

**Minutes
Board of Trustees Meeting
University of Central Florida
August 20, 2020**

Chair Beverly Seay called the meeting of the Board of Trustees to order at 8:30 a.m. in the *FAIRWINDS* Alumni Center.

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

WELCOME

Seay welcomed the board members and called on Karen Monteleone, Assistant Vice President, Board Relations, to call the roll. Monteleone determined that a quorum was present.

The following board members attended the meeting in person: Chair Beverly Seay, Trustees Kenneth Bradley, Danny Gaekwad, Joseph Harrington, Sabrina La Rosa, Harold Mills and David Walsh.

The following board members attended the meeting virtually: Vice Chair Alex Martins, Trustees Joseph Conte, Caryl McAlpin, Michael Okaty, John Sprouls and William Yeargin.

PUBLIC COMMENT

There was no request for public comment.

MINUTES

Seay called for approval of the meeting minutes of the June 18, 2020 and July 23, 2020 meetings, which were approved as presented.

REMARKS

Seay noted there is a new document in the board materials titled *5 Things to Know*. She thanked Trustee Gaekwad for this suggestion as another way to strengthen trustee engagement.

Seay shared a few developments showcasing how UCF is continuing to create opportunities through innovation and partnership to develop new opportunities for students, and to help move Florida's economy forward in these challenging times.

- A 2020 Workforce Study by Aviation Week ranks UCF #2 in critical skills needed by employers, and #1 in terms of the high volume of hires. Seay said it was noteworthy that UCF was second behind Georgia Tech, demonstrating how a young university can advance in rankings by leveraging its strengths.

- Seay said she was invited to speak to the Greater Orlando Aviation Authority Board to discuss potential partnership opportunities between the airport and UCF.
- Seay shared that an MOU between the State University System, the National Security Innovation Network - an initiative of the United States Department of Defense - and the Florida Defense Alliance, an organization within Enterprise Florida, Inc., is on the Chancellor's desk for his signature. Seay stated that this initiative will serve to grow the talent pipeline contributing to future missions in support of national defense and federal agencies. She said she will be participating in a briefing with Governor Eric Silagy at the upcoming Board of Governors meeting on September 16th.

Seay thanked Alex and Melinda Cartwright for a very generous and personal gift they made to support several areas at the university.

Seay called on Cartwright to provide the President's Action Report

DISCUSSION

President's Action Report

Cartwright stated he spoke to 50 new faculty members joining UCF this fall. He also noted that last month, UCF was ranked first in Florida and sixth in the nation for the number of faculty who received the coveted National Science Foundation CAREER Grants. Cartwright said that this was a record for UCF. He congratulated the faculty, and the work of the College of Graduate Studies and Research Office for creating new initiatives that support faculty applying for these awards.

Cartwright said he also spoke with students that are both returning and new. They told stories on why they came to UCF and why they are excited to return to campus.

Cartwright presented his remaining remarks on UCF's preparations for the students' return, specifically in the following areas:

1. UCF Enrollment

Cartwright called on Paige Borden, Associate Provost and Chief Analytics Officer, to give details on enrollment monitoring.

The trustees had the following comments:

- Gaekwad asked to return to a previous item for discussion. He asked for clarification on the discussion with the Greater Orlando Aviation Authority Board. Seay and Cartwright said it was a concept right now to discuss possible partnership opportunities with the university's modeling and simulation programs.

