



# June 29, 2023 UCF Board of Trustees Meeting

Board of Trustees  
Live Oak Event Center  
Jun 29, 2023 9:00 AM - 12:15 PM EDT

## Table of Contents

I. Five Things to Know.....	3
II. Agenda.....	4
III. Remarks	
IV. Break	
V. Committee Reports	
A. Academic Excellence and Student Success	
1. AES-1 FY2024-2025 UCF Legislative Budget Request.....	7
B. Audit and Compliance	
C. Budget and Finance	
1. BUD-1 Proposed 2023-2024 University Operating Budget and Spending Authority.....	24
D. Facilities and Infrastructure	
1. FAC-1 Five-Year Capital Improvement Plan FY2024- 2025 through FY2028-2029.....	36
2. FAC-2 On-Campus Housing Rental Rates.....	68
E. Governance	
1. GOV-1 Board Chair and Vice Chair Nominations.....	77
F. Strategic Partnerships and Advancement	
VI. Consent Agenda	
A. BOT-1 Board of Trustees Meeting Minutes.....	80
B. AES-2 2023 UCF Tenure Recommendations.....	91
C. AES-3 Tenure with Hire.....	92
D. AES-4 UCF Educational Sites.....	98
E. AES-5 Conferral of Degrees.....	117

<b>F. BUD-2 Proposed 2023-2024 Direct Support Organization / Related Entity Operating Budgets.....</b>	<b>119</b>
<b>G. BUD-3 Renewal of Reducing Revolving Line of Credit – Fifth Third Bank.....</b>	<b>138</b>
<b>H. BUD-4 UCF Stadium Corporation Release of Unrestricted Surplus.....</b>	<b>146</b>
<b>I. BUD-5 UCF Parking Bonds Early Defeasance.....</b>	<b>149</b>
<b>J. BUD-6 University Investment Program Structure Update.....</b>	<b>213</b>
<b>K. FAC-3 College of Nursing – Project Approval .....</b>	<b>221</b>
<b>L. FAC-4 Linear Generator – Project Approval .....</b>	<b>237</b>
<b>M. GOV-2 Transition of Limbitless Solutions, Inc. into UCF’s Research.....</b>	<b>242</b>
<b>N. GOV-3 Appointment and Election of Direct Support Organization Directors....</b>	<b>248</b>
<b>O. GOV-4 Amendments to University Regulations UCF-2.002 Undergraduate Admission of First-time, Degree-seeking Freshman.....</b>	<b>269</b>
<b>P. GOV-5 Amendments to University Regulations UCF-2.003 Admission of Graduate Students and UCF-2.009 Admission of International Students.....</b>	<b>272</b>
<b>Q. GOV-6 Amendments to University Regulation UCF-3.010 Faculty Evaluation and Improvement .....</b>	<b>279</b>
<b>R. GOV-7 Amendments to University Regulation UCF-4.033 Delinquent.....</b>	<b>284</b>
<b>S. GOV-8 Amendments to Chapter 5 University Regulations.....</b>	<b>287</b>
<b>T. GOV-9 Amendments to University Regulation UCF-6.008 Vehicle Registration Fees; Parking Violation Fines.....</b>	<b>342</b>
<b>U. GOV-10 Proposed University Regulation UCF-2.041 Nursing Education .....</b>	<b>347</b>
<b>VII. New Business</b>	
<b>A. BOT-2 Use of FBC Mortgage Stadium to host the 2023 Cure Bowl.....</b>	<b>351</b>
<b>VIII. Announcements</b>	
<b>IX. Adjournment</b>	



# 5 THINGS TO KNOW

READ MORE ABOUT UCF AT [UCF.EDU/NEWS](https://ucf.edu/news)



## [1 Animation Career Review Ranks UCF's Visual Arts, Design Programs Among Best in Nation](#)

UCF is highly regarded for preparing students in art programs to be successful visual artists in the billion-dollar animation industry. UCF's animation program is ranked No. 4 nationally among programs at public universities, graphic design is No. 26 nationally and illustration is No. 30 nationally. The rankings reflect the program's strong academic reputation, graduation rates, value, and ability to prepare graduates for dynamic careers with industry giants.



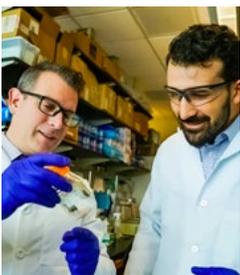
## [2 UCF Joins NASA-sponsored Partnership to Study Health Impacts of Space Travel](#)

Learning more about how space travel affects human health will provide critical knowledge that will benefit humans both in space and on Earth. Working with the NASA-funded Translational Research Institute for Space Health (TRISH) and Baylor College of Medicine, UCF will conduct studies on motion sickness, sleep disturbance, changes to cognitive function, eye and brain health, and more. UCF's expertise, capabilities and proximity to Kennedy Space Center made the College of Medicine an ideal choice for the partnership, according to TRISH.



## [3 3 UCF Students Selected as Prestigious 2023 Boren Scholars to Study Critical Languages](#)

The honor recognizes highly motivated undergraduate students who are interested in pursuing a career in U.S. national security. It also provides funding of up to \$25,000 for study abroad experiences that will immerse them in cultures and languages of regions critical to U.S. interest. The awardees are political science student Angelina Alonzo (studying Russian), criminal justice student Flora Ngo (studying Vietnamese) and computer science student Sean Merkel (studying Japanese).



## [4 Researchers Create Engineered Human Tissue to Study Mosquito Bites, Disease](#)

Mosquitos are considered world's deadliest animal, according to the Centers of Disease Control, as their bloodsucking bites contribute up to 700,000 deaths caused by vector-borne diseases annually. UCF researchers have worked with a University of Tennessee scientist to use human cells and biomaterials to develop an engineered human tissue that can be used to study pathogens spread by mosquito bites. The new development has the potential to increase studies of species that have been difficult to maintain in labs — an important practical application.



## [5 UCF Is a Leading Producer of Aviation Talent, Research, Safety Guidelines](#)

The next time you see a plane flying overhead, consider this: There's a strong possibility that a graduate or researcher from UCF had something to do with that plane being in the air. It could be an engineer who designed the propulsion system, a pilot who trained on a simulator — like the ones developed by David Metcalf and **Michael Eakins '09BA '17MFA** — or a professor such as **Florian Jentsch '97PhD** who developed protocols to keep the plane safe. UCF has been ranked as the nation's No. 1 supplier of talent to the aerospace industry six times by *Aviation Week Network*.



**Board of Trustees Meeting  
June 29, 2023  
Live Oak Event Center | UCF Main Campus  
9:00 a.m. – 12:15 p.m.**

**Livestream:** <https://www.youtube.com/watch?v=QEVHYqoU3I0>

Conference call number: 1 (929) 205-6099 | Meeting ID: 916 9962 4851 | Passcode: 874420

## AGENDA

- |   |   |
|---|---|
| 1. Call to Order and Welcome            | Alex Martins, <i>Chair, UCF Board of Trustees</i>                     |
| 2. Roll Call                            | Lauren Ferguson, <i>Assistant Vice President, Board Relations</i>     |
| 3. Public Comment                       | Lauren Ferguson   |
| 4. Remarks (90 minutes)                 | Chair Martins   |
|   | President's Update<br>Alexander N. Cartwright, <i>President</i>       |
| 5. Break (15 minutes)                   |   |
| 6. Committee Reports (65 minutes)       | Chair Martins   |
| Academic Excellence and Student Success | Chair Altizer   |
| AES – 1                                 | FY2024-2025 UCF Legislative Budget Request                            |
| Audit and Compliance                    | Chair Christy   |
| Budget and Finance                      | Chair Mills   |
| BUD – 1                                 | Proposed 2023-2024 University Operating Budget and Spending Authority |
| Facilities and Infrastructure           | Vice Chair Condello   |
| FAC – 1                                 | Five-Year Capital Improvement Plan FY2024-2025 through FY2028-2029    |
| FAC – 2                                 | On-Campus Housing Rental Rates  |
| Governance                              | Chair Okaty   |
| GOV – 1                                 | Board Chair and Vice Chair Nominations                                |



### 7. Consent Agenda (5 minutes)

Chair Martins

- |         |  |
|---------|--|
| BOT – 1 | Board of Trustees Meeting Minutes ( <i>Martins</i> )   |
| AES – 2 | 2023 UCF Tenure Recommendations ( <i>Altizer</i> )   |
| AES – 3 | Tenure with Hire ( <i>Altizer</i> )  |
| AES – 4 | UCF Educational Sites ( <i>Altizer</i> )   |
| AES – 5 | Conferral of Degrees ( <i>Altizer</i> )  |
| BUD – 2 | Proposed 2023-2024 Direct Support Organization / Related Entity Operating Budgets ( <i>Mills</i> )   |
| BUD – 3 | Renewal of Reducing Revolving Line of Credit – Fifth Third Bank ( <i>Mills</i> )   |
| BUD – 4 | UCF Stadium Corporation Release of Unrestricted Surplus ( <i>Mills</i> )   |
| BUD – 5 | UCF Parking Bonds Early Defeasance ( <i>Mills</i> )  |
| BUD – 6 | University Investment Program Structure Update ( <i>Mills</i> )  |
| FAC – 3 | College of Nursing – Project Approval ( <i>Condello</i> )  |
| FAC – 4 | Linear Generator – Project Approval ( <i>Condello</i> )  |
| GOV – 2 | Transition of Limbitless Solutions, Inc. into UCF’s Research Enterprise ( <i>Okaty</i> )   |
| GOV – 3 | Appointment and Election of Direct Support Organization Directors ( <i>Okaty</i> )   |
| GOV – 4 | Amendments to University Regulations UCF-2.002 Undergraduate Admission of First-time, Degree-seeking Freshman ( <i>Okaty</i> )                   |
| GOV – 5 | Amendments to University Regulations UCF-2.003 Admission of Graduate Students and UCF-2.009 Admission of International Students ( <i>Okaty</i> ) |
| GOV – 6 | Amendments to University Regulation UCF-3.010 Faculty Evaluation and Improvement ( <i>Okaty</i> )  |
| GOV – 7 | Amendments to University Regulation UCF-4.033 Delinquent Accounts ( <i>Okaty</i> )   |



# Board of Trustees

## Meeting Agenda

- GOV – 8                      Amendments to Chapter 5 University Regulations (*Okaty*)
- GOV – 9                      Amendments to University Regulation UCF-6.008 Vehicle Registration Fees; Parking Violation Fines (*Okaty*)
- GOV – 10                     Proposed New University Regulation UCF-2.041 Nursing Education (*Okaty*)
  
- 8. New Business (*15 minutes*)
  - BOT – 2                      Use of FBC Mortgage Stadium to host the 2023 Cure Bowl  
David Hansen, *Senior Executive Associate Athletics Director / COO, UCF Athletics Association*  
Terry Mohajir, *Vice President and Director of Athletics*
  
- 9. Announcements (*5 minutes*)
  - August 4 – 5, 2023                      UCF Commencement Ceremonies (*Addition Financial Arena*)
  - August 29 – 30, 2023                     Board of Governors Meeting (*University of Florida, Gainesville*)
  - September 27, 2023                      Board of Trustees Committee Day (*TBD*)
  - September 28, 2023                      Board of Trustees Meeting (*TBD*)
  - November 8 – 9, 2023                     Board of Governors Trustee Summit & Meeting (*University of Central Florida*)
  - November 15, 2023                      Board of Trustees Committee Day (*TBD*)
  - November 16, 2023                      Board of Trustees Meeting (*TBD*)
  
- 10. Adjournment                              Chair Martins



Board of Trustees  
June 29, 2023

## AESC-1: FY2024-25 UCF Legislative Budget Request

Information                       Discussion                       Action

Meeting Date for Upcoming Action: \_\_\_\_\_

**Purpose and Issues to be Considered:**

Board of Governors Regulation 9.007 "State University Operating Budgets and Requests" states, in part, that each university board of trustees may submit to the Chancellor's Office annually a Legislative Budget Request for operations.

**Background Information:**

The Board of Governors (BOG) has issued instructions, on behalf of Chancellor Ray Rodrigues, for the submission of University Legislative Budget Requests (LBRs) for fiscal year 2024-2025. The BOG's focus for the fiscal year 2024-2025 LBR is to ensure continued support and resources for the university system. The deadline for universities to submit their LBRs to the BOG is July 14, 2023. Subsequently, the BOG will submit the University System (SUS) LBR to the Governor and Legislature no later than September 15, 2023.

UCF's proposed LBR highlights the university's commitment to becoming Florida's leading engineering and technology institution, with a specific emphasis on meeting the workforce and research infrastructure needs of the state's thriving high-tech economy. The proposal seeks funding to support strategic investments that will enable UCF to:

- Expand the university's capacity to educate 25,000 students annually in engineering, computer science, and related programs.
- Foster structured and integrated partnerships with Florida's high-tech industries to maximize UCF's support in driving their growth.
- Invest in excellence to position UCF as a global leader in engineering education.

The proposed LBR also outlines investments that align with UCF's strategic priorities and leverage its successful track record of industry collaboration. These investments aim to enhance UCF's ability to provide the talent and intellectual capital necessary for Florida's future. Since receiving operational support funding from the legislature in 2022, UCF has been effectively utilizing these funds, along with internal investments to improve efficiency, to advance the goals outlined in Attachment A.

UCF's request for targeted funding builds upon the foundation of prior operational support and underscores the university's commitment to maximizing the state's return on each annual funding allocation.

**Recommended Action:**

Approve the FY2024-2025 legislative budget request to the Board of Trustees, as proposed.

**Alternatives to Decision:**

Decline to approve the FY2024-2025 legislative budget request to the Board of Trustees, as proposed.

*Please note, that should a university choose not to submit an LBR, no funding will be included for the university in the SUS LBR, except for the university's share of performance funds.*

**Fiscal Impact and Source of Funding:**

The attached proposals are a request for additional state funding.

**Authority for Board of Trustees Action:**

Board of Governors Regulation 9.007

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**Contract Reviewed/Approved by General Counsel**  **N/A**

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Michael D. Johnson, Provost and Executive Vice President for Academic Affairs

**Supporting Documentation:**

Attachment A: 2024-2025 Legislative Budget Request - Form I

Attachment B: 2024-2025 Legislative Budget Request - Form II

**Facilitator/Presenter:**

Michael D. Johnson

Janet Owen, Vice President for Government and Community Relations

**State University System  
Education and General  
2024-2025 Legislative Budget Request  
Form I**

<b>University(s):</b>	<b>University of Central Florida</b>
<b>Request Title:</b>	<b>Florida's Premier Engineering and Technology University</b>
<b>Date Request Approved by University Board of Trustees:</b>	
<b>Recurring Funds Requested:</b>	<b>\$40,000,000</b>
<b>Non-Recurring Funds Requested:</b>	
<b>Total Funds Requested:</b>	
<b>Please check the request type below:</b>	
<b>Shared Services/System-Wide Request</b>	<input type="checkbox"/>
<b>Unique Request</b>	<input checked="" type="checkbox"/>

- I. Purpose** – 1. Describe the overall purpose of the plan, specific goal(s) and metrics, specific activities that will help achieve the goal(s), and how these goals and initiatives align with strategic priorities and the 2021 University Accountability Plan established by your institution (include whether this is a new or expanded service/program). If expanded, what has been accomplished with the current service/program? 2. Describe any projected impact on academic programs, student enrollments, and student services. University of Distinction proposals should also address the requirements outlined in the separate guidance document.

UCF is actively working to become Florida's premier engineering and technology university focused on providing the workforce and research infrastructure needed to fuel Florida's growing high-tech economy.

This proposal seeks funding to allow the university to make targeted investments that will serve the state of Florida and our constituents by:

1. Increasing the university's capacity to educate 25,000 students in engineering, computer science, and related programs annually.
2. Maximizing the university's support of Florida's high-tech industries through structured and integrated partnerships.
3. Investing in excellence to enable the university to become the world leader in engineering education.

This proposal also outlines investments that will build upon UCF’s areas of strategic focus while leveraging the university’s proven record of partnership with industry to scale UCF’s ability to provide the talent and intellectual capital needed to support Florida’s future.

**Goal 1: Increase the university’s capacity to educate 25,000 students in engineering, computer science, and related programs annually.**

Providing the educated talent needed to support the high-wage verticals of our state’s economy remains a key objective of the University of Central Florida. This proposal will enable the university to scale academic programs to provide more students with opportunities that lead to high-paying jobs and that meet the current demands of the market.

In the “Florida Workforce Needs Study” published by the Florida Chamber Foundation, four career areas were identified that display high-volume supply and demand gaps while also showing promise of advanced wages and long-term resiliency.

**TABLE 1: TARGET CAREER AREAS AND EXAMPLE SUB-AREAS**

CAREER AREA	EXAMPLES
 <b>Healthcare</b>	Nursing, medical technology, therapy, medical support
 <b>Business/Finance</b>	Financial services, quality/compliance, social sciences, process improvement
 <b>IT/Math</b>	Software development, cloud data modeling, information security
 <b>Architecture/Engineering</b>	Mathematics, electronics, drafting/CAD, industrial/mechanical engineering

Many of the career paths in these areas are supported by strong academic programs in UCF’s College of Engineering and Computer Science and offer some of the most competitive wages to graduates. According to the study, each of the career areas above presents average annual wages that are at least \$20,000 above Florida’s average annual wage.

Additionally, as shown in Figure 4, demand exceeds supply in each of the four career areas highlighted in the report.

**FIGURE 4: ESTIMATED DEMAND/SUPPLY AND MEDIAN ADVERTISED SALARY BY CAREER AREA (IN ORDER OF LARGEST GAP), FLORIDA**



UCF is uniquely positioned to begin closing the gaps in engineering and technology (IT/Math) by scaling our nationally recognized academic programs to more students.

The funding requested in this proposal will enable the university to increase our College of Engineering and Computer Science enrollment to 20,000 undergraduate and graduate students, and to increase related fields to 5,000, for a total increase of 8,307 students or 50%. This includes doubling graduate enrollment overall, with a focus on programs that meet workforce needs for advanced training, with the remaining growth at the baccalaureate level.

In addition, this proposal seeks to address one of the top healthcare competency gaps, medical technology, through investment in bioengineering and biotechnology programs. This includes developing a department of Medical Engineering which will include pathways for engineering undergraduates to enter our M.D. program, increasing the M.D. enrollment from 487 to 537.

	Fall 2022	Fall 2032
Engineering & Computer Science	13,531	20,000
Other digital technology fields <sup>1</sup>	2011	3000
Other technology fields <sup>2</sup>	1151	2000
M.D. program <sup>3</sup>	487	537

Scaling our enrollment in engineering and technology programs relies on having sufficient faculty, focused efforts in proven student success strategies, a sustained regional and statewide outreach, and ambitious and innovative approaches to how students are taught.

**The core of our request is the funds needed to hire sufficient faculty to meet the teaching and research requirements of our bold plan.** This allows the university to scale our academic programs while also considering the impact on our student to faculty ratio. These funds will empower UCF to scale and expand student success interventions, including research, project-based, and experiential learning opportunities, by leveraging the expertise of both tenured and tenure-earning faculty with strong research and industrial connections. This will enable instructors and lecturers to prioritize innovative teaching methods and interventions for student success, thereby meeting the demands at this level of growth.

**Additional investment is needed to grow our highly successful STEM student success programs to more of our students, as well as increasing our capacity to serve students with specially trained advisors, peer and professional coaches, career counselors, and intentionally designed student learning communities.** We have learned through programs such as UCF’s EXCEL how to take the midrange group of students – the large middle who may not get the enrichment or honors extras available to the top, nor the special interventions offered to struggling students – and greatly improve their retention and success. This work to improve STEM student success has a years-long history at UCF, starting with initial funding by the National Science Foundation, developing an approach that has led to national recognition and adoption by others, and that has been institutionalized at a modest level by internal funds.

<sup>1</sup> Fields contributing to artificial intelligence, data science, virtual reality, etc.: Data Science BS, Statistics & Data Science MS, Big Data Analytics PhD, Modeling & Simulation MS/PhD, Themed Experience MS, Interactive Entertainment MS, Digital Media BA/MA, Emerging Media BFA/MFA

<sup>2</sup> Science and other fields that support technology development: Photonics Science & Engineering, Optics & Photonics MS/PhD, Nanotechnology MS, Physics BS/MS/PhD, Chemistry BS/MS/PhD, Physics BS/MS/PhD, Biotechnology BS/MS, Biomedical Sciences PhD

<sup>3</sup> Part of strengthening interdisciplinary biotechnology-related research in engineering and medicine includes developing an M.D. track to admit students with undergraduate engineering degrees.

**To further support our goal to scale our engineering and technology programs, we believe it is necessary for Florida to have a college of medicine with a strong core competency in these areas.** There is a growing national realization that the traditional pipeline into M.D. programs, and the resulting population of medical doctors, omits an essential component: people with strong engineering and technical skills who can bring this unique perspective into health care. All too often technology, developed by those with few ties to health care practice, comes as an added burden to providers. To address this shortcoming, UCF will create a cohort within UCF's College of Medicine to admit an extra 50 students who will enter with engineering and related degrees. Thus far, two U.S. universities have developed engineering-based medical schools (University of Illinois, Texas A&M), with a third planned (Arizona State). These forward-thinking institutions recognize the need to integrate clinical medicine, biomedical science, and engineering.

This new program will expand the undergraduate and graduate engineering programs that lie at the intersection of engineering and medicine. The anchor for this expanded M.D. student population is the Biomedical Engineering (BME) program, developed in the College of Engineering and Computer Science in collaboration with the College of Medicine. The BME program is now an established graduate program based in mechanical engineering, with an MS and PhD launched, respectively, in 2017 and 2022. The BME program has developed a solid research and education portfolio and is nationally ranked. Engineering and the health colleges (Medicine, Nursing, and Health and Public Affairs) will expand the BME program in other directions including biomaterials, biomechanics, nanotechnology, optical sensing, artificial intelligence and machine learning, systems engineering, assistive devices, wearables, robotics, and more.

**Finally, as the university scales our academic programs to educate more engineers and computer scientists, we will need continued investment in curriculum innovation.** Current examples have resulted from recent investments in artificial intelligence, cybersecurity, and semiconductor manufacturing. These and other fields currently taught at the graduate level need corresponding undergraduate degrees (and the faculty needed to teach them at scale). In addition, we see strong demand for the expansion (including online versions) of highly-sought-after professional MS programs in fields including Computer Vision, Cyber Security, Navigation and Control, Systems Engineering, and more. The market for some of the more specialized of these fields is worldwide, and their offering will continue to showcase the State of Florida as a fertile place to locate and relocate high technology corporations from around the nation and the world.

**To become Florida’s Premier Engineering and Technology University, we must scale our programs to educate the graduates needed by industry in the areas of engineering, computer science, and medical technology.** This is an ambitious goal that requires investment and cannot be attained through a business-as-usual approach.

**Goal 2: Maximize the university’s support of Florida’s high-tech industries through structured and integrated partnerships.**

In addition to scaling our academic programs, UCF must maximize our support of high-tech industries to become Florida’s premier engineering and technology university. UCF’s Strategic Plan, *Unleashing Potential*, includes five areas of focus, all chosen because of their importance to the state’s high-tech economy and their match to existing UCF strengths. These areas are:

- 1) Space Technologies and Systems
- 2) Energy and Sustainability
- 3) Transformative Technologies and National Security
- 4) Health and Human Performance, and
- 5) Entertainment and Immersive Experiences.

These areas of UCF’s research, teaching, and industry partnerships represent pathways for technology, and economic development and integrate scholarly activities across all colleges in the university.

**This proposal seeks funding to establish our applied research capabilities, specifically in the area of business development, to strengthen our ability to conduct applied research with and for Florida industries.** This investment will further support the university’s ability to build the infrastructure required to develop and support actionable partnerships with industry and community partners to drive innovation and economic development.

Across the university’s areas of focus, UCF’s space-related contributions are substantial and growing rapidly. Our faculty are engaged with the space industry, centered along the corridor from UCF through the space coast, working with companies including Space X, Blue Origin, and many others. Our work with NASA stretches over decades: 29% of Kennedy Space Center’s employees are UCF alumni, we have one of the world’s strongest planetary science faculty who work closely with NASA, and the burgeoning private space industry, and two faculty members are Principal Investigator’s on a new NASA mission to return a scientific study to the moon in a never-explored location at the south pole. Part of this proposal permits us to invest in these areas to support Florida’s space industry and UCF’s scientific leadership in this area.

Most important for UCF's future in space is the decision of the U.S. Space Force to locate STARCOM (Space Training and Readiness Command) at Patrick Space Force Base. This location was chosen in no small part because of Florida's strategic importance in advancing national security and defense in space and UCF's established strengths in modeling, simulation and training which helps to sustain Florida's \$8 Billion modeling and simulation industry centered in and around the Central Florida Research Park. For the foreseeable future, Space Force Guardians will carry out their mission on the ground, virtually, using sophisticated computer gear. The central job of STARCOM will be to prepare these Guardians. UCF is already engaged in the use of VR/AR/XR, digital twin, and other technologies to develop the world's most advanced use of modeling and simulation for both operations and for training at the highest level, including our nation's defenders in the other branches of the armed forces. An important part of the investment requested in this proposal will strengthen our ability to become a key partner with STARCOM in carrying out this critical national defense mission. This work has already begun through an education partnership agreement between UCF and the Department of the Air Force, as represented by the Air Force Research Laboratory, Space Force Activity.

We have equally significant opportunities to boost Florida's economy in the other focus areas mentioned above. For example, in energy we are leading rapid advancement towards practical steps needed for a hydrogen economy (e.g., in civilian and defense aerospace, where this is a high priority). We are key players in bringing the semiconductor industry back to U.S. soil and to Florida, including as a central partner in the \$50.8 million in funding to develop Central Florida's semiconductor and microelectronics industry cluster. The technology and approaches to training needed by STARCOM (and for improving engineering and technology education, as outlined under Goal 3 below), are equally important in the rapidly growing need for highly skilled themed and immersive experience technical talent to support entertainment in this region, nationally, and world-wide.

UCF is the nation's number one provider of talent to the defense and aerospace industry, and according to *Aviation Weekly* we are recently rated as the number two most preferred provider of talent, behind only Georgia Tech. We have extremely important research programs in these areas, e.g., top programs in hypersonics and in directed energy. We seek to strengthen our research in these and related areas in defense and transformative technologies via this proposal.

One of the most important future applications of technology lies in health care, via novel technology (e.g., implanted biosensors) to better and more efficiently identify diseases or disorders, and new technological products for treatment or support. This is a main area of focus in this proposal, building on past investments in biosensors, biotechnology, nanodevices, and more. In addition to building research strength, and ever-stronger ties between

technology and medical researchers, we plan to develop a pipeline of engineering and technology talent directly into medical education.

UCF has already made high-impact investments in areas of strategic priorities, including the focus areas listed above. This includes targeted faculty hires (as well as related needs such as business managers and support staff) in AI and Machine Learning, Space, Energy, Digital Twin, Semiconductor Manufacturing, etc. We concentrated on hiring interdisciplinary clusters of experts, with most hires in the College of Engineering and Computer Science, plus related faculty in the College of Optics and Photonics, College of Sciences, and a few other units.

We have demonstrated with these investments a unique institutional ability to serve Florida's high-tech industries, and we seek in the current proposal to capitalize on this skill. The College of Engineering and Computer Science has already established strategic partnerships with Lockheed Martin, Northrop Grumman Corporation, Mitsubishi Power, Siemens, Duke, Florida Power and Light, and Boeing, to mention a few. Additional partnerships include Space X and Blue Origin, along with other growing companies in the burgeoning space industry, plus a rapidly developing tie with the U.S. Space Force. These partnerships revolve around research, workforce talent, and, where appropriate, branding and communications.

### **Goal 3: Become the world leader in engineering and technology education.**

**Finally, UCF seeks to combine three core strengths: a decades-long focus on engineering and technology, strength in applying modeling and simulation for training, and our nationally recognized online education programs to become the world leader in engineering and technology education.**

To adequately scale our engineering and technology programs to meet student demand and the needs of our region and state, we must create best-in-class academic programs that can be delivered across all modalities. Growing our abilities to deliver key programs online will also allow the university to deliver more programs at scale, creating a new model for student to faculty ratios online.

Quality engineering and technology education is project-focused, practical, industrially connected, and team-oriented. Our traditional face-to-face courses do this with great skill, as is the case with comparable faculty around the country.

But right next door, within our university, is the nation's top academic modeling and simulation program that anchors Florida's \$8 Billion ecosystem that supports the use of modeling and simulation techniques to educate and train a workforce for the military. This approach to education relies heavily on technology, differs substantially from traditional classroom

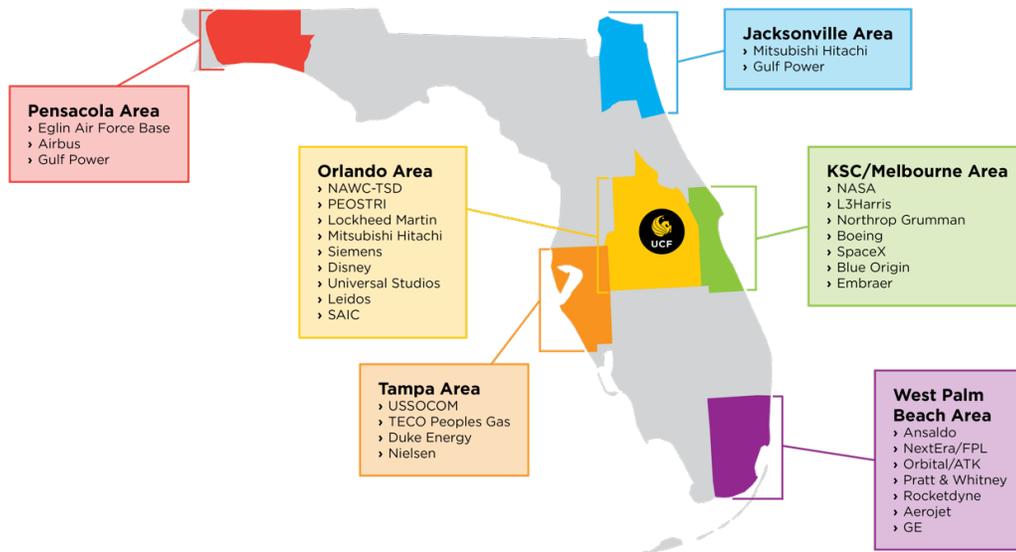
education, is based on years of research into the science of learning and the use of technology in learning – and is ripe for use in traditional education.

Over the last several years, UCF has invested in this innovative concept, hiring a cluster of Learning Science faculty in fields ranging from engineering to human cognition, pioneering adaptive learning tools, and seeking to support engineering and technology majors with real-time auxiliary learning modules to fill in gaps in their knowledge.

UCF’s digital and online learning program is also among the nation’s best, regularly achieving a top-ten ranking. But to date, as at virtually all universities, this has not penetrated far into the engineering and technology curriculum. There are good reasons for this. Education in these fields does not lend itself to approaches (online information, interactive chats, etc.) that have been carefully developed and proven to work in many other disciplines. COVID nonetheless required these programs to go online, and we learned important lessons (among them, the need to develop the different approach outlined here and a few experiments in this direction).

The application of the modeling and simulation approach to training and now education opens a very important opportunity: **become the world’s leader in engineering and technology education across all modalities.** Starting from our experience developing training and education in technical areas for the military, our pioneering of adaptive and module-based learning, expertise in AR/VR/XR, and investments in the science of learning to develop the world’s best curriculum in online education in engineering and technology. This is not a plan to record lectures or reproduce textbooks. The concept is to develop highly realistic and interactive project-based modules, an example of which is giving students 3D views of aircraft wings or turbines, moving towards the consumer-level AR/VR technology that is now emerging.

The investment outlined in this proposal gives UCF the opportunity, on behalf of the state of Florida and its higher education system, to finally move engineering and technology education into a new era.



Florida companies with core businesses in the areas of Aviation, Space and Energy. UCF proposes to provide the enabling technologies such as Artificial Intelligence, Machine Learning, Augmented Reality, Virtual Reality, Cyber Security, Hypersonics, Power Systems, Advanced Manufacturing and Space Sciences and Engineering to power up the well-being of these industries that contribute to the economic prosperity of the state.

**II. Return on Investment** - Describe the outcome(s) anticipated, dashboard indicator(s) to be improved, or return on investment. Be specific. For example, if this issue focuses on improving retention rates, indicate the current retention rate and the expected increase in the retention rate. Similarly, if the issue focuses on expanding access to academic programs or student services, indicate the current and expected outcomes. University of Distinction proposals should also address the requirements outlined in the separate guidance document.

**Goal 1:** Increasing the university’s capacity to educate 25,000 students in engineering, computer science, and related programs annually.

The most basic ROI is to achieve the enrollment targets outlined in the proposal while continuing to improve our retention and graduation rates for students in these programs.

In more detail, the College of Engineering and Computer Science (CECS), according to the most recent data from ASEE (2021 Engineering degrees report), ranks nationally as follows: third in undergraduate enrollment, tenth in the number of engineering and computer science degrees produced, second in the number of minority degrees produced, second in the number of Aerospace Engineering degrees produced, third in the number of Mechanical Engineering degrees produced, and third in the number of computer science degrees produced.

Furthermore, CECS is on the top 20 list of engineering and computer degrees produced for almost every discipline in the college. These numbers pertain to

undergraduate degrees, and they are in line with CECS's vision of being the top producer of engineering and computer science talent.

By increasing the CECS enrollment from 13,000+ to 20,000+ (more than 50%) and the enrollment of related majors by approximately 2,000 students we meet the needs of in-demand industries across Central Florida and the State of Florida. Additionally, the ROI will be judged by several metrics.

1. Expanded availability of STEM workforce talent for the industry and government sectors in the State of Florida. Number of degrees produced by CECS and related majors, *Annual*.
2. Expanded partnerships with industry and government agencies in the State of Florida who are interested in employing the expanded STEM workforce. The number of partnerships, new partnerships, impact of select partnerships, *Annual*.
3. Increased average salary of UCF graduates in line with employment in these strategic areas.

**Goal 2: Maximize the university's support of Florida's high-tech industries through structured and integrated partnerships.**

Strategic investment in this area will enable the university to sustain and strengthen already existing partnerships (e.g., Lockheed Martin, Northrop Grumman) while increasing the number of partnerships with stakeholders (e.g., Orlando Health, Advent Health, others) important to Florida's high-tech economy. The ROI will be judged by metrics including:

1. Grants and Contracts funded by partners (Number and Dollar Value), *Submitted and Successful, Annual*
2. Collaborative Grants and Contracts with partners funded by other agencies (Number and Dollar Value), *Submitted and Successful, Annual*
3. Workforce Talent Employed by partners (Internships, Jobs), *Annual*
4. Branding Opportunities (Joint Stories, Visits to Campus, Lab Naming, Guest Speakers, others), *Annual*
5. Other Partner Efforts (Professors of Practice, Faculty Sabbaticals, Senior Design Sponsorship), *Annual*

New Pegasus Partnerships (the deepest level of partnership, as in the university strategic plan)

**Goal 3: Become the world leader in engineering and technology education.**

1. Improved success of students in engineering and other related programs in all the metrics used by the Florida SUS, including most importantly the four-year graduation rates of FTIC students and three-year graduation rates of transfers. *Annual*

2. Comparable performance of online and on-campus students in these degree programs. *Annual*
3. Development and adoption of new modules and new modalities using innovative content and delivery, such as VR. Number of courses created, number of modules created to fill in remedial information, adoption of new techniques, number of programs fully moved online. *Annual*.
4. Training of teachers in the development and delivery of these modules and techniques, for use in both face-to-face and online settings and the development of modules for this innovative content creation and delivery. The number of teachers involved and trained. *Annual*.
5. Student assessment of innovative content creation and delivery. *Annual*.
6. Student enrollment in courses that aggressively adopt innovative content creation and delivery. *Annual*.

**III. Personnel** – *Describe personnel hiring and retention plans, making sure to connect both plans to initiative(s) and goal(s) described in section I. State the amount of faculty FTE and staff FTE and estimated funding amounts used for retention and new hires in each category. In describing faculty hires, provide overall hiring goals, including academic area(s) of expertise and anticipated hiring level (e.g. assistant professor, associate professor, full professor. Please describe how funds used for faculty or staff retention will help the institution achieve its stated goals. University of Distinction proposals should clearly note how anticipated hires or retained individuals will help the institution elevate a program or area to national or state excellence.*

1. \$13M to hire 85 new faculty (tenured, tenure-earning, and non-tenure earning) in areas central to Florida’s high-tech economy, and the focus of the university’s strategic plan: These areas are: 1) Space Technologies and Systems, 2) Energy and Sustainability; 3) Transformative Technologies and National Security; 4) Health and Human Performance, and 5) Entertainment and Immersive Experiences. These include AI, AR/VR/XR, modeling and simulation, space instrumentation, hydrogen economy, cyber, digital twin, and semiconductor manufacturing. These investments focus on increasing the impact on related economies, supporting the creation of needed new undergraduate programs (e.g. AI, cyber) and expanding industrially-needed professional master’s programs (Computer Vision, Cyber, Robotics, etc.).
2. \$10M to hire 60 faculty (tenured, tenure-earning, and non-tenure earning) specifically to strengthen the needed tie between engineering/ digital/technology fields and medical and other health fields. These interdisciplinary faculty will be hired in a limited set of

clusters that bridge the connection from technology development to use in medicine and healthcare settings. These investments are needed to strengthen research that ties these fields together and help produce a pipeline of 50 undergraduate engineering students to develop an engineering medicine cohort.

3. \$2M to establish the human infrastructure (5 Business Managers, 10 Staff) needed for much stronger applied research and industrial partnership: business managers to work closely with industry to identify areas of significant collaborative opportunity and workforce needs, program managers, research professors, grant specialists for large center grants (pre-award, post-award), lab managers, administrative assistants.
4. \$5M for the equipment and staff needed for clinical research and trials.
5. \$2M for postdocs, research faculty who will partially fund themselves, 40 post-docs/research faculty
6. \$2M for additional staff to support student success initiatives: undergraduate and graduate academic advisors, expansion of programs such as EXCEL, GEMS, WISE, and Math Launch proven at UCF to boost the retention and success of students with potential for STEM success but needing to overcome weaknesses in their backgrounds, and to expand other student support areas concomitant with the growth in STEM majors. Impacts 2000 more students.
7. \$2M to retain top existing faculty: (a) merit raises to enhance retention of productive teaching and research faculty, (b) lab expansion and infrastructure support of research productive faculty provides \$10k raises for 150 faculty.
8. \$2M to support fellowships for students, and to add additional GTAs and (undergraduate learning assistants to fulfill the expanded mission. 40 fellows/GTAs, 100 UG TAs
9. \$2M to develop a center to support innovative, creative, technology-based educational delivery of engineering, computer science, and other STEM fields. This involves hiring national top faculty talent experts in the cognitive science of learning, the use of modeling and simulation (and associated AR/VR/XR) for training in technical subjects, and a deep interest in developing an infrastructure to permit UCF to expand these tools through the curriculum described earlier in this proposal. Additional staff and associated equipment are also required. 3 faculty, 7 staff members, funds for faculty incentives.

**IV. Facilities** *(If this issue requires an expansion or construction of a facility, please complete the following table.):*

The university will support many of the space needs that result from this proposal through reallocation and repurposing of existing space. Following a comprehensive space study, the university remains committed to aligning the allocation and use of our existing space to meet the strategic future of the university.

At the same time, there is a great need for purpose-built research space to attract and support faculty research in the disciplines outlined in this proposal. That is why Research II, the university's second interdisciplinary research building will be critical in supporting this request. This new facility is listed as the university's #1 priority for the upcoming fiscal year.

	<b>Facility Project Title</b>	<b>Fiscal Year</b>	<b>Amount Requested</b>	<b>Priority Number</b>
<b>1.</b>	Research II	24-25	\$48,650,000	1
<b>2.</b>				

**2024-2025 Legislative Budget Request  
Education and General  
Position and Fiscal Summary  
Operating Budget Form II  
(to be completed for each issue)**

**University:** University of Central Florida  
**Issue Title:** Florida's Premier Engineering and Technology University

	<u>RECURRING</u>	<u>NON- RECURRING</u>	<u>TOTAL</u>
<u>Positions</u>			
Faculty	168.00	0.00	168.00
Other (A&P/USPS)	67.00	0.00	67.00
	-----	-----	-----
Total	235.00	0.00	235.00
	=====	=====	=====
Salaries and Benefits	\$33,000,000	\$0	\$33,000,000
Other Personal Services	\$2,000,000	\$0	\$2,000,000
Expenses	\$0	\$0	\$0
Operating Capital Outlay	\$0	\$0	\$0
Electronic Data Processing	\$0	\$0	\$0
Financial Aid	\$0	\$0	\$0
Special Category (Specific)	\$0	\$0	\$0
Postdoctoral researchers	\$1,000,000	\$0	\$1,000,000
<u>Clin trial equipment, supplies</u>	\$3,000,000	\$0	\$3,000,000
<u>Online development equip</u>	\$1,000,000	\$0	\$1,000,000
	-----	-----	-----
Total All Categories	\$40,000,000	\$0	\$40,000,000
	=====	=====	=====



Board of Trustees  
June 29, 2023

## BUD-1: Proposed 2023-2024 University Operating Budget and Spending Authority

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Information       Discussion       Action

Meeting Date for Upcoming Action: \_\_\_\_\_

### Purpose and Issues to be Considered:

Per Board of Governors regulation 9.007 (*State University Operating Budgets and Requests*), each university board of trustees shall adopt an operating budget, including an E&G Carryforward Spending Plan, for the general operation of the university as prescribed by the regulations of the Board of Governors. The university board of trustees-ratified operating budget and E&G Carryforward Spending Plan must be presented to the Board of Governors for approval by a date established by the Chancellor.

### Background Information:

The proposed spending authority (operating budget) outlines the sources of funds (by colors of money) that will be utilized to operate the campus for the upcoming fiscal year. The document must be approved by the Board of Trustees before being sent to the Board of Governors. The university is then bound by the limits set forth in the document and can only be changed by formal action of the university’s Board of Trustees.

With the implementation of the Adaptive Planning and Workday systems, the university is presenting the FY2023-2024 budget in the “sources” and “uses” format. Additionally, the budget is cast in the new RCM (Responsibility Centered Management) budget model. The model captures the Responsibility Centers (colleges and revenue-generating programs) and the distribution of resources to the central and auxiliary units of the remainder of the university.

Attachment A to this memorandum is the RCM budget model summarization that is accompanied by footnote narratives for Board of Trustees members to acquaint themselves with the new budget model and what categories of expenses by the color of money will be utilized to operate the university for the upcoming fiscal year.

Attachment B is the current spending authority that the Board of Trustees has been approving for several years. This format remains for the FY2023-2024 budget submission and has the formal request from the BOT for \$2.1 billion in spending authority. The budget will be balanced to this total.

Attachment C is a combined snapshot of the university’s budget combined with the proposed FY2023-2024 budgets for UCF’s eight Direct Support Organizations (DSOs). This is a management document for the purposes of illustration and discussion. This depiction provides for the Board of Trustees a comprehensive view of all the “sources” and “uses” of the university, our auxiliary units, and the Direct Support Organizations that contribute to the university on an annual basis.



It is important to note that the attached budget schedules should be read in conjunction with the associated narratives to get a clear picture of all the variables and assumptions made in the budget.

**Recommended Action:**

Approve the spending authority and preliminary budgets as presented.

**Alternatives to Decision:**

Decline approval of the spending authority and preliminary budgets as presented and request revision.

*It should be noted that declining to approve will impact the university's ability to submit a Board of Trustees approved budget to the Board of Governors by the due date set by the Chancellor.*

**Fiscal Impact and Source of Funding:**

Source of funding for the operations of the university and some of its Direct Support Organizations that are directly related to it.

**Authority for Board of Trustees Action:**

BOG Regulation 9.007

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**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Gerald Hector, Senior Vice President for Administration and Finance

**Supporting Documentation:**

Attachment A: Preliminary UCF RCM Budget

Attachment B: Proposed 2023-2024 Spending Authority

Attachment C: Comprehensive FY2023-2024 Proposed University Budget

**Facilitators/Presenters:**

Gerald Hector

Kim Banks, Senior Assistant Vice President for Budget, Planning and Analysis

## Sources

This section of the financial operating plan provides detailed information on the categories of revenue sources that supports the FY2024 operations. The final summary can be found below.

	Responsibility Centers	Central Support Units	Auxiliary Self-Supporting Units	DSO and Other Agency Units	FY24 Total University	FY23 Total University
<b>Sources</b>						
Tuition and Fees	333,558,503	116,760,037	28,367,710	22,913,747	501,599,997	499,212,212
State Appropriations	429,752,610	39,235,606	-	938,539	469,926,755	399,376,358
Operating Revenues	241,826,799	624,042,574	49,727,531	60,507,940	976,104,844	963,590,462
Non-Operating Revenues	18,444,231	38,752,415	3,763,000	4,990,050	65,949,696	60,854,171
<b>Total Sources</b>	<b>1,023,582,143</b>	<b>818,790,632</b>	<b>81,858,241</b>	<b>89,350,276</b>	<b>2,013,581,292</b>	<b>1,923,033,203</b>

### **Tuition and Fees (Gross) -> \$502 Million:**

This category of revenues for the university includes charges made for all tuition and fees. It covers both regular tuition and fees and those associated with market-driven programs. It is presented gross in this category; however, for economic impact during the fiscal year, it is netted against waivers of **\$36 million** and need-based financial aid of **\$39 million**. The total FY2024 represents an increase of \$2.4 million (0.5%) over the prior year. This preliminary increase is estimated based on enrollment projections as of a snapshot provided by our IKM office. This number is subject to change when the final budget is presented in September after enrollment is finalized and seated.

