</b>

Finance and Facilities Committee Meeting - New Business

University Academic/Business Unit	BOG Strategic Categories	University Initiatives	University Commitment
<b>College of Nursing</b>	Academic and Student Affairs	Faculty recruitment and startup - college funds	150,000
		Faculty/Staff Instructional Support	112,000
	Information Technology	Information Technology	11,257
	Student Financial Aid	Doctoral student support	50,493
	<b>College of Nursing Total</b>		<b>323,750</b>
<b>College of Optics and Photonics</b>	Academic and Student Affairs	Faculty recruitment and startup - college funds	250,000
	Student Welfare	Graduate Student Support	17,500
	<b>College of Optics and Photonics Total</b>		<b>267,500</b>
<b>College of Science</b>	Academic and Student Affairs	Faculty Research Support	528,239
		Faculty recruitment and startup - college funds	261,250
	Deferred Maintenance of Existing Facilities	Lab renovation for current staff search	250,000
	<b>College of Science Total</b>		<b>1,039,489</b>
<b>College of Undergraduate Studies</b>	Academic and Student Affairs	Faculty/Staff Instructional Support	330,000
		Faculty Research Support	150,000
		Faculty recruitment and startup - college funds	14,000
	Information Technology	Information Technology	10,000
	Student Welfare	Student Services, Enrollment, and Retention Efforts	245,000
		Undergraduate Student Support	101,000
	<b>College of Undergraduate Studies Total</b>		<b>850,000</b>
<b>Communications &amp; Marketing</b>	Academic and Student Affairs	Operating Support	668,977
	Campus Safety and Security	Campus Safety and Security	21,422
	Information Technology	Information Technology	17,726
	Student Financial Aid	Student Financial Aid	40,000
	Student Welfare	Undergraduate Student Support	25,000
	<b>Communications &amp; Marketing Total</b>		<b>773,125</b>
<b>Information Technologies &amp; Resources</b>	Information Technology	Information Technology	41,875
	<b>Information Technologies &amp; Resources Total</b>		<b>41,875</b>
<b>Office of the President</b>	Academic and Student Affairs	Operating Support	781,250
	<b>Office of the President Total</b>		<b>781,250</b>
<b>Provost Operations</b>	Academic and Student Affairs	Faculty Research Support	60,000
	Information Technology	Academic analytic software	786,875
		Data Management Software	37,000
	<b>Provost Operations Total</b>		<b>883,875</b>
<b>Provost Reserve</b>	Academic and Student Affairs	UCF Downtown - Instruction support	3,300,000
		Faculty recruitment and startup - faculty retention	3,000,000
		Faculty Research Support	2,000,000
		Faculty recruitment and startup for vacant positions - FCI 2 additional funds	1,940,000
		Faculty recruitment and startup for vacant positions - COM hire	900,000
		Program Enhancements	500,000
		Support costs for wait listed courses	500,000
		Faculty recruitment and startup for vacant positions - Round III startup	406,500
		Faculty recruitment and startup for vacant positions - Dean searches	100,000
	Information Technology	Increase network capacity, replace end-of-life devices, and security enhancements	2,500,000
	Student Financial Aid	Doctoral student support	1,500,000
		Undergraduate Student Support	150,000
	Student Welfare	Advising Enhancement - Student Services	2,000,000
	<b>Provost Reserve Total</b>	Instructional/advising support, general - BOT Adaptive Learning/Online Course	1,119,659
			<b>19,916,159</b>

Finance and Facilities Committee Meeting - New Business

University Academic/Business Unit	BOG Strategic Categories	University Initiatives	University Commitment
<b>Research and College of Graduate Studies</b>	Academic and Student Affairs	Faculty Research Support	2,488,304
	Information Technology	Information Technology	502,148
	Student Welfare	Graduate Student Support	160,000
	Deferred Maintenance of Existing Facilities	Other general facility renovations/repairs	285,695
	<b>Research and College of Graduate Studies Total</b>		<b>3,436,147</b>
<b>Student Development and Enrollment Services</b>	Campus Safety and Security	Campus Safety and Security	339,319
	Information Technology	Information Technology	33,579
	Student Welfare	Student Services, Enrollment, and Retention Efforts	1,160,706
		Graduate Student Support	665,392
		Undergraduate Student Support	439,695
<b>Student Development and Enrollment Services Total</b>		<b>2,638,691</b>	
<b>UCF Connect</b>	Information Technology	Salesforce licensing, installation, and integration with PS	340,910
	Student Welfare	Student Services, Enrollment, and Retention Efforts	215,340
	<b>UCF Connect Total</b>		<b>556,250</b>
<b>University Financial Aid</b>	Student Financial Aid	Upper division scholarship	7,500,000
		Top Ten Knights	3,750,000
		Charge on 15 (Level 1) - Pell	2,400,000
		Charge on 15 (Level 2)	1,350,000
		<b>University Financial Aid Total</b>	
<b>Grand Total</b>			<b>60,593,390</b>