- Conte asked if the transfer rate will be lower due to employment rates. Borden confirmed she expects the transfer rate to be lower, but they are in contact with the students to explain financial aid options.
- McAlpin asked when the payment for the semester is due and when does it become non-refundable. She also asked the history of students who withdraw but do not pay or register and do not pay. Borden provided this information.
- Gaekwad asked about the fee structure due to a higher online population versus in person. He also asked if the loss of revenue has been factored into the budget. Gaekwad also asked if UCF is adjusting services to match the new in person population. Borden explained the difference in the distance learning fee in students in traditional online courses versus students who had in person courses moved to remote. Cartwright confirmed UCF has been monitoring and adjusting the services offered to match the in-person population. He also noted there is an increase in cost due to the additional cleaning and safety precautions due to COVID.
- Walsh said the decision to open in person was critical to enrollment. He asked Borden if students would know what their mix of in person versus online classes are by the payment deadline of September 4th. She confirmed they do except for a few courses that may still be changing on an individual basis. Walsh supported UCF defending its brand and hopes that UCF can move back to more face-to-face instruction in January.

2. Distance Learning Efforts

Cartwright called on Thomas Cavanagh, Vice Provost for Digital Learning, to discuss how his team has prepared for the fall semester. Cartwright thanked and acknowledged Cavanagh's efforts and the Center for Distributed Learning team for their work.

The trustees had the following comments:

- Bradley commented on the good work that continues.
- Seay also commented that data shows that students do as well or better in classes that are designed to be online.
- Mills asked if UCF has had any inbound requests for advice or consulting from other universities, high schools or organizations. Cavanagh said historically they have, but the requests have increased since COVID. He also said training on how to use zoom is offered to UCF's Direct Connect partners at no cost.
- Gaekwad recommended using the summer semester to offer courses and programs to international students.

- Harrington noted that students are coming here to take online courses to transfer back to their institutions and that digital learning offered a three-week workshop for faculty and leaders.
3. The Campus Environment
- Cartwright called on Misty Shepherd, Interim Vice President and Chief Operating Officer, to discuss campus services that will be available this fall.

The trustees had the following comments:

- Seay asked if UCF has expanded their outdoor seating for dining. Shepherd confirmed they have investigated temporary and permanent options for expanded outdoor seating. Seay also confirmed with Shepherd that they have considered the new requirements for indoor seating while dining.
- Okaty asked if there is a plan in place in case UCF goes completely online. Cartwright noted they are monitoring clusters and will discuss this more in detail later in the presidential report.
- Seay pointed out the Emerging Issues and Crisis Response Team (EICRT) is completing what if scenarios and planning for these scenarios.
- Yeargin asked if there is concern for the financial viability for UCF's food vendors. Shepherd said they are working with their food vendors and they are sensitive to the challenges they face. She also noted they are using GrubHub to assist with their business.
- McAlpin asked if there are backup plans in case any vendors needed to be replaced. She said that is not the route they want to take but those plans are in place.
- Martins asked what planning has been done for sorority and fraternity housing. Cartwright noted this will be addressed in the next section.

4. Student life and housing

Cartwright called on Maribeth Ehasz, Vice President for Student Development and Enrollment Services, to discuss on-campus housing, as well as plans for campus engagement.

The trustees had the following comments:

- Gaekwad gave kudos to an 83 percent housing occupancy rate.
- Bradley and McAlpin praised the move in plan and stated the module should be used going forward even after COVID concerns.
- Martins asked if there have been any differences or challenges with the move in of the Downtown campus.

5. Testing and Tracing Efforts
Cartwright called on Michael Deichen, Associate Vice President of Student Health Services, to discuss testing and tracing efforts.
6. Work with Faculty and the Academic Experience
Cartwright called on Interim Provost Michael Johnson, Interim Provost and Vice President for Academic Affairs to discuss his team's work with faculty to prepare for the fall semester.
7. How UCF's culture will protect fellow Knights?
Cartwright called on Patrick Burt, Associate Vice President for Communications and Marketing, to discuss the Armor Up pledge and the culture UCF is promoting.

Cartwright concluded his report.

REPORTS

INFO-1 UCF Global Emerging Issue Update

Seay recognized Gaekwad to moderate the discussion on UCF Global.

Gaekwad called on Jeff Jones, Vice Provost for UCF Connect, to present on UCF Global.