Tuition and fees per student are set by the State of Florida legislature. They have not increased over the past decade.

The major categories of preliminary tuition and fee revenues are as follows:

- Tuition and Fees (all categories) **\$362 million**
- Athletics Fees **\$ 23 million**
- Student Activities Fees **\$ 19 million**
- Student Health Services **\$ 18 million**
- Student Financial Aid **\$ 17 million**
- Parking **\$ 15 million**
- Distance Learning Fees **\$ 15 million**
- Technology Fee **\$ 9 million**
- Continuing Education **\$ 8 million**
- Materials Supplies and Equipment **\$ 7 million**
- Executive Development Center **\$ 5 million**
- UCF Global **\$ 4 million**

## State Appropriations -> \$470 Million:

This source of funds is appropriated from the State of Florida legislature to operate the university. It is one of the two funding elements that make up our Education and General (E&G) allocations. Tuition and fees noted about is the other element that completes our E&G allotment each year. This year's state appropriations will be funded in the following manner:

- General Revenue **\$377 million**
- Lottery **\$ 93 million**

The total appropriations for FY2024 of \$470 million represent a \$72 million (18%) increase over the prior year. The increase represents funds earmarked for targeted programs in the STEM and Nursing disciplines. There is also non-recurring support for specific projects. Below is a breakdown of the increases from the prior year.

State Appropriations	2022-23	2023-24	Net Increase
<b>Recurring Allocations</b>			
Nursing Education (PIPELINE)	6,930,558	7,636,495	705,937
UCF Operational support restricted to STEM fields	20,000,000	40,000,000	20,000,000
<b>Non-recurring Allocations</b>			
UCF Operational support	-	10,000,000	10,000,000
UCF Institute for Risk Management & Insurance Education	-	5,840,050	5,840,050
UCF Post Traumatic Stress Disorder Clinic (RESTORES)	515,000	1,000,000	485,000
Individualized Readability Research Pilot	-	1,000,000	1,000,000
College of Medicine Immunotherapy Project	-	500,000	500,000
Performance Funding Increase**	-	9,669,640	9,669,640
Recruitment and Retention Incentive**	-	12,500,000	12,500,000
<b>Change UCF Community School Grant Program to E&amp;G</b>			
Transfer of the Community School Grant Program from State Grants/K-12 Program to Community School Grant Programs	-	7,180,571	7,180,571
Community School Grant Program Workload	-	3,819,429	3,819,429
<b>2023-24 net increase in State Appropriations</b>	<b>27,445,558</b>	<b>99,146,185</b>	<b>71,700,627</b>

\*\* As of June 16<sup>th</sup>, this total was listed as a part of the Board of Governors June meeting where it will be voted upon. We anticipate that this funding item will be adopted.

## Operating Revenues -> \$976 Million

This source of funding comprises several categories. Each category is explained in detail below.

### Federal, State and Private Student Financial Aid -> \$503 Million:

This source category accounts for financial aid received by our students. The major categories of student financial aid include the following:

- Title IV Programs **\$310 million**
- Bright Futures **\$127 million**
- Other State Aid **\$ 34 million**
- Private Student Loans **\$ 32 million**

The total of \$503 million for this source category is a decrease of \$3 million (0.5%) from the prior year. The decrease is a net effect of a decrease in Title IV funds of \$17 million, and increase in Bright Futures of \$9 million, and small increases in Other State Aid and Private Student Loans.

It should be noted that much of this category is a passthrough as the funds follow the students to the university. This budgeted amount is managed by the Office of Financial Aid and is utilized to provide financial aid for students to matriculate at the university. For this reason, variances from year to year can be large, but they do not materially impact our financial bottom line because changes on the revenue side mirror the expense side.

### **Contracts and Grants -> \$232 Million:**

This source of funds includes federal, state, local and private contracts that advance the university's research enterprise. All these funds are overseen by the Office of Research, with grants being executed by our colleges and select units. The total is a decrease of \$39 million (14%) from the prior year and is related primarily to the HEERF (Higher Education Emergency Relief Fund) grant substantially ending June 30, 2023. In the current year's budget, there was a budgeted total of \$70 million. That will not recur. The offset pertains to new grants received and expended during the FY2024 fiscal year.

This category of our Sources is unique in that it has several ways in which revenues are recorded. Regarding federal grants, we can only recognize revenues to the extent that we have expended the funds. Therefore, history plays a huge role in what is budgeted in this category. It also includes the indirect cost recovery we are entitled to for administering several federal grants. Like the student financial aid category above, variances are expected against budget, and year over year.

### **Sales and Services -> \$180 Million:**

This source of funds represents resources earned from auxiliary-type activities. Activities such as housing, parking and transportation, UCF Bookstore, and Business Services are the larger auxiliary enterprises on campus. They are self-supporting operations and do not rely on other revenue sources to carry out their missions. The preliminary increase for FY2024 is approximately \$21 million (13%) and is related to inflationary increases to cover costs, and unique to the College of Medicine we are adding more residents and trainees in the Graduate Medical Education program that equates to increased revenues of approximately \$4 million.

A breakdown of the major categories in auxiliaries is as follows:

- Graduate Medical Education **\$53 million**
- UCF IT (e.g., TPC and Telecom) **\$42 million**
- Housing and Residence Life **\$29 million**
- Facilities and Utilities **\$11 million**
- Business Services **\$ 8 million**
- Parking and Transportation **\$ 8 million**
- Student Health Services **\$ 5 million**

### **Direct Support Organization Operating Revenues -> \$61 Million:**

Athletics revenue of \$61 million is also reported here, resulting primarily from ticket sales, conference distributions, and sponsorships.

## Non-operating Revenues -> \$66 Million:

This source is primarily made up of interfund transfers and ancillary revenues to the institution. It includes sources such as \$4 million in investment income, rent for university-owned property in Research Park, lease revenue from the EBS Spectrum lease with T-Mobile, cell tower rents, conference revenues throughout campus, the timing of revenue recognition for amortization of Aramark dining's capital investment, and other miscellaneous activities. This amount also includes \$29 million in interfund transfer revenues which include items such as auxiliary overhead and research overhead allocations.

## Uses

This section of the financial operating plan provides detailed information on the categories of uses of funds that supports the FY2024 operations. The final summary can be found below.

	Responsibility Centers	Central Support Units	Auxiliary Self-Supporting Units	DSO and Other Agency Units	FY24 Total University	FY23 Total University
Compensation Expense	528,477,148	311,870,641	24,768,573	40,649,184	905,765,546	837,811,649
Operating Expenses	204,161,640	829,129,974	25,297,716	47,514,764	1,106,104,094	1,034,061,219
Non-Operating Expenses	29,171,208	19,693,757	36,137,047	17,720,815	102,722,827	78,166,661
<b>Total Uses</b>	<b>761,809,996</b>	<b>1,160,694,372</b>	<b>86,203,336</b>	<b>105,884,763</b>	<b>2,114,592,467</b>	<b>1,950,039,529</b>

## Compensation and Benefits -> \$906 Million:

This spending category covers all university employees' compensation and benefits regardless of the "color of money" (i.e., E&G, C&G, Auxiliary, and Other). This category of spending accounts for sixty percent plus of our expenditures on an annual basis after student financial aid and waivers are accounted for. A breakdown of the "colors of money" for this category of expenses is as follows:

- Education and General (E&G) **\$587 million**
- Auxiliary **\$153 million**
- Contracts and Grants **\$112 million**
- DSO and Athletics **\$ 41 million**
- Student Activities **\$ 10 million**
- Student Financial Aid **\$ 3 million**

## Operating Expenses -> \$1.1 Billion

### Service and Supplies -> \$387 Million:

This category of spending covers costs associated with the non-salaried operations of the university regardless of the color of money. The major expenditures in this category are as follows:

- Professional Services and Fees **\$138 million**
- Information Technology **\$ 57 million**
- Repairs and Maintenance **\$ 47 million**
- Operating Services and Supplies **\$ 45 million**
- Resale Services and Supplies **\$ 30 million**
- Facilities Rent **\$ 24 million**

- Furniture & Equipment **\$ 18 million**
- Travel **\$ 14 million**
- Insurance **\$ 8 million**
- Other **\$ 6 million**

With this category of spending, we continue find ways to consolidate and reduce spend through economies of scale. We have already embarked on a pilot project to adopt Strategic Sourcing principles around our procurement practices. This move is in keeping with our strategic plan's efforts to find efficiencies and effectiveness in our business processes to save and redirect funding to our core academic mission.

**Utilities and Communications -> \$47 Million:**

This category of spending covers costs associated with utilities, including electricity, gas, water, phones, and internet. We expect to continue seeing an increase in our utility rates for the upcoming fiscal year. We have estimated an increase of approximately 17% for this budget period. Our Facilities area is exploring ways we can mitigate the vagaries of our costs for utilities. We have our own central plant, but with increasing gas prices, we must manage our way through this current phase. Through our sustainability programs, we will engage the campus on ways we can save on electricity by turning off lights, setting thermostats, and other small tips to assist with lowering our costs across the campus.

**Scholarships, Fellowships and Other Student Financial Aid -> \$614 Million:**

This category of spending is the other side of the Federal and State Student Financial Aid, as noted in the Sources above. It represents all aid awarded to students for each year's fall, spring, and summer semesters. There is a slight difference due to the timing of aid awards and amounts based on historical averages of primarily summer enrollment.

**Waivers -> \$36 Million:**

This spending category represents the revenue foregone by waiving (discounting) the tuition and fees to attend the university. This total is eventually combined with the tuition and fees revenues in the Sources section, resulting in net tuition revenue and fees. This is an important fact because the net tuition revenue and fees directly correlate to our cash flows on an annual basis. This includes state-mandated waivers of \$23 million and university-designated waivers of \$13 million.

We have formed a Strategic Enrollment Committee that will allow us to model and leverage these dollars better going forward. The premise there is to grow net tuition revenue at the university by disbursing financial aid more strategically. This is in its nascent stages and we hope to look at this in a five year rolling model for future benefit and budget certainty around financial aid and net tuition revenue planning.

**Non-Operating Expenses -> \$103 Million:**

**Interfund Transfer Expense -> \$29 Million**

Funding transfers within the University such as auxiliary overhead and research overhead allocations.

## **Capital Assets and Construction -> \$28 Million:**

Construction and Capitalized Asset purchases in the following units:

- Housing **\$ 7 million**
- Parking **\$ 6 million**
- Library Resources **\$ 6 million**
- Business Services **\$ 4 million**
- Academic Colleges/Units **\$ 3 million**
- UCF IT **\$ 2 million**

## **Debt Service -> \$14 Million:**

This spending category represents the principal and interest payments for debt associated with housing, parking, transportation, and related bonds. These two auxiliary units are the only ones that carry outstanding debt on the university's books. All other debt is carried by Direct Support Organizations (UCFAA, UCFSC, UCFCC, and UCFFC).

These principal and interest payments are set by outstanding debt and their respective amortization schedules.

## **Other Non-Operating Expenses -> \$32 Million:**

This category of spending represents expenditures that are not standard or houses offsets for initiatives that are still being ramped up, but for purposes of building the budget, they are accounted for in the total. Some of the larger examples of other items noted in this category are as follows:

- Rent payment to Finance Corp for Burnett **\$ 4 million**
- Foundation support for specific programs **\$ 3 million**
- Florida High Tech Corridor matching **\$ 2 million**
- CECS Research Overhead **\$ 1 million**
- Tech fee project close out **\$ 1 million**

**Sources and Uses**  
**All Main University Operating Budget Entities**

	Responsibility Centers	Central Support Units	Auxiliary Self- Supporting Units	DSO and Other Agency Units	FY24 Total University	FY23 Total University
<b>Sources</b>						
Tuition and Fees	333,558,503	116,760,037	28,367,710	22,913,747	501,599,997	499,212,212
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Operating Revenues	241,826,799	624,042,574	49,727,531	60,507,940	976,104,844	963,590,462
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<b>Uses</b>						
Compensation Expense	528,477,148	311,870,641	24,768,573	40,649,184	905,765,546	837,811,649
Operating Expenses	204,161,640	829,129,974	25,297,716	47,514,764	1,106,104,094	1,034,061,219
Non-Operating Expenses	29,171,208	19,693,757	36,137,047	17,720,815	102,722,827	78,166,661
<b>Total Uses</b>	<b>761,809,996</b>	<b>1,160,694,372</b>	<b>86,203,336</b>	<b>105,884,763</b>	<b>2,114,592,467</b>	<b>1,950,039,529</b>
<b>Net from Operations</b>	<b>261,772,147</b>	<b>(341,903,740)</b>	<b>(4,345,095)</b>	<b>(16,534,487)</b>	<b>(101,011,175)</b>	<b>(27,006,326)</b>
Central Support Unit Costs	(286,505,939)	275,904,906	-	10,601,033	-	-
Participation Fee	(101,751,111)	-	-	-	(101,751,111)	(116,922,041)
<b>Net After Allocated Charges</b>	<b>(126,484,903)</b>	<b>(65,998,834)</b>	<b>(4,345,095)</b>	<b>(5,933,454)</b>	<b>(202,762,286)</b>	<b>(143,928,367)</b>
(Generation)/ Utilization of Fund Balance	24,733,792	65,998,834	4,345,095	5,933,454	101,011,175	27,006,326
Subvention	101,751,111	-	-	-	101,751,111	116,922,041
<b>Net Unfunded Operations after Subvention and Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

\*Athletic fee revenues and Title IX transfer are being reported under Athletics for presentation purposes

# Attachment B

## University of Central Florida Preliminary Spending Authority Fiscal Year 2023-24

	FY 2022-23 Spending Authority	FY 2023-24 Spending Authority	Increase/ (Decrease)	% Change
<b>E&amp;G Main<sup>1</sup></b>	\$ 690,440,416	\$ 735,339,845	\$ 44,899,429	6.5%
<b>E&amp;G College of Medicine<sup>2</sup></b>	50,161,611	48,630,720	(1,530,891)	-3.1%
<b>E&amp;G Florida Center for Students with Unique Abilities Contracts and Grants<sup>3</sup></b>	8,984,565	8,984,565	-	0.0%
<b>Auxiliaries<sup>4</sup></b>	303,612,443	267,563,180	(36,049,263)	-11.9%
<b>Local Funds</b>	326,938,434	348,874,037	21,935,603	6.7%
<b>Student Activities<sup>5</sup></b>	27,405,922	39,095,224	11,689,302	42.7%
<b>Student Financial Aid<sup>6</sup></b>	604,626,432	552,368,354	(52,258,078)	-8.6%
<b>Concessions</b>	800,000	800,000	-	0.0%
<b>Intercollegiate Athletics<sup>7</sup></b>	83,973,018	80,480,046	(3,492,972)	-4.2%
<b>Technology Fee<sup>8</sup></b>	16,824,738	18,910,326	2,085,588	12.4%
<b>Self-Insurance Plan</b>	598,630	630,183	31,553	5.3%
<b>Faculty Practice Plan<sup>9</sup></b>	14,563,620	12,915,987	(1,647,633)	-11.3%
<b>Total Uses of Resources</b>	<b>\$ 2,128,929,829</b>	<b>\$ 2,114,592,467</b>	<b>\$ (14,337,362)</b>	<b>-0.7%</b>

<sup>1</sup> Increase in E&G Main spending authority is primarily related to

**BOG Recurring Amendments in 2022-23**

FY23 SUS Amendment #1-Performance Based Funding Adjustment	(555,434)
FY23 SUS Amendment #2-Risk Management realignment	(594,798)
<b>2022-23 net decrease in E&amp;G Authority</b>	<b>(1,150,232)</b>

**BOG Amendments for 2023-24**

<b>Recurring allocations-</b>	
Nursing Education (PIPELINE)- additional funding	705,937
UCF Operational support	20,000,000
Performance Funding Increase	9,669,640
Recruitment and Retention Incentive	12,500,000
<b>Non-recurring allocations-</b>	
UCF Operational support	10,000,000
UCF Institute for Risk Management & Insurance Education	5,840,050
UCF Post Traumatic Stress Disorder Clinic (RESTORES)	1,000,000
Reverse 2022-23 RESTORES non-recurring allocation	(515,000)
Individualized Readability Research Pilot	1,000,000
Change UCF Community School Grant Program to E&G- Transfer of the Community School Grant Program from State Grants/K-12 Program to Community School Grant Programs	7,180,571
Community School Grant Program Workload	3,819,429
<b>2023-24 net increase in E&amp;G Authority</b>	<b>71,200,627</b>

**Change in projected tuition**

Remove BOG authority used for 2022-23 E&G tuition	(331,863,293)
Add UCF projected 2023-24 E&G Tuition	306,712,363
<b>2023-24 net decrease in tuition projections</b>	<b>(25,150,930)</b>

**Net increase in E&G Main spending authority**

**44,899,465**

<sup>2</sup> Decrease in E&G College of Medicine spending authority is primarily related to

**BOG Amendments for 2023-24**

<b>Non-recurring allocations-</b>	
Immunotherapy to Prevent & Improve Muscle & Bone Waste Project	500,000
<b>2023-24 net increase in E&amp;G Authority</b>	<b>500,000</b>

**Change in projected tuition**

Remove BOG authority used for 2022-23 E&G tuition	(18,346,940)
Add COM projected 2023-24 E&G Tuition	16,316,049
<b>2023-24 net decrease in tuition projections</b>	<b>(2,030,891)</b>

**Net decrease in E&G COM spending authority**

**(1,530,891)**

<sup>3</sup> **Contracts & Grants-** The \$36m decrease in Contracts & Grants is primarily related to a \$63m decrease in HEERF spending and a projected ~\$27m increase in Contracts and Grants expenditures as well as establishing a budget reserve. The increase in expenditures is driven by a 12% estimated increase in awards.

<sup>4</sup> **Auxiliaries -** The \$72.8m increase in spending authority for Auxiliaries is being requested due to the increases in utilities expenses, repairs and maintenance for Housing and Parking.

<sup>5</sup> **Student Activities** - The \$11.7m increase in Student Activities is primarily driven by the inclusion of a \$10m reserve established to allow for cash balances to be spent.

<sup>6</sup> **Student Financial Aid** - The \$3.8m decrease in Student Financial Aid is primarily related to the decrease in demand for Federal student loans.

<sup>7</sup> **Intercollegiate Athletics** - The preliminary budget has not been approved by the UCFAA Board. The \$3.5m decrease is primarily related the use of HEERF funds in FY23.

<sup>8</sup> **Technology Fee** - The \$2.1m increase in spending authority is primarily related to completion of ongoing technology projects.

<sup>9</sup> **Faculty Practice Plan** - The \$1.6m decrease in spending authority is primarily related to lower than expected growth in the infusion center.

# Attachment C

## Sources and Uses All University Related Budget Entities (including DSOs) (in Millions)

	Colleges & Programs	Central Support Units	Auxiliary Self Supporting Units	Athletics	Academic Health	Convocation Corporation	Finance Corporation	University Foundation	Research Foundation	Stadium Corporation	Clinical Practice	FY 2024 Total	FY2023 Total	\$ Change	% Change
<b>Sources:</b>															
Tuition and Fees	\$ 333.6	\$ 116.8	\$ 28.4	\$ 23.0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 501.8	\$ 499.2	\$ 2.6	0.5% <sup>1</sup>
State Appropriations	429.8	39.2	-	0.9	-	-	-	-	-	-	-	469.9	399.4	\$ 70.5	17.7% <sup>2</sup>
Operating Revenues	241.8	624.0	49.7	68.5	2.6	23.7	4.0	15.7	20.0	3.7	10.5	1,064.2	1,119.3	(\$ 55.1)	-4.9% <sup>3</sup>
Non-Operating Revenues	18.4	38.8	3.8	-	-	-	-	-	-	9.0	-	70.0	72.1	(\$ 2.1)	-2.9% <sup>4</sup>
<b>Total Sources</b>	<b>1,023.6</b>	<b>818.8</b>	<b>81.9</b>	<b>92.4</b>	<b>2.6</b>	<b>23.7</b>	<b>4.0</b>	<b>15.7</b>	<b>20.0</b>	<b>12.7</b>	<b>10.5</b>	<b>2,105.9</b>	<b>2,090.0</b>	<b>\$ 15.9</b>	<b>0.8%</b>
<b>Uses:</b>															
Compensation Expenses	528.4	311.9	24.8	30.8	-	1.4	-	17.2	1.5	-	5.1	921.1	891.6	(\$ 29.5)	-3.3% <sup>5</sup>
Operating Expenses	204.2	829.1	25.3	55.5	2.6	6.7	4.0	8.8	18.5	0.3	3.6	1,158.6	1,126.7	(\$ 31.9)	-2.8% <sup>6</sup>
Non-Operating Expenses	29.2	19.7	36.1	5.9	-	15.0	-	2.0	-	12.4	3.6	123.9	115.7	(\$ 8.2)	-7.1% <sup>7</sup>
<b>Total Uses</b>	<b>761.8</b>	<b>1,160.7</b>	<b>86.2</b>	<b>92.2</b>	<b>2.6</b>	<b>23.1</b>	<b>4.0</b>	<b>28.0</b>	<b>20.0</b>	<b>12.7</b>	<b>12.3</b>	<b>2,203.6</b>	<b>2,134.0</b>	<b>(\$ 69.6)</b>	<b>-3.3%</b>
<b>Net from Operations</b>	<b>261.8</b>	<b>(341.9)</b>	<b>(4.3)</b>	<b>0.2</b>	<b>-</b>	<b>0.6</b>	<b>-</b>	<b>(12.3)</b>	<b>-</b>	<b>-</b>	<b>(1.8)</b>	<b>(97.7)</b>	<b>(44.0)</b>	<b>(\$ 53.7)</b>	<b>122.0%</b>
<b>Resources Redistribution:</b>															
Central Support Costs	(286.5)	275.9	-	-	-	-	-	10.6	-	-	-	-	-	-	0.0%
Participation Fee	(101.8)	-	-	-	-	-	-	-	-	-	-	(101.8)	(117.0)	\$ 15.2	-13.0% <sup>8</sup>
<b>Net After Allocated Charges</b>	<b>(126.5)</b>	<b>(66.0)</b>	<b>(4.3)</b>	<b>0.2</b>	<b>-</b>	<b>0.6</b>	<b>-</b>	<b>(1.7)</b>	<b>-</b>	<b>-</b>	<b>(1.8)</b>	<b>(199.5)</b>	<b>(161.0)</b>	<b>(\$ 38.5)</b>	<b>23.9%</b>
Utilization of Fund Balances	24.7	66.0	4.3	-	-	-	-	1.7	-	-	1.8	98.5	44.0	\$ 54.5	123.9% <sup>9</sup>
Provost Subvention	101.8	-	-	-	-	-	-	-	-	-	-	101.8	117.0	(\$ 15.2)	-13.0% <sup>8</sup>
<b>Net After Subvention and Reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.2</b>	<b>\$ -</b>	<b>\$ 0.6</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.8</b>	<b>\$ -</b>	<b>\$ 0.8</b>	

**Notes:**

<sup>1</sup> This small increase is based on projected enrollment for the fall of 2023.

<sup>2</sup> New state investments of both recurring and non recurring funds recently signed by the Governor.

<sup>3</sup> Decrease is primarily due to estimated reductions in Title IV and Bright Futures funds for the upcoming FY2024 fiscal year.

<sup>4</sup> Decrease is due to the timing of when non operating revenues are utilized for one time expenditures. This category also includes intercompany transfers that are estimated each year.

<sup>5</sup> Increase is due to the institution of a merit program in March of 2023 for all eligible employees that averaged 2.5%, and also the expectation of filling vacant positions from FY2023.

<sup>6</sup> Increases are for inflationary costs, plus increases in utilities and contracted services (e.g. continuation of HEERF funded contracts that are now core to our operations).

<sup>7</sup> This increase is due to one off expenditures during the fiscal year that must be accounted for in "spending authority". UCFCC is a good example of spending down HEERF lost revenues on Arena related repairs and maintenance.

<sup>8</sup> Decrease is due to the reduced revenue base given the decrease in enrollment from the prior year's budget planning.

<sup>9</sup> Increase is due to the need to make investments in the physical plant for auxiliary and DSO related facilities across campus (e.g. housing, UCFCC, UCFSC, etc.).

The schedule above does not reflect intercompany eliminations. Those will be done annually when audited financial statements are produced.



Board of Trustees  
June 29, 2023

### FAC-1: Five-Year Capital Improvement Plan FY2024-2025 Through FY2028-2029

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Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

#### Purpose and Issues to be Considered:

The Capital Project Planning Committee (CPPC) conducts an annual process to evaluate capital project requests, rank qualified projects, align projects with allowable funding sources, and recommend projects to university leadership. The Capital Improvement Plan (CIP) is the vehicle used to communicate the university's capital plans and needs to the Board of Governors. A draft of the annual CIP was presented at the May 18, 2023 BOT retreat.

The CIP is required to be approved annually by the Board of Trustees and submitted to the Board of Governors by July 1, 2023. There are multiple parts to the CIP:

- CIP-1 - Cover Letter
- CIP-2 - Summary of Projects
  - CIP-2A - Public Education Capital Outlay (PECO) Projects
    - Research II - \$97.3M new construction
    - Howard Phillips Hall - \$32.3M remodel/renovation
    - Discovery and Innovation Hub - \$76.9M new construction
    - Florida Solar Energy Center - \$8.3M critical deferred maintenance
    - Engineering II - \$14.0M remodel/renovation
  - CIP-2B - Capital Improvement Trust Fund (CITF) Projects
    - Creative School for Children - \$14.0M new construction
    - Recreation and Wellness Center - \$13.0M renovation
  - CIP-2C - Back of Bill Debt Projects
    - Baseball support building - \$8.0M remodel/renovation/addition
- CIP-3 - narratives and details of PECO project requests

While five projects may be listed on the PECO CIP-2A request, only the top two projects are scored by the Board of Governors. This year's top two PECO projects are the Research II Building and the Howard Phillips Hall Remodel/Renovation. The Research II building is directly related to achieving the Discovery and Exploration metrics of the UCF Strategic Plan. The Howard Phillips Hall remodel/renovation is directly related to optimizing space utilization in our existing facilities and achieving the Student Success and Well-Being metrics of the UCF Strategic Plan.

The two CITF requests include the construction of a new Creative School building, and the renovation of the Recreation & Wellness Center. These projects were evaluated by a student led CITF committee and agreed upon by the student body president and university president, in compliance with Board of Governors regulation 14.006(4).

The Back of Bill (debt) only includes one project, related to UCFAA baseball.

### **Background Information:**

Sections 1011.40(1), 1013.60 and 1001.706(12), Florida Statutes (F.S.), require each university to submit a legislative budget request for Fixed Capital Outlay (FCO) in the form of a Capital Improvement Plan (CIP), within established guidelines.

This plan identifies projects that will be included in the five-year Public Education Capital Outlay (PECO) list and provides information to the State Board of Education for its request for capital project funding for 2024-25. The projects listed in the CIP represent the highest university priorities. Once submitted, the Board of Governors will evaluate all university submissions based on the Board of Governor's scoring methodology, a points-based system to prioritize all SUS requested projects to present a request for PECO funding to the Legislature. If the state does not approve the funds requested, the University may include the same projects on next year's CIP, or, if available may request authorization to utilize E&G carryforward funds within allowable limits.

### **Recommended Action:**

Approve the Five-Year Capital Improvement Plan to the Board of Trustees, as presented.

### **Alternatives to Decision:**

- 1) Decline to approve the Five-Year Capital Improvement Plan.
- 2) Recommend changes to the Five-Year Capital Improvement Plan.

### **Fiscal Impact and Source of Funding:**

In addition to the first costs for new construction and renovations, Florida Statutes and BOG Regulations require the following annual funding to be reserved for future deferred maintenance needs:

- Florida Statute 1001.706(12)(c) states "A new construction, remodeling, or renovation project that has not received an appropriation in a previous year shall not be considered for inclusion on the prioritized list required by s. 1013.64(4), unless: 1. A plan is provided to reserve funds in an escrow account, specific to the project, into which shall be deposited each year an amount of funds equal to 1% of the total value of the building for future maintenance".
- BOG Regulation 14.002 "Reserves for New Construction" states "...for any new construction of an education and general (E&G) facility, funded in whole or in part with State appropriations, the university must institute a plan to reserve funds in an escrow account, specific to the project, into which shall be deposited each year an amount of funds equal to two percent (2.0%) of the total value of the building.", and "The required 2.0% annual contribution is inclusive of the 1% required pursuant to Section 1001.706(12)(c), Florida Statutes."

Should PECO funds be awarded, the above requirements result in:

- Research II - 2% annual funding of \$1,438,738
- Howard Phillips Hall – 1% annual funding of \$231,707
- Discovery and Innovation Hub – 2% annual funding of \$1,169,000
- FSEC – 1% annual funding of \$67,406
- Engineering II – 1% annual funding of \$126,000



As existing buildings, Howard Phillips Hall, FSEC, and Engineering II already receive annual Plant Operations & Maintenance (PO&M) funding from the state. However, new construction does not receive additional PO&M funding from the state. The new Research II building will need an estimated \$1.7M of annual PO&M and the Discovery and Innovation Hub building will need an estimated \$1.1M of annual PO&M from a reoccurring university funding source. These estimates are based on the \$/sf PO&M state formulas which consider the size and type of building.

**Authority for Board of Trustees Action:**

Florida Statutes 1001.74

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**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Jon Varnell, Vice President for Facilities and Business Operations  
Bill Martin, Senior Director for Facilities Planning and Construction

**Supporting Documentation:**

- Attachment A: Capital Improvement Plan Overview Presentation
- Attachment B: Cover Letter
- Attachment C: Public Education Capital Outlay (PECO) Projects (CIP-2A)
- Attachment D: Capital Improvement Trust Fund (CITF) Projects (CIP-2B)
- Attachment E: Back of Bill (BoB) Projects (CIP-2C)
- Attachment F: PECO Project Detail (CIP-3)

**Facilitators/Presenters:**

Jon Varnell  
Bill Martin



# Capital Improvement Plan

Capital Project Planning Committee (CPPC)

## PLANNING FRAMEWORK

### CAMPUS MASTER PLAN

#### ELEMENT 10.0 - CAPITAL IMPROVEMENTS & IMPLEMENTATION

##### GOAL 1:

Provide implementation procedures for monitoring and updating the Campus Master Plan and prioritizing Capital Projects, by guiding University decision-making, responding appropriately to unforeseen or changing conditions, encouraging public involvement, and maintaining transparency.

##### OBJECTIVE 1.1

Establish criteria to evaluate and prioritize capital improvement projects.

##### OBJECTIVE 1.2

Implement transparent procedures that engage campus stakeholder participation in prioritizing Capital Projects.

## COMMITTEE ENGAGEMENT

### Capital Project Planning Committee (CPPC)

10 year - Campus Master Plan

5 year - Capital Priorities

1 year - Annual Capital Improvement Plan

### University Master Planning Committee (UMPC)

Advisory Committee

Land use, campus aesthetics, public art

### University Space Committee (USC)

Advisory Committee

Real estate, space initiatives

## THE MAKING OF A PLAN

### INPUTS

Facility Condition Assessment  
Repairs & Renovations  
Infrastructure Reliability  
Utilization / Efficiency  
Life Safety  
ADA

### STRATEGY

Strategic Plan  
Teaching & Learning  
Research & Innovation  
Student Experience  
Community Engagement  
Campus Master Plan

### FUNDING

PECO  
CITF  
Bonds  
Debt  
Auxiliary  
Carryforward  
Fundraising  
Legislative Priority

RUBRIC

CAPITAL PLAN

## TWO PLANNING LEVELS

UNIVERSITY PLAN	UNIT PLAN
<p>Strategic Plan Alignment</p> <p>Larger Projects, typically over \$2M</p> <p>Annual request to state for funding</p>	<p>Support Strategic Plan at Unit level</p> <p>Smaller Projects, typically under \$2M</p> <p>Annual plan to state, updates reported quarterly</p>
Capital Improvement Plan (CIP)	Fixed Capital Outlay Budget (FCOB)

## TERMS

<b>Campus Master Plan (CMP)</b>	10-year plan, approved every 5 years Current CMP 2020-30 approved by BOT 11/14/19 <b>If a project is not on the CMP, it cannot be requested on the EPS</b>
<b>Educational Plant Survey (EPS)</b>	Survey of physical plant space by BOG & peer university staff Current EPS 2021-26 approved by BOT 4/22/21 <b>If a project is not on the EPS, it cannot be requested on the CIP</b>
<b>Capital Improvement Plan (CIP)</b>	<b>Annual request for state funding submitted through BOT to BOG</b> Multiple parts – PECO request, CITF request, Debt/Bond (Back of Bill) Must be approved by BOT by June 30 of each year
<b>PECO</b>	Public Education Capital Outlay State funding source for academic projects PECO scoring criteria determine SUS priorities for funding consideration
<b>CITF</b>	Capital Improvement Trust Fund: student-fee based funds State funding source for student priority projects
<b>Fixed Capital Outlay Budget (FCOB)</b>	<b>Annual budget for projects that exceed designated thresholds</b> E&G Operating projects, Carryforward small projects, Carryforward large projects Quarterly reporting of all projects that exceed designated thresholds

## PECO SCORING CRITERIA

### Scoring criteria:

- 1 PRIOR LEGISLATIVE FUNDING** up to 20 points for prior funding; no changes
- 2 MAINTENANCE AND INFRASTRUCTURE** up to 20 points based on cost
- 3 SPACE NEEDS MET** up to 20 points based on % add to campus
- 4 UNIVERSITY PRIORITY** #1 project = 5 points, #2 project = 3 points; no changes
- 5 RENOVATION OR REPLACEMENT** up to 20 points based on cost/sf
- 6 NEW CONSTRUCTION** up to 20 points based on **gifts/donations** and university funds

### For projects that receive PECO funds:

- New Construction - UCF must provide 2% annually of building value into an escrow account for future Capital Renewal / Deferred Maintenance
- Renovations/Remodels - UCF must provide 1% annually.

## CAPITAL PLANNING PROCESS FEATURES

<b>Annual Process</b>	Begins at the start of the fiscal year Ends with BOT approval of the annual CIP
<b>Capital Project Planning Committee</b>	Committee composed of broad university representation Oversees submissions, evaluations, scoring, draft plan, final plan
<b>Call For Projects</b>	Formal submission process, structured requirements Requirements driven by strategic and operational priorities Transparent and open to campus stakeholders
<b>Strategic Fundraising</b>	Coordination with UCF Foundation Clarity to fundraising priorities for more successful outcomes
<b>Scoring Rubric</b>	Step 1 – Strategic Need evaluation Step 2 – Funding Alignment

## **PROJECT SUBMISSION REQUIREMENTS**

<b>BASIC PROJECT INFORMATION</b>	<b>STRATEGIC PRIORITIES</b>	<b>OPERATIONAL PRIORITIES</b>
Project Description Cost Schedule Source of Funds CMP? EPS? Interdisciplinary? Support Projects? Consequences if not funded?	Student Success and Well-Being Discovery and Exploration Community and Culture Innovation and Sustainability	Compliance & Life Safety Infrastructure Reliability Capital Renewal Deferred Maintenance Improve Utilization & Efficiency

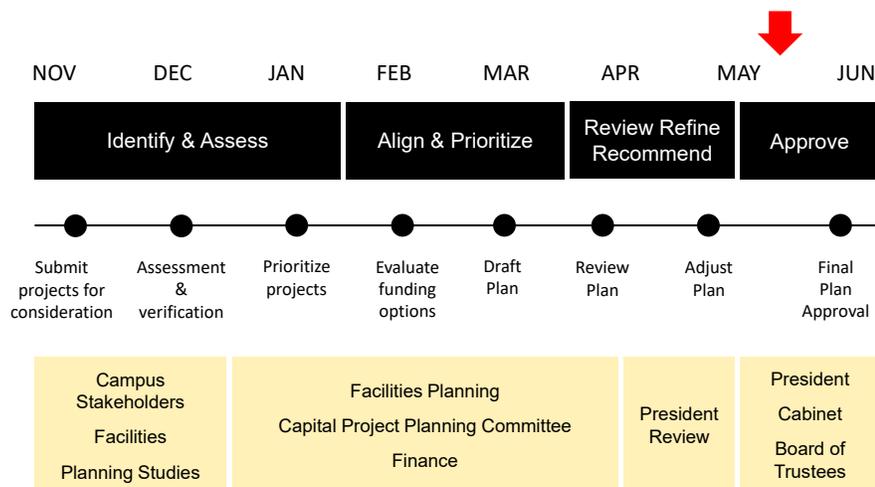
## **STEP 1 – SCORING FOR STRATEGIC NEED**

<b>Strategic Need</b>	Funding is not a primary criteria Score based on priorities & impact
<b>Strategic Plan Alignment</b>	Student Success and Well-Being Discovery and Exploration Community and Culture Innovation and Sustainability
<b>Return on Investment</b>	Degrees Produced meeting State's needs Students Served, Efficiencies Created Additional Research Funding, Patents Business Partnerships, Jobs Created Improvements to Space Use
<b>Operational Priorities</b>	Compliance and Life Safety, ADA Research Reliability Facilities Condition Index Improved Utilization / Efficiency

## STEP 2 – EVALUATE FOR FUNDING STRATEGY

<b>Funding Strategy</b>	Determine the correct funding source for each project
<b>CIP</b>	PECO CTF Debt Fundraising
<b>FCOB</b>	E&G Operating Carryforward DSO Auxiliary Contracts & Grants Other

## CAPITAL PROJECT PLANNING SCHEDULE



## FY2024-25 CAPITAL IMPROVEMENT PLAN

<p>MAY 2023 FY 2024-25 to FY 2028-29</p>
<p><u>PECO</u> * #1 Research II #2 Howard Phillips Hall Remodel #3 Discovery and Innovation Hub #4 FSEC Renovation #5 Engineering 2 Remodel</p>
<p><u>CITF</u> RWC Deferred Maintenance Creative School</p>
<p><u>Back of Bill (Debt, P3)</u> Baseball Renovation</p>

\* ONLY THE #1 AND #2 PECO PROJECTS ARE SCORED

## RESEARCH II

105,060gsf, \$97.3M total project cost

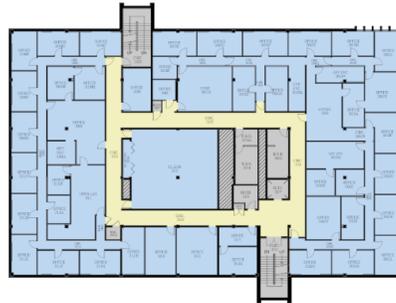
- Alignment with the Strategic Plan's interdisciplinary research needs
- Addresses the Educational Plant Survey's (EPS) research lab space deficit
- Creates shared dry/damp/wet labs and clean room space



## HOWARD PHILLIPS HALL REMODEL/RENOVATION

64,619gsf, \$32.3M total project cost

- Building is high on the FCA list for renovation/remodel needs
- Full building interior renovation to optimize space utilization, drive collaboration, and provide flexible work modalities
- Co-locate departments and right-size room areas from space study results



## DISCOVERY AND INNOVATION HUB

100,000gsf, \$76.9M total project cost

- High return on investment; increases graduation rates in STEM majors
- Critical space need for teaching lab space based on current utilization and EPS space deficit
- Creates numerous active learning spaces for facilitated group learning



## **FLORIDA SOLAR ENERGY CENTER**

Critical Deferred Maintenance, \$8.3M

- Complete HVAC renovation, including AHUs, controls, chillers, and pumps
- Fire Alarm System replacement for labs, offices, and central energy plant
- Replacement of underground chilled and hot water piping system
- Roof and exhaust fan replacement



## **ENGINEERING II REMODEL**

100,000gsf, \$14.0M total project cost

- Useable space created by building out the existing high-bay research space
- Atrium space enhancement and utilization improvement
- Update building systems as needed to support new space





UNIVERSITY OF CENTRAL FLORIDA

**Office of the President**  
P.O. Box 160002  
Orlando, FL 32816-0002

June 30, 2023

Mr. Tim Jones  
Chief Financial Officer  
Board of Governors  
State University System of Florida  
325 West Gaines Street, Suite 1614  
Tallahassee, Florida 32399-0400

Dear Mr. Jones:

In accordance with your request dated April 5, 2023 to the Institutional Data Administrators, enclosed is the University of Central Florida's (UCF) Five-Year Fixed Capital Improvement Plan for the years 2024-25 through 2028-29. The final plan was approved by the University Board of Trustees on June 29, 2023.

This year's top priority is a new 105,060 gsf Research II Building. This building is critical to successfully meeting the research targets of our Strategic Plan, especially the Discovery and Exploration 2027 Goals and Metrics.

Our second priority is a remodel/renovation of our Howard Phillips Hall (HPH) building. Built in 1968, HPH is one of our oldest buildings on campus, and is in need of a comprehensive remodel. Howard Phillips Hall is centrally located on the UCF campus, and a remodel will position it to be an effective hub for programs directly related to another priority of our Strategic Plan – Student Success and Well-Being.

The third, fourth, and fifth priorities of the university include a new Discovery and Innovation Hub, critical deferred maintenance funding for the Florida Solar Energy Center, and an interior remodel of our Engineering II building. These priorities reflect the university's commitment to educating students in STEM fields, taking care of our existing assets, and maximizing the utilization of existing space.

The Back of Bill list only includes a new baseball project focused on the development of enhanced coach and player support spaces. This project is anchored by a generous alumni donation to support the continued UCF Athletics success. Please see the CIP-2C document for additional details.



UNIVERSITY OF CENTRAL FLORIDA

June 30, 2022  
UCF Five-Year Fixed Capital Improvement Plan  
Page 2

Please contact Jon Varnell at (407) 823-1522 or Bill Martin at (407) 823-3196 if you have any questions or need additional information.

Cordially yours,

**Alexander Cartwright, Ph.D.**

President  
University of Central Florida

**Alex Martins**

Chair  
Board of Trustees

Attachments

cc: Mr. Gerald Hector, Senior Vice President for Administration and Finance  
Mr. Jon Varnell, Vice President for Facilities and Business Operations  
Mr. Bill Martin, Director of Facilities Planning and Construction  
Mrs. Gina Seabrook, Construction Project Coordinator

Attachment C

State University System  
5-Year Capital Improvement Plan (CIP)  
FY 2024-25 through 2028-29

**Summary of Projects**  
(PECO-Eligible Project Requests)

University University of Central Florida

Contact: Mr. Bill Martin  
(name)

407-823-4037  
(phone)

Bill.Martin@ucf.edu  
(email)

Priority No.	Project Title	Total Supplemental (Non PECO) funding	Total Prior PECO Funding	Projected Annual PECO Funding Requested					Programs to Benefit from Project	Net Assignable Sq. Ft. (NASF)	Gross Sq. Ft. (GSF)	Total Project Cost	Project Cost Per GSF	EPS Recommendation Date & Rec. # <sup>(1)</sup>
				FY24-25	FY25-26	FY26-27	FY27-28	FY28-29						
1	Research II			\$ 48,650,000	\$ 48,650,000				Total Campus	61,800	105,060	\$ 97,300,000	\$ 926.14	6/22/2021 No. 5.3
2	Howard Phillips Hall Remodel/Renovation			\$ 16,150,000	\$ 16,150,000				Total Campus	33,584	64,619	\$ 32,300,000	\$ 499.85	6/22/2021 No. 3.5 and 4.6
3	Discovery and Innovation Hub			\$ 38,450,000	\$ 38,450,000				Total Campus	66,666	100,000	\$ 76,900,000	\$ 769.00	6/22/2021 No. 5.2
4	Florida Solar Energy Center (FSEC)			\$ 8,300,000					Total FSEC Campus	33,664	48,147	\$ 8,300,000	\$ 172.39	6/22/2021 No. 4.8
5	Engineering Building II Remodel			\$ 7,000,000	\$ 7,000,000				College of Engineering	17,000	25,500	\$ 14,000,000	\$ 549.02	6/22/2021 No. 3.5

1) An EPS recommendation is required per s. 1013.31 and s. 1001.706(12) if no prior PECO trust fund appropriation received. If the project has received non-PECO appropriation(s) and an EPS Recommendation is not applicable, please cite the General Appropriations Act (GAA) FY and the (\$) amount(s) appropriated, for reference.



Attachment E

State University System  
 5-Year Capital Improvement Plan (CIP)  
 FY 2024-25

**Summary of Projects**  
 ('Back of Bill' Legislative Project Authorizations) \*

University: University of Central Florida Contact: Mr. Bill Martin 407-823-4037 Bill.Martin@ucf.edu  
 (name) (phone) (email)

**Estimated Annual Operating & Maintenance Cost**

Project Name *	Brief Description of Project	GSF	Project Location	Project Cost	Project Funding Source(s)	Amount (\$)	Funding Source(s)
Baseball Renovation / Remodel / Addition	Renovation / Remodel / Addition of baseball support building.	15,000	UCF Main Campus	\$8,000,000	Private Donations and non E&G new revenue streams	\$170,000	Operating revenues (ticket sales)

\* List all proposed FCO projects for FY 2024-25 to be constructed, acquired and financed by the university or DSO via Debt or P3 requiring Legislative (Back-of-Bill) authorization pursuant to s.1010.62 and

State University System  
5-Year Capital Improvement Plan (CIP)  
FY 2024-25 through 2028-29

## PECO Project Detail

**Project Priority #: 1**

University: University of Central Florida  
Project Name: Research II  
Project Address: Main Campus TBD

### PROJECT NARRATIVE

#### PURPOSE, NEED, SCOPE, RELATIONSHIP OF PROJECT TO AGENCY OBJECTIVES

UCF's Strategic Plan states that UCF "aspires to be among the Top 25 public research universities in the country", as well as to be "a leading enterprise for innovative research and creative works." Initiatives for meeting this objective include increasing R&D expenditures, winning more Proposals, achieving more Patents, more Licenses and Options for UCF intellectual property, creating more Start-up Companies, increasing partnerships, and increasing Faculty FTE, and Post-doctoral research appointments. An increase in STEM graduate degrees will strengthen UCF's metrics for performance-based funding.

