

Minutes
Board of Trustees Virtual Meeting
University of Central Florida
July 23, 2020

Chair Beverly Seay called the virtual meeting of the Board of Trustees to order at 2:00 p.m.

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

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 via WebEx: Chair Beverly Seay, Vice Chair Alex Martins, Trustees Kenneth Bradley, Joseph Conte, Danny Gaekwad, Joseph Harrington, Sabrina La Rosa, Caryl McAlpin, Harold Mills, Michael Okaty, John Sprouls, and David Walsh.

Trustee Williams Yeargin was not in attendance.

PUBLIC COMMENT

There were no requests for public comment.

DISCUSSION

Seay shared the following highlight with the board:

- UCF's College of Engineering and Computer Science is second in the state of Florida in the number of awards won from the National Science Foundation Early Career Development Program. Cartwright has described that these prestigious awards are a great indicator of progress in UCF's research efforts.

Seay thanked Debra Reinhart, Assistant Vice President for the Office of Research and Commercialization and Saiful Khondaker, Professor of Physics, for their hard work in helping the faculty get their success recognized.

Seay reminded the trustees that their collective work is to serve as fiduciaries who steer the university toward a sustainable future by adopting sound, ethical, and legal governance and financial management policies. She encouraged debate in a respectful and civil manner but once the board makes a decision, the board members must all support that decision regardless of individual views on the matter. Seay said a trustee should not act independently to the board because it undermines the collective, constructive work for the advancement of UCF.

Seay reiterated the purpose of the Board Office is to serve the Board as a whole, and as appropriate, individual trustees. Seay said the Board Office will collect trustee concerns, answer trustee questions and gather university data on issues, as requested. She said that if there is an issue of concern, the matter will be referred to the appropriate committee which oversees the subject area of concern. Seay said this process will ensure that trustees'

concerns are addressed and answered, as well as help the board stay on track during meetings and avoid the distraction of discussions that do not lead to a productive conclusion.

Chair Seay recognized President Alex Cartwright for his president's report.

President's Report

Cartwright shared an update from the Board of Governors. UCF's proposal to direct more dollars from the license plate proceeds to student scholarships was praised by Vice Chair Lamb and the Board. Cartwright thanked Trustee Gaekwad for his advocacy.

Cartwright noted that Good Morning America, *The Wall Street Journal*, and *The Washington Post*, among others, have recently featured UCF as an example of how a university is prioritizing health and safety and the student experience.

Cartwright shared the following health protocol and facility upgrades:

- UCF has distributed 13,000 of the 100,000 reusable face coverings to faculty, staff, and students.
- UCF is installing 1,200 touchless hand sanitizer stations around campus; more than 530 plexiglass panels in high-traffic areas; and 400 retrofitted motion-sensors for doors.
- UCF is making \$600,000 in upgrades to the ventilation systems.

UCF is also continuing to distribute more than \$25 million in federal CARES Act aid directly to students, with a second round of distribution underway this week. Already more than \$20 million has been distributed and 23,000 students have received aid.

Cartwright noted that thanks to the support from our community, more than \$20,000 has been raised toward the UCF Student Emergency Fund in the past few weeks from people buying UCF-themed face masks through a local, alumni-owned company.

Cartwright shared that pre-med Burnett Honors student Victoria Orindas, planned to spend her summer shadowing doctors, but instead organized a group of student volunteers to distribute care packages to the homeless; make masks for health care workers; tutor students; and write letters to nursing home residents.

Cartwright said when it comes to reopening this fall, there is no easy, one size fits all answer for students or employees. UCF continues to monitor the surge in cases with the Florida Department of Health and the situation in UCF's immediate area.

Cartwright noted that he shared with the Orlando Economic Partnership and many community leaders that UCF's academic plans for the fall are purposefully flexible and can pivot to more remote instruction should that become necessary. He said UCF will continue providing updates on decision-making as fall approaches and that more than two-thirds of courses will be fully remote, to help students continue their studies. Cartwright noted UCF continues to stress personal responsibility and compassion for others, by requiring facial coverings, staying vigilant, limiting social gatherings, and practicing physical distancing.