The trustees had the following comments:

- Harrington requested estimated fall enrollment numbers, a student satisfaction survey, and information on Study Abroad.
- La Rosa asked what resources and experiences exist for international students.
- Bradley asked for three strategic goals for the international student program.
- Mills also asked for quantitative goals.

Cartwright noted this was Jones' last Board of Trustees meeting before his retirement and thanked him for all his work at UCF.

ADVANCEMENT COMMITTEE REPORT

Gaekwad, Chair of the Advancement Committee, reported highlights from the committee meeting held on August 12, 2020.

AUDIT AND COMPLIANCE COMMITTEE REPORT

Conte, Chair of the Audit and Compliance Committee, reported highlights from the committee meeting held on August 12, 2020.

AUD-1 Post Investigation Action Plan

Conte moved to approve AUD-1 with Gaekwad providing the second. The motion passed unanimously.

AUD-2 University of Central Florida 2020 Florida Equity Report

Conte moved to approve AUD-2 with McAlpin providing the second. The motion passed unanimously.

Conte reported AUD-3 was unanimously approved by the committee and placed on the consent agenda.

COMPENSATION AND LABOR COMMITTEE REPORT

Sprouls, Chair of the Compensation and Compliance Committee, reported highlights from the committee meeting held on August 12, 2020.

CL-1 President's FY21 Goals

Sprouls called on Cartwright to present his goals to the full board.

Sprouls moved to approve CL-1 with Martins providing the second.

The trustees had the following comments:

- Mills encouraged staff to make the goals as quantifiable as possible.
- Conte reminded the board that Nancy Myers, Director of Institutional Equity, had data that can be used to assist in making the goals quantifiable. He also recommended the goal on having a legislative presence be made into a workshop.
- Walsh commented on the undergraduate deliverable. He noted the best measure is section class size.
- Harrington commented on the diversity goal. Cartwright noted Academic Affairs and Student affairs would be working on diversity inclusion.

The motion passed unanimously.

Sprouls reported CL-2 was unanimously approved by the committee and placed on the consent agenda.

EDUCATIONAL PROGRAMS COMMITTEE REPORT

Bradley, Chair of the Educational Programs Committee, reported highlights from the committee meeting held on August 12, 2020. He reported EP-1 and EP-2 were unanimously approved by the committee and placed on the consent agenda.

EXECUTIVE COMMITTEE REPORT

Seay, Chair of the Executive Committee, reported highlights from the committee meeting held on August 12, 2020. She reported EC-1 was unanimously approved by the committee and placed on the consent agenda.

FINANCE AND FACILITIES COMMITTEE REPORT

Martins, Chair of the Finance and Facilities Committee, reported on highlights from the meeting held on August 12, 2020. He reported that FF-1 through FF-3 were unanimously approved by the committee and placed on the board's consent agenda.

GOVERNANCE COMMITTEE REPORT

Martins, Vice-Chair of the Governance Committee, reported highlights from the committee meeting held on August 12, 2020. He reported that GOV-1 was unanimously approved by the committee and placed on the board's consent agenda.

CONSENT AGENDA

Walsh commented on textbook affordability. He recommended working with the textbook companies to find ways to increase the shelf life of books to drive down the cost to students.

Bradley moved to approve the consent agenda with Mills providing the second. The motion was unanimously approved.

NEW BUSINESS

BOT-1 Revision to Board Agenda Memo

Seay called on Monteleone to present on BOT-1. Bradley moved to approve BOT-1 with Harrington providing the second. The motion passed unanimously.

ANNOUNCEMENTS

Seay made several announcements regarding upcoming meetings.

ADJOURNMENT

Seay adjourned the board meeting at 12:31 p.m.

Reviewed by: 
Beverly Seay, Chair UCF Board of Trustees

Date: 10/30/20

Respectfully submitted: *Janet D. Owen*
Janet Owen, Associate Corporate Secretary

Date: 10/30/2020