UCF has a critical need for research space; UCF's laboratory space deficit has grown to 855,618 NASF in the 2021-2026 Educational Plant Survey. Research can contribute to driving Florida's innovation economy and assist our state in producing high paying jobs.

In 2018, UCF determined that a new innovative, interdisciplinary research facility could address campus-wide research space needs for multiple colleges. The proposed Research II building will provide research space for the College of Sciences, College of Engineering and Computer Science, and the College of Optics and Photonics. The building will also include 10,000 nsf of interdisciplinary clean room space, operated by the Office of Research.

Research II will facilitate synergy among research teams from the most productive academic units at UCF, and will foster an increased emphasis on internal and external partnerships. With additional research space and personnel, the funding from industry partners and the quantity of industry-sponsored projects will increase. Additionally, indirect benefits can be measured in terms of student internships and permanent employment opportunities for graduates with partner companies and others.

#### SUSTAINABILITY AND LEED

The University of Central Florida is committed to sustainability and continued reduction of energy consumption in new construction projects. As energy costs and demands continue to escalate, achieving higher levels of efficiency has become increasingly important to the University's mission. The Planning, Design and Construction department provides oversight for all new construction and major renovation projects and facilitates the commissioning process with the latest industry standards to ensure that the university's sustainability goals are met, and design parameters achieved.

#### SPACE CLASSIFICATIONS

The space classifications in this facility will be research laboratory and office.

#### EDUCATIONAL PLANT SURVEY

The 2021-2026 Educational Plant Survey (EPS) was conducted March 5, 2021 and approved by the UCF Board of Trustees on April 22, 2021. Approval by the SUS Board of Governors took place at their June 22, 2021 meeting.

The 2021-2026 Educational Plant Survey included Research II as one of three New Construction Recommendations:  
Project 5.3 RESEARCH II (0166) - Research Lab - 72,350 NASF and Office -19,650 NASF.

### RESERVE ESCROW PLAN

	Renovation/Remodeling Projects (1% per s. 1001.706(12)(c) F.S.)	New Construction Projects (2% per Board Regulation 14.002)
Estimated Bldg Value:	\$ -	\$ 71,936,896
Value Basis/Source:	Total construction cost or insurable value, whichever is greater, per Board Regulation 14.002	
Estimated 1st Yr Deposit:	\$ -	\$ 1,438,737.92
Funding Source:	Carry Forward	
Comments:		

**BUILDING SPACE DESCRIPTION (account for all building space below)**

Space Type (per FICM)	Net Sq. Ft. (NSF)	Net-to-Gross Conversion Factor	Gross Sq. Ft. (GSF)	Unit Cost * (per GSF)	Building Cost
<b>NEW CONSTRUCTION</b>					
Research Lab	10,000	<u>2.0</u>	20,000	<u>801</u>	16,013,400
Office	13,700	<u>1.5</u>	20,550	<u>445</u>	9,141,873
Research Lab	36,600	<u>1.7</u>	62,220	<u>555</u>	34,511,567
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
Subtotal NASF:	60,300		102,770		59,666,840
'Other Assignable' E&G Space	1,500	<u>1.5</u>	2,290	<u>555</u>	1,270,056
Other Non-E&G Budget Entity Space	-		-		-
Total:	61,800		105,060		60,936,896

\* Apply Unit Cost to total GSF based on Space Type

REMODELING / RENOVATION	Remodeling Projects <u>Only</u>	
	BEFORE	AFTER
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Subtotal NASF:	-	-
'Other Assignable' E&G Space	-	-
Other Non-E&G Budget Entity Space	-	-
Total:	-	-
<b>Grand Total:</b>	<b>61,800</b>	<b>105,060</b>
		<b>60,936,896</b>

**PROJECT COMPONENT COSTS & PROJECTIONS**

	Costs Incurred to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
<b>Basic Construction Costs</b>							
Building Cost (from above)	-	29,190,000	31,746,896	-	-	-	60,936,896
Environmental Impacts/Mitigation	-	-	-	-	-	-	-
Site Preparation	-	1,000,000	-	-	-	-	1,000,000
Landscape / Irrigation	-	-	1,000,000	-	-	-	1,000,000
Plaza / Walks	-	-	1,000,000	-	-	-	1,000,000
Roadway Improvements	-	-	-	-	-	-	-
Parking : spaces	-	-	-	-	-	-	-
Telecommunication	-	-	3,000,000	-	-	-	3,000,000
Electrical Service	-	1,000,000	-	-	-	-	1,000,000
Water Distribution	-	500,000	-	-	-	-	500,000
Sanitary Sewer System	-	500,000	-	-	-	-	500,000
Chilled Water System	-	1,000,000	-	-	-	-	1,000,000
Storm Water System	-	900,000	-	-	-	-	900,000
Energy Efficient Equipment	-	1,100,000	-	-	-	-	1,100,000
<b>Subtotal: Basic Const. Costs</b>	-	<b>35,190,000</b>	<b>36,746,896</b>	-	-	-	<b>71,936,896</b>
<b>Other Project Costs</b>							
Land / existing facility acquisition	-	-	-	-	-	-	-
Professional Fees	-	7,869,261	-	-	-	-	7,869,261
Fire Marshall Fees	-	194,600	-	-	-	-	194,600
Inspection Services	-	258,179	-	-	-	-	258,179
Insurance Consultant	-	-	-	-	-	-	-
Surveys & Tests	-	230,000	-	-	-	-	230,000
Permit / Impact / Environmental Fees	-	417,960	-	-	-	-	417,960
Artwork	-	-	100,000	-	-	-	100,000
Moveable Furnishings & Equipment	-	-	6,803,104	-	-	-	6,803,104
Project Contingency	-	4,490,000	5,000,000	-	-	-	9,490,000
<b>Subtotal: Other Project Costs</b>	-	<b>13,460,000</b>	<b>11,903,104</b>	-	-	-	<b>25,363,104</b>
<b>Total Project Cost:</b>	-	<b>48,650,000</b>	<b>48,650,000</b>	-	-	-	<b>97,300,000</b>

**PROJECT FUNDING**

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						24-25	48,650,000	Should equal <i>Total Project Cost</i> above
						25-26	48,650,000	
		-					<b>97,300,000</b>	<b>97,300,000</b>

## PECO Project Detail

University: University of Central Florida  
 Project Name: Howard Phillips Hall Remodel/Renovation  
 Project Address: 4297 Andromeda Loop N, Orlando, FL 32816

Priority #: 2

### PROJECT NARRATIVE

#### PURPOSE, NEED, SCOPE, RELATIONSHIP OF PROJECT TO AGENCY OBJECTIVES

One of the University's oldest buildings, Howard Phillips Hall (HPH, Bldg. 0014), is a four-story concrete and masonry structure built in 1969 as a classroom building. The 64,619 GSF building was partially remodeled in 1990 and 2000. Its 2023 space classifications and occupants include far more departmental offices than classrooms. Howard Phillips Hall now requires major remodeling and renovation to serve UCF's 21st century needs, and meet UCF's space utilization goals. The building currently houses staff from the following departments:

- College of Sciences (Political Science, Sociology, Anthropology, Global Perspectives)
- Student Success and Well-Being (First Year Experience, Trio Programs, University Testing Center)
- Other (Academic Affairs, Office of Research, Health Management Informatics, Faculty Excellence, State Auditors, Faculty Cluster Initiative - Violence Against Women)
- Faculty & Staff Associations (Black Faculty & Staff Association, Latino Faculty & Staff Association, Pride Faculty & Staff Association)

The University contracts with ISES Corp to conduct Facilities Condition Assessments (FCA) to benchmark the condition of its E&G facilities. Howard Phillips Hall was inspected October 29, 2020. ISES reported the building's Facility Condition Needs Index (FCNI) was 0.42 (below average condition major renovations required).

The renovation of HPH will include the replacement of above-ceiling HVAC air distribution systems, ceiling and lighting replacements, the replacement of finishes such as carpet/tile/paint, and the replacement of vertical transportation. Code upgrades include the creation of accessible and all-gender restrooms, installation of ADA-compliant stairwell and exterior handrails, installation of ADA-compliant entrance ramp(s), dual-level drinking fountains, lever handle door hardware, and signage. In addition to the ISIS report, UCF IT recommends significant infrastructure improvements including right-sized IT closets and equipment upgrades.

The remodeling of HPH will include the comprehensive reconfiguration of its interior spaces to optimize space utilization. The building is inefficiently arranged, with over 30% of its Net Assignable Square Footage (NASF) dedicated to corridors. Office space takes up 50% of all space in HPH. Of the offices, 84% are private offices that far exceed UCF's new space standards, developed in response to emerging flexible work conventions. To improve office utilization, UCF is moving towards a mixture of We Space (collaborative space) and Me Space (right-sized workstations). The remodeling of HPH will embrace and advance these new standards to become a catalyst to a more efficient and effective workspace model.

#### SUSTAINABILITY AND LEED

The University of Central Florida is committed to sustainability and continued reduction of energy consumption in new construction projects. As energy costs and demands continue to escalate, achieving higher levels of efficiency has become increasingly important to the University's mission. The Planning, Design and Construction department provides oversight for all new construction and major renovation projects and facilitates the commissioning process with the latest industry standards to ensure that the university's sustainability goals are met, and design parameters achieved.

#### SPACE CLASSIFICATIONS

The current space classifications in the facility are primarily office, teaching laboratory, and study, with small quantities of classroom, research lab, and merchandising.

#### EDUCATIONAL PLANT SURVEY

The current 2021-2026 Educational Plant Survey (EPS) was conducted on March 4-5, 2021, approved by the BOT on April 22, 2021 and the BOG on June 22, 2021. The current EPS includes HPH under both remodeling and renovation recommendations:

Project 3.5 Howard Phillips Hall (0014): Classroom - 566 NASF, Teaching Laboratory - 2,961 NASF, Study - 1,383 NASF, Research Laboratory - 279 NASF, Office - 28,172 NASF, Assignable Non-FCO - 223 NASF

Project 4.6 Howard Phillips Hall (0014): Classroom - 566 NASF, Teaching Laboratory - 2,961 NASF, Study - 1,383 NASF, Research Laboratory - 279 NASF, Office - 28,172 NASF, Assignable Non-FCO - 223 NASF

### RESERVE ESCROW PLAN

	Renovation/Remodeling Projects (1% per s. 1001.706(12)(c) F.S.)	New Construction Projects (2% per Board Regulation 14.002)
Estimated Bldg Value:	\$ 23,170,728	\$ -
Value Basis/Source:		Total construction cost or insurable value, whichever is greater.
Estimated 1st Yr Deposit:	\$ 231,707	\$ -
Funding Source:	Carry Forward	
Comments:	Facility Condition Assessment (ISES Report)	



**PROJECT COMPONENT COSTS & PROJECTIONS**

	Costs Incurred to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
<b>Basic Construction Costs</b>							
Building Cost (from above)	-	12,170,190	10,250,728	-	-	-	22,420,918
Environmental Impacts/Mitigation	-	-	-	-	-	-	-
Site Preparation	-	-	-	-	-	-	-
Landscape / Irrigation	-	-	-	-	-	-	-
Plaza / Walks	-	-	-	-	-	-	-
Roadway Improvements	-	-	-	-	-	-	-
Parking : [ ] spaces	-	-	-	-	-	-	-
Telecommunication	-	-	-	-	-	-	-
Electrical Service	-	378,082	-	-	-	-	378,082
Water Distribution	-	-	-	-	-	-	-
Sanitary Sewer System	-	371,728	-	-	-	-	371,728
Chilled Water System	-	-	-	-	-	-	-
Storm Water System	-	-	-	-	-	-	-
Energy Efficient Equipment	-	-	-	-	-	-	-
<b>Subtotal: Basic Const. Costs</b>	-	12,920,000	10,250,728	-	-	-	<b>23,170,728</b>
<b>Other Project Costs</b>							
Land / existing facility acquisition	-	-	-	-	-	-	-
Professional Fees	-	2,793,714	-	-	-	-	2,793,714
Fire Marshall Fees	-	66,731	-	-	-	-	66,731
Inspection Services	-	100,000	-	-	-	-	100,000
Insurance Consultant	-	-	-	-	-	-	-
Surveys & Tests	-	10,000	-	-	-	-	10,000
Permit / Impact / Environmental Fees	-	162,225	-	-	-	-	162,225
Artwork	-	-	-	-	-	-	-
Moveable Furnishings & Equipment	-	-	3,230,000	-	-	-	3,230,000
Project Contingency	-	97,330	2,669,272	-	-	-	2,766,602
<b>Subtotal: Other Project Costs</b>	-	3,230,000	5,899,272	-	-	-	<b>9,129,272</b>
<b>Total Project Cost:</b>	-	16,150,000	16,150,000	-	-	-	<b>32,300,000</b>

**PROJECT FUNDING**

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						24-25	16,150,000	Should equal <i>Total Project Cost</i> above
						25-26	16,150,000	
		-					32,300,000	<b>32,300,000</b>

State University System  
5-Year Capital Improvement Plan (CIP)  
FY 2024-25 through 2028-29

## PECO Project Detail

**Project Priority #: 3**

University: University of Central Florida  
 Project Name: Discovery and Innovation Hub  
 Project Address: Main Campus TBD

### PROJECT NARRATIVE

#### PURPOSE, NEED, SCOPE, RELATIONSHIP OF PROJECT TO AGENCY OBJECTIVES

The Discovery and Innovation Hub, formerly known as the Learning Lab, is an interdisciplinary facility that addresses the university's need for teaching laboratories and active learning classrooms across multiple colleges. This 100,000gsf building will support UCF's space deficit in these categories, and contribute to the achievement of the student success metrics outlined in the University's Strategic Plan.

The teaching labs in this new facility are intended to support the following colleges:

- College of Sciences
- College of Medicine
- Burnett School of Biomedical Sciences
- College of Engineering and Computer Science

Over a quarter of the building will be allocated to meet UCF's classroom space deficit. Classrooms will be designed to support active learning and will be centrally scheduled to maximize space utilization.

Offices will be provided only for facility personnel necessary for the building, and will follow UCF's collaborative workspace model. The facility will also include pre-function space for classroom queuing, breakout/class-prep rooms, and office-hours rooms for use by faculty and teaching assistants.

#### SUSTAINABILITY AND LEED

The University of Central Florida is committed to sustainability and continued reduction of energy consumption in new construction projects. As energy costs and demands continue to escalate, achieving higher levels of efficiency has become increasingly important to the University's mission.

The Planning, Design and Construction department provides oversight for all new construction and major renovation projects and facilitates the commissioning process with the latest industry standards to ensure that the university's sustainability goals are met, and design parameters achieved.

#### SPACE CLASSIFICATIONS

The space classifications in the facility will be classrooms, teaching laboratories, and office.

#### EDUCATIONAL PLANT SURVEY

The current 2021-2026 Educational Plant Survey was conducted on March 4-5, 2021, approved by the BOT on April 22, 2021 and the BOG on June 22, 2021.

The 2021-2026 UCF Educational Plant Survey included the Discovery and Innovation Hub (formerly known as the Learning Laboratory) as one of three New Construction Recommendations:

Project 5.2 Learning Laboratory (0155) - Classrooms - 26,700 NASF, Teaching Labs - 65,800 NASF and Office - 7,500 NASF.

### RESERVE ESCROW PLAN

	Renovation/Remodeling Projects (1% per s. 1001.706(12)(c) F.S.)	New Construction Projects (2% per Board Regulation 14.002)
Estimated Bldg Value:	\$ -	\$ 58,450,008
Value Basis/Source:	Total construction cost or insurable value, whichever is greater, per Board Regulation 14.002	
Estimated 1st Yr Deposit:	\$ -	\$ 1,169,000
Funding Source:	Carry Forward	
Comments:		

**BUILDING SPACE DESCRIPTION (account for all building space below)**

Space Type (per FICM)	Net Sq. Ft. (NSF)	Net-to-Gross		Gross Sq. Ft. (GSF)	Unit Cost * (per GSF)	Building Cost
		Conversion Factor				
<b>NEW CONSTRUCTION</b>						
Teaching Lab	42,806	1.5		64,210	476	30,581,748
Classroom	16,360	1.5		24,540	439	10,773,551
Office	7,500	1.5		11,250	445	5,004,675
	-			-		-
	-			-		-
	-			-		-
	-			-		-
	-			-		-
Subtotal NASF:	66,666			100,000		46,359,974
'Other Assignable' E&G Space	-			-		-
Other Non-E&G Budget Entity Space	-			-		-
Total:	66,666			100,000		46,359,974

\* Apply Unit Cost to total GSF based on Space Type

REMODELING / RENOVATION	Remodeling Projects <b>Only</b>	
	BEFORE	AFTER
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Subtotal NASF:	-	-
'Other Assignable' E&G Space	-	-
Other Non-E&G Budget Entity Space	-	-
Total:	-	-
<b>Grand Total:</b>	<b>66,666</b>	<b>100,000</b>
		<b>46,359,974</b>

**PROJECT COMPONENT COSTS & PROJECTIONS**

	Costs Incurred to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
<b>Basic Construction Costs</b>							
Building Cost (from above)	-	18,670,000	22,889,974	-	-	-	41,559,974
Environmental Impacts/Mitigation	-	-	-	-	-	-	-
Site Preparation	-	1,390,034	-	-	-	-	1,390,034
Landscape / Irrigation	-	-	900,000	-	-	-	900,000
Plaza / Walks	-	-	900,000	-	-	-	900,000
Roadway Improvements	-	-	-	-	-	-	-
Parking : [ ] spaces	-	-	-	-	-	-	-
Telecommunication	-	-	3,000,000	-	-	-	3,000,000
Electrical Service	-	900,000	-	-	-	-	900,000
Water Distribution	-	350,000	-	-	-	-	350,000
Sanitary Sewer System	-	350,000	-	-	-	-	350,000
Chilled Water System	-	1,000,000	-	-	-	-	1,000,000
Storm Water System	-	800,000	-	-	-	-	800,000
Energy Efficient Equipment	-	2,500,000	-	-	-	-	2,500,000
<b>Subtotal: Basic Const. Costs</b>	-	<b>25,960,034</b>	<b>27,689,974</b>	-	-	-	<b>53,650,008</b>
<b>Other Project Costs</b>							
Land / existing facility acquisition	-	-	-	-	-	-	-
Professional Fees	-	5,671,983	-	-	-	-	5,671,983
Fire Marshall Fees	-	153,125	-	-	-	-	153,125
Inspection Services	-	200,000	-	-	-	-	200,000
Insurance Consultant	-	-	-	-	-	-	-
Surveys & Tests	-	100,000	-	-	-	-	100,000
Permit / Impact / Environmental Fees	-	335,000	-	-	-	-	335,000
Artwork	-	-	100,000	-	-	-	100,000
Moveable Furnishings & Equipment	-	3,800,000	7,100,000	-	-	-	10,900,000
Project Contingency	-	2,229,858	3,560,026	-	-	-	5,789,884
<b>Subtotal: Other Project Costs</b>	-	<b>12,489,966</b>	<b>10,760,026</b>	-	-	-	<b>23,249,992</b>
<b>Total Project Cost:</b>	-	<b>38,450,000</b>	<b>38,450,000</b>	-	-	-	<b>76,900,000</b>

**PROJECT FUNDING**

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						24-25	38,450,000	Should equal <i>Total Project Cost</i> above
						25-26	38,450,000	
		-					<b>76,900,000</b>	<b>76,900,000</b>

## PECO Project Detail

**Project Priority #: 4**

University: University of Central Florida  
 Project Name: Florida Solar Energy Center Renovation  
 Project Address: 1679 Clearlake Rd, Cocoa, FL 32922

### PROJECT NARRATIVE

#### PURPOSE, NEED, SCOPE, RELATIONSHIP OF PROJECT TO AGENCY OBJECTIVES

The Florida Solar Energy Center (FSEC), located in Cocoa, Florida, is owned and maintained by the University of Central Florida. While the campus is comprised of many different buildings occupied between 1980 and 2004, State-allocated funding is limited to the three buildings built in 1995:

- Bldg. 2001 - a 56,666 NASF Office Building
- Bldg. 2002 - a 27,482 NASF Lab Building
- Bldg. 2003 - a 2,080 NASF Energy Plant – supports the needs of buildings 2001 and 2002

These facilities support critical engineering programs. Research accomplished by these departments supports dozens of high-level technological industrial firms located throughout Florida and across the nation. All three buildings need improvements to continue to support instruction in the Engineering field; optimize space occupancy; enhance the quality of the academic programs; allow more sophisticated sponsored research opportunities; attract the best students and faculty to the program; and produce successful graduates.

Critical deferred maintenance needs include:

- Complete HVAC renovation
- Fire Alarm System replacement
- Building Automation System replacement and upgrades
- Replacement of underground chilled water and hot water piping system
- Installation of exit lighting
- Replacement of chillers, pumps, and associated equipment
- Replacement of roof system
- Refurbish elevator
- General exhaust fan replacement
- Installation of personal fall arrest fixed ladder systems to building structures for roof access
- Paint exterior soffit, mechanical screen wall, exterior doors/frames
- Reseal and replacement of damaged storefront glass at main entrance
- Parking lot sealcoating and restriping
- Automatic transfer switch replacement/upgrade
- Internal lighting and lighting control upgrade

#### SUSTAINABILITY AND LEED

The University of Central Florida is committed to sustainability and continued reduction of energy consumption in new construction projects. As energy costs and demands continue to escalate, achieving higher levels of efficiency has become increasingly important to the University's mission. The Planning, Design and Construction department provides oversight for all new construction and major renovation projects and facilitates the commissioning process with the latest industry standards to ensure that the university's sustainability goals are met, and design parameters achieved.

#### SPACE CLASSIFICATIONS

The space classifications in these FSEC Buildings are:

- Bldg. 2001 is office space, instructional media, and exhibition.
- Bldg. 2002 is research lab, storage, office, teaching lab, and shop.
- Bldg. 2003 is entirely mechanical space.

#### EDUCATIONAL PLANT SURVEY

The current 2021-2026 Educational Plant Survey (EPS) was conducted on March 4-5, 2021, approved by the BOT on April 22, 2021 and the BOG on June 22, 2021.

The current EPS includes FSEC building 2001 under Renovation Recommendations. The current EPS does not specifically list building 2003 (Energy Plant); but as a support building to building 2001, some of the infrastructure related deferred maintenance in this request may need to take place in building 2003, in support of building 2001.

### RESERVE ESCROW PLAN

	Renovation/Remodeling Projects (1% per s. 1001.706(12)(c) F.S.)	New Construction Projects (2% per Board Regulation 14.002)
Estimated Bldg Value:	\$ 6,740,636	\$ -
Value Basis/Source:	Total construction cost or insurable value, whichever is greater, per Board Regulation 14.002	
Estimated 1st Yr Deposit:	\$ 67,406	\$ -
Funding Source:	Carry Forward	
Comments:	ISES Corporation to conduct Facilities Condition Assessments (FCA)	



**PROJECT COMPONENT COSTS & PROJECTIONS**

	Costs Incurred to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
<b>Basic Construction Costs</b>							
Building Cost (from above)	-	6,740,636	-	-	-	-	6,740,636
Environmental Impacts/Mitigation	-	-	-	-	-	-	-
Site Preparation	-	-	-	-	-	-	-
Landscape / Irrigation	-	-	-	-	-	-	-
Plaza / Walks	-	-	-	-	-	-	-
Roadway Improvements	-	-	-	-	-	-	-
Parking : <input type="text"/> spaces	-	-	-	-	-	-	-
Telecommunication	-	-	-	-	-	-	-
Electrical Service	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	-
Sanitary Sewer System	-	-	-	-	-	-	-
Chilled Water System	-	-	-	-	-	-	-
Storm Water System	-	-	-	-	-	-	-
Energy Efficient Equipment	-	-	-	-	-	-	-
<b>Subtotal: Basic Const. Costs</b>	-	6,740,636	-	-	-	-	<b>6,740,636</b>
<b>Other Project Costs</b>							
Land / existing facility acquisition	-	-	-	-	-	-	-
Professional Fees	-	651,560	-	-	-	-	651,560
Fire Marshall Fees	-	16,600	-	-	-	-	16,600
Inspection Services	-	87,604	-	-	-	-	87,604
Insurance Consultant	-	-	-	-	-	-	-
Surveys & Tests	-	-	-	-	-	-	-
Permit / Impact / Environmental Fees	-	56,600	-	-	-	-	56,600
Artwork	-	-	-	-	-	-	-
Moveable Furnishings & Equipment	-	-	-	-	-	-	-
Project Contingency	-	747,000	-	-	-	-	747,000
<b>Subtotal: Other Project Costs</b>	-	1,559,364	-	-	-	-	<b>1,559,364</b>
<b>Total Project Cost:</b>	-	8,300,000	-	-	-	-	<b>8,300,000</b>

**PROJECT FUNDING**

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						24-25	8,300,000	Should equal <i>Total Project Cost</i> above
		-			-		8,300,000	<b>8,300,000</b>

## PECO Project Detail

**Project Priority #: 5**

University: University of Central Florida  
 Project Name: Engineering Building II Remodel  
 Project Address: 12760 Pegasus Dr, Orlando, FL 32816

### PROJECT NARRATIVE

#### PURPOSE, NEED, SCOPE, RELATIONSHIP OF PROJECT TO AGENCY OBJECTIVES

Engineering II (ENG2, Bldg. 0091) is a 101,829 Net Assignable Square Foot (NASF) academic building on the UCF Main Campus. It was built in 2001, adjoining the 1985 Engineering Building, which then became Engineering I (ENG1, Bldg. 0040).

The project area consists of the build-out of two portions of the building:

**ATRIUM** - The Engineering II Atrium is a 4-story tall enclosed space at the juncture of the Engineering I and Engineering II buildings with assignable space only on the ground floor, which serves as a large student collaboration and study space, a circulation space between buildings, and provides direct access to multiple teaching labs. Upper floors include circulation skybridges and a central open stair to circulate between floors.

**HIGH BAY** - At the northeast corner of Engineering II is a 3-story high-bay wing that was built with assignable space primarily on the ground floor and a small portion of the second floor. It includes research labs, teaching labs, and offices.

This proposed remodeling project will add floors above the existing first floors of the ATRIUM and the HIGH BAY, to increase the quantity of assignable space available to support the planned growth of the College of Engineering and Computer Science (CECS). These added floors and remodels to the existing first floors will include a mix of research labs, teaching labs, and/or office space.

#### SUSTAINABILITY AND LEED

The University of Central Florida is committed to LEED and sustainability on all new construction and major renovation projects. As energy costs and demands continue to escalate, achieving higher levels of efficiency has become increasingly important to the university's mission.

The Planning, Design & Construction department provides oversight for all new construction and major renovation projects, and facilitates the commissioning process with the latest industry standards to ensure that the university's sustainability goals are met and design parameters achieved.

#### SPACE CLASSIFICATIONS

The current space classifications in the target areas of Engineering II are:

- Atrium - study and circulation
- High Bay - research laboratories, teaching laboratories, and support spaces.

The future space classifications in the added floors of Engineering II are:

- Atrium – a mixture of classroom, research lab, teaching lab, and/or office space
- High Bay – a mixture of research lab, teaching lab, and/or office space

#### EDUCATIONAL PLANT SURVEY

The 2021-2026 Educational Plant Survey was conducted on March 4-5, 2021, approved by the BOT on April 22, 2021 and the BOG on June 22, 2021.

The 2021-2026 Educational Plant Survey includes the Engineering II Remodeling under Remodeling Recommendations  
 Project 3.5 Engineering II (0091) Remodeling – To include the extension of the 2nd and 3rd floors into adjacent high bays

### RESERVE ESCROW PLAN

	Renovation/Remodeling Projects (1% per s. 1001.706(12)(c) F.S.)	New Construction Projects (2% per Board Regulation 14.002)
Estimated Bldg Value:	\$ 12,600,000	\$ -
Value Basis/Source:	Total construction cost or insurable value, whichever is greater, per Board Regulation 14.002	
Estimated 1st Yr Deposit:	\$ 126,000	\$ -
Funding Source:	Carry Forward	
Comments:		



**PROJECT COMPONENT COSTS & PROJECTIONS**

	Costs Incurred to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
<b>Basic Construction Costs</b>							
Building Cost (from above)	-	5,855,807	6,741,673	-	-	-	12,597,480
Environmental Impacts/Mitigation	-	-	-	-	-	-	-
Site Preparation	-	-	-	-	-	-	-
Landscape / Irrigation	-	-	-	-	-	-	-
Plaza / Walks	-	-	-	-	-	-	-
Roadway Improvements	-	-	-	-	-	-	-
Parking : [ ] spaces	-	-	-	-	-	-	-
Telecommunication	-	-	-	-	-	-	-
Electrical Service	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	-
Sanitary Sewer System	-	-	-	-	-	-	-
Chilled Water System	-	-	-	-	-	-	-
Storm Water System	-	-	-	-	-	-	-
Energy Efficient Equipment	-	-	-	-	-	-	-
<b>Subtotal: Basic Const. Costs</b>	-	5,855,807	6,741,673	-	-	-	<b>12,597,480</b>
<b>Other Project Costs</b>							
Land / existing facility acquisition	-	-	-	-	-	-	-
Professional Fees	-	650,000	-	-	-	-	650,000
Fire Marshall Fees	-	28,000	-	-	-	-	28,000
Inspection Services	-	20,000	-	-	-	-	20,000
Insurance Consultant	-	-	-	-	-	-	-
Surveys & Tests	-	-	-	-	-	-	-
Permit / Impact / Environmental Fees	-	60,000	-	-	-	-	60,000
Artwork	-	-	-	-	-	-	-
Moveable Furnishings & Equipment	-	-	258,327	-	-	-	258,327
Project Contingency	-	386,193	-	-	-	-	386,193
<b>Subtotal: Other Project Costs</b>	-	1,144,193	258,327	-	-	-	<b>1,402,520</b>
<b>Total Project Cost:</b>	-	7,000,000	7,000,000	-	-	-	<b>14,000,000</b>

**PROJECT FUNDING**

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						24-25	7,000,000	Should equal <i>Total Project Cost</i> above
						25-26	7,000,000	
		-					14,000,000	<b>14,000,000</b>



# Board of Trustees

## *Board Meeting*

### **Agenda Item**

FAC-2: On-Campus Housing Rental Rates

### **Proposed Board Action**

Consider approval of the proposed rental rate increase of up to 4.5% in FY2023-2024 and up to 4% annually from FY2024-2025 through FY2027-2028.

### **Authority for Board of Trustees Action**

Board of Governors Regulation 1.001

UCF Board of Trustees Bylaws – Article II, Section 2.3

UCF Board of Trustees – Facilities and Infrastructure Committee Charter

### **Supporting Documentation Included**

Executive Summary: On-Campus Housing Rental Rates

Attachment A: On-Campus Housing Proposed Rental Rates Per Semester and Managed Properties

Attachment B: 5-Year Proforma for Planning

Attachment C: Student Housing Rate Analysis

### **Facilitators/Presenters**

Adrienne Frame, Vice President for Student Success and Well-Being



# On-Campus Housing Rental Rates

## EXECUTIVE SUMMARY

### Objective

The UCF Housing experience should be a catalyst for student success, actively supporting the university's strategic student success objectives while also supporting UCF's goal of becoming a Top 50 Public Research University.

Because UCF on-campus housing rates have not been adjusted in more than a decade, a comprehensive plan is required to ensure the system is positioned to provide an outstanding student experience that serves as a catalyst for student success. To address ongoing facility maintenance, deferred maintenance and repairs, and service quality and to allow for adequate planning, a multi-year plan is recommended.

### Summary of Key Observations/Recommendations

- This proposal implements a 5-year housing rental rate structure that gradually increases housing rates by a system weighted average of 4.5% in Fiscal Year 2023-2024 and by a system average of 4% annually until Fiscal Year 2027-2028.
- UCF Housing maintains highly competitive rates in relation to the off-campus student housing alternatives. The average monthly rent for UCF on-campus housing units ranges from \$600 - \$750 per month compared to \$1,186 per month for off-campus student housing.
- The additional resources generated will allow UCF Housing to increase spending on capital renewal and deferred maintenance projects. In FY2023-2024, UCF Housing will increase capital spending to \$7 million. Only \$3.5 million was budgeted in FY2022-2023.
- An external firm, Brailsford and Dunlavey (B&D), was engaged to review UCF's housing operations and assisted in developing a multi-year rental rate strategy based on market interest and student satisfaction levels.

### Additional Background

UCF's department of Housing and Residence Life provides services to 7,582 students across 10 communities. Occupancy within these communities averages 99 to 100 percent annually in addition to experiencing a waitlist for students.

Because UCF has not increased rental rates on the main campus since 2012, UCF engaged B&D to complete an external review of UCF Housing and Residence Life's operations and financials to explore the status of our housing system.

In a previous update to the UCF BOT, B&D shared recommendations for reducing operating expenses to provide additional resources to fund critical and deferred maintenance needs across the university's housing portfolio. As a result of those recommendations, the department has already reduced operating expenses by more than \$2 million.

As the department of Housing and Residence Life continues to navigate rising expenses without addition revenue, the department's ability to stay on target with capital renewal projects has been impacted, resulting in an increase in deferred maintenance needs.

A renewed investment in our residential facilities will be crucial for meeting the expectations of our incoming students, as students and parents make institutional decisions based on where they live.

In consultation with B&D, UCF developed a rental rate strategy that would provide the resources needed to adequately support the university's housing infrastructure.

The strategy outlines gradual rate increases, that keep UCF below market, and are based on market interest and the satisfaction levels across UCF's different housing accommodations. Market interest and overall satisfaction for each unit type was determined through a statistically significant survey of both on-campus and off-campus students.

The proposed rate approach allows the university to provide a market-responsive solution that supports the needed investment in the housing system while continuing to provide an affordable and quality on-campus housing product.

### **Rationale**

Despite high occupancy and demand, the university must address deferred maintenance in existing residential facilities to ensure the university can provide an on-campus student housing experience that serves as a catalyst for student success and is in alignment with Top 50 Public Universities.

### **Implementation Plan**

UCF Housing will implement a system wide rate increase, that will not exceed 4.5% (weighted average) for the fiscal year 2023-2024, beginning with Fall 2023 rates, and will not exceed 4% annually (weighted average) from fiscal year 2024-2025 to fiscal year 2027-2028.

### **Resource Considerations**

The most recent Facilities Condition Report stated a 10-year need of \$131 million, with an annual target of nearly \$10 million. In FY2022-2023, UCF Housing budgeted \$3.5 million toward critical maintenance.

### **Conclusion**

The proposed rental rate for on-campus housing at UCF will enable the university to address deferred repairs and perform necessary maintenance while upholding its commitment to affordable student housing. This approach ensures a balance between ongoing facility upkeep, service quality, and the need for deferred maintenance.

**Proposed Semester Rental Rates for Fall 2023 and Spring 2024**

<b>OWNED by UCF</b>									
Housing Community	Opened	Type of Accommodation	Beds	2022-2023 Semester Rate	2023-2024 Semester Rate	Adjustment			
<b>Academic Village</b>									
Nike and Hercules	2001	Double Occupancy Room	900	\$ 2,835	\$ 3,010	\$ 175	6.2%		
Nike and Hercules	2001	Single Occupancy Apartment (4/2)	660	\$ 3,085	\$ 3,310	\$ 225	7.3%		
Nike and Hercules	2001	Single Occupancy Apartment (2/1)	32	\$ 3,330	\$ 3,550	\$ 220	6.6%		
Neptune Community	2013	Single Occupancy Suite	650	\$ 3,000	\$ 3,180	\$ 180	6.0%		
<b>Apollo Community</b>									
Lake, Volusia, Osceola, and Polk Halls	1969	Double Occupancy Room	372	\$ 2,470	\$ 2,470	\$ -	0.0%		
Lake, Volusia, Osceola, and Polk Halls	1969	Single Occupancy Room	47	\$ 2,810	\$ 2,810	\$ -	0.0%		
<b>Greek Community</b>									
Building 409 and 411	2009	Double Occupancy Room	82	\$ 2,700	\$ 2,820	\$ 120	4.4%		
Building 416 and 417	2013	Double Occupancy Room	79	\$ 2,800	\$ 2,925	\$ 125	4.5%		
<b>Knights Plaza Community</b>									
Towers 1, 2, 3, and 4	2005	Single Occupancy Apartment (4/2)	1648	\$ 3,440	\$ 3,595	\$ 155	4.5%		
Towers 1, 2, 3, and 4	2005	Single Occupancy Apartment (4/4)	296	\$ 3,640	\$ 3,805	\$ 165	4.5%		
Towers 1, 2, 3, and 4	2005	Single Occupancy Apartment (1/1)	24	\$ 3,845	\$ 4,020	\$ 175	4.6%		
<b>Libra Community</b>									
Brevard, Seminole, and Orange Halls	1981	Double Occupancy Room	428	\$ 2,700	\$ 2,700	\$ -	0.0%		
Citrus, Sumter, and Flagler Halls	1998	Double Occupancy Room	560	\$ 2,700	\$ 2,700	\$ -	0.0%		
<b>Lake Claire Community</b>									
Lake Claire Courtyard Apartments	1994	Single Occupancy Apartment (4/2)	686	\$ 3,045	\$ 3,230	\$ 185	6.1%		
<b>UCF OWNED - System Summary</b>			<b>6,464</b>	<b>\$ 3,053</b>	<b>\$ 3,190</b>	<b>\$ 137</b>	<b>4.5%</b>		

<b>MANAGED by UCF</b>									
Property	Opened	Type of Accommodation	Beds	2022-2023 Semester Rate	2023-2024 Semester Rate	Adjustment			
<b>Rosen College Student Apartments</b>									
	2005	Single Occupancy Apartment (4/2)	368	\$ 2,985	\$ 3,120	\$ 135	4.5%		
	2005	Single Occupancy Apartment (2/1)	15	\$ 3,200	\$ 3,345	\$ 145	4.5%		
<b>Northview</b>									
	2013	Single Occupancy Apartment (4/4)	360	\$ 4,100	\$ 4,225	\$ 125	3.0%		
	2013	Single Occupancy Apartment (4/4 Loft)	120	\$ 4,255	\$ 4,385	\$ 130	3.1%		
	2013	Single Occupancy Apartment (2/2)	108	\$ 4,400	\$ 4,530	\$ 130	3.0%		

**University of Central Florida**  
**Department of Housing and Residence Life**  
**5-Year Proforma (Including Proposed Rental Rate Increases)**

	FY2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
	Estimated	Approved - w/rate increase	Projected	Projected	Projected	Projected
<b>Operating Revenue (Rental Rate Increase)</b>		<b>0.0%</b>	<b>4.5%</b>	<b>4.0%</b>	<b>4.0%</b>	<b>4.0%</b>
Rental Revenue <sup>1</sup>	\$ 27,974,851	\$29,233,105	\$ 30,402,429	\$ 31,618,526	\$ 32,883,267	\$ 34,198,598
Other Income	1,716,750	1,635,000	1,635,000	1,635,000	1,635,000	1,635,000
<b>Total Operating Revenue</b>	<b>29,691,601</b>	<b>30,868,105</b>	<b>32,037,429</b>	<b>33,253,526</b>	<b>34,518,267</b>	<b>35,833,598</b>
<b>Operating Expenditures</b>						
Salaries and Benefits <sup>2</sup>	7,619,097	8,155,679	8,400,349	8,652,360	8,911,931	9,179,289
Other Personnel Services (OPS) <sup>2</sup>	1,435,768	1,555,210	1,601,866	1,649,922	1,699,420	1,750,403
Repairs and Maintenance	1,561,579	2,013,926	2,074,344	2,136,574	2,200,671	2,266,691
Utilities <sup>2</sup>	3,900,000	3,972,467	4,091,641	4,214,390	4,340,822	4,471,047
Operating Expenses <sup>2</sup>	1,909,792	1,976,312	2,035,601	2,096,669	2,159,569	2,224,357
Overhead <sup>4</sup>	3,171,544	3,305,168	3,304,116	3,409,356	3,518,804	3,632,631
Operating Capital Outlay (OCO) <sup>2</sup>	100,000	100,000	103,000	106,090	109,273	112,551
<b>Total Operating Expenditures</b>	<b>19,697,780</b>	<b>21,078,762</b>	<b>21,610,918</b>	<b>22,265,361</b>	<b>22,940,490</b>	<b>23,636,968</b>
<b>Net Increase (decrease) from operations</b>	<b>\$ 9,993,821</b>	<b>\$ 9,789,343</b>	<b>\$ 10,426,510</b>	<b>\$ 10,988,164</b>	<b>\$ 11,577,777</b>	<b>\$ 12,196,630</b>
<b>Debt Service</b>	<b>6,404,913</b>	<b>6,400,913</b>	<b>6,401,538</b>	<b>6,396,288</b>	<b>6,399,538</b>	<b>5,284,163</b>
<b>Nonoperating Revenue (Expenses)</b>						
Transfers To - Capital Expenditures <sup>3</sup>	(\$3,504,000)	(\$7,067,000)	(\$7,000,000)	(\$5,000,000)	(\$5,000,000)	(\$5,000,000)
Interest and Investment Earnings	525,000	525,000	525,000	525,000	525,000	525,000
Interest and Investment Tsfr to Central	(525,000)	(525,000)	(525,000)	(525,000)	(525,000)	(525,000)
Replacement Reserve <sup>5</sup>	(88,957)	(352,951)	(350,797)	(364,829)	(379,422)	(394,599)
<b>Total Nonoperating Revenue (Expenses)</b>	<b>(3,592,957)</b>	<b>(7,419,951)</b>	<b>(7,350,797)</b>	<b>(5,364,829)</b>	<b>(5,379,422)</b>	<b>(5,394,599)</b>
<b>Beginning Operating Cash</b>	<b>\$ 14,415,812</b>	<b>\$ 14,411,763</b>	<b>\$ 10,380,242</b>	<b>\$ 7,054,418</b>	<b>\$ 6,281,466</b>	<b>\$ 6,080,282</b>
Net Operating Income (Loss)	\$ (4,049)	\$ (4,031,521)	\$ (3,325,824)	\$ (772,952)	\$ (201,183)	\$ 1,517,868
<b>Ending Operating Cash</b>	<b>\$ 14,411,763</b>	<b>\$ 10,380,242</b>	<b>\$ 7,054,418</b>	<b>\$ 6,281,466</b>	<b>\$ 6,080,282</b>	<b>\$ 7,598,151</b>
<b>Beginning Replacement Reserves</b>	<b>\$ 8,818,523</b>	<b>\$ 8,907,480</b>	<b>\$ 9,260,431</b>	<b>\$ 9,611,229</b>	<b>\$ 9,976,058</b>	<b>\$ 10,355,480</b>
Plus: Transfers In	\$ 88,957	\$ 352,951	\$ 350,797	\$ 364,829	\$ 379,422	\$ 394,599
Less: Transfers Out						
<b>Ending Replacement Reserves</b>	<b>\$ 8,907,480</b>	<b>\$ 9,260,431</b>	<b>\$ 9,611,229</b>	<b>\$ 9,976,058</b>	<b>\$ 10,355,480</b>	<b>\$ 10,750,079</b>

<sup>1</sup> Rental revenue projections include a 4.5% increase in rental rates for FY 2024 and 4% for FY 2025-2028.

<sup>2</sup> Expenses are projected to increase by 3% in FY 2025-2028.

<sup>3</sup> Construction transfers follow the Capital Expenditure Schedule.

<sup>4</sup> Overhead includes Auxiliary Overhead (9% revenue) and UCFIT.

<sup>5</sup> Funds equal to 30% of rental revenue must be maintained in reserve. Housing replacement reserves are restricted for unusual or extraordinary capital expenditures and cannot be used for routine maintenance or capital renewal.