Cartwright shared the following updates on testing, tracing and surveillance:

- Dr. Deichen and his teams continue to closely monitor local hospital and health care capacity.
- UCF has been actively working on significant improvements to delivery times with the testing provider Aventus Biolabs that will better position UCF for the fall, when residents returning to UCF Housing and on-campus Greek housing will be tested upon move-in.
- UCF has launched a mobile- and desktop-friendly COVID Self-Checker for employees, and eventually students, to use daily to screen for symptoms and share location information that could be used for contact tracing.
- UCF is publishing the number of COVID-19 cases reported on the Coronavirus website, with 350 positive cases reported to UCF from April 13 through July 16.

Cartwright noted there were 60,500 students enrolled in the fall semester and on campus housing is at 84%. He has noted UCF has increased the number of isolation rooms to 83 and additional rooms are being held as isolation spaces in UCF-managed properties UnionWest and NorthView.

Lastly, Cartwright provided an update on BRIDG. Cartwright stated UCF would be ending the management agreement with BRIDG after the Governor's funding veto. He said UCF will no longer be supporting BRIDG at the previous significant levels, but will use the center as a research location. Cartwright asked Vice President Klonoff to identify activities that would benefit from the facility.

Cartwright thanked the Board, especially Trustee Walsh, for their leadership and guidance on UCF's decision-making and recent actions with BRIDG.

Cartwright concluded his report.

Seay thanked Cartwright for his report. She noted that Cartwright shared an email to the campus community that outlined plans to realign resources and strategically invest in UCF's academic mission.

Seay reminded the Board that they have a significant investment in the new ERP. She said that the expectation is that trustees hold staff accountable for continuing to advance business protocols, plans and policies ahead of implementation for significant investments. The boards' oversight role includes a fiduciary responsibility to monitor progress at a level that will ensure a positive return on investment in both resources and efficiencies.

Seay recognized Cartwright, and Michael Johnson, Interim Provost and Vice President for Academic Affairs, to provide the FY 21 university budget update.

FY21 University Budget Update

Cartwright provided an update on the FY21 University Budget. Cartwright said budget planning will prioritize operational excellence, with a focus on efficiency and effectiveness

that, in turn, will allow UCF to reinvest existing resources into the academic enterprise to support the work of faculty and staff dedicated to the core mission.

Cartwright noted that the state budget did not add funding to the base budget. He said UCF experienced a reduction in performance funding of \$1.58 million this fiscal year, and the Educational and General (E&G) budget is expected to be \$700 million this year, with 53% funded by state general revenue and lottery dollars and 47% funded through student tuition. Additionally, Governor DeSantis announced a hold back of six percent in general revenue and lottery funds starting July 1. Legislative action prior to June 30, 2021 would be required to make these hold backs permanent.

Cartwright stated that considering these hold backs, and potential future cuts, it is more important than ever that UCF improves its administrative infrastructure to reallocate existing dollars strategically to support academic excellence, student success, and key university-wide initiatives, such as:

- Hiring faculty and staff
- Strengthening research
- Investing in diversity, equity, and inclusion programs

Cartwright asked Provost Johnson to re-establish the University Budget Committee, and to chair it along with Interim CFO Joe Trubacz. He said this committee will help ensure a more inclusive and transparent process governing the university budget and that the committee is made up of members from various areas of the institution, including faculty, staff and student representation.

Cartwright recognized Johnson for his remarks.

Johnson said the University Budget Committee will advise the president wisely and transparently and that its members will need to develop a deep understanding of UCF's financial position, obligations, and opportunities.

Johnson and Cartwright directed colleges to plan for permanent three percent reductions to their recurring E&G budgets, and directed administrative divisions to plan for cuts of up to six percent. The purpose of these reductions is to free recurring funds for strategic reinvestment.

Johnson stated newly generated carryforward funds are being swept to fund the ERP Project and that they will develop a central carryforward policy to define how carryforward will be handled in future fiscal years.

Johnson concluded his report.

Cartwright thanked Johnson and Joseph Trubacz, Chief Financial Officer and Vice President for Finance, for their leadership. He concluded noting that the President's Office has restructured and reduced their operating budget by 15% and will continue to look for efficiencies across all units.

The trustees had a robust conversation on carryforward, budget cuts, academic programs, student- to-faculty ratio, personnel, ERP, and faculty tenure.

Seay requested that the Educational Programs Committee take up faculty tenure in their committee to discuss trustees' questions and concerns.

ADJOURNMENT

Seay adjourned the board meeting at 3:15 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