## On-Campus and Off-Campus Student Housing Rate Analysis

This summary provides historical and projected semester student housing rates from select institutions across the State University System. The data and observations are presented for the following unit types:

- Double Occupancy Semester Housing Rates
- Single Occupancy Semester Housing Rates

Data from six State University System institutions is included in this summary report. The specific institutions included in the analysis are:

- Florida Atlantic University
- Florida International University
- Florida State University
- University of Florida
- University of South Florida

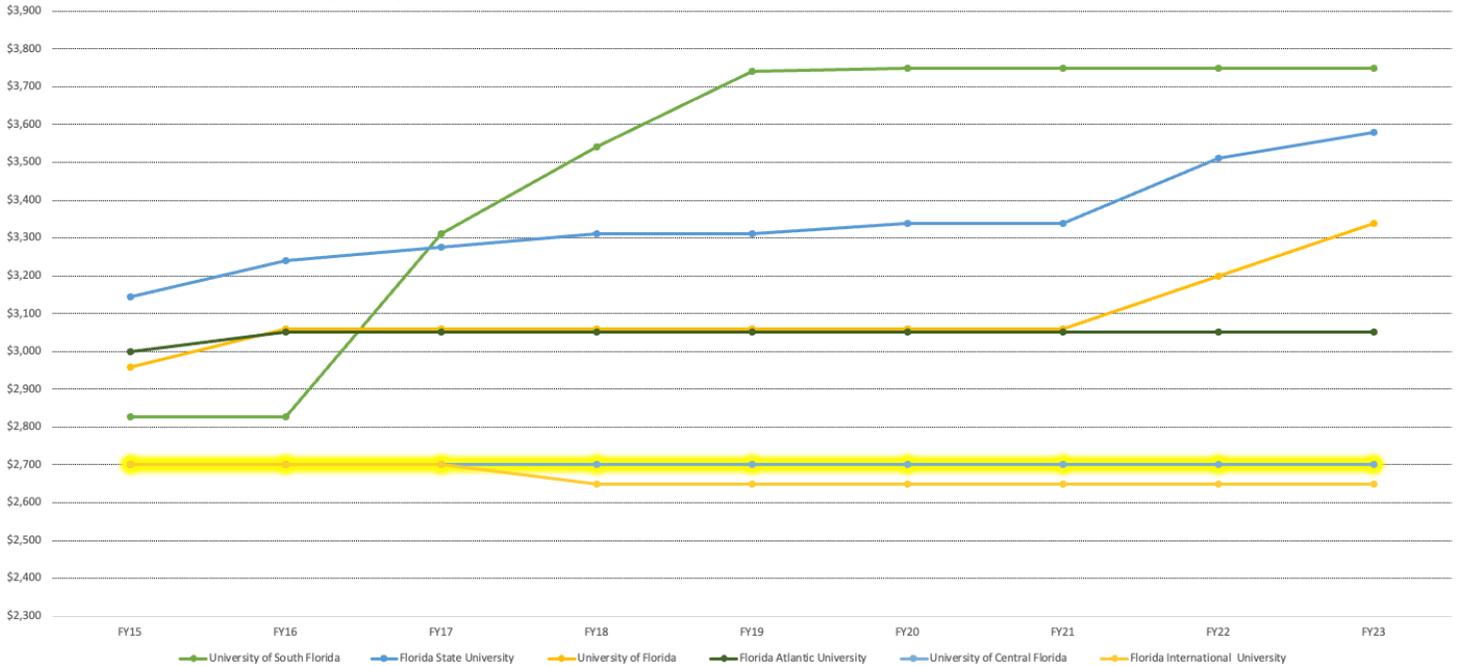
Additionally, this summary provides current monthly rental rates for off-campus student housing products available within a 3-mile radius of UCF's Main Campus in East Orlando. UCF's semester rental rates were converted to monthly rates to facilitate market comparisons.

# Market Analysis within State University System

## Double Occupancy Semester Housing Rental Rates

- UCF's average semester rental rate in FY2023 (\$2,700) is the second lowest across the SUS peer group.
- From FY2015 to FY2023, the average semester rental rate for on-campus double occupancy rooms increased from \$2,888 to \$3,178 across the SUS peer group.
- The average semester rental rate for on-campus double occupancy rooms is projected to increase from \$3,256 in FY2024 to \$3,612 in FY2028 based on known approved rate increases across the SUS peer group.

### Historical Double Occupancy Rates: Fiscal Year 2015 to Fiscal Year 2023



### Historical Double Occupancy Rates: Fiscal Year 2015 to Fiscal Year 2023

State University System	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
University of South Florida	\$2,826	\$2,826	\$3,312	\$3,540	\$3,740	\$3,750	\$3,750	\$3,750	\$3,750
Florida State University	\$3,145	\$3,240	\$3,275	\$3,310	\$3,310	\$3,340	\$3,340	\$3,510	\$3,580
University of Florida	\$2,957	\$3,060	\$3,060	\$3,060	\$3,060	\$3,060	\$3,060	\$3,198	\$3,340
Florida Atlantic University	\$3,000	\$3,050	\$3,050	\$3,050	\$3,050	\$3,050	\$3,050	\$3,050	\$3,050
<b>University of Central Florida</b>	<b>\$2,700</b>								
Florida International University	\$2,700	\$2,700	\$2,700	\$2,650	\$2,650	\$2,650	\$2,650	\$2,650	\$2,650
<b>Average</b>	<b>\$2,888</b>	<b>\$2,929</b>	<b>\$3,016</b>	<b>\$3,052</b>	<b>\$3,085</b>	<b>\$3,092</b>	<b>\$3,092</b>	<b>\$3,143</b>	<b>\$3,178</b>

### Projected Double Occupancy Rates: Fiscal Year 2024 to Fiscal Year 2028

State University System	FY24	FY25	FY26	FY27	FY28
University of South Florida	\$3,900	\$4,080	\$4,270	\$4,470	\$4,680
Florida State University	\$3,745	\$3,920	\$4,100	\$4,290	\$4,290
University of Florida	\$3,492	\$3,650	\$3,820	\$3,820	\$3,820
Florida Atlantic University	\$3,050	\$3,050	\$3,050	\$3,050	\$3,050
<b>University of Central Florida</b>	<b>\$2,700</b>	<b>\$2,810</b>	<b>\$2,930</b>	<b>\$3,050</b>	<b>\$3,180</b>
Florida International University	\$2,650	\$2,650	\$2,650	\$2,650	\$2,650
<b>Average</b>	<b>\$3,256</b>	<b>\$3,360</b>	<b>\$3,470</b>	<b>\$3,555</b>	<b>\$3,612</b>

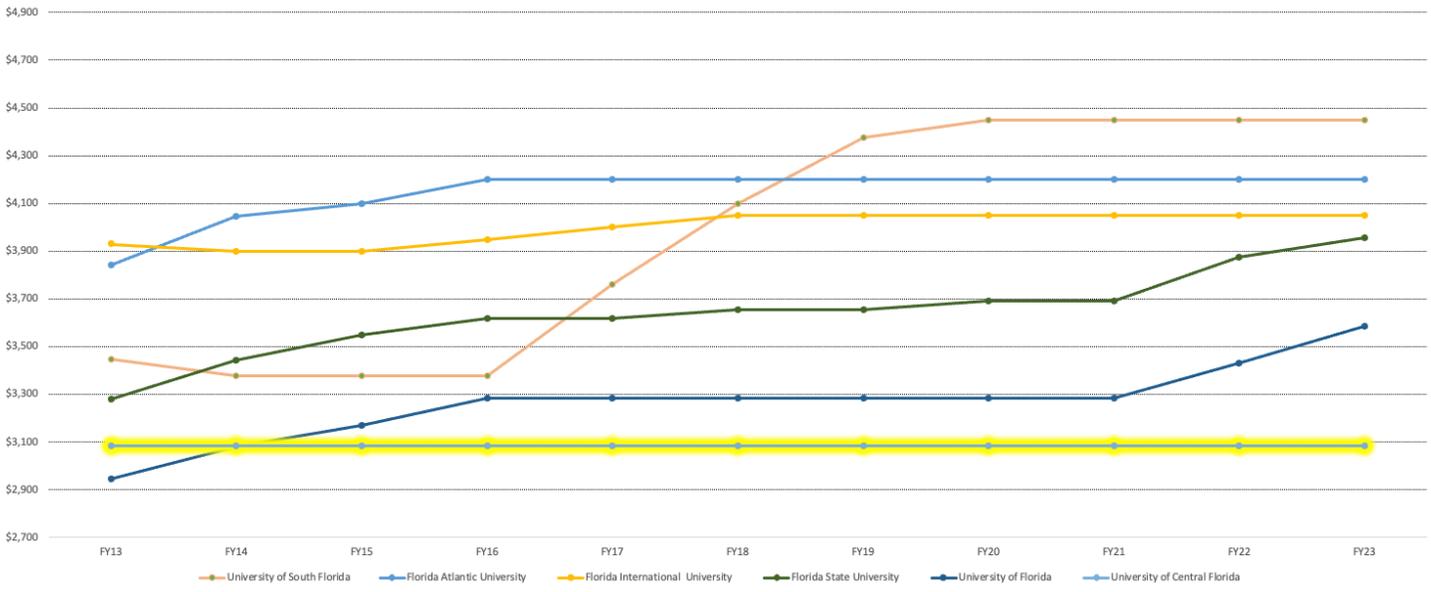
Projected includes UCF rate increase of 4.5% in FY '24 and up to 4% in FY '25 - FY '28. USF, FSU, UF, FAU, and FIU current approved rate for FY '24 and approved rate increases for USF, FSU and UF through FY '28.

# Market Analysis within State University System

## Single Occupancy Semester Housing Rental Rates

- UCF's average semester rental rate in FY2023 (\$3,085) is the lowest across the SUS peer group.
- From FY2013 to FY2023, the average semester rental rate for on-campus single occupancy rooms increased from \$3,422 to \$3,887 across the SUS peer group.
- The average semester rental rate for on-campus single occupancy rooms is projected to increase from \$4,002 in FY2024 to \$4,405 in FY2028 based on known approved rate increases across the SUS peer group.

### Historical Single Occupancy Rates: Fiscal Year 2013 to Fiscal Year 2023



### Historical Single Occupancy Rates: Fiscal Year 2013 to Fiscal Year 2023

State University System	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
University of South Florida	\$3,448	\$3,380	\$3,380	\$3,380	\$3,760	\$4,100	\$4,378	\$4,450	\$4,450	\$4,450	\$4,450
Florida Atlantic University	\$3,842	\$4,045	\$4,100	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200
Florida International University	\$3,930	\$3,900	\$3,900	\$3,950	\$4,000	\$4,050	\$4,050	\$4,050	\$4,050	\$4,050	\$4,050
Florida State University	\$3,280	\$3,445	\$3,550	\$3,620	\$3,620	\$3,655	\$3,655	\$3,690	\$3,690	\$3,875	\$3,955
University of Florida	\$2,946	\$3,079	\$3,171	\$3,285	\$3,285	\$3,285	\$3,285	\$3,285	\$3,285	\$3,430	\$3,584
University of Central Florida	\$3,085	\$3,085	\$3,085	\$3,085	\$3,085	\$3,085	\$3,085	\$3,085	\$3,085	\$3,085	\$3,085
Average	\$3,422	\$3,489	\$3,531	\$3,587	\$3,658	\$3,729	\$3,776	\$3,793	\$3,793	\$3,848	\$3,887

### Projected Single Occupancy Rates: Fiscal Year 2024 to Fiscal Year 2028

State University System	FY24	FY25	FY26	FY27	FY28
University of South Florida	\$4,648	\$4,860	\$5,080	\$5,310	\$5,550
Florida Atlantic University	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200
Florida International University	\$4,050	\$4,050	\$4,050	\$4,050	\$4,050
Florida State University	\$4,135	\$4,330	\$4,530	\$4,740	\$4,740
University of Florida	\$3,750	\$3,920	\$4,100	\$4,100	\$4,100
University of Central Florida	\$3,230	\$3,360	\$3,500	\$3,640	\$3,790
Average	\$4,002	\$4,120	\$4,243	\$4,340	\$4,405

Projected includes UCF rate increase of 4.5% in FY '24 and up to 4% in FY '25 - FY '28. USF, FSU, UF, FAU, and FIU current approved rate for FY '24 and approved rate increases for USF, FSU and UF through FY '28.

## Local Market Analysis

- The average monthly rent for private off-campus student housing is **\$1,186 per month**.
- UCF's average monthly rent for a single apartment like unit is **\$755 per month**. Equivalent average monthly rents for doubles and single suites is below \$650 per month.
- Factoring in the proposed 5-year rate increase, UCF's average monthly rent for single apartment like units would approach \$960 per month. This projected average would still be below **today's** off-campus market average.

### UCF On-Campus Student Housing: Monthly Rents

Unit Type	Average Rate	Market Variance
UCF Average Double	\$600.19	-97.55%
UCF Average Single - Suite	\$645.56	-83.67%
UCF Average Single - Apartment	\$755.00	-57.05%

### Private Off-Campus Student Housing: Monthly Rents

Property	Miles from Campus	Studio	1BR	2BR	3BR	4BR
Arden Villas	1.4	\$1,125.00	\$1,385.00	\$890.00	\$835.00	
Aves@ Twelve100, The	0.9		\$1,600.00	\$1,275.00	\$1,075.00	\$1,030.00
Boardwalk at Alafaya Tra ii	1.4					\$799.00
Campus Crossings on Alafaya	1.8					\$696.88
College Station	1.9					\$780.00
Hub on Campus - Orlando	3.1			\$1,370.00	\$1,245.00	\$1,065.00
Knights Circle	1			\$955.00	\$855.00	\$840.00
Lark Central Florida	1.4	\$1,290.00	\$1,580.00	\$1,039.00	\$999.00	\$900.38
Mercury 3100	2				\$931.50	\$881.45
Nine at Central, The	1.9		\$1,999.00	\$1,294.00		\$1,114.00
Northgate Lakes	1				\$1,079.00	\$1,068.55
Orion on Orpington	3.2					\$829.33
Plaza on University	0.7			\$1,144.00	\$1,109.00	\$1,053.02
Pointe at Central, The	2			\$832.50		\$740.00
Riverwind at Alafaya Trail	1.9			\$855.00		\$774.00
The Accolade Collegiate Village West	2.1	\$1,465.00		\$1,250.00		\$1,032.59
The Lofts	2		\$1,564.50	\$983.82	\$965.00	\$977.16
The Quad	2.7					\$844.33
The Retreat East	3.2					\$1,089.38
The Retreat West	3.5			\$1,075.00	\$951.04	\$945.41
The Station Alafaya	1.7				\$1,004.00	\$1,106.39
The Verge Orlando	1.3		\$1,485.00	\$1,125.00	\$1,120.00	\$947.50
The Village at Science Drive	2				\$1,049.00	\$999.00
Average	1.9	\$1,293.33	\$1,602.25	\$1,083.72	\$1,016.73	\$932.43

Source: Asset Management Weekly Leasing Report (May 29, 2023 - June 4, 2023)



Board of Trustees  
June 29, 2023

## GOV-1: Board Chair and Vice Chair Nominations

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

### Purpose and Issues to be Considered:

The current Chair and Vice Chair terms conclude on June 30, 2023. Per the bylaws of the University of Central Florida’s Board of Trustees, the Board shall elect its next Chair and Vice Chair from the appointed members and upon recommendation of the Governance Committee, at its last regular meeting of the fiscal year ending June 30.

Nominees must be an appointee of the Board of Governors or the Governor of Florida. If term limitations likely prevent a Chair nominee from fulfilling a full two-year term as Chair, that information will be provided to the Governance Committee and Board.

At the June 28, 2023, Governance Committee meeting, members of the committee who are not candidates for Chair or Vice Chair, will prepare a slate of candidates from the nominations received and submit that slate, along with supporting information about each nominee, to the Board for action during the June 29, 2023, Board meeting.

### Background Information:

The Chair and Vice Chair shall serve for two years beginning July 1 and may be reelected for one additional consecutive two-year term. Upon completion of two consecutive two-year terms, additional two-year terms may be approved by a two-thirds vote of the Board of Trustees. (UCF BOT Bylaws, Article 4.2)

### Recommended Action:

Approve the Chair and Vice Chair slate as proposed.

### Alternatives to Decision:

Decline to approve the Chair and Vice Chair slate as proposed.

### Fiscal Impact and Source of Funding:

N/A

### Authority for Board of Trustees Action:

Board of Governors Regulation 1.001  
Tenth Amended and Restated Bylaws, Section 4.2 SELECTION

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda



# Board of Trustees

## Agenda Memo

**Submitted by:**

Lauren Ferguson, *Assistant Vice President, Board Relations*

**Supporting Documentation:**

Attachment A: Slate of nominated candidates

**Facilitators/Presenters:**

Trustee Michael Okaty, *Governance Committee, Chair*



## UCF Board of Trustees Chair and Vice Chair Nominations

Chair Nominations				
Name	Years of Service	Term Expiration	Current Committee Service	Nomination Status
Alex Martins	11 Years	1/6/2026*	Executive (chair), ex-officio member on all remaining committees	Accepted
Michael Okaty	4 Years	1/6/2025*	Governance (chair), Executive, Budget & Finance, Facilities & Infrastructure	Declined

\* Eligible for renewal to a consecutive term

Vice Chair Nominations				
Name	Years of Service	Term Expiration	Current Committee Service	Nomination Status
Harold Mills	5 Years	1/6/2026*	Strategic Planning (chair), Audit & Compliance, Budget & Finance (chair), Executive (vice chair), Strategic Partnerships & Advancement (vice chair)	Accepted
John Miklos	3 Years	1/6/2026*	Strategic Planning, Facilities & Infrastructure, Governance	Declined

\* Eligible for renewal to a consecutive term



## Board of Trustees Regular Meeting | June 29, 2023

### **BOT-1: Board of Trustees Meeting Minutes**

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Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

#### **Purpose and Issues to be Considered:**

Board Members will review and consider approval of the meeting minutes from the following Board of Trustees' meetings:

- February 24, 2023 Regular Board of Trustees Meeting
- April 20, 2023 Virtual Board of Trustees Meeting
- March 23, 2023 Board of Trustees Workshop
- May 18, 2023 Board of Trustees Retreat

#### **Background Information:**

Draft meeting minutes from Board of Trustees' meetings must be prominently posted on the university's website within two weeks after the meeting and approved by the full Board at a subsequent meeting.

#### **Recommended Action:**

Approve the meeting minutes as presented.

#### **Alternatives to Decision:**

Suggest edits to the meeting minutes presented.

#### **Fiscal Impact and Source of Funding:**

N/A

#### **Authority for Board of Trustees Action:**

Florida Statutes 286.011 (2)

Board of Trustees Tenth Amended and Restated Bylaws, Section 4.6

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**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

#### **Submitted by:**

Lauren Ferguson, Assistant Vice President for Board Relations

#### **Supporting Documentation:**

Attachment A: February 24, 2023 Regular Board of Trustees Meeting Minutes

Attachment B: April 20, 2023 Virtual Board of Trustees Meeting Minutes

Attachment C: March 23, 2023 Board of Trustees Workshop Minutes

Attachment D: May 18, 2023 Board of Trustees Retreat Minutes



# Board of Trustees

## Agenda Memo

**Facilitators/Presenters:**  
Lauren Ferguson



UNIVERSITY OF CENTRAL FLORIDA

**Minutes  
Board of Trustees  
Regular Meeting  
University of Central Florida  
February 24, 2023**

Chair Alex Martins called the Board of Trustees Meeting to order at 9:00 a.m.

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

Lauren Ferguson, Assistant Vice President for Board Relations, called the roll and determined a quorum was present.

The following board members attended the meeting: Chair Alex Martins, Vice Chair Harold Mills and Trustees Tiffany Altizer, Rick Cardenas, Bill Christy, Joseph Condello, Danny Gaekwad, Stephen King, Daniella Lopez, John Miklos, Caryl McAlpin, and Michael Okaty.

Trustee Joseph Conte attended the meeting virtually.

**PUBLIC COMMENT**

There were six requests for public comments. The comments made by speakers in attendance were regarding diversity, equity and inclusion.

**MINUTES**

A motion to approve the meeting minutes of the November 17, 2022 and January 12, 2023 meetings was made by Altizer, and unanimously approved as submitted.

**REMARKS**

Martins and President Alexander Cartwright recognized the passing of President Emeritus John C. Hitt.

Martins noted the meeting would highlight areas within the UCF enterprise that focus on the Discovery and Exploration pillar of the university's strategic plan.

Martins recognized outgoing Trustee Beverly Seay and asked that GOV-1 be considered earlier in the agenda.

GOV – 1      Designation of Trustee Emerita for Beverly Seay

Okaty introduced GOV-1 and read the Emerita citation into the record.

Okaty moved to approve GOV-1, with Christy providing the second. The motion passed unanimously by those in attendance, which constituted a quorum.

Martins highlighted Board of Governors' actions from their January meeting. He welcomed new Trustee Ricardo (Rick) Cardenas to the Board of Trustees.

In response to public comments, President Cartwright shared the university's focus on supporting its diverse community; valuing the pursuit of knowledge; honoring academic freedom; and emphasizing excellence. He noted that this commitment is highlighted front and center in the university's mission to unleash the potential in every individual and to become a top public research university in this country.

Martins similarly commended the students for their comments. He committed that the Board would make prudent decisions to support the university's students, faculty, and staff and to ensure that the university continues in the direction of inclusive excellence.

President Cartwright highlighted several university points of pride and welcomed Ms. Grace Bochenek '98 PhD, Director for UCF's School of Modeling, Simulation and Training, for remarks and presentation.

### **COMMITTEE REPORTS**

Martins called on Youndy Cook, Vice President and General Counsel, to read any disclosures of conflict of interest from the trustees. There were no disclosures.

### **ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE REPORT**

Altizer, Chair of the Academic Excellence and Student Success Committee, reported highlights from the committee meeting held on February 23, 2023.

Altizer reported that AES-1 through AES-3 were unanimously approved by the committee and placed on the Board's consent agenda.

### **AUDIT AND COMPLIANCE COMMITTEE REPORT**

Christy, Chair of the Audit and Compliance Committee, reported highlights from the committee meeting held on February 23, 2023.

Christy reported that AUD-1 through AUD-4 were unanimously approved by the committee and placed on the Board's consent agenda.

### **BUDGET AND FINANCE COMMITTEE REPORT**

Mills, Chair of the Budget and Finance Committee, reported highlights from the committee meeting held on February 23, 2023.

Mills reported that BUD-1 was unanimously approved by the committee and placed on the Board's consent agenda.

**FACILITIES AND INFRASTRUCTURE COMMITTEE REPORT**

McAlpin, Chair of the Facilities and Infrastructure Committee, reported highlights from the committee meeting held on February 23, 2023.

**GOVERNANCE COMMITTEE REPORT**

Okaty, Chair of the Governance Committee, reported highlights from the committee meeting held on February 23, 2023.

**GOV – 2 Amendments to the Collective Bargaining Agreement Between the UCF Board of Trustees and the United Faculty of Florida (UFF)**

Okaty moved to approve GOV-2 with McAlpin providing the second.

The motion passed unanimously by those in attendance, which constituted a quorum.

Okaty reported that GOV-3 through GOV-9 were unanimously approved by the committee and placed on the Board’s consent agenda.

**STRATEGIC PARTNERSHIPS AND ADVANCEMENT COMMITTEE REPORT**

Conte, Chair of the Strategic Partnerships and Advancement Committee, reported highlights from the committee meeting held on February 23, 2023.

**CONSENT AGENDA**

Mills moved to approve the consent agenda with King providing the second. The motion passed unanimously by those in attendance, which constituted a quorum.

**ANNOUNCEMENTS**

Martins made several announcements regarding upcoming meetings.

**ADJOURNMENT**

Martins adjourned the board meeting at 1:08 p.m.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Alex Martins, Chair UCF Board of Trustees

Respectfully submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
Michael A. Kilbride, Associate Corporate Secretary



UNIVERSITY OF CENTRAL FLORIDA

**Minutes  
Board of Trustees  
Virtual Meeting  
University of Central Florida  
April 20, 2023**

Chair Alex Martins called the Board of Trustees Virtual Meeting to order at 10:30 a.m.

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

Lauren Ferguson, Assistant Vice President for Board Relations, called the roll and determined a quorum was present.

The following board members attended the meeting virtually: Chair Alex Martins, Vice Chair Harold Mills and Trustees Rick Cardenas, Bill Christy, Jeff Condello, Joseph Conte, Danny Gaekwad, Stephen King, Daniella Lopez, Caryl McAlpin, John Miklos, and Michael Okaty.

Trustee Tiffany Altizer was not in attendance.

**PUBLIC COMMENT**

There were no requests for public comment.

**CONSENT AGENDA**

At Martins' request, Youndy Cook, Vice President and General Counsel, confirmed there were no disclosures of conflict of interest from the trustees.

Okaty requested that GOV-3: Amendments to University Regulations UCF-3.0031 Tuition Waiver Benefit Programs and UCF-9.004 UCFAA Employee Tuition Waiver Course Enrollment be removed from the consent agenda.

McAlpin moved to approve the revised consent agenda with Conte providing the second. The motion passed unanimously.

**GOV – 3: Amendments to University Regulations UCF-3.0031 Tuition Waiver Benefit Programs and UCF-9.004 UCFAA Employee Tuition Waiver Course Enrollment**

Mills moved to approve GOVC-3 with Okaty providing the second. The motion passed unanimously.

**NEW BUSINESS**

**BOT-1: 2023 UCF Accountability Plan**

Provost Michael Johnson and Dr. Paige Borden, Chief Analytics Officer, provided an overview of the 2023 UCF Accountability Plan.

Christy moved to approve BOT-1 with Conte providing the second. The motion passed unanimously.

**BOT-2: 2022-2027 Strategic Plan Metric Adjustments**

Borden outlined the proposed metric adjustments to the 2022-2027 Strategic Plan.

Christy moved to approve BOT-2 with McAlpin providing the second. The motion passed unanimously.

**ADJOURNMENT**

Martins adjourned the board meeting at 11:12 a.m.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Alex Martins, Chair, UCF Board of Trustees

Respectfully submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
Michael A. Kilbride, Associate Corporate Secretary



UNIVERSITY OF CENTRAL FLORIDA

**Minutes  
Board of Trustees Workshop  
University of Central Florida  
March 23, 2023**

Chair Alex Martins called the Board of Trustees Workshop to order at 9:13 a.m.

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

Lauren Ferguson, Assistant Vice President for Board Relations, called the roll and determined a quorum was present.

The following board members attended the meeting: Chair Alex Martins, Vice Chair Harold Mills and Trustees Tiffany Altizer, Rick Cardenas, Bill Christy, Jeff Condello, Danny Gaekwad, Stephen King, Caryl McAlpin, John Miklos, and Michael Okaty.

Trustees Joseph Conte and Daniella Lopez were not in attendance.

**REMARKS**

President Cartwright recognized Terry Mohajir, Vice President and Director of Athletics, for a State of UCF Athletics presentation that included an update on the planning and design of UCF's Football Campus.

**DISC-1      Building the Research Enterprise at the University for the Future**

Provost Michael Johnson and Winston Schoenfeld, Interim Vice President for Research, presented on the Strategic Plan focus area of Discovery and Exploration and how it relates to recruiting, retaining and supporting top faculty and strengthening UCF's research enterprise.

A faculty panel shared their valuable experiences and insights, offering the Board the opportunity for a dialogue to better understand the factors contributing to the university's success in establishing a top-tier academic community and where additional opportunities remain.

**ADJOURNMENT**

Martins adjourned the board workshop at 11:59 a.m.

Reviewed by: \_\_\_\_\_  
Alex Martins, Chair UCF Board of Trustees

Date: \_\_\_\_\_

Respectfully submitted: \_\_\_\_\_  
Mike Kilbride, Associate Corporate Secretary

Date: \_\_\_\_\_



UNIVERSITY OF CENTRAL FLORIDA

**Minutes  
Board of Trustees Retreat  
University of Central Florida  
May 18, 2023**

Chair Alex Martins called the Board of Trustees Workshop to order at 9:00 a.m.

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

Lauren Ferguson, Assistant Vice President for Board Relations, called the roll and determined a quorum was present.

The following board members attended the meeting: Chair Alex Martins, Vice Chair Harold Mills and Trustees Tiffany Altizer, Rick Cardenas, Bill Christy, Jeff Condello, Danny Gaekwad, Brandon Greenaway, Stephen King, Caryl McAlpin, John Miklos, and Michael Okaty.

Trustees Joseph Conte joined virtually.

**REMARKS**

Martins welcomed new Student Body President, Trustee Brandon Greenaway. President Cartwright recognized Janet Owen, Vice President for Government and Community Relations, for a legislative update.

**DISCUSSION**

**DISC-1 Board Self-Assessment Results and Fiscal Year 2023-2024 Workplan Alignment**

Ferguson presented on Board Self-Assessment results and Artis Hampshire-Cowan, Esq., Founder and Principal of Leveraged Leadership Group LLC, moderated a discussion on board governance and strategic imperatives.

**DISC-2 UCF Facilities - Capital and Infrastructure Improvements**

Jonathan Varnell, Vice President for Facilities and Business Operations, presented an overview on strategic projects and planning, which included an update on utility infrastructure and a facilities condition data review.

**ADJOURNMENT**

Martins adjourned the board retreat at 3:30 p.m.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Alex Martins, Chair UCF Board of Trustees

Respectfully submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
Michael A. Kilbride, Associate Corporate Secretary



Board of Trustees  
June 29, 2023

## AES-2: 2023 UCF Tenure Recommendations

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Information                       Discussion                       Action

Meeting Date for Upcoming Action: \_\_\_\_\_

**Purpose and Issues to be Considered:**

The UCF tenure process requires that tenure-earning faculty members that are not in the College of Medicine seek tenure by the end of their sixth year of employment. Tenure-earning faculty members in the College of Medicine must seek tenure by the end of their eighth year of employment. The Provost and President support the 2023 Tenure Recommendations.

**Background Information:**

The tenure procedure involves review by the department promotion and tenure committee, the department chair, the college promotion and tenure committee, the dean of the college, the university promotion and tenure committee, the provost, and the president. Tenure becomes official with final approval of the University of Central Florida Board of Trustees. If approved, tenure will become effective on August 8, 2023.

**Recommended Action:**

Approve the 2023 UCF Tenure Recommendations.

**Alternatives to Decision:**

Decline to approve some or all of the proposed individuals.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

UCF-3.015(4)(a)1 – Promotion and Tenure of Tenured and Tenure-earning Faculty

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda

**Submitted by:**

Michael D. Johnson, Provost and Executive Vice President for Academic Affairs

**Supporting Documentation:**

2023 UCF tenure recommendation supporting documents can be found [here](#).

**Facilitator/Presenter:**

Michael D. Johnson

Jana L. Jasinski, Vice Provost for Faculty Excellence and Pegasus Professor of Sociology



Board of Trustees  
June 29, 2023

## AES-3: Tenure with Hire

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

### Purpose and Issues to be Considered:

The recommendation of a faculty member for tenure shall signify that the president and the Board of Trustees believe that the employee will continue to make significant and sustained professional contributions to the university and the academic community.

The primary purpose of tenure is to protect academic freedom. The award of tenure shall provide annual reappointment until voluntary resignation, retirement, removal for just cause, or layoff.

Hiring tenured faculty supports goal number two of the UCF Strategic Plan to “Recruit and retain highly qualified faculty, post-doctoral appointees, and doctoral students to increase academic outcomes and support our research activity.”

### Background Information:

Hiring outstanding faculty who are excellent teachers and researchers is essential to fulfill our mission as a research university. It is the key to becoming a top institution, and to meeting UCF’s strategic plan goals for advancing academic excellence, student success, and societal impact. To achieve preeminence and become a top 50 public university, and eventually reach the top 25, UCF must increasingly build strengths in its research programs and in student success across the university. Hiring outstanding senior faculty members is essential for elevating the departments and units they join. Such faculty members have normally earned tenure at their previous institution; all meet UCF’s requirements for tenure. For others, tenure is part of the hiring package when senior faculty members are hired for administrative positions. The market for these faculty is highly competitive, and one of the fundamental requirements for UCF to be able to compete and attract top faculty is to have a tenure system.

Department faculty members and the university’s administrative officers have approved granting tenure to these faculty members.

### Recommended Action:

Approve the proposed individuals for tenure with hire.

### Alternatives to Decision:

Decline to approve the proposed individuals for tenure with hire.

**Fiscal Impact and Source of Funding:**

Faculty are considered employees of the university and like other employees, compensation is negotiated during the hiring process. Recommendations for tenure are considered independently from compensation. Faculty who are awarded tenure will have annual reappointment until voluntary resignation, retirement, removal for just cause, or layoff.

**Authority for Board of Trustees Action:**

UCF 3.015(4)(a)4 – Promotion and Tenure of Tenured and Tenure-earning Faculty

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**Contract Reviewed/Approved by General Counsel**  **N/A**

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Michael D. Johnson, Provost and Executive Vice President for Academic Affairs

**Supporting Documentation:**

Attachment A: Tenure with Hire Justification

**Facilitator/Presenter:**

Michael D. Johnson

Jana L. Jasinski, Vice Provost for Faculty Excellence and Pegasus Professor of Sociology

**Tenure with Hire Justification  
Board of Trustees Meeting  
June 29, 2023**

**Michael Borowczak, Associate Professor  
College of Engineering and Computer Science, Department of Electrical and  
Computer Engineering**

CV: [https://bot.ucf.edu/wp-content/uploads/sites/5/2023/06/Borowczak\\_CV\\_Redacted.pdf](https://bot.ucf.edu/wp-content/uploads/sites/5/2023/06/Borowczak_CV_Redacted.pdf)

Dr. Michael Borowczak received his Ph.D. in computer science and engineering from the University of Cincinnati. He came to UCF from the University of Wyoming, where he was a tenured Templeton Associate Professor of electrical engineering and computer science. While at the University of Wyoming, Dr. Borowczak held the positions of director of the Cybersecurity Education and Research (CEDAR) Center and Lab, and co-director of the Advanced Blockchain Research and Development Lab. His research interests surround the security and resilience of sensitive and/or distributed systems to the integration of (cyber) security and computing into traditional/core K-20 subjects. Dr. Borowczak's research has been funded, over \$8 million, by federal, national, state, and industrial entities, including National Science Foundation (NSF), National Security Agency (NSA), and Department of Energy/Idaho National Laboratories, among others. He has published numerous peer reviewed journal articles, presented at regional, national, and international conferences. Dr. Borowczak has extensive teaching experience at the undergraduate and graduate levels and has advised many Ph.D. and M.S. students. He serves as the editor of American Society for Engineering Education (ASEE) *Computers in Education Journal*, among many other service activities in the profession. The Department of Electrical and Computer Engineering and the College of Engineering and Computer Science support the recommendation for tenure with hire.

**David A. Eddins, Professor  
College of Health Professions and Sciences, School of Communication Sciences  
and Disorders**

CV: [https://bot.ucf.edu/wp-content/uploads/sites/5/2023/05/Eddins-David\\_CV\\_Redacted.pdf](https://bot.ucf.edu/wp-content/uploads/sites/5/2023/05/Eddins-David_CV_Redacted.pdf)

Dr. David A. Eddins received his Ph.D. in experimental psychology from the University of Florida. He came to UCF from the University of South Florida, where he was a tenured professor of communication sciences and disorders and chemical and biomedical engineering. Dr. Eddins is a certified clinical audiologist and a fellow of the Acoustical Society of America and of the American Institute for Medical and Biological Engineering. His research interests focus on investigating the impacts of aging on hearing, communication, balance, and cognition, fundamental aspects of auditory perception, and hearing and balance enhancement and protection. Dr. Eddins' research has been funded by the National Institutes of Health (National Institute on Aging,

National Institute on Deafness and Other Communication Disorders), National Science Foundation and Department of Defense. Dr. Eddins has published numerous peer-reviewed articles, presented at regional, national, and international conferences, and invited presentations, and has two (2) awarded patents. He has extensive teaching experience at the graduate and undergraduate levels, and has supervised many undergraduate, master's and doctoral students. Dr. Eddins serves as Acoustical Society of America, Florida Chapter, vice president, among many other service activities in the profession, college, and university. The School of Communication Sciences and Disorders and the College of Health Professions and Sciences support the recommendation for tenure with hire.

**Ser-Nam Lim, Associate Professor**  
**College of Engineering and Computer Science, Department of Computer Science**  
CV: [https://bot.ucf.edu/wp-content/uploads/sites/5/2023/05/Lim-Ser-Nam\\_CV\\_Redacted.pdf](https://bot.ucf.edu/wp-content/uploads/sites/5/2023/05/Lim-Ser-Nam_CV_Redacted.pdf)

Dr. Ser-Nam Lim received his Ph.D. in computer science from the University of Maryland at College Park. He came to UCF from Meta AI, where he was a senior research scientist manager. Dr. Lim previously held the positions of computer vision lab director at General Electric (GE) Research and senior software engineer at Cognex Corporation. He has managed the distribution of \$10 million grants, provided by Meta, to many universities and was the principal investigator (PI) of the Intelligence Advanced Research Projects Activity (IARPA) Creation of Operationally Realistic 3D Environment (CORE3D) program grant with funding of almost \$5 million for three years. Dr. Lim has published extensively in top venues, presented at top-tier artificial intelligence (AI) conference venues and given numerous invited talks. In addition to professional mentoring at tech companies, he has worked with many undergraduate students, Ph.D. students, and postdocs. Dr. Lim has been the area chair for many top AI conferences (e.g., ICCV, ECCV, AAAI, CVPR, and NEURIPS). The Department of Computer Science and the College of Engineering and Computer Science support the recommendation for tenure with hire.

**Grant E. Norte, Associate Professor**  
**College of Health Professions and Sciences, School of Kinesiology and Rehabilitation Sciences**  
CV: [https://bot.ucf.edu/wp-content/uploads/sites/5/2023/05/Norte-Grant\\_CV\\_Redacted.pdf](https://bot.ucf.edu/wp-content/uploads/sites/5/2023/05/Norte-Grant_CV_Redacted.pdf)

Dr. Grant E. Norte received his Ph.D. in sports medicine from the University of Virginia. He came to UCF from the University of Toledo, where he was a tenured professor of exercise and rehabilitation sciences. While at the University of Toledo, Dr. Norte served as co-director of the Motion Analysis and Integrative Neurophysiology Laboratory (UT) and director of the Ph.D. program in exercise science. He is a certified strength and conditioning specialist and a certified athletic trainer. Dr. Norte's research interest is in the neuromuscular consequences of lower extremity joint injuries. He has published numerous peer-reviewed publications, presented at regional, national, and international

conference, and invited lectures. Dr. Norte has extensive teaching experience at the graduate and undergraduate levels and has served on many thesis and dissertation committees as a chair and committee member. He serves as an *ad hoc* scientist reviewer for the U.S. Department of Defense Peer-Reviewed Orthopedic Research Programs, and also serves on the editorial board of ***Frontiers in Sports and Active Living: Section of Injury Prevention and Rehabilitation*** and ***Frontiers in Human Neuroscience: Motor Neuroscience Section***, among many other service activities in the profession, college, and university. The School of Kinesiology and Rehabilitation Sciences and the College of Health Professions and Sciences support the recommendation for tenure with hire.

**Gautham G. Vadakkepatt, Associate Professor**  
**College of Business Administration, Department of Marketing**

CV: [https://bot.ucf.edu/wp-content/uploads/sites/5/2023/05/Vadakkepatt-Gautham\\_CV\\_Redacted.pdf](https://bot.ucf.edu/wp-content/uploads/sites/5/2023/05/Vadakkepatt-Gautham_CV_Redacted.pdf)

Dr. Gautham G. Vadakkepatt received his Ph.D. in marketing from Texas A&M University. He came to UCF from George Mason University, where he was a tenured associate professor of marketing. While at George Mason University, Dr. Vadakkepatt served as the founding director of the Center for Retail Transformation, and during his time as director, the center inked partnerships with leading retailers, solution providers, and startups. His research examines the impact of a firm's product and non-product strategies on firm performance and consumer welfare. Dr. Vadakkepatt has published numerous peer reviewed articles, and has presented at many regional, national, and international conferences, and invited presentations. He was the recipient of the Marketing Science Institute's H. Paul Root Award for best paper published in ***Journal of Marketing (JM)*** the premier outlet for marketing-strategy research in the field. Dr. Vadakkepatt has extensive teaching experience at the graduate and undergraduate levels and was a recipient of the Outstanding Teaching in Major Award. He serves on the editorial review board for ***Journal of Public Policy and Marketing*** and ***Journal of Business Research (retail)***, among many other services activities in the profession, college, and university. The Department of Marketing and the College of Business Administration support the recommendation for tenure with hire.

**Shane A. Wood, Associate Professor**  
**College of Arts and Humanities, Department of Writing and Rhetoric**

CV: [https://bot.ucf.edu/wp-content/uploads/sites/5/2023/05/Shane-A-Wood\\_CV\\_Redacted.pdf](https://bot.ucf.edu/wp-content/uploads/sites/5/2023/05/Shane-A-Wood_CV_Redacted.pdf)

Dr. Shane A. Wood received his Ph.D. in English rhetoric and composition from the University of Kansas. He came to UCF from the University of Southern Mississippi, where he was an assistant professor of English and Director of Composition. At UCF, Dr. Wood will serve as Director of Composition. His research and teaching interests include writing assessment and multimodality. He was the recipient of the emergent researcher award by the Conference on College Composition and Communication

(CCCC). Dr. Wood has published numerous peer-reviewed articles, books and book chapters, has presented at national conferences, and has been invited to deliver lectures and workshops. He has extensive teaching experience at the graduate and undergraduate levels having taught courses in digital rhetoric and multimodality, including digital storytelling, sonic rhetoric, and digital literacies. Dr. Wood was the recipient of the *Kairos* John Lovas Award for *Pedagogue* and Michelle Kendrick Outstanding Digital Production/Scholarship Award for *Pedagogue*. Dr. Wood serves as communications editor for **Composition Forum**, among many other service activities in the profession, college, and university. He is both a skilled administrator who has expertise in assessment and digital pedagogies and brings a high-level of digital rhetorics knowledge and experience. The Department of Writing and Rhetoric and the College of Arts and Humanities support the recommendation for tenure with hire.

### **Liping Yu, Associate Professor**

#### **College of Engineering and Computer Science, Department of Materials Science and Engineering**

CV: [https://bot.ucf.edu/wp-content/uploads/sites/5/2023/06/Yu-Liping\\_CV\\_Redacted.pdf](https://bot.ucf.edu/wp-content/uploads/sites/5/2023/06/Yu-Liping_CV_Redacted.pdf)

Dr. Liping Yu received his Ph.D. in physics from North Carolina University. He came to UCF from the University of Maine, where he was a tenured associate professor of physics. While at the University of Maine, Dr. Yu was an associate member of the Frontier Institute for Research in Sensor Technologies (FIRST). He has been conducting innovative research in materials modelling in complex metal/oxides for electronic applications. Over the past five years, Dr. Yu has received grant awards as principal investigator (PI) of over \$1.8 million in external funding from National Science Foundation (NSF) and Department of Energy (DOE). He was the recipient of an Early Career Award from NSF and the U.S. Air Force Research Laboratory Summer Faculty Fellowship. Dr. Yu has published numerous peer-reviewed articles and has presented at regional, national, and international invited talks. Dr. Yu has extensive teaching experience at the graduate and undergraduate levels and had developed a new undergraduate-level course in computational physics. He has served on many thesis committees as chair and committee member. Dr. Yu serves as a proposal reviewer for NSF, DOE, and American Chemical Society (ACS) Petroleum Research Fund and as a referee for ***Nature Materials***, ***Nature Communications***, and ***Physical Review Letters***, among many other service activities in the profession, college, and university. The Department of Materials Science and Engineering and College of Engineering and Computer Science support the recommendation for tenure with hire.



Board of Trustees  
June 29, 2023

## AES-4: UCF Educational Sites

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Information                       Discussion                       Action

Meeting Date for Upcoming Action: \_\_\_\_\_

### Purpose and Issues to be Considered:

In accordance with BOG regulation 8.009 and UCF regulation 2.034, the Board is required to approve the closing or reclassification of Type III campuses. The administration is recommending for consideration two Type III campus closures and one Type III reclassification to Special Purpose Site.

### Background Information:

As a result of changes in demand, an increase in online opportunities, and the opening of the UCF Downtown campus, UCF Leesburg and UCF Palm Bay are no longer needed as Type III campus sites. UCF will have no further physical presence at these locations, and the space utilized under the joint-use agreement has reverted to the respective home institution. Diminished demand also resulted in eliminating UCF course offerings at UCF Ocala. However, UCF will maintain an in-person presence to support Direct Connect students. Virtual support for Direct Connect is available to students on the other two campuses.

### Recommended Action:

Approve the closure of Type III campuses UCF Leesburg and UCF Palm Bay. Approve the reclassification of UCF Ocala from Type III campus, to Special Purpose Site.

### Alternatives to Decision:

Require UCF retain the current classifications despite the absence of instruction, even though current activity does not align with BOG-8.009 definitions and the university has no plans to bring in-person instruction back to the sites.

### Fiscal Impact and Source of Funding:

There are no fiscal impacts to any of the proposed actions. UCF retains office space at UCF Ocala for Direct Connect support but all other joint-use space reverted back to the home institution. No personnel were terminated as a result of these changes. They continue to either teach elsewhere or online and student support staff continue to provide related services, either on-site or virtually.

### Authority for Board of Trustees Action:

BOG-8.009 – Educational Sites; UCF-2.034 – Educational Sites

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda

### Submitted by:

Michael D. Johnson, Provost and Executive Vice President for Academic Affairs

**Supporting Documentation:**

Attachment A: UCF Educational Sites Proposed Action Summary

Attachment B: Proposal to Reclassify a Type I, II, or III Campus or a Special Purpose Center – UCF Leesburg

Attachment C: Proposal to Reclassify a Type I, II, or III Campus or a Special Purpose Center – UCF Palm Bay

Attachment D: Proposal to Reclassify a Type I, II, or III Campus or a Special Purpose Center – UCF Ocala

**Facilitator/Presenter:**

Timothy Letzring, Vice Provost for Academic Affairs

## UCF Educational Sites Proposed Action Summary

UCF Site Name	Current Site Type	Proposed Action	OCIS Closure SACSCOC Approval Date	Comments	Leased/Owned/Joint-use
UCF Leesburg	Type III Campus	Close Site	March 18, 2022	No UCF physical presence remains (remote support only for Direct Connect partnership)	Joint-use agreement was modified: classrooms reverted back to the home institution
UCF Palm Bay	Type III Campus	Close Site	February 4, 2022	No UCF physical presence remains (remote support only for Direct Connect partnership)	Joint-use agreement was modified: classrooms reverted back to the home institution
UCF Ocala	Type III Campus	Reclassify to Special Purpose Site	February 4, 2022	No plans for future instruction but retains UCF on-site physical presence to support Direct Connect partnership  Not leased or owned by UCF	Joint-use agreement was modified: classrooms reverted back to the home institution and physical space is still provided for UCF academic services staff to assist concurrent nursing and Direct Connect students

**FLORIDA BOARD OF GOVERNORS  
PROPOSAL TO RECLASSIFY A TYPE I, II, OR III CAMPUS OR A SPECIAL  
PURPOSE CENTER**

<b>University of Central Florida</b>	<b>UCF Leesburg</b>
<b>University Submitting Proposal</b>	<b>Educational Site Name</b>
<b>Type III</b>	<b>9501 U.S. Highway 441, Leesburg, FL 34788</b>
<b>Current Type of Educational Site</b>	<b>Physical Address</b> (US Site: address, city, state, zip) (International site: street address, number , city, county/province, country)
<b>0025</b>	<b>Fall 2023</b>
<b>Current Site ID</b>	<b>Reclassification Effective Term</b> (First date and term under new classification)
<b>Close Site</b>	
<b>Proposed Type of Educational Site</b>	

The submission of this proposal constitutes a commitment by the university that, if the proposal is approved, the necessary actions to accommodate students and faculty will have been met prior to final reclassifying the educational site.

<b>Date Approved by the University Board of Trustees</b>	<b>Alexander Cartwright</b> <small>Digitally signed by Alexander Cartwright Date: 2023.06.07 17:36:13 -04'00'</small>	<b>2023-6-7</b>
<b>Signature of Chair, Board of Trustees</b>	<b>Michael D. Johnson</b> <small>Digitally signed by Michael D. Johnson Date: 2023.06.06 09:44:19 -04'00'</small>	<b>2023-6-6</b>
<b>Date</b>	<b>President</b>	<b>Date</b>
<b>Date</b>	<b>Vice President for Academic Affairs</b>	<b>Date</b>

Provide current headcount (HC) and full-time equivalent (FTE) student enrollment at the educational site. Provide current headcount (HC) and full-time equivalent (FTE) of faculty and staff employed at the educational site. Indicate the current expenditures by fund source for the educational site.

Students, Faculty, and Staff			Site Expenditures				
CURRENT	HC	FTE	E&G Funds	Contract & Grants Funds	Auxiliary Funds	Other	Total
Undergraduate	0	0	0	0	0	0	0
Graduate	0	0					
Faculty	0	0					
Staff	0	0					
PROPOSED	HC	FTE	E&G Funds	Contract & Grants Funds	Auxiliary Funds	Other	Total
Undergraduate	0	0	00	0	0	0	0
Graduate	0	0					

Faculty	0	0
Staff	0	0

## **I. Introduction**

- A. Provide a short description of the educational site for which the request to reclassify is being made, including the main purpose for this site (research, instruction, administration, student services, etc.).**

### **Primary purpose: Instruction & Student Services**

- UCF Leesburg is located on the Leesburg campus of Lake-Sumter State College.
- The site previously existed primarily for purposes of instruction and also to provide academic support services for the university's DirectConnect to UCF® partnership with the state college.
- UCF last offered in-person courses on site in fall 2017 and has no plans to resume any in-person instruction or other activity at this location. As such, the university seeks to close the UCF Leesburg site and remove it from the UCF educational sites inventory. This action requires UCF Board of Trustees and Florida Board of Governors approval in accordance with BOG-8.009 (Educational Sites).

## **II. Need and Demand Assessment**

- A. Provide a narrative rationale for the request to reclassify the educational site that includes a need and demand assessment. The need and demand assessment for reclassifying an educational site to a new category in the taxonomy might address reduced or increased demand for access at a particular location or increased costs for instructional delivery that cannot be offset by increased enrollments.**

The UCF Leesburg educational site most recently hosted programming toward the Bachelor of Science in Elementary Education degree program. Students were also able to apply elementary education coursework toward a bachelor's in interdisciplinary studies degree.

In 2016, a new university budget model led colleges to consider resource realignment and redirect academic program offerings from low enrolled sites like UCF Leesburg to other approved locations. As a result, the university discontinued elementary education programming at the UCF Leesburg educational site effective spring 2018.

The university considered adding alternative programming, but ultimately none emerged as a good fit.

### **III. Academic Programs and Courses**

- A. Provide a list of the degree programs, partial programs, or college credit certificates and courses currently offered at the site. Identify any degree programs to be closed or implemented as a result of reclassifying the educational site. Explain the extent to which the proposed reclassification will have an impact on overall university enrollments, enrollment planning, and degree production.**

As noted above, UCF previously offered some coursework on the UCF Leesburg site for the Bachelor of Science in Elementary Education degree program. Students were also able to apply elementary education coursework toward a bachelor's in interdisciplinary studies major. However, as a result of low demand, since spring 2018, UCF has offered no educational programming at UCF Leesburg.

The university implemented a teachout plan to ensure this change did not interfere with students' ability to complete their degree programs. Then and now, elementary education programming is available at other approved UCF locations across Central Florida, including the main Orlando campus. The same options are also available to students pursuing an interdisciplinary studies major.

Closing the educational site at this time will have no impact on current enrollments, enrollment planning, or expected degree production. Additionally, the site closure will not result in corresponding program closures or new program implementations.

- B. Provide an explanation of the manner in which the University intends to accommodate any students or faculty who will be adversely affected by reclassification of the educational site. Describe the steps that have been taken to inform students and faculty of the President's intent to recommend to the Board of Trustees that the site be reclassified.**

No students, faculty members, or staff members were adversely affected by the cessation of in-person course offerings or academic support services at UCF Leesburg, nor will any be impacted by the site closure.

In-person courses at UCF Leesburg were taught by faculty members who continued to teach elementary education classes at other approved UCF locations.

Students previously enrolled at UCF Leesburg either completed coursework in their major prior to the cessation of on-site instruction or had the opportunity to complete their program coursework at other UCF instructional sites.

Academic support staff continue to provide services at other UCF locations and/or remotely.

As such, there are no currently impacted students, faculty members, or staff members to notify about the site closure.

**(X) The University certifies that it has a plan for complying with all related regulations of the Southern Association of Colleges and Schools and any other relevant discipline-based accrediting agencies for reclassifying an educational site.**

#### **IV. Administration and Student Support Services**

**A. Describe any changes in the administrative structure of the reclassified site and how it will relate to the central administration of the university.**

Closing the UCF Leesburg educational site has no impact on any UCF administrative structure. UCF retains its DirectConnect to UCF® partnership with Lake-Sumter State College and as such, will continue to offer support for aspiring DirectConnect to UCF® students at this partner campus. This is accomplished primarily through UCF Connect, an academic support unit that reports to the senior vice president for student success, whom in turn reports to UCF's provost and executive vice president for academic affairs.

UCF Connect continues to serve as the relationship manager for all DirectConnect to UCF® partnerships and oversees all associated operations. Accordingly, while no UCF personnel are physically located at the Lake-Sumter campus, remote coaching remains available by appointment with a UCF Connect Success Coach and plans include installing an interactive TV (similar to a kiosk) to assist students in accessing information on UCF, understanding the DirectConnect to UCF® transfer process, and connecting to a success coach, who will guide them through the admissions and enrollment processes for a successful transition to UCF.

#### **V. Budget and Facilities**

**A. Include an explanation of how reclassification will result in any increase, decrease, or repurposing of facilities at the site. Describe any lease or joint-use agreements that will be modified or terminated as a result of reclassification, including land leases from the State of Florida (Board of Trustees of the Internal Improvement Trust Fund).**

Classes at UCF Leesburg were held in joint use facilities owned by Lake-Sumter State College. All space leased by UCF was returned to the state college and reverted to exclusive use by the host campus. Formal inter-institutional agreements were modified accordingly.

- B. Provide a narrative description of how the operational budget for the educational site will be affected by reclassification. Describe the impact that reclassifying the educational site will have on the overall university budget. Identify any special funding necessary to implement reclassification of the educational site.**

The site closure has no impact on UCF's overall or other operational budgets.

## Educational Site Reclassification

(3) The following approval processes for establishing, **reclassifying**, relocating, and closing educational sites apart from the main campus apply to the State University System:

(a) Each board of trustees shall adopt regulations consistent with this paragraph for the establishment, **reclassification**, relocation, and closing of educational sites apart from the main campus, including international educational sites and educational sites located in other states, and for the acquisition of real property on which such educational sites will be located.

(b) As an initial part of the process that may lead to the acquisition, establishment, **reclassification**, relocation, or closing of additional campuses or special purpose centers, the president of each university shall consult with the Chancellor to inform system-wide strategic planning.

(c) Instructional sites and special purpose sites may be established and closed by universities consistent with regulations established by their respective boards of trustees. If an instructional or special purpose site scheduled for closing has been funded by the Legislature or established pursuant to law, the university shall provide documentation to the Board of Governors justifying the closure, and shall initiate a dialogue with legislative leadership regarding the closure.

(d) Establishing, **reclassifying**, relocating, or closing an additional campus or special purpose center, including acquiring real property for such educational sites, shall be approved by the university board of trustees and, subsequently, the Board of Governors. No capital outlay funds shall be requested of the Legislature or expended, except for planning, prior to such approvals being obtained.

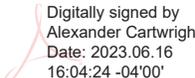
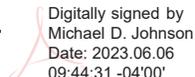
(e) Proposals for the establishment, relocation, and **reclassification** of additional campuses and special purpose centers shall be submitted to the university's board of trustees and, subsequently, to the Board of Governors, using the format(s) developed by the Office of the Board of Governors, in conjunction with university academic affairs officers. Such format(s) shall include, at a minimum, the following elements: Accountability, Needs Assessment, Academic Programs, Administration, Budget and Facilities, Student Services, and Monitoring of Implementation.

(5) Each university shall annually monitor enrollment at its additional campuses. If enrollments fall below the minimum designated for the site as defined in (1) for three consecutive years, the university shall develop and implement a plan for increasing enrollment, **reclassifying** the site, or closing the site. An exception shall be made for a Type III Campus that was approved by the Board of Governors for establishment at an enrollment level below the minimum designated in (1). In that case, if enrollments fall below the Board of Governors-approved minimum for that site for three consecutive years, the university shall develop and implement a plan for increasing enrollment, **reclassifying** the site, or closing the site.

**FLORIDA BOARD OF GOVERNORS  
PROPOSAL TO RECLASSIFY A TYPE I, II, OR III CAMPUS OR A SPECIAL  
PURPOSE CENTER**

<b>University of Central Florida</b> <hr/> <b>University Submitting Proposal</b> Type III <hr/> <b>Current Type of Educational Site</b>  0013 <hr/> <b>Current Site ID</b>  Close Site <hr/> <b>Proposed Type of Educational Site</b>	<b>UCF Palm Bay</b> <hr/> <b>Educational Site Name</b> 250 Community College Parkway, Palm Bay, FL <hr/> <b>Physical Address</b> (US Site: address, city, state, zip) (International site: street address, number, city, county/province, country) Fall 2023 <hr/> <b>Reclassification Effective Term</b> (First date and term under new classification)
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The submission of this proposal constitutes a commitment by the university that, if the proposal is approved, the necessary actions to accommodate students and faculty will have been met prior to final reclassifying the educational site.

<hr/> <b>Date Approved by the University Board of Trustees</b>	Alexander Cartwright  Digitally signed by Alexander Cartwright Date: 2023.06.16 16:04:24 -04'00' <hr/> <b>President</b>	2023-06-16 <hr/> <b>Date</b>
<hr/> <b>Signature of Chair, Board of Trustees</b>	Michael D. Johnson  Digitally signed by Michael D. Johnson Date: 2023.06.06 09:44:31 -04'00' <hr/> <b>Vice President for Academic Affairs</b>	2023-6-6 <hr/> <b>Date</b>

Provide current headcount (HC) and full-time equivalent (FTE) student enrollment at the educational site. Provide current headcount (HC) and full-time equivalent (FTE) of faculty and staff employed at the educational site. Indicate the current expenditures by fund source for the educational site.

Students, Faculty, and Staff			Site Expenditures				
CURRENT	HC	FTE	E&G Funds	Contract & Grants Funds	Auxiliary Funds	Other	Total
Undergraduate	0	0	0	0	0	0	0
Graduate	0	0					
Faculty	0	0					
Staff	0	0					
PROPOSED	HC	FTE	E&G Funds	Contract & Grants Funds	Auxiliary Funds	Other	Total
Undergraduate	0	0	00	0	0	0	0
Graduate	0	0					
Faculty	0	0					

Staff	0	0
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## I. Introduction

- A. Provide a short description of the educational site for which the request to reclassify is being made, including the main purpose for this site (research, instruction, administration, student services, etc.).**

### **Primary purpose: Instruction & Student Services**

- UCF Palm Bay is located on the Palm Bay campus of Eastern Florida State College. The site previously existed primarily for purposes of instruction, and also to provide academic support services for the university's DirectConnect to UCF® partnership with the state college.
- UCF last offered in-person courses on site in spring 2018 and has no plans to resume any in-person instruction or other physical presence at this location. As such, the university seeks to close the UCF Palm Bay site and remove it from the UCF educational sites inventory. This action requires UCF Board of Trustees and Florida Board of Governors approval in accordance with BOG-8.009 (Educational Sites).

## II. Need and Demand Assessment

- A. Provide a narrative rationale for the request to reclassify the educational site that includes a need and demand assessment. The need and demand assessment for reclassifying an educational site to a new category in the taxonomy might address reduced or increased demand for access at a particular location or increased costs for instructional delivery that cannot be offset by increased enrollments.**

The UCF Palm Bay educational site most recently hosted coursework toward bachelor's degrees in psychology, human communications, and interdisciplinary studies.

The psychology program expanded its online presence, which proved popular with students and allowed for a more efficient use of resources. As a result, the program offered its last in-person classes at UCF Palm Bay in spring 2018.

The human communications program also offered its last in-person courses at the site in spring 2018. This change was based on a strategic decision to relocate the program to the expanded UCF Downtown campus which opened in fall 2019.

Because psychology and human communication coursework can be applied towards an interdisciplinary studies major, that program also ceased to have a presence at the UCF Palm Bay site after spring 2018.

With the departure of these programs, UCF considered alternative on-site programming but ultimately none emerged as a good fit.

### **III. Academic Programs and Courses**

- A. Provide a list of the degree programs, partial programs, or college credit certificates and courses currently offered at the site. Identify any degree programs to be closed or implemented as a result of reclassifying the educational site. Explain the extent to which the proposed reclassification will have an impact on overall university enrollments, enrollment planning, and degree production.**

As noted above, UCF previously offered coursework on the UCF Palm Bay site toward the following degree programs:

- Bachelor of Science in Psychology
- Bachelor of Arts in Human Communications
- Bachelor of Science/ Arts in Interdisciplinary Studies.

However, for the reasons cited above, since summer 2018, UCF has offered no educational programming at UCF Palm Bay. The university implemented a teachout plan to ensure these changes did not interfere with students' ability to complete their degree programs. Each transition occurred with plenty of notice to impacted students who either completed their coursework prior to the cessation of in-person courses at UCF Palm Bay or opted to complete coursework online or at another approved UCF location.

Then and now, the psychology program offers in-person coursework on the main Orlando campus and at other approved sites across Central Florida, in addition to its online offerings. The same offerings are available to students pursuing an interdisciplinary studies degree.

The human communication program is now offered exclusively at UCF Downtown as a destination program benefiting from ties to downtown industry. Interdisciplinary studies majors may also enroll in human communications courses at the downtown campus.

Closing the educational site at this time will have no impact on current enrollments, enrollment planning, or expected degree production. Additionally, the site closure will not result in concurrent program closures or new program implementations.

- B. Provide an explanation of the manner in which the University intends to accommodate any students or faculty who will be adversely affected by reclassification of the educational site. Describe the steps that have been taken to inform students and faculty of the President's intent to recommend to the Board of Trustees that the site be reclassified.**

Again, no UCF instruction has taken place at the UCF Palm Bay site since spring 2018. No students, faculty members, or staff members were adversely affected by the cessation of in-person course offerings or academic support services at UCF Palm Bay, nor will any be impacted by the site closure.

In-person courses at UCF Palm Bay were taught by faculty members who continued to teach for their respective academic departments online or at other UCF locations.

Students previously enrolled at UCF Palm Bay either completed coursework in their major prior to the cessation of on-site instruction or had the opportunity to complete their program coursework in-person elsewhere or online.

Academic support staff have continued assisting students in the respective degree programs at their new instructional locations or online.

As such, there are no currently impacted students, faculty members, or staff members to notify about the site closure.

- (X) The University certifies that it has a plan for complying with all related regulations of the Southern Association of Colleges and Schools and any other relevant discipline-based accrediting agencies for reclassifying an educational site.**

#### **IV. Administration and Student Support Services**

- A. Describe any changes in the administrative structure of the reclassified site and how it will relate to the central administration of the university.**

Closing the UCF Palm Bay educational site has no impact on any UCF administrative structure. UCF retains its DirectConnect to UCF® partnership with Eastern Florida State College and as such, will continue to offer support for aspiring DirectConnect to UCF® students at this partner campus. This is accomplished primarily through UCF Connect, an academic support unit that reports to the senior vice president for student success, whom in turn reports to UCF's provost and executive vice president for academic affairs.

UCF Connect continues to serve as the relationship manager for all DirectConnect to UCF® partnerships and oversees all associated operations.

Accordingly, while no UCF personnel are physically located at the Eastern Florida State College Palm Bay campus, coaching remains available in-person at nearby UCF Cocoa or remotely by appointment with a UCF Connect success coach. Additionally, there is an interactive TV (similar to a kiosk) to assist students in accessing information on UCF, understanding the DirectConnect to UCF® transfer process, and connecting them to a success coach, who will guide them through the admissions and enrollment processes for a successful transition to UCF.

## **V. Budget and Facilities**

- A. Include an explanation of how reclassification will result in any increase, decrease, or repurposing of facilities at the site. Describe any lease or joint-use agreements that will be modified or terminated as a result of reclassification, including land leases from the State of Florida (Board of Trustees of the Internal Improvement Trust Fund).**

Classes at UCF Palm Bay were held in a joint use facility owned by Eastern Florida State College. All space leased by UCF was returned to the state college and reverted to exclusive use by the host campus. Formal inter-institutional agreements were modified accordingly.

- B. Provide a narrative description of how the operational budget for the educational site will be affected by reclassification. Describe the impact that reclassifying the educational site will have on the overall university budget. Identify any special funding necessary to implement reclassification of the educational site.**

The site closure has no impact on UCF's overall or other operational budgets.

**FLORIDA BOARD OF GOVERNORS  
PROPOSAL TO RECLASSIFY A TYPE I, II, OR III CAMPUS OR A SPECIAL  
PURPOSE CENTER**

<b>University of Central Florida</b>	<b>UCF Ocala</b>
<b>University Submitting Proposal</b>	<b>Educational Site Name</b>
<b>Type III</b>	<b>3001 S.W. College Road, Ocala, FL 34474</b>
<b>Current Type of Educational Site</b>	<b>Physical Address</b> (US Site: address, city, state, zip) (International site: street address, number , city, county/province, country)
<b>0020</b>	<b>Fall 2023</b>
<b>Current Site ID</b>	<b>Reclassification Effective Term</b> (First date and term under new classification)
<b>Special Purpose Site (SPS)</b>	
<b>Proposed Type of Educational Site</b>	

The submission of this proposal constitutes a commitment by the university that, if the proposal is approved, the necessary actions to accommodate students and faculty will have been met prior to final reclassifying the educational site.

<b>Date Approved by the University Board of Trustees</b>	<b>Alexander Cartwright</b> <small>Digitally signed by Alexander Cartwright Date: 2023.06.16 16:05:10 -04'00'</small>	<b>2023-06-16</b>
<b>Signature of Chair, Board of Trustees</b>	<b>Michael D. Johnson</b> <small>Digitally signed by Michael D. Johnson Date: 2023.06.06 09:44:44 -04'00'</small>	<b>2023-6-6</b>
<b>Date</b>	<b>President</b>	<b>Date</b>
<b>Date</b>	<b>Vice President for Academic Affairs</b>	<b>Date</b>

Provide current headcount (HC) and full-time equivalent (FTE) student enrollment at the educational site. Provide current headcount (HC) and full-time equivalent (FTE) of faculty and staff employed at the educational site. Indicate the current expenditures by fund source for the educational site.

Students, Faculty, and Staff			Site Expenditures				
CURRENT	HC	FTE	E&G Funds	Contract & Grants Funds	Auxiliary Funds	Other	Total
Undergraduate	0	0	58,593	0	0	0	58,593
Graduate	0	0					
Faculty	0	0					
Staff	1	1.0					
PROPOSED	HC	FTE	E&G Funds	Contract & Grants Funds	Auxiliary Funds	Other	Total
Undergraduate	0	0	58,593	0	0	0	58,593
Graduate	0	0					
Faculty	0	0					

Staff	1	0	
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## **I. Introduction**

- A. Provide a short description of the educational site for which the request to reclassify is being made, including the main purpose for this site (research, instruction, administration, student services, etc.).**

### **Primary purpose: Instruction & Student Services**

- UCF Ocala is located on the Ocala campus of the College of Central Florida.
- The site previously existed primarily for purposes of instruction and also to provide academic support services for the university's DirectConnect to UCF® partnership with the state college.
- UCF last offered in-person courses on site in fall 2017 and has no plans to resume any in-person instruction at this location.
- While no further instruction will take place at UCF Ocala, the university has determined need to maintain a limited in-person presence (a single 1.0 FTE connect specialist) on the state college campus to support its DirectConnect to UCF® partnership with the College of Central Florida. As such, the university requests a site reclassification to a Special Purpose Site, rather than a closure. This action requires UCF Board of Trustees and Florida Board of Governor's approval in accordance with BOG-8.009 (Educational Sites).

## **II. Need and Demand Assessment**

- A. Provide a narrative rationale for the request to reclassify the educational site that includes a need and demand assessment. The need and demand assessment for reclassifying an educational site to a new category in the taxonomy might address reduced or increased demand for access at a particular location or increased costs for instructional delivery that cannot be offset by increased enrollments.**

UCF Ocala most recently hosted programming toward the Bachelor of Science in Elementary Education degree program. Students were also able to apply elementary education coursework toward a bachelor's in interdisciplinary studies major.

In 2016, a new university budget model led colleges to consider resource realignment and redirect academic program offerings from low enrolled sites like UCF Ocala to other approved locations. As a result, the university discontinued elementary education programming at the UCF Ocala educational site effective spring 2018.

The university considered adding alternative programming, but ultimately none

emerged as a good fit.

### III. Academic Programs and Courses

- A. Provide a list of the degree programs, partial programs, or college credit certificates and courses currently offered at the site. Identify any degree programs to be closed or implemented as a result of reclassifying the educational site. Explain the extent to which the proposed reclassification will have an impact on overall university enrollments, enrollment planning, and degree production.**

As noted above, UCF previously offered some coursework on the UCF Ocala site for the Bachelor of Science in Elementary Education degree program. Students were also able to apply elementary education coursework toward a bachelor's in interdisciplinary studies major. However, as a result of low demand, since spring 2018, UCF has offered no educational programming at UCF Ocala.

The university implemented a teachout plan to ensure this change did not interfere with students' ability to complete their degree programs. Then and now, elementary education programming is available at other approved UCF locations across Central Florida, including the main Orlando campus. The same options are also available to students pursuing an interdisciplinary studies major.

Reclassifying the educational site will have no impact on current enrollments, enrollment planning, or expected degree production. Additionally, the site reclassification will not result in concurrent program closures or new program implementations.

- B. Provide an explanation of the manner in which the University intends to accommodate any students or faculty who will be adversely affected by reclassification of the educational site. Describe the steps that have been taken to inform students and faculty of the President's intent to recommend to the Board of Trustees that the site be reclassified.**

No students, faculty members, or staff members were adversely affected by the cessation of course offerings at UCF Ocala, nor will any be impacted by the site reclassification.

In-person courses at UCF Ocala were taught by faculty members who continued to teach elementary education classes at other approved UCF locations.

Students previously enrolled at UCF Ocala either completed coursework in their major prior to the cessation of on-site instruction or had the opportunity to complete their program coursework at other approved UCF locations.

As such, any further notification to students and faculty members concerning the site reclassification is unnecessary. This is also true for on-site UCF academic support staff whose role is unaffected by the site reclassification.

**(X) The University certifies that it has a plan for complying with all related regulations of the Southern Association of Colleges and Schools and any other relevant discipline-based accrediting agencies for reclassifying an educational site.**

#### **IV. Administration and Student Support Services**

**A. Describe any changes in the administrative structure of the reclassified site and how it will relate to the central administration of the university.**

Reclassifying the UCF Ocala educational site has no impact on any UCF administrative structure. UCF retains its DirectConnect to UCF® partnership with the College of Central Florida and as such, will continue to offer support for aspiring DirectConnect to UCF® students at this partner campus. This is accomplished primarily through UCF Connect, an academic support unit that reports to the senior vice president for student success, whom in turn reports to UCF's provost and executive vice president for academic affairs.

UCF Connect continues to serve as the relationship manager for all DirectConnect to UCF® partnerships and oversees all associated operations. Accordingly, UCF Connect will continue to offer academic support services for aspiring DirectConnect to UCF® transfer students at this partner campus through the physical presence of a Connect Specialist. Additionally, the campus will soon host an interactive TV (similar to a kiosk) to assist students in accessing information on UCF, understanding the DirectConnect to UCF® transfer process and connecting them to a success coach who will guide them through the admissions and enrollment processes for a successful transition to UCF.

#### **V. Budget and Facilities**

**A. Include an explanation of how reclassification will result in any increase, decrease, or repurposing of facilities at the site. Describe any lease or joint-use agreements that will be modified or terminated as a result of reclassification, including land leases from the State of Florida (Board of Trustees of the Internal Improvement Trust Fund).**

Classes and office space at UCF Ocala were held in joint use facilities owned by the College of Central Florida. The classrooms and some office space reverted to exclusive use by the College of Central Florida. Formal inter-institutional agreements were modified accordingly. No facilities were repurposed at the site. The host campus will continue to provide a suitable physical space for the UCF connect specialist to assist potential transfer students.

- B. Provide a narrative description of how the operational budget for the educational site will be affected by reclassification. Describe the impact that reclassifying the educational site will have on the overall university budget. Identify any special funding necessary to implement reclassification of the educational site.**

The site reclassification has no impact on UCF's overall or other operational budgets.



Board of Trustees  
June 29, 2023

## AES-5: Conferral of Degrees

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Information                       Discussion                       Action

Meeting Date for Upcoming Action: June 29, 2023

**Purpose and Issues to be Considered:**

Consideration of the Summer 2023 Conferral of Degrees.

**Background Information:**

UCF expects to award the following degrees during the fall commencement ceremonies on August 4 - 5, 2023.

Baccalaureate Degrees:	2,921
Master's Degrees:	572
<u>Doctoral and Specialist:</u>	<u>165</u>
Total:	3,658

**Recommended Action:**

Approve the conferral of degrees during the Summer 2023 commencement ceremonies.

**Alternatives to Decision:**

Decline to approve the conferral of degrees during the Summer 2023 commencement ceremonies.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

BOG 1.001(4)(a)  
UCF BOT AESC Charter

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda

**Submitted by:**

Michael D. Johnson, Provost and Executive Vice President for Academic Affairs

**Supporting Documentation:**

Attachment A: Graduation Count - Summer

**Facilitator/Presenter:**

Michael D. Johnson

## UCF SUMMER 2023 Commencement

<b>College</b>	<b>Bachelor</b>	<b>Master</b>	<b>Doctorate</b>	<b>CollegeTotals</b>
College of Arts and Humanities	163	15	8	186
College of Business Administration	316	86	6	408
College of Community Innovation and Education	319	200	40	559
College of Engineering and Computer Science	263	55	31	349
College of Graduate Studies	0	7	0	7
College of Health Professions and Sciences	384	117	1	502
College of Medicine	79	11	2	92
College of Nursing	220	4	36	260
College of Optics and Photonics	8	2	4	14
College of Sciences	773	43	34	850
College of Undergraduate Studies	233	0	0	233
Rosen College of Hospitality Management	163	32	3	198
<b>Degree level totals:</b>	<b>2,921</b>	<b>572</b>	<b>165</b>	<b>3,658</b>



## Board of Trustees June 29, 2023

### BUD-2: Proposed 2023-2024 Direct Support Organization/Related Entity Operating Budgets

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

#### Purpose and Issues to be Considered:

Approval of the DSO annual proposed budgets for fiscal year ending June 30, 2024, is requested. These budgets have already been approved by the respective DSO boards of directors. This cover memo should be reviewed in conjunction with the DSO budget schedules presented.

#### Background Information:

##### UCF Academic Health

UCF Academic Health, Inc. (UCFAH) supports medical education, research, and patient care through the planning and development of clinical initiatives and affiliated partnerships that serve the educational, research, and clinical mission of the College of Medicine. Currently, UCFAH is engaged in two main activities. One is a joint venture with Hospital Corporation of America (HCA) (Central Florida Health Services, LLC or CFHS) which includes shared governance and 20% equity ownership in the development and operation of UCF Lake Nona Medical Center (UCF LNMC). UCF LNMC has been developed to serve as a teaching hospital. The second major activity of UCFAH is the development and oversight of lease arrangements with private partners in the UCF Lake Nona Cancer Center (UCF LNCC). This includes lease administration and collection of rental income for UCFAH's designated space in the UCF LNCC. UCFAH was established in 2016. In July 2019, it began leasing space to outside tenants in the UCF LNCC.

The proposed budget reflects lease revenue from current clinical lease arrangements. Each lease includes a 3% annual escalation for both base rent and CAM. Two leases are set to expire in the fall offsetting the increases in the remaining leases. These tenants may renew, but at the time of this report, this has not been confirmed. Therefore, budget revenue remains at the same level as current year revenue projections. The expense budget includes rent and CAM payable to UCF and operations expense for UCFAH. The UCFAH operating expense budget covers consulting, financial audit, and software expense, as well as officer and general liability insurance. The budget assumes that all net proceeds are payable to UCF to assist in the funding of the cancer center building operations resulting in a break-even budget.

##### UCF Athletics Association Inc.

**Sources:** Student athletic fees are stable due to enrollment management. This projection was provided by the UCF Budget Office based upon data provided by Institutional Knowledge Management (IKM).

Lost revenue recovered via federal Higher Education Emergency Relief Funds (HEERF) stabilized the FY2022-2023 budget and improved the cash position of UCF Athletics Association (UCFAA). All revenue was recovered due to UCFAA was receipted and HEERF recovery is not included in FY2023-2024.

Football ticket sales are budgeted at capacity and includes a small percentage increase in ticket prices. Second, men's basketball revenue is budgeted at record levels due to anticipated interest in Big 12 opponents.

Sponsorship revenue is budgeted higher due to the MMR agreement with Playfly Sports as well as the Addition Financial Naming Rights new agreement.

The Big 12 Conference distribution is a significant additional revenue stream. This reflects a 50% distribution as agreed upon. Of note, Athletics will also receive a 50% distribution in FY2024-2025 before becoming 100% share partners in FY2025-2026.

This Board approved a budget that anticipated a Big 12 advance on conference distribution equating to \$5M last fiscal year. In conversations after budget approval, it was discovered that the Big 12 did not have sufficient cash reserves on-hand for an advance distribution. Given the nature of interest rate movement over the past year, Athletics decided it was in its best interests to not take an advance distribution. Though possible, no advance distribution is budgeted for FY2023-2024.

Consistent with last year's presentation, waterfall revenues from the UCF Stadium Corporation (UCFSC) transfers are reflected as a separate line item.

**Uses:** With the implementation of Alston funding to student-athletes which is an academic award distributed through financial aid and a rate increase in housing, student-athlete scholarship costs are projected to rise significantly. The federal government established the Alston rate as \$5,980 per student.

There are significant changes not easily apparent in this high-level presentation format. The Workday ERP considers previously budgeted compensation items of approximately \$5M as Sport Operations. While this change is correct, it warrants explanation. Included in the FY2024 overall budget is an additional \$2.7M of salary adjustments for football coaches and staff per Big 12 standards. Salary increases for the coaching staff of volleyball, women's soccer, men's soccer, rowing (anticipated), and support staff for men's basketball are budgeted. Second, the UCFAA adjusted the minimum exempt salary for employees from \$36,000 to \$42,000 in anticipation of the FLSA projected regulation, the inflationary cost of living in Orlando, and to remain coordinated with UCF's one-time employee payments/base percentage increases. This increase in minimum exempt salaries created wage compression with middle managers. This was addressed where possible. We continue to experience a high turnover rate for employees which is common in athletics but leads to higher transitional expenses such as leave payout, moving expense stipends, search related expenses, and wage escalation.

Sport Operations is budgeted significantly higher due to the compensation budget items now considered vendor payments (operations). For comparison, operating expenses are approximately \$2M more in the Big 12 due to travel costs than prior budget. Consistent with last year, we employed a zero-based budget practice.

The American Athletics Conference exit fee budgeted number is derived from the signed contract. After FY2024-2025, the annual obligation drops to \$667k through FY2036.

The Guaranteed Royalty and Rent to UCFSC is budgeted consistently with last year. These are budgeted escalations as agreed upon in the corresponding Memo of Understanding.

Retained Earnings shown as an expense demonstrated for liquidity. Cash flow is a constant concern so this budget line item will be present for years to come. A Retained Earnings policy has been drafted and we will ask the UCFAA Board for approval at the Q1 meeting as well as introduce the university's main Investment advisor &Co.

UCFAA debt service payments per schedules included below for reference as well as specific terms on various det structures.

**REFERENCE NOTES FROM LAST YEAR:** Stabilizing cash flow for fiscal sustainability and reducing short-term operating debt have been the priorities thus far. Once we navigate through these choppy cash flow times, our goal will be to provide a 3-year outlook to this board. We are anticipating this to be a rough draft as there are many unknowns at this time that will shift expenses/revenues across fiscal years. The biggest uncertainties include a) how much HEERF can be spent in FY2021-2022 vs FY2022-2023, b) the final cost of exiting the American Athletics Conference and impact on the Big 12 Advance and c) how quickly we can resolve short-term debt to create a healthy cash position. We make progress every day.

### **UCF Convocation Corporation**

UCF Convocation Corporation (UCFCC) operates four student residence halls (Towers Knights Plaza (Towers)), the convocation center (Addition Financial Arena and The Venue), surrounding retail space (Knights Plaza), and adjacent parking. The proposed budget is expected to yield sufficient revenues to cover operational expenses of these facilities, fund required debt service obligations related to its housing and arena bonds and non-recurring repair and replacement (R&R) reserves. The surplus generated from the housing operations contributes toward the funding of the arena debt. This is consistent with prior years and was intended during the original financing model of the project.

UCFCC's debt matures on dates that range from October 2026 to October 2035 with semi-annual debt service payments due on October 1st and April 1st. Scheduled 2024 debt service payments include principal (\$9.1 million) and interest (\$4.6 million), which will leave a remaining outstanding balance of \$132.4 million for the fiscal year ending June 30, 2024.

**Housing Operations:** Housing operations are projected to generate a surplus of \$5.5 million in FY2024. As noted above, this surplus is needed to fund the debt service obligations related to the arena debt. The variance from prior year assumes a 4.5% housing rate increase which is subject to approval by this committee today as well as the university's Board of Trustees in its June 28 meeting. If approved, this housing rate increase will generate approximately \$0.8 million of additional housing revenue in fiscal 2024. This is offset by a 6% projected increase in utilities (\$0.1 million), an increase scheduled debt service payments (\$0.9 million), and an increase in the annual contribution to the housing and parking R&R reserve (\$0.1 million). Further information about the use of the R&R reserves is included in the section below.

**Retail Operations:** Retail operations are projected to generate a surplus of \$1.4 million in FY2023-2024. Budgeted revenues are based on the current occupancy rate (following the addition of Wesley

Foundation in January 2023 and the loss of the Recreation and Wellness Center in May 2023). There is an active solicitation for available space and a contracted real estate broker has been engaged to market available space to potential tenants. However, vacated space is expected to have a longer lease up period due to its location and larger square footage. Thus, revenue generation from this space is not projected until the latter part of FY2023-2024.

Overall historical savings under the current management structure are expected to continue but increases in operational expenses over FY2022-2023 are also expected due to current economic conditions. Expense increases in common area utilities services were factored in based on increase observed year-to-date for FY2022-2023. There is also an anticipated increase over 2023 in real estate brokerage fees necessary to secure new tenant agreements for vacant spaces.

**Arena Operations:** Arena operations are projected to generate a deficit of \$6.0 million in FY2023-2024. This is comparable to a projected deficit of \$6.0 million in fiscal 2023 when the non-recurring transfer of revenue recovery funds from the university and non-recurring capex funding are excluded. This projected deficit will be funded by the projected surplus generated from housing (\$5.5 million) and retail (\$1.4 million) operations in FY2023-2024.

The FY2023-2024 budget for arena operations is based on a normalized year. Engagement by third party event promoters continue to be forecasted as being steady, with several event partners already discussing returning and the expectation that new opportunities will present themselves throughout the year which is typical. Potential challenges are centered around economic instability surrounding inflation, which could impact both event and overhead expenses, or other possible impacts from a downturn resulting in less consumer discretionary spending. Event timing, related to concerts particularly, can be affected when threat of adverse economic conditions disrupts tour routing, resulting in events missing forecasted periods or the fiscal year altogether.

Total direct event revenues were projected using the facilities' current calendar holds and historical information, per normal, as a base. The reduction from prior year is primarily due to several unique income drivers in FY2022-2023 that are not forecasted to reoccur. Total direct event revenue and ancillary revenue budgets are still the highest ever submitted. Reaching revenue goals will depend largely on navigating challenges with availability and continued strength in concert bookings, which account for the largest part of event income (45%) but is also the most volatile area due to external factors. Rate increases by service providers are anticipated, and staff have already been notified by CSC Security and Police to expect higher costs.

Arena operating expenses have largely been adjusted based on expected increases in cost of goods and services. Areas that have the largest variances include salaries and insurance. Salary adjustment is coming from a slightly less than 5% average salary increase for full time staff coupled with the expectation of all positions being full for the duration of the fiscal year, unlike FY2022-2023, which had several positions vacant at various periods.

Arena non-event related expenses are projected to realize an increase in salary expenses (\$0.1 million) for FY2023-2024 due to current vacant positions that are expected to be filled in the upcoming year and is reflected in the proposed budget.

**R&R and Operating Reserves:** Annual contributions to the R&R reserves are limited to the amount of funding available from operations. The budgeted contribution to the housing and parking R&R reserves has been increased from \$500,000 to \$650,000 in FY2023-2024 to comply with minimum funding requirements. The budgeted contribution to the arena R&R reserve is based on management's discretion and is consistent with the prior year. Increased funding from future housing

of FY2023-2024, the housing R&R reserve is projected to be approximately \$2.9 million (with \$2.3 million held in trust); the parking R&R reserve is projected to be \$0.3 million (with just under \$0.1 million held in the trust); the arena reserve is projected to be \$1.3 million.

The use of non-recurring operating reserves generated from the receipt revenue recovery and capex funds received during FY2022-2023 to fund \$11.8 million of facility projects in FY2023-2024 and FY2024-2025 was approved the UCFCC Board of Directors board during a special meeting held on April 27, 2023. These funds will be managed by the UCF Facilities and UCFAA teams.

### **UCF Finance Corporation**

The UCF Finance Corporation (UCFFC) is a Direct Support Organization of the university and is a separate legal entity that holds debt related to the construction of the Burnett Biomedical Sciences building on the health sciences campus in Lake Nona. As a reminder, the debt associated with the construction of the UCF downtown campus was paid off during FY2021-2022 with pledge revenue transfers from the UCF Foundation. On July 1, 2022, the university went live with the implementation of Workday, a new ERP system and subsequent Adaptive budgeting model that will facilitate a more robust platform for budget planning campus wide.

Transfers from the University represents rent due pursuant to the 2017 amended and restated operating lease agreement and used to pay down the Burnett Biomedical Sciences building loan. The proposed budget has been reformatted to include principal payments as an expense and to include the gross rent received from the university. In previous years, principal was presented below the net surplus/deficit and rent revenue was presented net of the principal on the Burnett loan to mirror the presentation in the audited financial statements. Prior year columns have been restated for comparative purposes. The revised format provides the board with a more complete understanding of UCFCC's sources and uses of funds.

The Burnett loan matures June 30, 2038, with semi-annual debt service payments due on July 1 and March 1. Scheduled debt service payments include principal (\$2.8 million) and interest (\$1.2 million), which will leave a remaining outstanding balance of \$47.4 million at the end of the fiscal year ending June 30, 2024.

### **UCF Foundation**

The UCF Foundation prepared a budget for FY2023-2024 to support the strategic priorities for the next 12 months as part of becoming a sustainable \$100M annual fundraising organization. Considering current economic conditions and resources required to support this goal the Foundation is proposing an increase of approximately \$5.6M over the prior year's budget.

The following analytics are based on information that is currently available and used in the development of the proposed unrestricted and real estate budgets for FY2023-2024.

#### Unrestricted Budget Drivers

##### Sources:

- University Funding remained relatively flat.
- Decreased endowment fee revenue reflective of market conditions and the reduction in endowment fees to 1.95% (from 2.25% three years ago).
- Increased draw from the operating investment pool of \$4.3 million, an increase of \$1.6 million.
- Anticipated CAPFA waterfall funding of \$5 million.

- Total funding sources of \$28 million for FY2024, a 1% increase.

### Uses:

- Position restructuring within departments, primarily moving event staff from development to alumni relations. Although many position restructures are planned for FY2024, overall salaries decreased \$640 thousand primarily due to vacancy factor of 5%.
- Operating uses increased by \$2.4 million to support events and programs, campaign planning, and software investments. Notable increases relate to technological software investments to increase fundraising efforts and increased use of contract workers to provide needed resources as the Foundation increases annual fundraising targets.

### Real Estate Budget Drivers

#### Sources:

- Sources totaled \$11 million; a 3% increase due to a 3% rental income increase.

#### Uses:

- Interest expense reduction of \$67 thousand, offset by a \$69 thousand increase in principal payments.
- Capital expenditures increase of \$465 thousand for HVAC and fire alarm upgrades.
- Prior year capital carryover reduction of \$190 thousand for HVAC, fire controls, and upgrade delays.
- Operating expenses total \$4.8 million, a 1% decrease from prior year.
- Net operating income totals \$6.1 million, a 3% increase from prior year.
- Overall Capital and debt payments increased \$344 thousand, a 5% increase related to capital expenditures increase and principal payments.

### **UCF Limbitless Solutions, Inc.**

Upon decertification by the Board of Trustees, it is anticipated that Limbitless Solutions, Inc. will transition into the UCF Research Foundation effective July 1, 2023.

### **UCF Research Foundation**

The Research Foundation (UCFRF) promotes and supports the research activities of faculty, staff, and students. Its operating revenue and expenses include contracts, grants, royalties, contributions, rents, conferences, unit residuals, and consortiums. UCFRF's revenue is recognized only to the extent expenses are incurred in executing the applicable contracts and grants or when an enforceable promise is made. Due to this method of recognition, the presentation within may result in budget surpassing revenue while conversely resulting in a budget deficit to expenses or the reverse. This leads to the appearance of favorable or unfavorable positions per line item of budget to actual that do not reflect the factual activity; however the overall net impact is favorable since additional awards and funding dollars are continuously being received.

The Research Foundation is proposing a \$18 thousand, or 30%, overall increase in revenue and expenses for FY2023-2024 as compared to FY2022-2023 annualized projected actuals. Overall, the FY2023-2024 projected budget is \$40 thousand, or 100%, greater than FY2022-2023 actual budget

mostly based on the conservative continued growth of contracts, grants, contributions, rents, conferences, and unit residuals.

Key budget items reflected:

- a. Revenue and expenses for contracts and grants exceeds the FY2023 annualized projected actuals amount and the FY2023 budgeted amount due to the expected continued growth in sponsored research. The projected growth for FY2023 is expected to be 5%, or \$608 thousand, as compared to actual growth in FY2022 of 28%, or \$2.6 million, thus we are taking a conservative approach in our projected growth for FY2024 to be 8%, or \$1 million.
- b. Revenue and expenses for contributions and other agreements, as well as conferences and workshops, are consistent with the FY2022-2023 projected annualized. Noteworthy, the large increase in the FY2024 proposed budgeted amount as compared to the FY2022-2023 budgeted amount for conferences and workshops was due to the uncertainty surrounding the impact of the unanticipated separation from GrowFL at the end of FY2021-2022.
- c. Incubator rent revenue is consistent with the FY2022-2023 projected annualized amount while excluding prior year residual rental income. There is however a noteworthy decrease in FY2024 proposed budgeted amount as compared to the FY2022-2023 budgeted amount due to a decrease in the number of clients noted in fiscal 2023 third quarter of 59 as compared to 77 in FY2021-2022 third quarter. The projected decrease in growth for FY2022-2023 is expected to be 12%, or \$45 thousand, as compared to actual growth in FY2021-2022 of 21%, or \$65 thousand, thus we are taking a conservative approach in our projected growth for FY2022-2023 to be 5%, or \$18 thousand.
- d. Management fees and F&A represent the net funds retained by the Research Foundation after necessary distributions. The FY2022-2023 proposed budget represents an 8.3% growth in revenue earned and retained which is in line with the expected conservative growth noted above in contracts, grants, contributions, rents, conferences, and unit residuals.
- e. Other operating expenses includes funding for research foundation payroll and operating expenses plus offset by reimbursed legal fees. The FY2023-2024 proposed budgeted amount considers the FY2022-2023 third quarter hiring of a Contract Officer and Post Award Specialist. The proposed budget assumes the hiring of a Contract Officer, Contract Accountant, and an Accounts Payable/Receivable Analyst throughout FY2023-2024 due to award growth previously mentioned.
- f. Gap Fund expenses annualized in FY2022-2023 include both the projected current year awards and the actual expenditures related to Fiscal Year 2022 awards. The Gap Fund program for FY2022-2023 is not expected to be fully awarded due to the fewer number of proposals presented to this Board during FY2022-2023. The Gap Fund program is fully budgeted in FY2023-2024.

### **UCF Stadium Corporation**

The proposed budget for FY2023-2024 includes the assumption of the UCF Athletics Association (UCFAA) hosting seven (7) home football games at the FBC Mortgage Stadium and begins its conference football schedule for the first time as a member of the Big 12 Conference. Overall revenues are conservative estimates as the full financial impact of participating in the new Big 12

Conference is unknown at the time of budget development however, pledged revenues are anticipated to be sufficient to fund the corporation's debt service obligations and operating costs for the year.

UCF Stadium Corporation (UCFSC) holds debt related to the construction of the university's football stadium. The debt is secured by a pledge from UCFAA of gross ticket revenues, stadium rent, and a guaranteed royalty payment. Away game guarantees and conference distributions are also pledged but are not reflected in the budget and are not required to be distributed unless they are needed to meet annual debt service obligations. Additionally, there is a support agreement whereby the university will use legally available revenues to fund deficiencies that may arise in the event the corporation is unable to make the minimum bond payments.

- Premium seating and tickets sales assume a 5% increase based on current renewal data and price increases for Field Cabanas.
- Concessions and catering revenue projections are based on current year actuals which are trending higher than budgeted expectations.
- Merchandise sales and excess revenues from beverage contract remain the unchanged.
- Guaranteed royalty and stadium rent revenues are based on payment schedules pursuant to the executed agreements with UCFAA and are sufficient to cover UCFSC's debt service requirements in the event other pledged revenue sources fall short of expectations.
- Annual contribution to the repair and replacement reserve is based on management's discretion and will remain consistent with FY2022-2023 at \$250,000. Projected expenses represent the lighting project that was approved by the Board at its special meeting held in April 2023. Additionally, the budget assumes that the UCFAA will directly cover any required repairs and allow the reserve to accumulate to approximately \$1.0 million by the end of fiscal year ending June 30, 2024.
- UCFSC's debt matures on dates ranging from March 2029 to March 2036 and debt service required for principal and interest payments are due in September and March annually. Once the debt service requirements are fulfilled, any unrestricted excess revenues are transferred to UCFAA. Projected revenues for FY2024 are anticipated to yield approximately \$8.8 million in unrestricted excess revenues back to UCFAA who depends on the receipt of these funds to maintain day-to-day operations.

### **Central Florida Clinical Practice Organization**

The Central Florida Clinical Practice Organization (CFCPO) is an affiliated organization formed to support the medical education program and clinical faculty within the College of Medicine. The primary mission of the CFCPO is to provide administrative services for the University of Central Florida College of Medicine's (College of Medicine) clinical mission, that includes UCF Health, the faculty practice of the College, and HealthARCH, a healthcare consulting unit. As part of the administrative services, the CFCPO performs the billing and collection of professional fees associated with the practice of medicine, the advisory fees for services provided by HealthARCH, and directly pays the associated operating expenses for those services. The CFCPO budget includes UCF Clinical LLC, a subsidiary and disregarded entity under the CFCPO. This entity has a contract arrangement with a Professional Employer Organization (PEO) that manages the payroll and benefits for the clinical and administrative staff of UCF Health and HealthARCH.



The proposed budget reflects an 18% increase in revenue resulting from the planned recruitment of seven new UCF Health physicians in the Faculty Practice Plan. Revenue also includes another physician for the contract arrangement that provides onsite medical care for Osceola County and Osceola County Sheriff's Office employees. In FY2022-2023, UCF Health joined an accountable care organization that will add supplemental income for Medicare patient encounters this next fiscal year.

Professional Services expense includes the cost of UCF Health and HealthARCH staff administered through the PEO and is the largest portion of the CFCPO expense budget. The decrease in Medical Supplies is due to rightsizing the budget for the Infusion Center. The Infusion Center has seen growth this fiscal year but did not meet budgeted expectations. Facility Expense for the clinics has been moved to the College of Medicine budget so that the Campus Operations department can better manage that portion of the budget for which they are responsible. Other Expense includes a 21% increase in budget for the licensing expense of new providers as well as additional bank charges for the expected increase in patient volume. The increase in the transfer of funds to the College of Medicine is to fund faculty compensation as well as facility and other UCF Health related costs paid by the College of Medicine. It also includes the anticipated start-up costs of new UCF Health physicians, an investment in student scholarships, and to support the College's research mission by investing in the Burnett Cancer Research Division which is moving to the UCF Lake Nona Cancer Center building. The latter was included in the FY2022-2023 budget but due to renovation delays outside of the university's control it has been moved to the FY2023-2024 budget. It is intended that these one-time investments totaling \$1M will come from cash reserves which is reflected in the budget deficit of \$1.6M. Currently, the CFCPO is forecasted to have year-end cash reserves of over \$9M.

**Recommended Action:**

Approve the DSO proposed budgets as presented to the Board of Trustees.

**Alternatives to Decision:**

Decline approval of the DSO proposed budgets or approve with changes.

**Fiscal Impact and Source of Funding:**

Source of funding varies across all Direct Support Organizations.

**Authority for Board of Trustees Action:**

Delegation of Authority to the President, Miscellaneous Powers and Duties, 6(c) Recommend for Board of Trustees' approval annual operating and capital budgets for Affiliated Organizations.

**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Gerald Hector, Senior Vice President for Finance and Administration

**Supporting Documentation:**

- Attachment A: UCF Academic Health
- Attachment B: UCF Athletics Association Inc.
- Attachment C: UCF Convocation Corporation
- Attachment D: UCF Finance Corporation



# Board of Trustees

## Agenda Memo

Attachment E: UCF Foundation  
Attachment F: UCF Research Foundation  
Attachment G: UCF Stadium Corporation  
Attachment H: Central Florida Clinical Practice Organization

**Facilitators/Presenters:**

Gerald Hector  
Christina Tant, Assistant Vice President for DSO Accounting and Reporting

# Attachment A

**UCF ACADEMIC HEALTH, INC.  
ANNUAL BUDGET  
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

Description	2023-24 PROPOSED BUDGET	2022-23 APPROVED BUDGET	2022-23 PROJECTED ACTUALS	YOY Fav/(Unfav) Variance
<i>Funding Sources</i>				
	\$	\$	\$	\$
Commercial Lease Revenue <sup>1</sup>	2,612,552	2,725,029	2,610,159	2,393
<b>Total Funding Sources</b>	<b>2,612,552</b>	<b>2,725,029</b>	<b>2,610,159</b>	<b>2,393</b>
<i>Funding Uses</i>				
Professional Services <sup>2</sup>	36,600	17,500	28,157	(8,443)
Facility Expense <sup>3</sup>	2,548,492	2,518,501	2,551,910	3,418
Information Technology <sup>4</sup>	2,500	7,916	7,782	5,282
Other Expense <sup>5</sup>	24,960	181,112	22,310	(2,650)
<b>Total Funding Uses</b>	<b>2,612,552</b>	<b>2,725,029</b>	<b>2,610,159</b>	<b>(2,393)</b>
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<sup>1</sup> UCF Academic Health, Inc (UCFAH) receives sub lease revenue from lease arrangements with private partners in the UCF Lake Nona Cancer Center. Each lease contains a 3% annual rent & CAM escalation clause. However, the lease revenue increases are partially offset by the potential termination of two leases that may not be renewed.

<sup>2</sup> The Professional Services budget includes accounting, audit and legal fees. The increase is the result of higher audit fees for the new FY2024 agreement.

<sup>3</sup> Facility Expense reflects rent plus CAM paid to UCF for the sub-lease of space at the Lake Nona Cancer Center.

<sup>4</sup> Information Technology expense is decreasing over the prior year due to the expiration of the NetSuite accounting software subscription and the implementation of Workday which is paid by the university.

<sup>5</sup> The increase in Other Expense is due to the increased cost of Officer and General Liability insurance renewal.

# Attachment B

## UCF ATHLETICS ASSOCIATION ANNUAL BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2024

Description	2023-24	2022-23	2022-23	YOY	
	PROPOSED BUDGET	APPROVED BUDGET	PROJECTED ACTUALS	Fav/(Unfav) Variance	
<b><u>Funding Sources</u></b>					
	\$	\$	\$	\$	
Student athletic fees	22,913,747	23,200,964	22,800,000	113,747	
Higher education emergency relief fund (Heerf)	-	12,000,000	1,644,457	(1,644,457)	
Ticket sales and ticket related transactions	14,708,082	12,138,189	12,500,000	2,208,082	
Philanthropic Donations for Operating	3,550,000	1,549,000	600,000	2,950,000	
Game Guarantees Received	276,670	401,000	380,000	(103,330)	
Sponsorships	12,286,667	10,375,000	10,000,000	2,286,667	
Pledges to be used for debt service	2,379,550	2,955,650	2,000,000	379,550	
NCAA/ conference distributions	20,818,337	8,676,161	8,676,161	12,142,176	
Other athletic revenues	883,600	751,600	1,600,000	(716,400)	
E&G Scholarship support from university	9,463,000	9,463,000	11,000,000	(1,537,000)	
E&G Funding for Gender Equity Initiatives	938,539	938,539	938,539	-	
Advance of future revenues Big 12	-	5,000,000	-	-	
Revenue received from Stadium Corp Transfer	4,221,050	4,012,963	4,413,202	(192,152)	
<b>Total Funding Sources</b>	<b>92,439,242</b>	<b>91,462,066</b>	<b>76,552,359</b>	<b>15,886,883</b>	
<b><u>Funding Uses</u></b>					
Scholarships	11,500,948	10,217,157	11,500,000	(948)	
Employee compensation	30,829,036	29,859,468	30,000,000	(829,036)	
Sport operations	16,656,930	10,644,818	15,000,000	(1,656,930)	
Support operations	15,793,537	15,468,823	15,200,000	(593,537)	
Non-recurring operations	2,433,000	1,828,825	2,000,000	(433,000)	
AAC Exit Fees Anticipated	2,500,000	5,000,000	2,500,000	-	
Guaranteed Royalty and Rent to Stadium Corp	4,121,000	4,071,000	4,071,000	(50,000)	
Retained Earnings for Liquidity (Reserve)	2,500,000	2,500,000	2,500,000	-	
	-	-	-	-	
<b>Total Funding Uses</b>	<b>86,334,451</b>	<b>79,590,091</b>	<b>82,771,000</b>	<b>(3,563,451)</b>	
<b><u>Non-operating Sources/ (Uses)</u></b>					
Restricted accounts capital donations	-	-	1,570,000	(1,570,000)	
Restricted accounts outlay	-	-	(1,200,000)	1,200,000	
Capital projects outlay	-	-	(2,760,000)	2,760,000	
Interest income	-	-	100,000	(100,000)	
Interest expense	(505,131)	(730,116)	(730,000)	224,869	
Principal	(5,374,728)	(3,652,811)	(3,652,811)	(1,721,917)	
<b>Total Non-operating Sources/ (Uses)</b>	<b>(5,879,859)</b>	<b>(4,382,927)</b>	<b>(6,672,811)</b>	<b>792,952</b>	
<b>Surplus/(Deficit)</b>	<b>224,932</b>	<b>7,489,048</b>	<b>(12,891,452)</b>	<b>13,116,384</b>	
<b><u>Debt Service Summary</u></b>					
	<b>Annual Debt Service</b>			<b>Outstanding Principal</b>	
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>As of 6/30/23</b>	<b>As of 6/30/24</b>
Fifth Third - Line of Credit	330,000	122,579	452,579	4,775,000	4,445,000
Regions - Construction Note (Roth Athletic Center)	1,618,000	39,280	1,657,280	5,392,000	3,774,000
UCF Foundation - Line of Credit	2,500,000	270,000	2,770,000	9,567,500	7,067,500
UCF - Loan	926,728	73,272	1,000,000	5,198,890	4,272,162
<b>Total Debt Service</b>	<b>5,374,728</b>	<b>505,131</b>	<b>5,879,859</b>	<b>24,933,390</b>	<b>19,558,662</b>

# Attachment C

**UCF Convocation Corporation  
Operating Budget  
Fiscal Year 2023-24**

	2023-24 PROPOSED BUDGET	2022-23 APPROVED BUDGET	2022-23 PROJECTED ACTUALS	YOY Fav/(Unfav) Variance	
<b>Housing Operations</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<i>Operating Revenues:</i>					
Apartment Rental	18,139,852	17,337,919	17,336,536	803,316	5%
Miscellaneous Rental Fees and Revenue	350,000	350,000	350,000	-	0%
Parking Revenue	1,036,388	1,036,388	1,036,388	-	0%
<b>Total Operating Revenues</b>	<b>19,526,240</b>	<b>18,724,307</b>	<b>18,722,924</b>	<b>803,316</b>	<b>4%</b>
<i>Operating Expenses:</i>					
UCF Housing Administration	1,021,989	961,777	950,000	(71,989)	-8%
Maintenance and Custodial	1,871,692	1,764,995	1,850,000	(21,692)	-1%
Utilities	1,834,031	1,843,457	1,730,219	(103,812)	-6%
Communication Services	323,809	328,824	294,781	(29,028)	-10%
Insurance	297,000	65,438	332,974	35,974	11%
Management Fees	261,720	272,921	265,298	3,578	1%
Other Expenses	165,000	165,000	107,000	(58,000)	-54%
<b>Total Operating Expenses</b>	<b>5,775,241</b>	<b>5,402,412</b>	<b>5,530,272</b>	<b>(244,969)</b>	<b>-4%</b>
<i>Non-Operating Revenue/ (Expenses):</i>					
Interest Earnings	165,000	165,000	165,000	-	0%
Housing debt service - principal	(5,520,000)	(5,100,000)	(4,895,000)	(625,000)	13%
Housing debt service - interest	(2,208,483)	(2,936,384)	(1,951,276)	(257,208)	13%
Housing R&R reserve contributions	(650,000)	(500,000)	(554,583)	(95,417)	17%
<b>Total Non-Operating Revenue/Expenses</b>	<b>(8,213,483)</b>	<b>(8,371,384)</b>	<b>(7,235,859)</b>	<b>(977,625)</b>	<b>14%</b>
<b>Housing Operations Surplus/(Deficit)</b>	<b>5,537,516</b>	<b>4,950,511</b>	<b>5,956,793</b>	<b>(419,277)</b>	<b>-7%</b>
<b>Retail Operations</b>					
<i>Retail Revenue:</i>					
Arena Rental Revenue	934,249	1,057,463	1,014,220	(79,971)	-8%
Housing Retail Revenue	584,343	602,630	563,478	20,865	4%
Additional Rent	444,307	268,502	461,302	(16,995)	-4%
<b>Total Retail Revenues</b>	<b>1,962,899</b>	<b>1,928,595</b>	<b>2,039,000</b>	<b>(76,101)</b>	<b>-4%</b>
<i>Retail Expenses:</i>					
Common Area Maintenance & Utilities	385,933	179,389	309,000	(76,933)	-25%
Management Fees	112,502	115,407	116,092	3,590	3%
Leasing Commissions	50,000	15,000	5,000	(45,000)	-900%
Branding	12,000	12,000	5,000	(7,000)	-140%
<b>Total Operating Expenses</b>	<b>560,435</b>	<b>321,796</b>	<b>435,092</b>	<b>(125,343)</b>	<b>-29%</b>
<b>Retail Operations Surplus/(Deficit)</b>	<b>1,402,464</b>	<b>1,606,799</b>	<b>1,603,908</b>	<b>(201,444)</b>	<b>-13%</b>
<b>Arena Operations</b>					
<i>Direct Event Revenue</i>					
Gross Ticket Revenue	4,219,484	4,890,516	4,208,126	11,358	0%
Facility Rental	1,855,176	1,709,575	1,800,852	54,324	3%
Event Production Costs	(6,246,348)	(6,833,432)	(5,961,422)	(284,926)	5%
Net Service Revenue	187,177	198,933	280,143	(92,966)	-33%
<b>Total Direct Event Revenue</b>	<b>15,489</b>	<b>(34,408)</b>	<b>327,699</b>	<b>(312,210)</b>	<b>-95%</b>
<i>Ancillary Revenue</i>					
Concession and Catering Commissions	435,910	400,500	510,621	(74,711)	-15%
Novelty Revenue	70,241	78,952	108,666	(38,425)	-35%
Ticket Master Rebates Revenue	425,128	481,456	392,050	33,078	8%
Parking	325,600	308,519	147,463	178,137	121%
Suite Revenue	97,387	105,642	125,886	(28,499)	-23%
Facility Fee	267,563	286,625	182,082	85,481	47%
<b>Total Ancillary Revenue</b>	<b>1,621,829</b>	<b>1,661,694</b>	<b>1,466,768</b>	<b>155,061</b>	<b>11%</b>
<i>Other Revenue</i>					
UCFAA Rent	535,000	535,000	535,000	-	0%
Miscellaneous	87,351	87,806	86,721	630	1%
<b>Total Other Revenue</b>	<b>622,351</b>	<b>622,806</b>	<b>621,721</b>	<b>630</b>	<b>0%</b>
<b>Total Event Revenue</b>	<b>2,259,669</b>	<b>2,250,092</b>	<b>2,416,188</b>	<b>(156,519)</b>	<b>-6%</b>

	2023-24 PROPOSED BUDGET	2022-23 APPROVED BUDGET	2022-23 PROJECTED ACTUALS	YOY Fav/(Unfav) Variance	
<b><u>Arena Operating Expenses</u></b>					
Salaries Administrative	1,383,594	1,351,741	1,263,646	(119,948)	-9%
Travel, Training, and Entertainment	26,584	23,934	17,118	(9,466)	-55%
Office Expenses	123,311	112,835	102,161	(21,150)	-21%
Advertising	17,421	17,422	11,312	(6,109)	-54%
Contracted Services	57,062	55,012	55,158	(1,904)	-3%
Utilities	1,398,996	1,342,893	1,460,427	61,431	4%
Building Expenses	29,910	28,533	17,365	(12,545)	-72%
Equipment Repairs and Maintenance	10,500	10,500	5,824	(4,676)	-80%
Insurance	135,026	65,439	126,209	(8,817)	-7%
Management Fees	280,695	265,686	316,769	36,074	11%
<b>Total Operating Expenses</b>	<b>3,463,099</b>	<b>3,273,995</b>	<b>3,375,989</b>	<b>(87,110)</b>	<b>-3%</b>
Gross Building Operating Revenues/(Loss)	(1,203,430)	(1,023,903)	(959,801)	(243,629)	25%
<b><u>Arena Other Non-Event Related Expenses</u></b>					
Maintenance and Custodial	824,742	732,321	789,631	(35,111)	-4%
Building Supplies	48,000	80,000	79,000	31,000	39%
Repairs and Maintenance	327,100	270,200	270,000	(57,100)	-21%
Licenses and Permits	-	3,000	2,451	2,451	100%
Contracted Services	125,988	128,082	129,282	3,294	3%
Janitorial	-	14,500	14,600	14,600	100%
<b>Total Other Non-Event Operating Expenses</b>	<b>1,325,830</b>	<b>1,228,103</b>	<b>1,284,964</b>	<b>(40,866)</b>	<b>-3%</b>
<b><u>Other Operating Revenues/(Expenses)</u></b>					
UCF Operating Agreement	2,200,000	2,200,000	2,200,000	-	0%
Sponsorship	-	125,000	125,000	(125,000)	-100%
Naming Rights/ New Guaranteed Royalty	1,050,000	825,000	800,000	250,000	31%
Less Naming Rights Expenses	-	(15,000)	(6,500)	6,500	-100%
Premium Seating	-	398,151	388,790	(388,790)	-100%
Less Fulfillment Cost	(2,672)	(191,100)	(175,000)	172,328	-98%
Less Administration Cost	-	(55,000)	(50,000)	50,000	-100%
<b>Total Other Operating Revenues/(Expenses)</b>	<b>3,247,328</b>	<b>3,287,051</b>	<b>3,282,290</b>	<b>(34,962)</b>	<b>-1%</b>
Net Arena Operating Revenues/(Loss)	718,068	1,035,045	1,037,525	(319,457)	-31%
<b><u>Nonoperating Revenues/(Expenses)</u></b>					
Transfers to UCF	(246,300)	(500,000)	(500,000)	253,700	-51%
Interest Earnings	15,000	10,000	10,000	5,000	50%
Transfer from the university - Revenue recovery	-	-	10,838,283	(10,838,283)	-100%
Arena debt service - principal	(3,610,000)	(3,480,000)	(3,480,000)	(130,000)	4%
Arena debt service - interest	(2,404,030)	(2,536,163)	(2,536,163)	132,133	-5%
Arena R&R reserve contributions	(500,000)	(500,000)	(500,000)	-	0%
<b>Total Nonoperating Revenues/(Loss)</b>	<b>(6,745,330)</b>	<b>(7,006,163)</b>	<b>3,832,121</b>	<b>(10,577,451)</b>	<b>-276%</b>
<b>Arena Operations Surplus/(Deficit)</b>	<b>(6,027,262)</b>	<b>(5,971,118)</b>	<b>4,869,646</b>	<b>(10,896,908)</b>	<b>-224%</b>
<b>Total Project Surplus/(Deficit)</b>	<b>912,718</b>	<b>586,192</b>	<b>12,430,347</b>	<b>(11,517,629)</b>	<b>-93%</b>

**Debt Service Summary**

	Annual Debt Service fiscal year 2024			Outstanding Principal	
	Principal	Interest	Total	As of 6/30/23	As of 6/30/24
Housing debt service	5,520,000	2,208,484	7,728,484	81,075,000	75,555,000
Arena debt service	3,610,000	2,404,030	6,014,030	60,430,000	56,820,000
<b>Total Debt Service</b>	<b>9,130,000</b>	<b>4,612,514</b>	<b>13,742,514</b>	<b>141,505,000</b>	<b>132,375,000</b>

	R&R Reserve Available for Use				R&R Reserve Held at Trustee <sup>1</sup>			
	Projected As of 7/01/23	from Trust and Arena	Budgeted Expenditures	Projected As of 6/30/24	Projected As of 7/01/23	Housing and Parking Contributions	Transfers to Corp.	Projected As of 6/30/24
Housing	577,173	700,000	(700,000)	577,173	2,458,370	600,000	(700,000)	2,358,370
Arena	1,033,751	500,000	(150,000)	1,383,751	-	-	-	-
Parking	283,475	-	-	283,475	28,672	50,000	-	78,672
<b>Total</b>	<b>1,894,399</b>	<b>1,200,000</b>	<b>(850,000)</b>	<b>2,244,399</b>	<b>2,487,042</b>	<b>650,000</b>	<b>(700,000)</b>	<b>2,437,042</b>

<sup>1</sup> Balance held in trust remains unavailable until board approves withdrawal.

	Arena Operating Reserve Summary			
	Projected As of 7/01/23	Budgeted FY24 Expenditures	Budgeted FY25 Expenditures	Balance
Arena revenue recovery funds (HEERF)	10,838,283	(7,360,980)	(3,418,000)	59,303
Non-recurring Capex Funding	1,000,000	(998,000)	-	2,000
<b>Total</b>	<b>11,838,283</b>	<b>(8,358,980)</b>	<b>(3,418,000)</b>	<b>61,303</b>

**UCF FINANCE CORPORATION  
ANNUAL BUDGET  
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

<u>Description</u>	2023-24 PROPOSED BUDGET	2022-23 APPROVED BUDGET	2022-23 PROJECTED ACTUALS	YOY Fav/ (Unfav) Variance
<i>Funding Sources</i>	\$	\$	\$	\$
Transfers from University <sup>1</sup>	4,006,756	3,950,128	4,003,578	3,178
Transfers from Foundation - Downtown Pledges	-	-	-	-
Interest	5,000	60,000	5,000	-
<b>Total Sources</b>	<b>4,011,756</b>	<b>4,010,128</b>	<b>4,008,578</b>	<b>3,178</b>
<i>Funding Uses</i>				
Principal - Burnett Biomedical Sciences Building <sup>1</sup>	2,816,000	2,750,000	2,750,000	(66,000)
Interest - Burnett Biomedical Sciences Building	1,172,136	1,238,928	1,238,928	66,792
Operating	23,620	21,200	19,650	(3,970)
<b>Total Uses</b>	<b>4,011,756</b>	<b>4,010,128</b>	<b>4,008,578</b>	<b>(3,178)</b>
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<sup>1</sup>The proposed budget has been reformatted to include principal payments as an expense and to include the gross rent received from the university. In previous years, principal was presented below the net surplus/ (deficit) and rent revenue was presented net of the principal on the Burnett loan to mirror the presentation in the audited financial statements. Prior year columns have been restated for comparative purposes. The revised format provides the board with a more complete understanding of the Corporation's sources and uses of funds.

<b>SUMMARY OF OUTSTANDING DEBT BALANCE</b>	
Principal Balance at 6/30/2023	50,247,000
Principal payment due 7/1/2023	(2,816,000)
Principal Balance at 6/30/2024	47,431,000

**University of Central Florida Foundation, Inc.**  
**Unrestricted Budget**  
**Fiscal Year 2023-24**

	2023-24 PROPOSED BUDGET	2022-23 APPROVED BUDGET	2022-23 PROJECTED ACTUALS	YOY Fav/(Unfav) Variance
	\$	\$	\$	\$
<b>Funding sources</b>				
Funding from related organizations				
University funding				
Univ - E&G	11,319,142	11,319,142	11,319,142	-
Total Funding from related organizations	12,369,142	11,319,142	11,319,142	-
Foundation operations				
Endowment assessment	4,200,000	5,500,000	5,500,000	(1,300,000)
Operating Pool investment earnings	4,300,000	2,700,000	2,700,000	1,600,000
Current year allocation from buildings	1,300,000	1,300,000	1,300,000	-
Alumni revenue	423,500	423,500	351,209	72,291
Unrestricted gift income	200,000	200,000	167,493	32,507
Distribution form CAPFA funds	6,050,000	6,800,000	7,843,161	(1,793,161)
Athletics Line of Credit Interest	270,000	90,000	270,000	-
Total funding from operations	15,693,500	17,013,500	18,131,863	(1,388,363)
<b>Total Funding Sources</b>	<b>28,062,642</b>	<b>28,332,642</b>	<b>29,451,005</b>	<b>(1,388,363)</b>
<b>Funding uses</b>				
Support to university				
President's allocations	1,384,725	545,581	1,377,383	(7,342)
Vice Presidents' allocations	335,643	328,644	272,033	(63,610)
Other allocations to university	309,255	224,564	109,473	(199,782)
Total Support to university	2,029,623	1,098,789	1,758,889	(270,734)
Foundation expenses				
Salaries and benefits				
Development	6,433,221	7,647,376	6,202,909	(230,312)
Administration	7,809,380	7,812,590	6,654,598	(1,154,782)
Alumni Relations	2,955,836	2,378,983	2,403,838	(551,998)
Total Salaries and Benefits	17,198,437	17,838,949	15,261,345	(1,937,092)
Other operating				
Development	1,461,197	844,061	827,725	(633,472)
Administration	4,986,193	3,887,929	3,222,121	(1,764,072)
Alumni Relations	2,326,928	1,564,636	1,245,839	(1,081,089)
Total Other operating	8,774,318	6,296,626	5,295,685	(3,478,633)
Total Foundation expenses	25,972,755	24,135,575	20,557,030	(5,415,725)
<b>Total Funding Uses</b>	<b>28,002,378</b>	<b>25,234,364</b>	<b>22,315,919</b>	<b>(5,686,459)</b>
<b>Sources Less Uses</b>	<b>60,264</b>	<b>3,098,278</b>	<b>7,135,086</b>	<b>(7,074,822)</b>

# Attachment F

**UCF Research Foundation, Inc.**  
**Operating Budget**  
**Fiscal Year 2023-2024**

	2022-23 PROPOSED BUDGET	2022-23 ACTUAL BUDGET	2022-23 ANNUALIZED PROJECTED ACTUAL	PROPOSED vs PROJECTED Fav/(Unfav) Variance
<b><u>Funding Sources</u></b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Royalties and licensing fees	1,000,000	1,160,000	899,279	100,721
Contracts and grants <sup>2</sup>	13,600,000	13,500,000	12,557,806	1,042,194
Contribution and other agreements income <sup>3</sup>	3,200,000	2,100,000	2,899,833	300,167
Conferences and workshops <sup>3</sup>	300,000	195,000	351,173	(51,173)
Incubator Rents <sup>4</sup>	350,000	390,000	331,623	18,377
Management fees and F&A <sup>5</sup>	1,550,000	1,500,000	1,375,000	175,000
<b>Total Funding Sources<sup>1</sup></b>	<b>20,000,000</b>	<b>18,845,000</b>	<b>18,414,714</b>	<b>1,585,286</b>
<b><u>Funding Uses</u></b>				
Royalties and licensing allocations and expense	750,000	870,000	674,459	(75,541)
Contracts and grants expense <sup>2</sup>	13,600,000	13,500,000	12,557,806	(1,042,194)
Contribution and other agreements expense <sup>3</sup>	3,200,000	2,100,000	2,899,833	(300,167)
Conferences and workshops <sup>3</sup>	300,000	195,000	285,761	(14,239)
Incubator Rents	350,000	390,000	385,037	35,037
Other operating expenses <sup>6</sup>	1,470,098	1,500,000	1,350,343	(119,755)
Gap Fund <sup>7</sup>	250,000	250,000	200,000	(50,000)
<b>Total Funding Uses</b>	<b>19,920,098</b>	<b>18,805,000</b>	<b>18,353,240</b>	<b>(1,566,858)</b>
<b>Sources Less Uses</b>	<b>79,902</b>	<b>40,000</b>	<b>61,474</b>	<b>18,428</b>

<sup>1</sup> Total funding sources include all awarded monies regardless of applicable restrictions as UCFRF's revenue is recognized only to the extent expenses are incurred in executing the applicable contracts and grants or when an enforceable promise is made. Due to this method of recognition, the presentation within may result in budget surpassing revenue while conversely resulting in a budget deficit to expenses or the reverse. This leads to the appearance of favorable or unfavorable positions per line item of budget to actual that do not reflect the factual activity, however the overall net impact is favorable since additional awards and funding dollars are continuously being received.

<sup>2</sup> Revenue and expenses for contracts and grants exceeds the fiscal 2023 annualized projected actuals amount and the fiscal 2023 budgeted amount due to the expected continued growth in sponsored research. The projected growth for fiscal 2023 is expected to be 5%, or \$608 thousand, as compared to actual growth in fiscal 2022 of 28%, or \$2.6 million, thus we are taking a conservative approach in our projected growth for fiscal 2024 to be 8%, or \$1 million.

<sup>3</sup> Revenue and expenses for contributions and other agreements, as well as conferences and workshops, are consistent with the fiscal 2023 projected annualized amounts. Noteworthy, the large increase in the fiscal 2024 proposed budgeted amount as compared to the fiscal 2023 budgeted amount for conferences and workshops was due to the uncertainty surrounding the impact of the unanticipated separation from GrowFL at the end of fiscal 2022.

<sup>4</sup> Incubator rent revenue is consistent with the fiscal 2023 projected annualized amount while excluding prior year residual rental income. There is however a noteworthy decrease in fiscal 2024 proposed budgeted amount as compared to the fiscal 2023 budgeted amount due to a decrease in the number of clients noted in fiscal 2023 third quarter of 59 as compared to 77 in fiscal 2022 third quarter. The projected decrease in growth for fiscal 2023 is expected to be 12%, or \$45 thousand, as compared to actual growth in fiscal 2022 of 21%, or \$65 thousand, thus we are taking a conservative approach in our projected growth for fiscal 2023 to be 5%, or \$18 thousand.

<sup>5</sup> Management fees and F&A represent the net funds retained by the Research Foundation after necessary distributions. The fiscal 2023 proposed budget represents an 8.3% growth in revenue earned and retained which is in line with the expected conservative growth noted above in contracts, grants, contributions, rents, conferences, and unit residuals.

<sup>6</sup> Other operating expenses includes funding for research foundation payroll and operating expenses plus offset by reimbursed legal fees. The fiscal 2024 proposed budgeted amount considers the fiscal 2023 third quarter hiring of a Contract Officer and Post Award Specialist. The proposed budget assumes the hiring of a Contract Officer, Contract Accountant, and an Accounts Payable/Receivable Analyst throughout fiscal 2024 due to award growth previously mentioned.

<sup>7</sup> Gap Fund expenses annualized in fiscal 2023 include both the projected current year awards and the actual expenditures related to Fiscal Year 2022 awards. The Gap Fund program for fiscal 2023 is not expected to be fully awarded due to the fewer number of proposals presented to this Board during fiscal 2023. The Gap Fund program is fully budgeted in fiscal 2024.

## Attachment G

### UCF STADIUM CORPORATION ANNUAL BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2024

Description	2023-24 PROPOSED BUDGET	2022-23 APPROVED BUDGET	2022-23 PROJECTED ACTUALS	YOY Fav/(Unfav) Variance	
<i>Funding Sources</i>					
	\$	\$	\$	\$	
Premium seating - West Side	2,446,500	2,330,000	2,564,279	(117,779)	
Premium seating - Field Cabanas	352,000	352,000	296,729	55,271	
Concessions & catering	500,000	450,000	645,789	(145,789)	
Merchandise sales	250,000	250,000	250,000	-	
Excess revenues from beverage contract	180,000	180,000	180,000	-	
<b>Total Funding Sources</b>	<b>3,728,500</b>	<b>3,562,000</b>	<b>3,936,797</b>	<b>(208,297)</b>	
<i>Funding Uses</i>					
Services & supplies	55,000	55,000	43,754	(11,246)	
Repairs and replacement (R&R) funding	250,000	250,000	250,000	-	
		-	-	-	
<b>Total Funding Uses</b>	<b>305,000</b>	<b>305,000</b>	<b>293,754</b>	<b>(11,246)</b>	
<i>Non-operating Sources/ (Uses)</i>					
Ticket sales	4,562,250	4,345,000	4,593,103	(30,853)	
UCFAA rent	2,121,000	2,121,000	2,121,000	-	
Guaranteed royalty	2,000,000	1,950,000	1,950,000	50,000	
Transfers to UCFAA	(8,783,300)	(8,357,963)	(9,006,305)	223,005	
Interest income	50,000	55,000	70,000	(20,000)	
Interest expense	(1,417,450)	(1,511,037)	(1,511,037)	93,587	
Principal	(2,211,000)	(2,114,000)	(2,114,000)	(97,000)	
Pledges for Leadership Center	255,000	255,000	254,196	804	
<b>Total Non-operating Sources/ (Uses)</b>	<b>(3,423,500)</b>	<b>(3,257,000)</b>	<b>(3,643,042)</b>	<b>219,542</b>	
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<i>Debt Service Summary</i>					
	<b>Annual Debt Service</b>			<b>Outstanding Principal</b>	
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>As of 6/30/23</b>	<b>As of 6/30/24</b>
Tax-exempt bonds	1,490,000	1,028,169	2,518,169	25,245,000	23,755,000
Taxable bonds	425,000	354,845	779,845	7,305,000	6,880,000
Leadership Center	296,000	34,437	330,437	1,383,000	1,087,000
<b>Total Debt Service</b>	<b>2,211,000</b>	<b>1,417,450</b>	<b>3,628,450</b>	<b>33,933,000</b>	<b>31,722,000</b>
<i>R&amp;R Reserve Summary</i>					
	<b>Estimated Fiscal Year 2024 Balances</b>				
	<b>Beginning of Year</b>	<b>Reserve Funding</b>	<b>Estimated Expenses</b>	<b>End of Year</b>	
Non-recurring maintenance (R&R) Expenses	1,692,634	250,000	(880,000)	1,062,634	
Rust remediation	-	-	-	-	
<b>Total R&amp;R Reserve Activity</b>	<b>1,692,634</b>	<b>250,000</b>	<b>(880,000)</b>	<b>1,062,634</b>	

# Attachment H

**CENTRAL FLORIDA CLINICAL PRACTICE ORGANIZATION INC.  
ANNUAL BUDGET  
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

Description	2023-24	2022-23	2022-23	YOY
	PROPOSED BUDGET	APPROVED BUDGET	PROJECTED ACTUALS	Fav/(Unfav) Variance
<b>Funding Sources</b>				
Patient Care <sup>1</sup>	\$ 8,962,268	\$ 10,972,797	\$ 7,697,368	1,264,900
Other <sup>2</sup>	1,580,639	1,417,832	1,245,274	335,365
<b>Total Funding Sources</b>	<b>10,542,907</b>	<b>12,390,629</b>	<b>8,942,642</b>	<b>1,600,265</b>
<b>Funding Uses</b>				
Professional Services <sup>3</sup>	5,054,715	4,980,356	4,973,872	(80,843)
Medical Supplies, Services & Equipment <sup>4</sup>	2,962,163	4,188,209	3,304,392	342,229
Facility Expense <sup>5</sup>	130,140	225,397	152,001	21,861
Information Technology <sup>6</sup>	347,870	408,118	357,927	10,057
Other Expense <sup>7</sup>	143,182	116,417	118,245	(24,937)
Transfers to the College of Medicine <sup>8</sup>	3,557,256	4,630,366	455,290	(3,101,966)
<b>Total Funding Uses</b>	<b>12,195,326</b>	<b>14,548,863</b>	<b>9,361,727</b>	<b>(2,833,599)</b>
<b>Surplus/(Deficit)</b>	<b>(1,652,419)</b>	<b>(2,158,234)</b>	<b>(419,085)</b>	<b>(1,233,334)</b>

<sup>1</sup> Patient Care Revenue is expected to increase compared to FY2023 with the planned recruitment of seven providers and through the continued growth of the infusion center. It is lower than the current year budget due to recruitment efforts being shifted from FY2023 to FY2024. In addition, the infusion center was expected to grow as a faster rate in FY2023 and that expectation has been lowered for FY2024.

<sup>2</sup> Other Revenue is expected to increase with the addition of another provider for the contract arrangement with Osceola County and the Osceola County Sheriff's Office to provide on-site medical care to Osceola County employees. UCF Health is also now participating in an Accountable Care organization that will provide supplemental income for Medicare patient encounters.

<sup>3</sup> The increase in Professional Services is related to the purchase of management advisory services regarding the future expansion of clinical activity on the Academic Health Science campus.

<sup>4</sup> The decrease in Medical Supplies is primarily due to the lower than expected growth rate in the infusion center as well as the off-boarding of MOH's surgeon in FY2023.

<sup>5</sup> The budget for facility maintenance was moved to the UCF Health auxiliary fund under the College of Medicine which is funded by the CFPO. The UCF Health budget was organized this way to allow for better fund management.

<sup>6</sup> The decrease in Information Technology expense is due to a fully amortized EHR implementation as of FY2023 but is partially offset by other IT projects and the purchase of hardware and licenses for new providers.

<sup>7</sup> Other expense is expected to increase due to higher costs related to provider and staff licensing, development, and training.

<sup>8</sup> The increase in transfer of funds to the College of Medicine is to support the anticipated start up costs of seven new UCF Health providers and to fund facility and other UCF Health related costs paid by the College of Medicine. Furthermore, strategic investment from cash reserves is planned to support the College's research and education missions. Funds will be provided for future diversity scholarships, as well as for the Lake Nona Cancer Center building in preparation to house the UCF cancer research activity.



Board of Trustees  
June 29, 2023

### **BUD-3: Renewal of Reducing Revolving Line of Credit – Fifth Third Bank**

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

**Purpose and Issues to be Considered:**

Construction Reducing Balance Revolving Line Details: Interest rate is 79% of 30-day SOFR Rate plus 1.34%; however, the SOFR rate will not drop below 50 basis points (lowered from 75 basis points in FY2021 for the purposes of calculating the rate). Principal payment of \$330,000 will be due on July 15, 2023, and the principal owed on the note as of the July 18 renewal date will be \$4,125,000.

**Background Information:**

Reducing Revolving Line (Construction):

This line of credit was originally opened in 2004 for the purpose of constructing facilities for women’s sports. The original amount of the line was \$4.5 million and was increased to \$8.5 million in 2006 to help facilitate initial costs of the football stadium and then additional needs once the stadium bonds were issued and the line was reimbursed for the initial expenses. Each year, the line is renewed and includes a negotiated principal payment. The interest rate on this line is tax-exempt. There are no more draws available on the line and the current balance owed is \$4,455,000.

**Recommended Action:**

Approve the loan renewal documents to the Board of Trustees.

**Alternatives to Decision:**

Deny the renewal and allow the line to expire. UCF Athletics Association (UCFAA) would not have the funds available to pay off the reducing line and would be unable to take draws on the revolving line limiting the ability to pay for expenses in a timely manner.

**Fiscal Impact and Source of Funding:**

UCFAA budgeting \$451,384 for principal and interest on the note to be funded from the operating budget.

**Authority for Board of Trustees Action:**

Florida BOG Regulation 1.001 University Board of Trustees Powers and Duties (6)(d). Each board of trustees shall engage in sound debt management practices for the issuance of debt by the university and its direct support organizations and shall comply with the guidelines established by the Board of Governors in connection with the authorization, issuance and sale of university and direct support organization debt.

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda



# Board of Trustees

## Agenda Memo

**Submitted by:**

Gerald Hector, Senior Vice President for Administration and Finance

Terry Donovan, Executive Senior Associate Athletics Director and Chief Financial Officer for UCFAA

**Supporting Documentation:**

Attachment A: Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents

**Facilitators/Presenters:**

Gerald Hector

Terry Donovan

**TENTH MODIFICATION OF  
RENEWAL REDUCING REVOLVING LINE OF CREDIT PROMISSORY NOTE  
AND OTHER LOAN DOCUMENTS**

**THIS TENTH MODIFICATION OF RENEWAL REDUCING REVOLVING LINE OF CREDIT PROMISSORY NOTE AND OTHER LOAN DOCUMENTS** (this “Modification”) is executed as of the 16<sup>th</sup> day of July, 2023, by and between **FIFTH THIRD BANK, NATIONAL ASSOCIATION** (“Lender”), whose address is 200 East Robinson Street, Suite 1000, Orlando, Florida 32801, and **UCF ATHLETICS ASSOCIATION, INC.**, a not-for-profit Florida corporation (“Borrower”), whose address is 4192 North Orion Boulevard, Orlando, Florida 32816.

**WITNESSETH:**

**WHEREAS**, Borrower is indebted to Lender under a \$4,455,000.00 reducing revolving line of credit loan (the “Loan”) as evidenced by that certain Renewal Reducing Revolving Line of Credit Promissory Note by Borrower in favor of Lender, effective as of December 31, 2013, as modified by that certain First Modification and Renewal of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 3, 2014, that certain Second Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 5, 2015, that certain Third Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated to be effective as of July 4, 2016, that certain Fourth Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated to be effective as of July 3, 2017, that certain Fifth Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated to be effective as of June 30, 2018, that certain Sixth Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 20, 2019; that certain Seventh Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 19, 2020; that certain Eighth Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 18, 2021, and that certain Ninth Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 17, 2022 (collectively as modified, the “Note”), with a Maturity Date of July 16, 2023, pursuant to that certain Amended and Restated Loan Agreement, effective as of December 31, 2013 (as amended, supplemented or otherwise modified at any time or from time to time, the “Loan Agreement”) and other related loan documents (as the same may be amended, supplemented or otherwise modified at any time or from time to time, collectively, the “Loan Documents”); and

**WHEREAS**, the Loan is scheduled to mature on July 16, 2023 and the Borrower has requested the Lender to (i) renew and extend the Loan through July 15, 2024 and (ii) amend the interest rate under the Note from a floating rate to a fixed rate, and the Lender has agreed to do so, provided the Borrower executes this Modification, including without limitation agreeing to the amendments set forth herein, and reaffirms the pledge of certain revenues available to the Borrower in favor of Lender for the payment of the Loan; and

**WHEREAS**, the Borrower and the Lender have agreed to modify the Note, the Loan Agreement and the Loan Documents upon the terms and conditions hereinafter set forth.

**NOW THEREFORE**, in consideration of the premises hereof, and the mutual covenants contained herein, and the sum of TEN AND 00/100 DOLLARS (\$10.00) in hand paid by the Borrower to the Lender, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Recitals. All of the foregoing recitations are true and correct and are hereby incorporated herein and made a part hereof.
2. Representations of Borrower. In order to induce Lender to enter into this Agreement, Borrower does hereby acknowledge, represent and warrant to and in favor of Lender that: (a) the indebtedness represented by the Note is due from Borrower to Lender in accordance with the terms of the Note as modified, free from any defense, claim, or right to set-off; (b) as of July 16, 2023, the outstanding principal balance of the Loan is \$4,125,000.00 plus accrued and unpaid interest, (c) the principal payment on the Loan, due on July 15, 2023, in the amount of \$330,000.00, was paid by the Borrower on or before such date, and (d) there are no suits, judgments, bankruptcies or executions pending against Borrower in any court which could in any way materially affect Borrower's ability to make payments of obligations due on the Loan.
3. Modification of Loan Documents. The Note, the Loan Agreement and/or the other Loan Documents are hereby modified as follows:
  - (a) The definition of the term "Maturity Date" in the first line of Section 1 of the Note is hereby amended by deleting "July 16, 2023" and inserting July 15, 2024 in place thereof.
  - (b) Section 2 of the Note is hereby amended and restated in its entirety as follows:
    - "2. INTEREST RATE. The principal sum outstanding shall bear interest, subject to the provisions of Section 20 of this Note, at a floating rate per annum equal to 79% of the Term SOFR Rate plus 1.34 percent (1.34%) (the "Interest Rate"). The term "Term SOFR Rate" means, for any day, the forward-looking SOFR rate administered by CME Group, Inc. (or other successor administrator) and published on the applicable Bloomberg LP screen page (or such other commercially available source providing such quotations as may be selected by the Lender) relating to quotations for one (1) month, fixed by the administrator two (2) Business Days prior to such date of determination (provided, however, that if the Term SOFR Rate is not published for such Business Day, then the Term SOFR Rate shall be determined by reference to the immediately preceding Business Day on which such rate is published), rounded upwards, if necessary, to the next 1/8<sup>th</sup> of 1% and adjusted for reserves if the Lender is required to maintain reserves with respect to the Loan, all as determined by the Lender in accordance with the Note and the Lender's loan systems and procedures periodically in effect. Each determination by the Lender of the Term SOFR Rate shall be binding and conclusive in the absence of manifest error.

Notwithstanding anything to the contrary contained herein, in no event shall the Term SOFR Rate be less than 0.00% as of any date (the “Term SOFR Rate Minimum”); *provided* that, at any time during which a Rate Management Agreement with the Lender is then in effect with respect to all or a portion of the Obligations, the Term SOFR Rate Minimum shall be disregarded and no longer of any force and effect with respect to such portion of the Obligations subject to such Rate Management Agreement. The term “SOFR” means, with respect to any Business Day, a rate per annum equal to the secured overnight financing rate published by the Federal Reserve Bank of New York (or a successor administrator) on the administrator’s website (or any successor source for the secured overnight financing rate identified as such by the administrator) at approximately 2:30 p.m. (New York City time) on the immediately succeeding Business Day.”

(c) Section 3(b) of the Note is hereby amended and restated in its entirety as follows:

“(b) Principal Payments. Principal shall be payable on the following dates, in the following amounts (assuming the Maturity Date continues to be extended for successive Extension Periods as hereinafter provided):

DATE	AMOUNT
07/15/2024	\$345,000
07/15/2025	\$360,000
07/15/2026	\$370,000
07/15/2027	\$385,000
07/15/2028	\$400,000
07/15/2029	\$420,000
07/15/2030	\$435,000
07/15/2031	\$450,000
07/15/2032	\$470,000
07/15/2033	\$490,000”

4. Reaffirmation of Revenue Pledge. The Borrower hereby reaffirms the pledge of the Collateral as defined in the Loan Documents, including without limitation all student athletic fee revenues from the University of Central Florida, and agrees and confirms that said pledge remains in full force and effect and continues to secure the Loan. Further, the Borrower represents to the Lender that the Board of Trustees of the University of Central Florida has not rescinded or modified the pledge by the Borrower of the Collateral to the repayment of the Loan. The Borrower also hereby authorizes Lender at any time to file any new or amended financing statements with the Florida Secured Transaction Registry deemed by Lender in its discretion to be necessary or appropriate to ensure perfection of the security interest and pledge reaffirmed hereby.

5. **WAIVER OF JURY TRIAL. BY THE EXECUTION HEREOF, BORROWER AND LENDER HEREBY KNOWINGLY, VOLUNTARILY AND INTENTIONALLY AGREE, THAT:**
- (a) **NEITHER THE BORROWER NOR LENDER, NOR ANY ASSIGNEE, SUCCESSOR, HEIR OR LEGAL REPRESENTATIVE OF ANY OF THE SAME SHALL SEEK A JURY TRIAL IN ANY LAWSUIT, PROCEEDING, COUNTERCLAIM, OR ANY OTHER LITIGATION PROCEDURE ARISING FROM OR BASED UPON THIS MODIFICATION OR ANY LOAN DOCUMENT EVIDENCING, SECURING OR RELATING TO THE OBLIGATIONS OR TO THE DEALINGS OR RELATIONSHIP BETWEEN OR AMONG THE PARTIES THERETO;**
  - (b) **NEITHER THE BORROWER NOR LENDER SHALL SEEK TO CONSOLIDATE ANY SUCH ACTION, IN WHICH A JURY TRIAL HAS BEEN WAIVED, WITH ANY OTHER ACTION IN WHICH A JURY TRIAL HAS NOT BEEN OR CANNOT BE WAIVED;**
  - (c) **THE PROVISIONS OF THIS PARAGRAPH HAVE BEEN FULLY NEGOTIATED BY THE PARTIES HERETO, AND THESE PROVISIONS SHALL BE SUBJECT TO NO EXCEPTIONS;**
  - (d) **NEITHER THE BORROWER NOR LENDER HAS IN ANY WAY AGREED WITH OR PRESENTED TO ANY OTHER PARTY THAT THE PROVISIONS OF THIS PARAGRAPH WILL NOT BE FULLY ENFORCED IN ALL INSTANCES; AND**
  - (e) **THIS PROVISION IS A MATERIAL INDUCEMENT FOR LENDER TO ENTER INTO THIS MODIFICATION AND SHALL RUN TO THE BENEFIT OF LENDER AND BORROWER ONLY AND SHALL NOT BENEFIT ANY THIRD PARTIES.**
6. Fees. Borrower agrees that all costs and expenses associated with the negotiation, preparation, execution and delivery of this Agreement, including, but not limited to, the Lender's attorney's fees, and documentary stamp fee and intangible taxes, if applicable, (together with all interest and penalties thereon, if any) and other related expenses, plus accrued interest on the Loan, shall be paid by Borrower on or before the effective date of this Modification. Borrower agrees to defend, indemnify, and hold harmless the Lender from and against any and all such costs and expenses, and agrees that the Lender shall not in any way be held liable for such costs and expenses.
7. Conditions to Effectiveness. This Modification and the effectiveness of the provisions hereof shall be conditioned upon (i) the accuracy of the representations of the Borrower set forth in Section 2 above and each of the other representations and warranties set forth in the other Loan Documents, in each case as of the

effective date hereof, (ii) payment of the fees and expenses set forth in Section 6 above, (iii) receipt by the Lender of a certificate of status issued by the Secretary of State of Florida not earlier than fifteen (15) business days prior to the effective date hereof and satisfactory results of lien searches and other due diligence conducted by the Lender in its discretion, (iv) execution and delivery by the Borrower of this Modification and the Certificate of Organizational Documents, Resolutions and Incumbency as of the date of execution of this Modification, and (v) any other agreement, certificate, instrument or other document reasonably required by the Lender.

8. Miscellaneous. Except for the changes and modifications effected hereby, it is expressly agreed that the Loan Documents shall remain in full force and effect in strict accordance with the terms thereof, and nothing herein contained shall affect or be construed to affect the other Loan Documents, or to release or affect the liability of any party or parties who may now or hereafter be liable under or on account of the Loan Documents. This Modification constitutes the complete agreement between the parties hereto and incorporates all prior discussions, agreements and representations made in regard to the matters set forth herein. This Modification shall be binding upon and shall inure to the benefit of, the heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto. This Modification shall be governed by and interpreted in accordance with the laws of the State of Florida.

[Signature Page Follows]

**IN WITNESS WHEREOF**, the parties to this Modification have executed this Modification in a manner and form sufficient to bind them as of the day and year first above written.

**LENDER:**

**FIFTH THIRD BANK, NATIONAL ASSOCIATION**

By: \_\_\_\_\_

Name: Lisa Z. Cox

Title: Senior Vice President

**BORROWER:**

**UCF ATHLETICS ASSOCIATION, INC., a**  
Florida not-for-profit corporation

By: \_\_\_\_\_

Name: Terry Mohajir

Title: President

**UCF ATHLETICS ASSOCIATION, INC., a**  
Florida not-for-profit corporation

By: \_\_\_\_\_

Name: Terry Donovan

Title: Chief Financial Officer



Board of Trustees  
June 29, 2023

### **BUD-4: UCF Stadium Corporation Release of Unrestricted Surplus**

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

#### **Purpose and Issues to be Considered:**

The UCF Athletics Association’s Board of Directors and the UCF Stadium Corporation’s Board of Directors will have approved the respective organization’s annual budget for the fiscal year ending June 30, 2024, by the University Board of Trustees meeting. Both budgets have been presented to the University President and are now being presented to the University Board of Trustees through this committee for approval. Both budgets also reflect the transfer of pledged revenues from UCF Athletics Association (UCFAA) to UCF Stadium Corporation (UCFSC) and the release of UCFSC’s unrestricted surplus back to UCFAA.

#### **Background Information:**

UCFSC’s term loan is secured by football ticket sales as well as rent and guaranteed royalty payments from the UCFAA. These pledged revenues are anticipated to be sufficient to fund UCFSC’s annual debt service and operating costs. Football away-game guarantees and conference distributions are also pledged toward the UCFSC’s debt issuances but are not reflected in UCFSC’s annual budget because they are not required to fund UCFSC’s annual debt service and operating costs. Additionally, there is a support agreement whereby the University will use legally available revenues to fund deficiencies that may arise in the event UCFSC is unable to make the minimum bond payments.

The attached annual budget for the fiscal year ending June 30, 2024, as approved by UCFSC’s Board of Directors, reflects the release of a projected unrestricted surplus of \$8,783,300. This represents the estimate of funds that will be available to transfer to UCFAA after UCFSC’s annual debt service requirements, contributions to the R&R reserve, and annual operating costs are funded. The release of the unrestricted surplus will be offset by the transfer of pledged ticket sales (\$4,562,250), stadium rent (\$2,121,000) and guarantee royalty payments (\$2,000,000) resulting in an estimated net transfer of \$100,050 from the UCFSC to the UCFAA.

#### **Recommended Action:**

Approve the release of the UCF Stadium Corporation’s unrestricted surplus for the fiscal year ending June 30, 2024, to UCF Athletics Association.

#### **Alternatives to Decision:**

Decline the approval of the release of the UCF Stadium Corporation’s unrestricted surplus to UCF Athletics Association or recommend approval of the release of a reduced amount, for the fiscal year ending June 30, 2024.

#### **Fiscal Impact and Source of Funding:**

UCFAA depends on UCFSC’s unrestricted surplus to fund its operations.



**Authority for Board of Trustees Action:**

BOG Regulation 9.011(7) and University Regulation UCF-4.034(7)

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**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Gerald Hector, Senior Vice President for Finance and Administration

Terry Donovan, Executive Senior Associate Athletics Director and Chief Financial Officer for UCFAA

**Supporting Documentation:**

Attachment A: UCF Stadium Corporation 2023-2024 Budget

**Facilitators/Presenters:**

Gerald Hector

Terry Donovan

Attachment A

UCF STADIUM CORPORATION  
ANNUAL BUDGET  
FOR THE FISCAL YEAR ENDING JUNE 30, 2024

Description	2023-24 PROPOSED BUDGET	2022-23 APPROVED BUDGET	2022-23 PROJECTED ACTUALS	YOY Fav/(Unfav) Variance	
<i>Funding Sources</i>	\$	\$	\$	\$	
Premium seating - West Side	2,446,500	2,330,000	2,564,279	(117,779)	
Premium seating - Field Cabanas	352,000	352,000	296,729	55,271	
Concessions & catering	500,000	450,000	645,789	(145,789)	
Merchandise sales	250,000	250,000	250,000	-	
Excess revenues from beverage contract	180,000	180,000	180,000	-	
<b>Total Funding Sources</b>	<b>3,728,500</b>	<b>3,562,000</b>	<b>3,936,797</b>	<b>(208,297)</b>	
<i>Funding Uses</i>					
Services & supplies	55,000	55,000	43,754	(11,246)	
Repairs and replacement (R&R) funding	250,000	250,000	250,000	-	
		-	-	-	
<b>Total Funding Uses</b>	<b>305,000</b>	<b>305,000</b>	<b>293,754</b>	<b>(11,246)</b>	
<i>Non-operating Sources/ (Uses)</i>					
Ticket sales	4,562,250	4,345,000	4,593,103	(30,853)	
UCFAA rent	2,121,000	2,121,000	2,121,000	-	
Guaranteed royalty	2,000,000	1,950,000	1,950,000	50,000	
Transfers to UCFAA	(8,783,300)	(8,357,963)	(9,006,305)	223,005	
Interest income	50,000	55,000	70,000	(20,000)	
Interest expense	(1,417,450)	(1,511,037)	(1,511,037)	93,587	
Principal	(2,211,000)	(2,114,000)	(2,114,000)	(97,000)	
Pledges for Leadership Center	255,000	255,000	254,196	804	
<b>Total Non-operating Sources/ (Uses)</b>	<b>(3,423,500)</b>	<b>(3,257,000)</b>	<b>(3,643,042)</b>	<b>219,542</b>	
<b>Surplus/(Deficit)</b>	-	-	-	-	
<i>Debt Service Summary</i>	<b>Annual Debt Service</b>			<b>Outstanding Principal</b>	
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>As of 6/30/23</b>	<b>As of 6/30/24</b>
Tax-exempt bonds	1,490,000	1,028,169	2,518,169	25,245,000	23,755,000
Taxable bonds	425,000	354,845	779,845	7,305,000	6,880,000
Leadership Center	296,000	34,437	330,437	1,383,000	1,087,000
<b>Total Debt Service</b>	<b>2,211,000</b>	<b>1,417,450</b>	<b>3,628,450</b>	<b>33,933,000</b>	<b>31,722,000</b>
<i>R&amp;R Reserve Summary</i>	<b>Estimated Fiscal Year 2024 Balances</b>				
	<b>Beginning of Year</b>	<b>Reserve Funding</b>	<b>Estimated Expenses</b>	<b>End of Year</b>	
Non-recurring maintenance (R&R) Expenses	1,692,634	250,000	(880,000)	1,062,634	
Rust remediation	-	-	-	-	
<b>Total R&amp;R Reserve Activity</b>	<b>1,692,634</b>	<b>250,000</b>	<b>(880,000)</b>	<b>1,062,634</b>	



Board of Trustees  
June 29, 2023

### BUD-5: UCF Parking Bonds Early Defeasance

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

**Purpose and Issues to be Considered:**

The university is seeking approval for the early defeasance of all outstanding UCF Parking Service Facility (UCF Parking) bonds. UCF Parking is currently projected to have over \$30 million in operating cash reserves, \$6.9 million in Renewal and Replacement (R&R) reserves, and \$2.1 million of interest and sinking (I&S) funds at the end of FY2023.

If approved, the university would utilize the UCF Parking R&R reserves, I&S funds, and a portion of the operating cash reserves to legally defease all outstanding parking bonds. The university will transfer \$12.1 million in cash from these combined sources to the State Board of Administration (SBA) to fund the following:

1. The Series 2012A bonds maturing in 2023 and thereafter are redeemable prior to their stated dates of maturity, without premium. Approximately \$4.8 million would be used to optionally redeem these bonds prior to their stated dates of maturity.
2. The Series 2018A and Series 2019A Bonds are not subject to redemption prior to maturity. Approximately \$7.3 million would be used to purchase State and Local Government Securities (SLGS) to be held in an escrow account managed by the SBA. The value of these SLGS, plus their projected interest earnings, would be used to meet the future debt service obligations until their final maturity.

As a result of these actions, all the outstanding UCF Parking bonds would then be considered legally defeased for the university providing the following projected benefits.

1. The early defeasance is projected to result in over \$900,000 in interest expense savings over the life of the existing bonds.
2. The university parking auxiliary enterprise would no longer be restricted by Board of Governors (BOG) Regulation 9.008 - University Auxiliary Facilities with Outstanding Revenue Bonds, which restricts any bond related auxiliary cash reserves from being used for purposes outside of the primary mission of the auxiliary.
3. The defeasance would eliminate several reporting and compliance requirements, including the preparation of annual UCF Parking financial statements, maintenance of a prescribed UCF Parking R&R fund, preparation of a unique UCF Parking budget submitted to the Florida Board of Governors, reporting of UCF Parking related statistical information, annual disclosure and compliance certifications, and annual rating agency surveillance reviews specifically on the UCF Parking auxiliary system.



The university does not anticipate any negative impact to the existing services, quality, or future maintenance of its parking and transportation facilities as a result of the early defeasance.

**Background Information:**

UCF Parking currently has three outstanding bond issuances with a combined par value as of June 28, 2023, of \$11,320,000 (See attachment A – UCF Parking Global Amortization Schedule). These bonds are secured by a pledge of all UCF Parking auxiliary revenues which are forecasted to be approximately \$22 million in FY2024. The UCF Parking auxiliary is required to maintain a coverage ratio of 1.20x, and the UCF Parking coverage ratio for FY2022 was 6.47x.

For a complete overview of UCF Parking’s financial position for FY2022, please refer to Attachment B – UCF Parking Annual Financial Information FY2022.

**Recommended Action:**

Approve the early defeasance of the Series 2012A, Series 2018A and Series 2019A UCF Parking bonds to the UCF Board of Trustees.

**Alternatives to Decision:**

Decline to approve of the early defeasance of the UCF Parking bonds and continue making annual debt service payments through FY2032.

**Fiscal Impact and Source of Funding:**

The projected use of \$12.1 million of UCF Parking auxiliary funds from the following forecasted sources.

1. Parking Operating funds – \$3.1 million
2. Parking R&R funds - \$6.9 million
3. Parking I&S funds - \$2.1 million

**Authority for Board of Trustees Action:**

UCF BOT Bylaws Section 2.2 and Budget and Finance Committee Charter

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**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Gerald Hector, Senior Vice President for Administration and Finance

**Supporting Documentation:**

Attachment A: UCF Parking Global Amortization Schedule

Attachment B: UCF Parking Annual Financial Information FY 2022

Attachment C: UCF Parking Defeasance Preliminary Sources and Uses Calculation

Attachment D: UCF Parking Request to Division of Bond Finance to Defeas Bonds

**Facilitators/Presenters:**

Gerald Hector

Bert Francis, Assistant Vice President for Debt Management and University Treasurer

Attachment A

UCF Parking Global Amortization Schedule

FISCAL YEAR	Parking Series 2012A		Parking Parking 2018A		Parking Parking 2019A		Total Prinicipal & Interest		Total Debt Service
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total
2023	410,000	150,850	855,000	87,750	590,000	240,750	1,855,000	479,350	2,334,350
2024	425,000	134,450	900,000	45,000	620,000	211,250	1,945,000	390,700	2,335,700
2025	440,000	117,450			650,000	180,250	1,090,000	297,700	1,387,700
2026	455,000	104,250			685,000	147,750	1,140,000	252,000	1,392,000
2027	470,000	90,600			720,000	113,500	1,190,000	204,100	1,394,100
2028	480,000	76,500			755,000	77,500	1,235,000	154,000	1,389,000
2029	495,000	62,100			795,000	39,750	1,290,000	101,850	1,391,850
2030	510,000	47,250					510,000	47,250	557,250
2031	525,000	31,950					525,000	31,950	556,950
2032	540,000	16,200					540,000	16,200	556,200
<b>Total</b>	<b>4,750,000</b>	<b>831,600</b>	<b>1,755,000</b>	<b>132,750</b>	<b>4,815,000</b>	<b>1,010,750</b>	<b>11,320,000</b>	<b>1,975,100</b>	<b>13,295,100</b>

**UNIVERSITY OF CENTRAL FLORIDA  
PARKING FACILITY REVENUE BONDS**

<b>Maturity Date</b>	<b>CUSIP Numbers</b>		
	<b>Series 2012A Dated 10/18/12</b>	<b>Series 2018A Refunding Dated 06/21/18</b>	<b>Series 2019A Refunding Dated 02/06/20</b>
7/01/23	341578 BS0	341578 CG5	341578 CM2
7/01/24	341578 BT8	341578 CH3	341578 CN0
7/01/25	341578 BU5	-	341578 CP5
7/01/26	341578 BV3	-	341578 CQ3
7/01/27	341578 BW1	-	341578 CR1
7/01/28	341578 BX9	-	341578 CS9
7/01/29	341578 BY7	-	341578 CT7
7/01/30	341578 BZ4	-	-
7/01/31	341578 CA8	-	-
7/01/32	341578 CB6	-	-

**ANNUAL FINANCIAL INFORMATION  
AND OPERATING DATA  
SUBMITTED PURSUANT TO RULE 15c2-12  
OF THE SECURITIES AND EXCHANGE COMMISSION  
FOR THE**

**STATE OF FLORIDA  
BOARD OF GOVERNORS  
UNIVERSITY OF CENTRAL FLORIDA  
PARKING FACILITY REVENUE BONDS,**

**SERIES 2012A  
SERIES 2018A (REFUNDING)  
SERIES 2019A (REFUNDING)**

**for Fiscal Year ended June 30, 2022**

**TABLE OF CONTENTS**

	<u>Page</u>
I. Number of Parking Spaces .....	1
II. Transportation Access Fees, Decal Sales, Fines, Meters, and Interest as Percentage of Parking System Revenues .....	1
III. Number and Cost of Decals Issued; Student Transportation Access Fee .....	2
IV. Debt Service Coverage .....	3
V. University Admissions and Registrations .....	4
VI. University Enrollment .....	5
VII. Litigation .....	5

Investment of Funds ..... ATTACHED

University of Central Florida Unaudited Parking Financial Statements for Fiscal Year 2021-22\* ..... ATTACHED

University of Central Florida Audited Financial Statements for Fiscal Year 2021-22..... ATTACHED

\* Includes Historical Statement of Operations and Summary of Balance Sheet Data sections

## I. Number of Parking Spaces

Currently, the Parking System includes 10 parking garages located on the main campus of the University containing a combined 11,787 parking spaces. Additionally, there are 6,472 surface parking spaces, 482 overflow and unpaved parking spaces. 4,092 of these spaces are designated as specialty (reserved, disabled, metered, service, motorcycle, Lake Claire, Greek, and Academic Villages) parking spaces. Combined parking inventory for the Health Sciences Campus, Downtown and Rosen, which includes 1 garage at the Downtown campus, make up an additional 2,884 spaces for a total inventory of 21,625 parking spaces.

## II. Transportation Access Fees, Decal Sales, Fines, Meters, and Interest as Percentages of Parking System Revenues

### Percentage of Parking System Revenues

<u>Revenue Type</u>	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21<sup>1</sup></u>	<u>FY 2021-22</u>
Transportation Access Fee	64.5%	60.2%	60.2%	80.5%	64.0%
Decal Sales	22.8%	22.2%	25.6%	12.2%	22.4%
Fines	5.0%	5.3%	3.8%	2.3%	3.3%
Meters & Daily Permits <sup>2</sup>	3.9%	3.8%	2.8%	1.6%	2.9%
Investment Income <sup>3</sup>	2.1%	7.0%	6.5%	3.1%	6.4%
Other Miscellaneous	<u>1.7%</u>	<u>1.5%</u>	<u>1.1%</u>	<u>0.3%</u>	<u>1.0%</u>
Total	100.0%	100.0%	100.0%	100.0%	100.0%

<sup>1</sup> Decal sales decreased due to the extension of the expiration date of existing permits through the fall 2020 semester, resulting in increase in the percentage of parking system revenues generated by the transportation access fee.

<sup>2</sup> There are 122 metered spaces on campus and 28 permit machines which allow anyone to purchase a one-day parking permit for \$5.00 (\$3.00 after 5:30 p.m.).

<sup>3</sup> Investment income of the Parking System.

[The remainder of the page is intentionally left blank.]

### III. Number and Cost of Decals Issued; Student Transportation Access Fee

#### Historical Number of Parking Permits Issued<sup>1</sup> and Annual Parking Permit Costs by Type<sup>2</sup> and Student Transportation Access Fees

<u>Parking Permit Type</u>	<u>Fiscal Years Ended June 30,</u>				
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<i>Student</i>					
Number of Decals	15,755	15,371	13,052	5,750	15,062
Decal Cost	\$90.03	\$90.03	\$90.03	\$90.03	\$90.03
<i>Student Hangtag</i>					
Number of Hangtags	27,521	31,376	30,278	10,377	28,844
Hangtag Cost	\$94.53	\$94.53	\$94.53	\$94.53	\$94.53
<i>Staff</i>					
Number of Decals	806	729	513	348	435
Decal Cost	\$181.01	\$181.01	\$181.01	\$181.01	\$181.01
<i>Staff Hangtag</i>					
Number of Hangtags	1,687	1,927	1,618	1,345	1,875
Hangtag Cost	\$190.06	\$190.06	\$190.06	\$190.06	\$190.06
<i>Faculty/Administrative &amp; Professional</i>					
Number of Decals	899	798	760	413	648
Decal Cost	\$303.60	\$303.60	\$303.60	\$303.60	\$303.60
<i>Faculty/Administrative &amp; Professional Hangtag</i>					
Number of Hangtags	1,854	2,081	2,272	1,470	2,162
Hangtag Cost	\$318.78	\$318.78	\$318.78	\$318.78	\$318.78
<i>Residential</i>					
Number of Decals	2,366	2,253	1,707	1,963	2,215
Decal Cost	\$135.04	\$135.04	\$135.04	\$135.04	\$135.04
<i>Residential Hangtag</i>					
Number of Hangtags	1,969	2,080	1,733	1,774	1,849
Hangtag Cost	\$141.79	\$141.79	\$141.79	\$141.79	\$141.79
<i>Reserved Hangtag</i>					
Number of Hangtags	153	152	152	120	130
Hangtag Cost	\$1,029.58	\$1,029.58	\$1,029.58	\$1,029.58	\$1,029.58
<i>Miscellaneous</i> <sup>3</sup>					
Number of Decals	2,224	2,358	2,029	1,322	1,867
<i>Tower Garages</i> <sup>4</sup>					
Number of Decals	910	781	666	881	791
Decal Cost	\$135.04	\$135.04	\$135.04	\$135.04	\$135.04
<i>Tower Garages Hangtag</i>					
Number of Hangtags	804	956	711	726	870
Hangtag Cost	\$141.79	\$141.79	\$141.79	\$141.79	\$141.79
<b>Total Permits Issued</b>	<b>56,948</b>	<b>60,862</b>	<b>55,491</b>	<b>26,489</b>	<b>56,748</b>
<b><u>Student Transportation Access Fee</u></b>					
Per Credit Hour Fee	\$9.10	\$9.10	\$9.10	\$9.10	\$9.10
Student Credit Hours	1,653,101	1,673,931	1,703,531 <sup>5</sup>	1,667,140	1,775,175

<sup>1</sup> Number of parking permits issued includes permits issued for one, two, and three semesters, replacement permits issued at no charge, and prorated permits.

<sup>2</sup> Permit costs shown are annualized rates that average the cost of all one, two and three semester permits over a calendar year and exclude applicable State sales tax. Hangtags are issued at a higher cost than decals because of the ability to transfer them among vehicles. Does not include single day permits issued.

<sup>3</sup> Includes vendor, disabled, motorcycle, and Research Park permits issued at various costs.

<sup>4</sup> Tower Garages are not part of the Parking System; however, revenues from Tower Garage decals and hangtags are Parking System Revenues. Spaces in the Tower Garages are reserved for residents only and include motorcycle spaces.

<sup>5</sup> This number represents the total credit hours that were subject to the fee; however, the University waived 302,423 hours in summer 2020 in response to the COVID-19 pandemic.

#### IV. Debt Service Coverage

For further discussion of years prior to Fiscal Year 2022, see the prior annual disclosure filings on EMMA.

##### Historical Debt Service Coverage from Pledged Revenues<sup>1</sup>

	<u>2018</u>	<u>2019</u>	<u>2020<sup>6</sup></u>	<u>2021<sup>7</sup></u>	<u>2022</u>
<b>Operating Revenues</b>					
Transportation Access Fee	\$14,706,584	\$15,043,319	\$12,628,110	\$15,499,424	\$14,719,794
Permit Sales	6,280,813	6,683,121	6,076,165	2,627,928	6,074,727
Parking Fines and Other Revenues	<u>1,129,249</u>	<u>1,331,007</u>	<u>800,551</u>	<u>413,470</u>	<u>788,912</u>
<b>Total Operating Revenues</b>	\$22,116,646	\$23,057,447	\$19,504,826	\$18,540,822	\$21,583,433
<b>Plus Operating Interest Income<sup>2</sup></b>	\$479,972	\$2,127,133	\$773,024	\$668,893	\$1,407,548
<b>Operating Expenses<sup>3</sup></b>	\$14,802,799	\$15,205,807	\$14,659,600	\$13,969,409	\$16,219,545
Less: Depreciation	(2,871,423)	(2,869,300)	(2,860,618)	(3,271,215)	(3,237,807)
Less: Shuttle Expenses	(6,957,279)	(7,032,095)	(6,281,988)	(5,659,381)	(7,543,815)
Less: Lease Payments for Tower Garages	(1,036,388)	(1,036,388)	(1,036,388)	(1,036,388)	(1,036,388)
Less: Operating Expenses for Tower Garages	<u>(48,119)</u>	<u>(54,411)</u>	<u>(56,337)</u>	<u>(38,363)</u>	<u>(49,308)</u>
<b>Total Current Expenses</b>	\$3,889,590	\$4,213,614	\$4,424,269	\$3,964,062	\$4,352,227
<b>Pledged Revenues<sup>4</sup></b>	\$18,707,028	\$20,970,966	\$15,853,581	\$15,245,653	\$18,638,754
<b>Annual Debt Service on Parity Bonds<sup>5</sup></b>	\$4,550,958	\$3,917,546	\$3,695,435	\$2,878,000	\$2,878,600
<b>Maximum Annual Debt Service</b>	\$4,550,958	\$3,917,546	\$3,695,435	\$2,878,600	\$2,878,600
<b>Debt Service Coverage:</b>					
Annual Debt Service	4.11x	5.35x	4.29x	5.30x	6.47x
Maximum Annual Debt Service	4.11x	5.35x	4.29x	5.30x	6.47x
<b>Pledged Revenues After Debt Service and Available for Other Expenses</b>	\$14,156,069	\$17,053,420	\$12,158,146	\$12,618,543	\$15,760,154

<sup>1</sup> Revenue and expense information was provided by the University and has not been audited.

<sup>2</sup> Includes operating interest income only. Realized gains increased in Fiscal Year 2019 as a result of the liquidation of equity investments.

<sup>3</sup> Per the bond resolution, excludes depreciation, Shuttle Expenses, lease payment for Tower Garages, and operating expenses for Tower Garages, and such expenses are not deducted from Operating Revenues for purposes of determining Pledged Revenues.

<sup>4</sup> Excludes receipt of the federal subsidy equal to 35% (less sequestration) of the interest payable on the Series 2010B Build America Bonds in Fiscal Years 2018, 2019, and 2020.

<sup>5</sup> Without consideration of the receipt of the federal subsidy equal to 35% (less sequestration) of the interest payable on the Series 2010B Build America Bonds in Fiscal Years 2018, 2019, and 2020.

<sup>6</sup> The decrease in transportation access fee revenues in Fiscal Year 2020 was due to a one-time waiver of the fee for students enrolled in classes during summer 2020 as a result of the shift to all remote instruction in summer 2020 due to COVID-19.

<sup>7</sup> The decrease in permit sales revenue in Fiscal Year 2021 was primarily a result of the University extending the expiration date of existing permits through the Fall 2020 semester.

## V. University Admissions and Registrations

### Admission and Registration Headcounts and Percentages by Type of Student<sup>1</sup>

	<u>Fall 2018</u>	<u>Fall 2019</u>	<u>Fall 2020</u>	<u>Fall 2021</u>	<u>Fall 2022<sup>2</sup></u>
<b>All Students:</b>					
Applicants	62,297	65,204	67,763	70,224	74,844
Admitted	27,829	28,682	31,960	28,971	30,612
% of Applicants Admitted	45%	44%	47%	41%	41%
Enrolled	14,390	13,844	14,915	13,552	13,862
% of Admitted Enrolled	52%	48%	47%	47%	45%
<b>First-Time-in-College:</b>					
Applicants	32,634	35,240	38,073	40,417	45,554
Admitted	11,717	13,452	15,997	13,873	15,746
% of Applicants Admitted	36%	38%	42%	34%	35%
Enrolled	4,033	3,889	4,659	4,257	4,872
% of Admitted Enrolled	34%	29%	29%	31%	31%
<b>Florida College System Transfers:</b>					
Applicants	10,841	11,083	10,017	9,187	7,616
Admitted	8,270	7,643	7,486	6,881	6,360
% of Applicants Admitted	76%	69%	75%	75%	84%
Enrolled	5,962	5,643	5,373	4,791	4,522
% of Admitted Enrolled	72%	74%	72%	70%	71%
<b>Other Undergraduate Transfers:</b>					
Applicants	3,893	3,799	5,040	4,649	6,873
Admitted	1,739	1,147	2,106	2,000	2,634
% of Applicants Admitted	45%	30%	42%	43%	38%
Enrolled	945	622	1,105	1,010	1,113
% of Admitted Enrolled	54%	54%	52%	51%	42%
<b>Second Degree Undergraduate:</b>					
Applicants	774	812	959	862	934
Admitted	645	585	704	647	706
% of Applicants Admitted	83%	72%	73%	75%	76%
Enrolled	273	258	284	251	276
% of Admitted Enrolled	42%	44%	40%	39%	39%
<b>Post-Baccalaureate:</b>					
Applicants	452	420	355	289	232
Admitted	447	416	343	287	228
% of Applicants Admitted	99%	99%	97%	99%	98%
Enrolled	232	235	173	135	135
% of Admitted Enrolled	52%	56%	50%	47%	59%
<b>Graduate:</b>					
Applicants	8,321	8,662	8,541	8,708	7,981
Admitted	4,692	5,134	4,985	4,856	4,631
% of Applicants Admitted	56%	59%	58%	56%	58%
Enrolled	2,802	3,054	3,175	2,899	2,760
% of Admitted Enrolled	60%	59%	64%	60%	60%
<b>Professional Schools:</b>					
Applicants	5,264	5,120	4,682	5,934	5,522
Admitted	282	281	304	324	231
% of Applicants Admitted	5%	5%	6%	5%	4%
Enrolled	114	120	119	120	117
% of Admitted Enrolled	40%	43%	39%	37%	51%

<sup>1</sup> Source: UCF Office of Institutional Research. May not equal sum of components due to some students being accounted for as an unclassified status.

<sup>2</sup> Fall 2022 enrollment figures are preliminary.

## VI. University Enrollment

### Headcount Enrollment by Level<sup>1</sup>

<u>Fall</u>	<u>Undergraduate</u>	<u>Graduate<sup>2</sup></u>	<u>Medical</u>	<u>Annual Total</u>
2018	58,903	9,164	491	68,558
2019	59,485	9,549	489	69,523
2020	61,441	9,982	490	71,913
2021	60,062	9,839	485	70,386
2022	59,068	9,210	483	68,761

<sup>1</sup> Source: UCF Office of Institutional Research. The Board of Governors' data governance policy requires institutions to resubmit historical data when errors are found so policymakers have the most accurate data possible when making decisions. Institutional reporting procedures are audited annually with a focus on any resubmissions. This policy may lead to revisions to data when compared to prior disclosure filings.

<sup>2</sup> Medical students were included in the graduate column in previous filings but are now broken out separately.

### Full-Time-Equivalent Annual Enrollment by Level<sup>1</sup>

The full-time equivalent ("FTE") student calculation factor is a measure of student enrollment based on the number of student credit hours for which students enroll. FTE enrollment is determined by dividing the total number of hours enrolled by all students in a specific category by the appropriate hour requirement. The Florida Board of Governors calculates annual FTEs for the State University System as 30 credit hours for undergraduate students and 24 credit hours for graduate students during an academic year, which mirrors the Federal Government's Integrated Postsecondary Education Data System ("IPEDS") methodology.

<u>Academic Year</u>	<u>Undergraduate</u>	<u>Graduate<sup>2</sup></u>	<u>Annual Total</u>
2017-18	50,180	6,640	56,820
2018-19	52,423	6,932	59,355
2019-20	53,350	7,136	60,486
2020-21	55,920	7,470	63,390
2021-22	53,707	7,085	60,792

<sup>1</sup> Source: UCF Office of Institutional Research. The Board of Governors' data governance policy, requires institutions to resubmit historical data when errors are found so policymakers have the most accurate data possible when making decisions. Institutional reporting procedures are audited annually with a focus on any resubmissions. This policy may lead to revisions to data when compared to prior disclosure filings.

<sup>2</sup> Includes medical.

## VII. Litigation

During the Fiscal Year ended June 30, 2022, there was no litigation which adversely affected the revenues pledged for the payment of the State of Florida, Board of Governors, University of Central Florida Parking Facility Revenue Bonds issued by the Division of Bond Finance, or which adversely affected the validity of such bonds or the proceedings and authority under which such bonds were issued.

In addition, there is no pending or threatened litigation which, if successful, would adversely affect the revenues pledged for the payment of such bonds, or would adversely affect the validity of such bonds or the proceedings and authority under which such bonds were issued.

The University has been named in three lawsuits by some of its students seeking refunds for tuition and student fees related to the transition to remote instruction for the spring and summer 2020 semesters as a result of the COVID-19 pandemic. The University is actively defending the lawsuits, and the outcome of the lawsuits is not expected to affect the Bonds.



**UNIVERSITY OF CENTRAL FLORIDA  
PARKING SERVICE FACILITY REVENUE BONDS**

**ANNUAL FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022  
UNAUDITED**



## TABLE OF CONTENTS

Controller's Transmittal Letter	2
Management's Discussion & Analysis	3
Statement of Net Position	9
Statement of Revenues, Expenses, and Changes in Net Position	10
Statement of Cash Flows	11
Notes to the Financial Statements	13



Finance and Accounting

December 1, 2022

Mr. Raymond K. Petty  
Division of Bond Finance  
Post Office Box 13300  
Tallahassee, FL 32317-3300

Dear Mr. Petty,

Management has prepared the accompanying statement of net position of the University of Central Florida Parking Facility as of June 30, 2022, and the related statements of revenues, expenses and changes in net positions and cash flows for the year then ended, in accordance with generally accepted accounting principles. These statements have NOT been audited; however, the financial information is included in the University statements, which is audited by the State of Florida Auditor General's Office.

Sincerely,

Danta White, CPA  
Assistant Vice President and University  
Controller

cc: Mr. Tim Jones  
Mr. Duane Siemen  
Mr. Albert Francis III  
Mr. Kevin Sowers  
Mrs. Misty Shepherd

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2022**

The management's discussion and analysis (MD&A) provides an overview of the financial position and activities of the University of Central Florida Parking and Transportation Service Facility (Parking Facility) for the fiscal year ended June 30, 2022 and should be read in conjunction with the financial statements and notes thereto. The MD&A, and financial statements and notes thereto, are the responsibility of Parking Facility management.

**OVERVIEW OF FINANCIAL STATEMENTS**

Pursuant to GASB Statement No. 35, the Parking Facility's financial report includes three basic financial statements: the statement of net position; the statement of revenues, expenses, and changes in net position; and the statement of cash flows.

**The Statement of Net Position**

The statement of net position reflects the assets and liabilities of the Parking Facility, using the accrual basis of accounting, and presents the financial position of the Parking Facility at a specified time. Assets less liabilities equal net position, which is one indicator of the Parking Facility's current financial condition. The changes in net position that occur over time indicate improvement or deterioration in the Parking Facility's financial condition.

The following summarizes the Parking Facility's assets, liabilities, and net position at June 30:

**Condensed Statement of Net Position at June 30  
(In Thousands)**

	<b>2022</b>	<b>2021</b>
<b>Assets</b>		
Current Assets	\$ 27,096	\$ 15,059
Capital Assets, Net	62,771	65,524
Other Noncurrent Assets	7,951	7,024
<b>Total Assets</b>	<b>97,818</b>	<b>87,607</b>
<b>Liabilities</b>		
Current Liabilities	2,064	2,414
Noncurrent Liabilities	10,702	12,814
<b>Total Liabilities</b>	<b>12,766</b>	<b>15,228</b>
<b>Net Position</b>		
Net Investment in Capital Assets	46,179	46,379
Restricted	9,205	8,312
Unrestricted	29,668	17,688
<b>Total Net Position</b>	<b>\$ 85,052</b>	<b>\$ 72,379</b>

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2022**

The Parking Facility's assets totaled \$97.8 million at June 30, 2022, as compared to \$87.6 million at June 30, 2021. This balance reflects a \$10.2 million increase, or 11.7 percent, from June 30, 2021, primarily due to an increase in current investment balances of \$8.4 million and an increase in unrestricted cash of \$3.7 million that was partially offset by a decrease of \$2.7 million in net capital assets resulting from annual depreciation. The \$8.4 million increase in current investment balances was primarily due to the receipt of Higher Education Emergency Relief Funds (HEERF) for the recapture of lost revenues during the COVID-19 pandemic. Liabilities decreased by \$2.5 million, or 16.2 percent, totaling \$12.8 million at June 30, 2022, compared to \$15.2 million at June 30, 2021. The decrease is primarily due to a \$2.3 million decrease in capital improvement debt through current year debt service payments and \$0.2 million decrease in unamortized bond premiums due to current year amortization.

**The Statement of Revenues, Expenses, and Changes in Net Position**

The statement of revenues, expenses, and changes in net position presents the Parking Facility's revenue and expense activity, categorized as operating and nonoperating. Revenues and expenses are recognized when earned or incurred, regardless of when cash is received or paid.

The following summarizes the Parking Facility's activity for the 2022 and 2021 fiscal years:

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2022**

**Condensed Statement of Revenues, Expenses, and Changes in Net Position  
For the Fiscal Years  
(In Thousands)**

	<b>2022</b>	<b>2021</b>
Operating Revenues	\$ 21,583	\$ 18,541
Less, Operating Expenses	16,219	13,969
<b>Operating Income</b>	5,364	4,572
Net Nonoperating Revenues (Expenses)	1,076	163
<b>Income Before Other Revenues, Expenses, Gains, or Losses</b>	6,440	4,734
Transfers to/from University Departments	6,233	(1,353)
<b>Increase In Net Position</b>	12,673	3,381
Net Position, Beginning of Year	72,379	68,998
<b>Net Position, End of Year</b>	\$ 85,052	\$ 72,379

**Operating Revenues**

The following summarizes the operating revenues by source that were used to fund operating activities during the 2022 and 2021 fiscal years:

	<b>2022</b>	<b>2021</b>
Student Transportation and Access Fees	\$ 14,720	\$ 15,500
Sales of Parking Decals	6,074	2,628
Parking Fines and Other Operating Revenue	789	413
<b>Total Operating Revenues</b>	\$ 21,583	\$ 18,541

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2022**

Fees due to increased sales of parking decals collections from boosted campus population post the COVID-19 pandemic.

**Operating Expenses**

Expenses are categorized as operating or nonoperating. The majority of the Parking Facility's expenses are operating expenses as defined by GASB Statement No. 35. GASB gives financial reporting entities the choice of reporting operating expenses in the functional or natural classifications. The Parking Facility has chosen to report the expenses in their natural classification on the statement of revenues, expenses, and changes in net position.

The following summarizes the operating expenses by natural classifications for the 2022 and 2021 fiscal years:

<b>Operating Expenses (In Thousands)</b>		<u>2022</u>	<u>2021</u>
Compensation and Employee Benefits	\$	2,403	\$ 2,276
Services and Supplies		10,173	8,056
Utilities and Communications		405	366
Depreciation		<u>3,238</u>	<u>3,271</u>
<b>Total Operating Expenses</b>		<u>\$ 16,219</u>	<u>\$ 13,969</u>

Total operating expenses were \$16.2 million for the fiscal year ended June 30, 2022, as compared to \$14.0 million for the fiscal year ended June 30, 2021. This activity represents a \$2.2 million increase, or 16.1 percent, from the prior year primarily due to an increase of shuttle routes and hours post the COVID-19 pandemic.

**Nonoperating Revenues and Expenses**

Certain revenue sources that the Parking Facility relies on to provide funding for operations, including net investment income, are defined by GASB as nonoperating. Nonoperating expenses include capital financing costs and other costs related to capital assets.

The following summarizes the Parking Facility's nonoperating revenues and expenses for the 2022 and 2021 fiscal years:

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2022**

**Nonoperating Revenues (Expenses)  
(In Thousands)**

	<b>2022</b>	<b>2021</b>
Investment Income	\$ 1,408	\$ 473
Other Nonoperating Revenues	-	2
Loss on Disposal of Capital Assets	(4)	59
Interest on Capital Asset-Related Debt	(328)	(371)
<b>Net Nonoperating Revenues (Expenses)</b>	<b>\$ 1,076</b>	<b>\$ 163</b>
<b>Transfers to/from University Departments</b>	<b>\$ 6,233</b>	<b>\$ (1,353)</b>

Nonoperating revenue increased primarily as a result of HEERF funds received to recapture lost revenues as a result of the COVID-19 pandemic.

**The Statement of Cash Flows**

The statement of cash flows provides information about the Parking Facility's financial results by reporting the major sources and uses of cash and cash equivalents. This statement will assist in evaluating the Parking Facility's ability to generate net cash flows, its ability to meet its financial obligations as they come due, and its need for external financing. Cash flows from operating activities show the net cash provided by the operating activities of the Parking Facility. Cash flows from the capital financing activities include all plant funds and related long-term debt activities. Cash flows from the investing activities show the net source and use of cash related to purchasing or selling investments, and earning income on those investments. Cash flows from noncapital financing activities include those activities not covered in other sections.

The following summarizes cash flows for the 2022 and 2021 fiscal years:

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2022**

**Condensed Statement of Cash Flows  
(In Thousands)**

	<b>2022</b>	<b>2021</b>
Cash Provided (Used) by:		
Operating Activities	\$ 8,824	\$ 6,959
Noncapital Financing Activities	5,739	(1,367)
Capital and Related Financing Activities	(2,841)	(4,002)
Investing Activities	(6,961)	(3,740)
<b>Net Increase in Cash and Cash Equivalents</b>	4,761	(2,150)
Cash and Cash Equivalents, Beginning of Year	1,138	3,288
<b>Cash and Cash Equivalents, End of Year</b>	<b>\$ 5,899</b>	<b>\$ 1,138</b>

Cash and cash equivalents increased \$4.7 million. Cash provided by operating activities of \$8.8 million in fiscal year 2022 represented an increase of \$1.8 million over fiscal year 2021 due primarily to higher operating revenues as parking decal sales increased considerably after being limited in fiscal year 2021 due to COVID-19 and the limited number of students and staff on campus. Cash used in investing activities of \$7.0 million in fiscal year 2022 reflected a year-over-year increase in cash used of \$3.2 million primarily due to increased investment activity. Cash used by capital and related financing activities of \$2.8 million represents a year-over-year decrease of \$1.2 million in cash used due to the completion of the UCF Downtown Parking Garage, and the cessation of related construction payments.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital Assets**

At June 30, 2022, the Parking Facility had \$104.2 million in capital assets, less accumulated depreciation of \$41.4 million, for net capital assets of \$62.8 million. Depreciation charges for the current fiscal year totaled \$3.2 million.

The following table summarizes the Parking Facility's capital assets, net of accumulated depreciation, at June 30:

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2022**

**Capital Assets, Net at June 30  
(In Thousands)**

	2022	2021
Buildings	\$ 62,690	\$ 65,384
Furniture and Equipment	81	123
Construction in Progress	-	17
<b>Capital Assets, Net</b>	<b>\$ 62,771</b>	<b>\$ 65,524</b>

Additional information about the Parking Facility's capital assets and construction commitments are presented in the notes to the financial statements.

**Debt Administration**

As of June 30, 2022, the Parking Facility had \$12.6 million in outstanding capital improvement debt, representing a decrease of \$2.5 million, or 16.6 percent, from the prior fiscal year as a result of scheduled payments on current debt.

The following table summarizes the outstanding long-term debt for the fiscal years ended June 30:

**Long-Term Debt at June 30  
(In Thousands)**

	2022	2021
Capital Improvement Debt	\$ 12,557	\$ 15,109
<b>Total</b>	<b>\$ 12,557</b>	<b>\$ 15,109</b>

Additional information about the Parking Facility's long-term debt is presented in the notes to the financial statements

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
STATEMENT OF NET POSITION  
June 30, 2022**

**ASSETS**

Current Assets:

Cash and Cash Equivalents	\$	4,502,795
Investments		21,449,267
Accounts Receivable, Net		1,121,149
Other Current Assets		22,173
<b>Total Current Assets</b>		<b>27,095,384</b>

Noncurrent Assets:

Restricted Cash and Cash Equivalents		1,396,254
Restricted Investments		6,554,990
Depreciable Capital Assets, Net		62,771,373
<b>Total Noncurrent Assets</b>		<b>70,722,617</b>

**Total Assets**

**97,818,001**

**LIABILITIES**

Current Liabilities:

Accounts Payable		134,574
Construction Contracts Payable		34,983
Accrued Salaries & Wages		39,995
Long-Term Liabilities - Current Portion:		
Capital Improvement Debt Payable		1,855,000
<b>Total Current Liabilities</b>		<b>2,064,552</b>

Noncurrent Liabilities:

Capital Improvement Debt Payable		10,701,915
<b>Total Noncurrent Liabilities</b>		<b>10,701,915</b>

**Total Liabilities**

**12,766,467**

**NET POSITION**

Net Investment in Capital Assets		46,178,719
Restricted for Expendable:		
Debt Service		1,291,396
Capital Projects		7,913,537
Unrestricted		29,667,881
<b>TOTAL NET POSITION</b>		<b>\$ 85,051,533</b>

The accompanying notes to financial statements are an integral part of this statement.

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION  
For the Fiscal Year Ended June 30, 2022**

**REVENUES**

Operating Revenues:	
Student Transportation and Access Fees	\$ 14,719,794
Sales of Parking Decals	6,074,727
Parking Fines and Other Operating Revenue	788,912
	<hr/>
<b>Total Operating Revenues</b>	<b>21,583,433</b>

**EXPENSES**

Operating Expenses:	
Compensation and Employee Benefits	2,403,282
Services and Supplies	10,173,588
Utilities and Communications	404,868
Depreciation	3,237,807
	<hr/>
<b>Total Operating Expenses</b>	<b>16,219,545</b>
	<hr/>
<b>Operating Income</b>	<b>5,363,888</b>

**NONOPERATING REVENUES (EXPENSES)**

Investment Income	1,407,548
Gain (Loss) on Disposal of Capital Assets	(4,141)
Interest on Capital Asset-Related Debt	(327,707)
	<hr/>

<b>Net Nonoperating Revenues</b>	<b>1,075,700</b>
----------------------------------	------------------

<b>Income Before Other Revenues, Expenses, Gains, or Losses</b>	<b>6,439,588</b>
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Transfers to/from University Departments	6,232,559
	<hr/>

<b>Increase in Net Position</b>	<b>12,672,147</b>
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Net Position, Beginning of Year	72,379,386
	<hr/>

<b>Net Position, End of Year</b>	<b>\$ 85,051,533</b>
	<hr/> <hr/>

The accompanying notes to financial statements are an integral part of this statement.

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
STATEMENT OF CASH FLOWS  
For the Fiscal Year Ended June 30, 2022**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Student Transportation Access Fees	\$ 14,892,276
Sales of Parking Decals	6,077,604
Parking Fines and Other Operating Revenue	788,912
Payments to Employees	(2,392,379)
Payments to Suppliers for Goods and Services	<u>(10,541,965)</u>
<b>Net Cash Provided by Operating Activities</b>	<u>8,824,448</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Non-capital Grants, Contracts, and Donations	785
Operating Subsidies and Transfers	5,738,276
<b>Net Cash Provided by Noncapital Financing Activities</b>	<u>5,739,061</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Purchase or Construction of Capital Assets	38,907
Principal Paid on Capital Debt	(2,295,000)
Interest Paid on Capital Debt	<u>(584,962)</u>
<b>Net Cash Used by Capital and Related Financing Activities</b>	<u>(2,841,055)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Proceeds from Sales and Maturities of Investments	26,315,196
Purchase of Investments	(34,656,904)
Investment Income	<u>1,380,768</u>
<b>Net Cash Used by Investing Activities</b>	<u>(6,960,940)</u>
<b>Net Decrease in Cash and Cash Equivalents</b>	4,761,514
Cash and Cash Equivalents, Beginning of Year	<u>1,137,535</u>
<b>Cash and Cash Equivalents, End of Year</b>	<u>\$ 5,899,049</u>

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
STATEMENT OF CASH FLOWS (CONTINUED)  
For the Fiscal Year Ended June 30, 2022**

<b>RECONCILIATION OF OPERATING INCOME</b>	
<b>TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	
Operating Income	\$ 5,363,888
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:	
Depreciation Expense	3,237,807
Change in Assets and Liabilities:	
Receivables, Net	175,359
Other Assets	(9,412)
Accounts Payable	45,903
Salaries and Wages Payable	<u>10,903</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b><u>\$ 8,824,448</u></b>

**SUPPLEMENTAL DISCLOSURE OF NONCASH FINANCING ACTIVITIES**

Losses from the disposal of capital assets were recognized on the statement of revenues, expenses, and changes in net position, but are not cash transactions for the statement of cash flows.	\$ (4,141)
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The accompanying notes to financial statements are an integral part of this statement.

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2022**

## **1. Summary of Significant Accounting Policies**

**Reporting Entity.** The financial statements of the Parking Facility are an integral part of the financial statements of the University of Central Florida. The University is a separate public instrumentality that is part of the State university system of public universities, which is under the general direction and control of the Florida Board of Governors. The University is directly governed by a Board of Trustees consisting of thirteen members.

**Basis of Presentation.** The Parking Facility's accounting policies conform with accounting principles generally accepted in the United States of America applicable to public colleges and universities as prescribed by the Governmental Accounting Standards Board (GASB). The National Association of College and University Business Officers (NACUBO) also provides the University with recommendations prescribed in accordance with generally accepted accounting principles promulgated by GASB and the Financial Accounting Standards Board (FASB). GASB allows public universities various reporting options. The Parking Facility has elected to report as an entity engaged in only business-type activities. This election requires the adoption of the accrual basis of accounting and entity-wide reporting including the following components:

- Management's Discussion and Analysis
- Basic Financial Statements:
  - Statement of Net Position
  - Statement of Revenues, Expenses, and Changes in Net Position
  - Statement of Cash Flows
  - Notes to Financial Statements

**Measurement Focus and Basis of Accounting.** Basis of accounting refers to when revenues, expenses, assets, and liabilities, are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied. The Parking Facility's financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange activities are generally recognized when all applicable eligibility requirements, including time requirements, are met. The Parking Facility follows GASB standards of accounting and financial reporting.

The Parking Facility's principal operating activities consist of student parking and transportation fees, parking decal and daily pass sales, and parking fines. Operating revenues and expenses generally include all fiscal transactions directly related to these activities as well as administration, operation and

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022**

maintenance of capital assets, and depreciation of capital assets. Nonoperating revenues include investment income. Interest on capital asset-related debt is a nonoperating expense.

The statement of net position is presented in a classified format to distinguish between current and noncurrent assets and liabilities. When both restricted and unrestricted resources are available to fund certain programs, it is the Parking Facility's policy to first apply the restricted resources to such programs, followed by the use of the unrestricted resources.

The statement of revenues, expenses, and changes in net position is presented by major sources.

The statement of cash flows is presented using the direct method in compliance with GASB Statement No. 9, *Reporting Cash Flows for Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*.

**Cash and Cash Equivalents.** Cash and cash equivalents consist of cash on hand and cash in demand accounts, money market funds, and investments with original maturities of three months or less. The Parking Facility's cash deposits are held in banks qualified as public depositories under Florida law. All such deposits are insured by Federal depository insurance, up to specified limits, or collateralized with securities held in Florida's multiple financial institution collateral pool required by Chapter 280, Florida Statutes. The Parking Facility also holds \$1,244,753 in money market funds and short-term investments. The money market funds and investments are permissible under the current investment policy; the primary portion of these investments are held in Rule 2a-7 mutual funds and securities rated AAA (or its equivalent) by a nationally recognized statistical rating organization. Cash and cash equivalents that are externally restricted to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital or other restricted assets, are classified as restricted.

**Capital Assets.** The Parking Facility's capital assets consist of construction in progress, buildings, furniture and equipment. These assets are capitalized and recorded at cost at the date of acquisition or at acquisition value at the date received in the case of gifts and purchases of State surplus property. Additions, improvements, and other outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The Parking Facility has a capitalization threshold of \$5,000 for all tangible personal property and \$100,000 for new buildings and improvements. Depreciation is computed on the straight-line basis over the following estimated useful lives:

- Buildings - 20 to 50 years
- Furniture and Equipment - 5 to 10 years

**Noncurrent Liabilities.** Noncurrent liabilities include principal amounts of capital improvement debt payable that are not scheduled to be paid within the next fiscal year. Capital improvement debt is reported net of unamortized premium or discount. The Parking Facility amortizes debt premiums and discounts over the life of the debt using the straight-line method.

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022**

**2. Investments**

The Parking Facility's investments are pooled with the University's investments and are not specifically identified. Section 1011.42(5), Florida Statutes, authorizes universities to invest funds with the State Treasury and State Board of Administration (SBA) and requires that universities comply with the statutory requirements governing investment of public funds by local governments. Accordingly, universities are subject to the requirements of Chapter 218, Part IV, Florida Statutes. The Board of Trustees has adopted a written investment policy providing that surplus funds of the University shall be invested in those institutions and instruments permitted under the provisions of Florida Statutes. Pursuant to Section 218.415(16), Florida Statutes, the University is authorized to invest in the Florida PRIME investment pool administered by the SBA; Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency; interest-bearing time deposits and savings accounts in qualified public depositories, as defined in Section 280.02, Florida Statutes; direct obligations of the United States Treasury; obligations of Federal agencies and instrumentalities; securities of, or interests in, certain open end or closed end management type investment companies; and other investments approved by the Board of Trustees as authorized by law.

Investments set aside to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital assets are classified as restricted.

The additional disclosures required by GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, are not applicable to the Parking Facility since it has no direct investments.

**3. Receivables**

**Accounts Receivable.** Accounts receivable primarily represent amounts due for parking fees, fines and interest accrued on investments.

**Receivables at June 30**

	<b>2022</b>	<b>2021</b>
Parking Fines and Fees	\$ 1,041,002	\$ 1,216,360
Interest accrued on investments	80,147	53,369
<b>Total Receivables</b>	<b>\$ 1,121,149</b>	<b>\$ 1,269,729</b>

**Allowance for Doubtful Receivables.** Allowances for doubtful accounts are reported based upon management's best estimate as of fiscal year-end considering type, age, collection history, and other factors considered appropriate. Accounts receivables are reported net of allowances of \$52,549 at June 30, 2022.

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022**

**4. Capital Assets**

Capital assets activity for the fiscal year ended June 30, 2022, is shown in the following table:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Nondepreciable Capital Assets:				
Construction in Progress	\$ 17,484	\$ -	\$ 17,484	\$ -
<b>Total Nondepreciable Capital Assets</b>	<b>\$ 17,484</b>	<b>\$ -</b>	<b>\$ 17,484</b>	<b>\$ -</b>
Depreciable Capital Assets:				
Buildings	\$ 102,831,598	\$ 506,933	\$ -	\$ 103,338,531
Furniture and Equipment	773,775	-	22,787	750,988
Leasehold Improvements	103,849	-	-	103,849
<b>Total Depreciable Capital Assets</b>	<b>103,709,222</b>	<b>506,933</b>	<b>22,787</b>	<b>104,193,368</b>
Less, Accumulated Depreciation:				
Buildings	37,539,858	3,189,413	-	40,729,271
Furniture and Equipment	650,861	38,009	18,647	670,223
Leasehold Improvements	12,116	10,385	-	22,501
<b>Total Accumulated Depreciation</b>	<b>38,202,835</b>	<b>3,237,807</b>	<b>18,647</b>	<b>41,421,995</b>
<b>Total Depreciable Capital Assets, Net</b>	<b>\$ 65,506,387</b>	<b>\$ (2,730,874)</b>	<b>\$ 4,140</b>	<b>\$ 62,771,373</b>

**5. Long-Term Liabilities**

Long-term liabilities for the Parking Facility at June 30, 2021, include capital improvement debt payable and due to other university departments. Long-term liabilities activity for the fiscal year ended June 30, 2022, is shown below:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Capital Improvement Debt Payable	\$ 15,109,169	\$ -	\$ 2,552,254	\$ 12,556,915	\$ 1,855,000
<b>Total Long-Term Liabilities</b>	<b>\$ 15,109,169</b>	<b>\$ -</b>	<b>\$ 2,552,254</b>	<b>\$ 12,556,915</b>	<b>\$ 1,855,000</b>

**Capital Improvement Debt Payable.** The Parking Facility had the following capital improvement debt payable outstanding at June 30, 2022:

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022**

<u>Type and Series</u>	<u>Amount of Original Debt</u>	<u>Amount Outstanding (1)</u>	<u>Interest Rates (Percent)</u>	<u>Maturity Date To</u>
Parking Garage Debt:				
2012A - Parking Garage	7,860,000	4,991,846	3 to 5	2032
2018A - Parking Garage	4,790,000	1,896,550	5	2024
2019A - Parking Garage	<u>6,120,000</u>	<u>5,668,519</u>	5	2029
<b>Total Capital Improvement Debt</b>	<u>\$ 18,770,000</u>	<u>\$ 12,556,915</u>		

(1) Amount outstanding includes unamortized discounts and premiums.

The Parking Facility has pledged a portion of future traffic and parking fees and an assessed transportation fee based on credit hours to repay \$18,770,000 in capital improvement revenue bonds issued by the Florida Board of Governors on behalf of the Parking Facility. Proceeds from the bonds provided financing to construct student parking garages. The bonds are paid solely from Parking Facility operating revenues and are payable through 2032. The State Board of Education and the State Board of Administration administer the principal and interest payments, investment of sinking fund resources, and compliance with reserve requirements. Total principal and interest remaining on the debt is \$14,532,014. Principal and interest paid for the current year totaled \$2,878,600. During the 2022 fiscal year, operating revenues generated from transportation and access fees, sale of parking decals and other operations totaled \$21,583,433.

In the event of default, interest rates are subject to change and other fees and penalties may be assessed. Upon any such default, the non-defaulting party shall have the right to pursue any and all available legal remedies in order to protect and enforce its rights. In any event of default, the bonds are not subject to any acceleration clauses.

**UNIVERSITY OF CENTRAL FLORIDA  
CONSOLIDATED PARKING FACILITY  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022**

Annual requirements to amortize all capital improvement debt outstanding as of June 30, 2022, are as follows:

<u>Fiscal Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	1,855,000	479,350	\$ 2,334,350
2024	1,945,000	390,700	2,335,700
2025	1,090,000	297,700	1,387,700
2026	1,140,000	252,000	1,392,000
2027	1,190,000	204,100	1,394,100
2028-2032	<u>4,100,000</u>	<u>351,250</u>	<u>4,451,250</u>
<b>Subtotal</b>	11,320,000	1,975,100	13,295,100
Net Discounts and Premiums	<u>1,236,915</u>	<u>-</u>	<u>1,236,915</u>
<b>Total</b>	<u>\$ 12,556,915</u>	<u>\$ 1,975,100</u>	<u>\$ 14,532,015</u>

## 6. Related Party Transactions

The Parking Facility considers the component units of the University to be related parties for the purpose of the financial statements.

The University has entered into a short-term lease agreement with the UCF Convocation Corporation for use of the UCF Convocation Corporation's managed parking garages. Facility use payments paid to the UCF Convocation Corporation for the year ended June 30, 2022, totaled \$1,036,388 and are included in the Parking Facility's operating expenses on the statements of revenues, expenses, and changes in net position.

## TABLE OF CONTENTS

**State of Florida  
Board of Governors  
University of Central Florida  
Parking Facility Revenue Bonds**

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**Cash Defeasance of all Debt**

<i>Report</i>	<i>Page</i>
Sources and Uses of Funds . . . . .	1
Savings . . . . .	2
Summary of Refunding Results . . . . .	6
Summary of Bonds Refunded . . . . .	10
Prior Bond Debt Service . . . . .	11
Escrow Requirements . . . . .	15
Escrow Descriptions Detail . . . . .	19
Escrow Cost Detail . . . . .	20
Escrow Cash Flow . . . . .	21
Escrow Sufficiency . . . . .	24
Escrow Statistics . . . . .	28

## SOURCES AND USES OF FUNDS

**State of Florida**  
**Board of Governors**  
**University of Central Florida**  
**Parking Facility Revenue Bonds**

-----  
**Cash Defeasance of all Debt**

<b>Sources:</b>	<i>Refunding 2012A</i>	<i>Refunding 2018A</i>	<i>Refunding 2019A</i>	<b>Total</b>
Other Sources of Funds:				
Cash	4,812,856.95	1,820,938.32	5,490,619.61	12,124,414.88
	4,812,856.95	1,820,938.32	5,490,619.61	12,124,414.88
<hr/>				
<b>Uses:</b>	<i>Refunding 2012A</i>	<i>Refunding 2018A</i>	<i>Refunding 2019A</i>	<b>Total</b>
Refunding Escrow Deposits:				
Cash Deposit	4,812,856.95	0.32	0.61	4,812,857.88
SLGS Purchases		1,820,938.00	5,490,619.00	7,311,557.00
	4,812,856.95	1,820,938.32	5,490,619.61	12,124,414.88
<hr/>				

### SAVINGS

**State of Florida  
Board of Governors  
University of Central Florida  
Parking Facility Revenue Bonds**

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**Cash Defeasance of all Debt**

<i>Date</i>	<i>Prior Debt Service</i>	<i>Refunding Net Cash Flow</i>	<i>Savings</i>	<i>Annual Savings</i>	<i>Present Value to 06/01/2023 @ 0.0000000%</i>
07/01/2023	2,094,675.00		2,094,675.00		2,094,675.00
01/01/2024	195,350.00		195,350.00		195,350.00
06/01/2024				2,290,025.00	
07/01/2024	2,140,350.00		2,140,350.00		2,140,350.00
01/01/2025	148,850.00		148,850.00		148,850.00
06/01/2025				2,289,200.00	
07/01/2025	1,238,850.00		1,238,850.00		1,238,850.00
01/01/2026	126,000.00		126,000.00		126,000.00
06/01/2026				1,364,850.00	
07/01/2026	1,266,000.00		1,266,000.00		1,266,000.00
01/01/2027	102,050.00		102,050.00		102,050.00
06/01/2027				1,368,050.00	
07/01/2027	1,292,050.00		1,292,050.00		1,292,050.00
01/01/2028	77,000.00		77,000.00		77,000.00
06/01/2028				1,369,050.00	
07/01/2028	1,312,000.00		1,312,000.00		1,312,000.00
01/01/2029	50,925.00		50,925.00		50,925.00
06/01/2029				1,362,925.00	
07/01/2029	1,340,925.00		1,340,925.00		1,340,925.00
01/01/2030	23,625.00		23,625.00		23,625.00
06/01/2030				1,364,550.00	
07/01/2030	533,625.00		533,625.00		533,625.00
01/01/2031	15,975.00		15,975.00		15,975.00
06/01/2031				549,600.00	
07/01/2031	540,975.00		540,975.00		540,975.00
01/01/2032	8,100.00		8,100.00		8,100.00
06/01/2032				549,075.00	
07/01/2032	548,100.00		548,100.00		548,100.00
06/01/2033				548,100.00	
	13,055,425.00	0.00	13,055,425.00	13,055,425.00	13,055,425.00

#### Savings Summary

PV of savings from cash flow	13,055,425.00
Less: Prior funds on hand	-12,124,414.88
Net PV Savings	931,010.12

### SAVINGS

#### Defeasance of UCF Parking Debt Refunding 2012A

Date	Prior Debt Service	Refunding Net Cash Flow	Savings	Annual Savings	Present Value to 06/01/2023 @ 0.0000000%
07/01/2023	485,425.00		485,425.00		485,425.00
01/01/2024	67,225.00		67,225.00		67,225.00
06/01/2024				552,650.00	
07/01/2024	492,225.00		492,225.00		492,225.00
01/01/2025	58,725.00		58,725.00		58,725.00
06/01/2025				550,950.00	
07/01/2025	498,725.00		498,725.00		498,725.00
01/01/2026	52,125.00		52,125.00		52,125.00
06/01/2026				550,850.00	
07/01/2026	507,125.00		507,125.00		507,125.00
01/01/2027	45,300.00		45,300.00		45,300.00
06/01/2027				552,425.00	
07/01/2027	515,300.00		515,300.00		515,300.00
01/01/2028	38,250.00		38,250.00		38,250.00
06/01/2028				553,550.00	
07/01/2028	518,250.00		518,250.00		518,250.00
01/01/2029	31,050.00		31,050.00		31,050.00
06/01/2029				549,300.00	
07/01/2029	526,050.00		526,050.00		526,050.00
01/01/2030	23,625.00		23,625.00		23,625.00
06/01/2030				549,675.00	
07/01/2030	533,625.00		533,625.00		533,625.00
01/01/2031	15,975.00		15,975.00		15,975.00
06/01/2031				549,600.00	
07/01/2031	540,975.00		540,975.00		540,975.00
01/01/2032	8,100.00		8,100.00		8,100.00
06/01/2032				549,075.00	
07/01/2032	548,100.00		548,100.00		548,100.00
06/01/2033				548,100.00	
	5,506,175.00	0.00	5,506,175.00	5,506,175.00	5,506,175.00

#### Savings Summary

PV of savings from cash flow	5,506,175.00
Less: Prior funds on hand	-4,812,856.95
Net PV Savings	693,318.05

## SAVINGS

### Defeasance of UCF Parking Debt Refunding 2018A

<i>Date</i>	<i>Prior Debt Service</i>	<i>Refunding Net Cash Flow</i>	<i>Savings</i>	<i>Annual Savings</i>	<i>Present Value to 06/01/2023 @ 0.0000000%</i>
07/01/2023	898,875.00		898,875.00		898,875.00
01/01/2024	22,500.00		22,500.00		22,500.00
06/01/2024				921,375.00	
07/01/2024	922,500.00		922,500.00		922,500.00
06/01/2025				922,500.00	
	1,843,875.00	0.00	1,843,875.00	1,843,875.00	1,843,875.00

### Savings Summary

PV of savings from cash flow	1,843,875.00
Less: Prior funds on hand	-1,820,938.32
Net PV Savings	22,936.68

### SAVINGS

#### Defeasance of UCF Parking Debt Refunding 2019A

<i>Date</i>	<i>Prior Debt Service</i>	<i>Refunding Net Cash Flow</i>	<i>Savings</i>	<i>Annual Savings</i>	<i>Present Value to 06/01/2023 @ 0.0000000%</i>
07/01/2023	710,375.00		710,375.00		710,375.00
01/01/2024	105,625.00		105,625.00		105,625.00
06/01/2024				816,000.00	
07/01/2024	725,625.00		725,625.00		725,625.00
01/01/2025	90,125.00		90,125.00		90,125.00
06/01/2025				815,750.00	
07/01/2025	740,125.00		740,125.00		740,125.00
01/01/2026	73,875.00		73,875.00		73,875.00
06/01/2026				814,000.00	
07/01/2026	758,875.00		758,875.00		758,875.00
01/01/2027	56,750.00		56,750.00		56,750.00
06/01/2027				815,625.00	
07/01/2027	776,750.00		776,750.00		776,750.00
01/01/2028	38,750.00		38,750.00		38,750.00
06/01/2028				815,500.00	
07/01/2028	793,750.00		793,750.00		793,750.00
01/01/2029	19,875.00		19,875.00		19,875.00
06/01/2029				813,625.00	
07/01/2029	814,875.00		814,875.00		814,875.00
06/01/2030				814,875.00	
	5,705,375.00	0.00	5,705,375.00	5,705,375.00	5,705,375.00

#### Savings Summary

PV of savings from cash flow	5,705,375.00
Less: Prior funds on hand	-5,490,619.61
Net PV Savings	214,755.39

## SUMMARY OF REFUNDING RESULTS

**State of Florida  
Board of Governors  
University of Central Florida  
Parking Facility Revenue Bonds**

-----  
**Cash Defeasance of all Debt**

Dated Date	06/01/2023
Delivery Date	06/01/2023
Arbitrage yield	
Escrow yield	1.298450%
Value of Negative Arbitrage	-237,692.07
 Bond Par Amount	
Par amount of refunded bonds	11,320,000.00
Average coupon of refunded bonds	3.859227%
Average life of refunded bonds	3.515
 PV of prior debt to 06/01/2023	
Net PV Savings	931,010.12
Percentage savings of refunded bonds	8.224471%

**SUMMARY OF REFUNDING RESULTS****Defeasance of UCF Parking Debt  
Refunding 2012A**

Dated Date	06/01/2023
Delivery Date	06/01/2023
Arbitrage yield	
Escrow yield	0.000000%
Value of Negative Arbitrage	
 Bond Par Amount	
 Par amount of refunded bonds	4,750,000.00
Average coupon of refunded bonds	3.021542%
Average life of refunded bonds	4.831
 PV of prior debt to 06/01/2023	5,506,175.00
Net PV Savings	693,318.05
Percentage savings of refunded bonds	14.596169%

**SUMMARY OF REFUNDING RESULTS****Defeasance of UCF Parking Debt  
Refunding 2018A**

Dated Date	06/01/2023
Delivery Date	06/01/2023
Arbitrage yield	
Escrow yield	2.143453%
Value of Negative Arbitrage	-22,936.68
Bond Par Amount	
Par amount of refunded bonds	1,755,000.00
Average coupon of refunded bonds	5.000559%
Average life of refunded bonds	0.596
PV of prior debt to 06/01/2023	1,843,875.00
Net PV Savings	22,936.68
Percentage savings of refunded bonds	1.306933%

**SUMMARY OF REFUNDING RESULTS****Defeasance of UCF Parking Debt  
Refunding 2019A**

Dated Date	06/01/2023
Delivery Date	06/01/2023
Arbitrage yield	
Escrow yield	1.244880%
Value of Negative Arbitrage	-214,755.39
Bond Par Amount	
Par amount of refunded bonds	4,815,000.00
Average coupon of refunded bonds	5.000102%
Average life of refunded bonds	3.282
PV of prior debt to 06/01/2023	5,705,375.00
Net PV Savings	214,755.39
Percentage savings of refunded bonds	4.460133%

## SUMMARY OF BONDS REFUNDED

**State of Florida**  
**Board of Governors**  
**University of Central Florida**  
**Parking Facility Revenue Bonds**

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**Cash Defeasance of all Debt**

<i>Bond</i>	<i>Maturity Date</i>	<i>Interest Rate</i>	<i>Par Amount</i>	<i>Call Date</i>	<i>Call Price</i>
UCF Parking Series 2012A, 12A_NM, SERIALS:					
	07/01/2023	4.000%	410,000	06/01/2023	100.000
	07/01/2024	4.000%	425,000	06/01/2023	100.000
	07/01/2025	3.000%	440,000	06/01/2023	100.000
	07/01/2026	3.000%	455,000	06/01/2023	100.000
	07/01/2027	3.000%	470,000	06/01/2023	100.000
	07/01/2028	3.000%	480,000	06/01/2023	100.000
	07/01/2029	3.000%	495,000	06/01/2023	100.000
	07/01/2030	3.000%	510,000	06/01/2023	100.000
	07/01/2031	3.000%	525,000	06/01/2023	100.000
	07/01/2032	3.000%	540,000	06/01/2023	100.000
			4,750,000		
Refunding of 2004A New Money, 18A_CUR, SERIALS:					
	07/01/2023	5.000%	855,000		
	07/01/2024	5.000%	900,000		
			1,755,000		
Current Refunding of 2010B BABs, 19A_CUR, SERIALS:					
	07/01/2023	5.000%	590,000		
	07/01/2024	5.000%	620,000		
	07/01/2025	5.000%	650,000		
	07/01/2026	5.000%	685,000		
	07/01/2027	5.000%	720,000		
	07/01/2028	5.000%	755,000		
	07/01/2029	5.000%	795,000		
			4,815,000		
			11,320,000		

**PRIOR BOND DEBT SERVICE**

**State of Florida  
Board of Governors  
University of Central Florida  
Parking Facility Revenue Bonds  
-----  
Cash Defeasance of all Debt**

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>
07/01/2023	1,855,000	** %	239,675	2,094,675	
01/01/2024			195,350	195,350	
06/01/2024					2,290,025
07/01/2024	1,945,000	** %	195,350	2,140,350	
01/01/2025			148,850	148,850	
06/01/2025					2,289,200
07/01/2025	1,090,000	** %	148,850	1,238,850	
01/01/2026			126,000	126,000	
06/01/2026					1,364,850
07/01/2026	1,140,000	** %	126,000	1,266,000	
01/01/2027			102,050	102,050	
06/01/2027					1,368,050
07/01/2027	1,190,000	** %	102,050	1,292,050	
01/01/2028			77,000	77,000	
06/01/2028					1,369,050
07/01/2028	1,235,000	** %	77,000	1,312,000	
01/01/2029			50,925	50,925	
06/01/2029					1,362,925
07/01/2029	1,290,000	** %	50,925	1,340,925	
01/01/2030			23,625	23,625	
06/01/2030					1,364,550
07/01/2030	510,000	3.000%	23,625	533,625	
01/01/2031			15,975	15,975	
06/01/2031					549,600
07/01/2031	525,000	3.000%	15,975	540,975	
01/01/2032			8,100	8,100	
06/01/2032					549,075
07/01/2032	540,000	3.000%	8,100	548,100	
06/01/2033					548,100
	11,320,000		1,735,425	13,055,425	13,055,425

## PRIOR BOND DEBT SERVICE

### Defeasance of UCF Parking Debt Refunding 2012A

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>
07/01/2023	410,000	4.000%	75,425	485,425	
01/01/2024			67,225	67,225	
06/01/2024					552,650
07/01/2024	425,000	4.000%	67,225	492,225	
01/01/2025			58,725	58,725	
06/01/2025					550,950
07/01/2025	440,000	3.000%	58,725	498,725	
01/01/2026			52,125	52,125	
06/01/2026					550,850
07/01/2026	455,000	3.000%	52,125	507,125	
01/01/2027			45,300	45,300	
06/01/2027					552,425
07/01/2027	470,000	3.000%	45,300	515,300	
01/01/2028			38,250	38,250	
06/01/2028					553,550
07/01/2028	480,000	3.000%	38,250	518,250	
01/01/2029			31,050	31,050	
06/01/2029					549,300
07/01/2029	495,000	3.000%	31,050	526,050	
01/01/2030			23,625	23,625	
06/01/2030					549,675
07/01/2030	510,000	3.000%	23,625	533,625	
01/01/2031			15,975	15,975	
06/01/2031					549,600
07/01/2031	525,000	3.000%	15,975	540,975	
01/01/2032			8,100	8,100	
06/01/2032					549,075
07/01/2032	540,000	3.000%	8,100	548,100	
06/01/2033					548,100
	4,750,000		756,175	5,506,175	5,506,175

**PRIOR BOND DEBT SERVICE**

**Defeasance of UCF Parking Debt  
Refunding 2018A**

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>
07/01/2023	855,000	5.000%	43,875	898,875	
01/01/2024			22,500	22,500	
06/01/2024					921,375
07/01/2024	900,000	5.000%	22,500	922,500	
06/01/2025					922,500
	1,755,000		88,875	1,843,875	1,843,875

## PRIOR BOND DEBT SERVICE

### Defeasance of UCF Parking Debt Refunding 2019A

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>
07/01/2023	590,000	5.000%	120,375	710,375	
01/01/2024			105,625	105,625	
06/01/2024					816,000
07/01/2024	620,000	5.000%	105,625	725,625	
01/01/2025			90,125	90,125	
06/01/2025					815,750
07/01/2025	650,000	5.000%	90,125	740,125	
01/01/2026			73,875	73,875	
06/01/2026					814,000
07/01/2026	685,000	5.000%	73,875	758,875	
01/01/2027			56,750	56,750	
06/01/2027					815,625
07/01/2027	720,000	5.000%	56,750	776,750	
01/01/2028			38,750	38,750	
06/01/2028					815,500
07/01/2028	755,000	5.000%	38,750	793,750	
01/01/2029			19,875	19,875	
06/01/2029					813,625
07/01/2029	795,000	5.000%	19,875	814,875	
06/01/2030					814,875
	4,815,000		890,375	5,705,375	5,705,375

**ESCROW REQUIREMENTS**

**State of Florida**  
**Board of Governors**  
**University of Central Florida**  
**Parking Facility Revenue Bonds**

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**Cash Defeasance of all Debt**

<i>Period Ending</i>	<i>Principal</i>	<i>Interest</i>	<i>Principal Redeemed</i>	<i>Total</i>
06/01/2023		62,856.95	4,750,000	4,812,856.95
07/01/2023	1,445,000	164,250.00		1,609,250.00
01/01/2024		128,125.00		128,125.00
07/01/2024	1,520,000	128,125.00		1,648,125.00
01/01/2025		90,125.00		90,125.00
07/01/2025	650,000	90,125.00		740,125.00
01/01/2026		73,875.00		73,875.00
07/01/2026	685,000	73,875.00		758,875.00
01/01/2027		56,750.00		56,750.00
07/01/2027	720,000	56,750.00		776,750.00
01/01/2028		38,750.00		38,750.00
07/01/2028	755,000	38,750.00		793,750.00
01/01/2029		19,875.00		19,875.00
07/01/2029	795,000	19,875.00		814,875.00
	6,570,000	1,042,106.95	4,750,000	12,362,106.95

### ESCROW REQUIREMENTS

#### Defeasance of UCF Parking Debt Refunding 2012A

<i>Period Ending</i>	<i>Interest</i>	<i>Principal Redeemed</i>	<i>Total</i>
06/01/2023	62,856.95	4,750,000	4,812,856.95
	62,856.95	4,750,000	4,812,856.95

## ESCROW REQUIREMENTS

### Defeasance of UCF Parking Debt Refunding 2018A

<i>Period Ending</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
07/01/2023	855,000	43,875.00	898,875.00
01/01/2024		22,500.00	22,500.00
07/01/2024	900,000	22,500.00	922,500.00
	1,755,000	88,875.00	1,843,875.00

## ESCROW REQUIREMENTS

### Defeasance of UCF Parking Debt Refunding 2019A

<i>Period Ending</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
07/01/2023	590,000	120,375.00	710,375.00
01/01/2024		105,625.00	105,625.00
07/01/2024	620,000	105,625.00	725,625.00
01/01/2025		90,125.00	90,125.00
07/01/2025	650,000	90,125.00	740,125.00
01/01/2026		73,875.00	73,875.00
07/01/2026	685,000	73,875.00	758,875.00
01/01/2027		56,750.00	56,750.00
07/01/2027	720,000	56,750.00	776,750.00
01/01/2028		38,750.00	38,750.00
07/01/2028	755,000	38,750.00	793,750.00
01/01/2029		19,875.00	19,875.00
07/01/2029	795,000	19,875.00	814,875.00
	4,815,000	890,375.00	5,705,375.00

### ESCROW DESCRIPTIONS DETAIL

**State of Florida  
Board of Governors  
University of Central Florida  
Parking Facility Revenue Bonds**

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**Cash Defeasance of all Debt**

<i>Type of Security</i>	<i>Type of SLGS</i>	<i>Maturity Date</i>	<i>First Int Pmt Date</i>	<i>Par Amount</i>	<i>Rate</i>	<i>Max Rate</i>
Refunding 2018A, Jun 1, 2023:						
SLGS	Certificate	07/01/2023	07/01/2023	1,150,271	3.490%	3.490%
SLGS	Certificate	01/01/2024	01/01/2024	670,667	5.010%	5.010%
				1,820,938		
Refunding 2018A, Jul 1, 2023:						
SLGS	Rollover Cert	07/01/2024		254,686		
Refunding 2018A, Jan 1, 2024:						
SLGS	Rollover Cert	07/01/2024		667,814		
Refunding 2019A, Jun 1, 2023:						
SLGS	Certificate	07/01/2023	07/01/2023	695,236	3.490%	3.490%
SLGS	Certificate	01/01/2024	01/01/2024	1,397,619	5.010%	5.010%
SLGS	Note	07/01/2024	07/01/2023	3,397,764	4.670%	4.670%
				5,490,619		
Refunding 2019A, Jan 1, 2024:						
SLGS	Rollover Cert	01/01/2025		90,125		
SLGS	Rollover Note	07/01/2025		740,125		
SLGS	Rollover Note	01/01/2026		73,875		
SLGS	Rollover Note	07/01/2026		508,148		
				1,412,273		
Refunding 2019A, Jul 1, 2024:						
SLGS	Rollover Note	07/01/2026		250,727		
SLGS	Rollover Note	01/01/2027		56,750		
SLGS	Rollover Note	07/01/2027		776,750		
SLGS	Rollover Note	01/01/2028		38,750		
SLGS	Rollover Note	07/01/2028		793,750		
SLGS	Rollover Note	01/01/2029		19,875		
SLGS	Rollover Note	07/01/2029		814,875		
				2,751,477		
				12,397,807		

#### SLGS Summary

SLGS Rates File	21APR23
Total Certificates of Indebtedness	3,913,793.00
Total Notes	3,397,764.00
Total original SLGS	7,311,557.00
Total Rollover SLGS	5,086,250.00

### ESCROW COST DETAIL

**State of Florida  
Board of Governors  
University of Central Florida  
Parking Facility Revenue Bonds**

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**Cash Defeasance of all Debt**

<i>Type of Security</i>	<i>Maturity Date</i>	<i>Par Amount</i>	<i>Rate</i>	<i>Cost</i>	<i>Total Cost</i>
Refunding 2018A:					
SLGS	07/01/2023	1,150,271	3.490%	1,150,271	1,150,271.00
SLGS	01/01/2024	670,667	5.010%	670,667	670,667.00
		1,820,938		1,820,938	1,820,938.00
Refunding 2019A:					
SLGS	07/01/2023	695,236	3.490%	695,236	695,236.00
SLGS	01/01/2024	1,397,619	5.010%	1,397,619	1,397,619.00
SLGS	07/01/2024	3,397,764	4.670%	3,397,764	3,397,764.00
		5,490,619		5,490,619	5,490,619.00
		7,311,557		7,311,557	7,311,557.00

<i>Escrow</i>	<i>Purchase Date</i>	<i>Cost of Securities</i>	<i>Cash Deposit</i>	<i>Total Escrow Cost</i>	<i>Yield</i>
Refunding 2012A:					
	06/01/2023		4,812,856.95	4,812,856.95	
Refunding 2018A:					
	06/01/2023	1,820,938	0.32	1,820,938.32	2.143453%
Refunding 2019A:					
	06/01/2023	5,490,619	0.61	5,490,619.61	1.244880%
		7,311,557	4,812,857.88	12,124,414.88	

**ESCROW CASH FLOW**

**State of Florida  
Board of Governors  
University of Central Florida  
Parking Facility Revenue Bonds**

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**Cash Defeasance of all Debt**

<i>Date</i>	<i>Principal</i>	<i>Interest</i>	<i>Rollovers</i>	<i>Net Escrow Receipts</i>
07/01/2023	1,845,507.00	18,429.27	-254,686.00	1,609,250.27
01/01/2024	2,068,286.00	139,925.01	-2,080,087.00	128,124.01
07/01/2024	3,397,764.00	79,337.79	-1,828,977.00	1,648,124.79
01/01/2025			90,125.00	90,125.00
07/01/2025			740,125.00	740,125.00
01/01/2026			73,875.00	73,875.00
07/01/2026			758,875.00	758,875.00
01/01/2027			56,750.00	56,750.00
07/01/2027			776,750.00	776,750.00
01/01/2028			38,750.00	38,750.00
07/01/2028			793,750.00	793,750.00
01/01/2029			19,875.00	19,875.00
07/01/2029			814,875.00	814,875.00
	7,311,557.00	237,692.07	0.00	7,549,249.07

**Escrow Cost Summary**

Purchase date 06/01/2023  
Purchase cost of securities 7,311,557.00

**ESCROW CASH FLOW**  
**Defeasance of UCF Parking Debt**  
**Refunding 2018A**

<i>Date</i>	<i>Principal</i>	<i>Interest</i>	<i>Rollovers</i>	<i>Net Escrow Receipts</i>	<i>Present Value to 06/01/2023 @ 2.1434527%</i>
07/01/2023	1,150,271.00	3,290.53	-254,686.00	898,875.53	897,279.91
01/01/2024	670,667.00	19,646.15	-667,814.00	22,499.15	22,221.06
07/01/2024			922,500.00	922,500.00	901,437.03
	1,820,938.00	22,936.68	0.00	1,843,874.68	1,820,938.00

**Escrow Cost Summary**

Purchase date	06/01/2023
Purchase cost of securities	1,820,938.00
	<hr/>
Target for yield calculation	1,820,938.00

**ESCROW CASH FLOW****Defeasance of UCF Parking Debt  
Refunding 2019A**

<i>Date</i>	<i>Principal</i>	<i>Interest</i>	<i>Rollovers</i>	<i>Net Escrow Receipts</i>	<i>Present Value to 06/01/2023 @ 1.2448803%</i>
07/01/2023	695,236.00	15,138.74		710,374.74	709,640.46
01/01/2024	1,397,619.00	120,278.86	-1,412,273.00	105,624.86	104,862.97
07/01/2024	3,397,764.00	79,337.79	-2,751,477.00	725,624.79	715,934.48
01/01/2025			90,125.00	90,125.00	88,371.37
07/01/2025			740,125.00	740,125.00	721,234.60
01/01/2026			73,875.00	73,875.00	71,544.15
07/01/2026			758,875.00	758,875.00	730,385.32
01/01/2027			56,750.00	56,750.00	54,281.62
07/01/2027			776,750.00	776,750.00	738,368.84
01/01/2028			38,750.00	38,750.00	36,607.41
07/01/2028			793,750.00	793,750.00	745,222.82
01/01/2029			19,875.00	19,875.00	18,544.48
07/01/2029			814,875.00	814,875.00	755,620.47
	5,490,619.00	214,755.39	0.00	5,705,374.39	5,490,619.00

**Escrow Cost Summary**

Purchase date	06/01/2023
Purchase cost of securities	5,490,619.00
Target for yield calculation	5,490,619.00

**ESCROW SUFFICIENCY**

**State of Florida  
Board of Governors  
University of Central Florida  
Parking Facility Revenue Bonds**

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**Cash Defeasance of all Debt**

<i>Date</i>	<i>Escrow Requirement</i>	<i>Net Escrow Receipts</i>	<i>Excess Receipts</i>	<i>Excess Balance</i>
06/01/2023	4,812,856.95	4,812,857.88	0.93	0.93
07/01/2023	1,609,250.00	1,609,250.27	0.27	1.20
01/01/2024	128,125.00	128,124.01	-0.99	0.21
07/01/2024	1,648,125.00	1,648,124.79	-0.21	
01/01/2025	90,125.00	90,125.00		
07/01/2025	740,125.00	740,125.00		
01/01/2026	73,875.00	73,875.00		
07/01/2026	758,875.00	758,875.00		
01/01/2027	56,750.00	56,750.00		
07/01/2027	776,750.00	776,750.00		
01/01/2028	38,750.00	38,750.00		
07/01/2028	793,750.00	793,750.00		
01/01/2029	19,875.00	19,875.00		
07/01/2029	814,875.00	814,875.00		
	12,362,106.95	12,362,106.95	0.00	

### ESCROW SUFFICIENCY

#### Defeasance of UCF Parking Debt Refunding 2012A

<i>Date</i>	<i>Escrow Requirement</i>	<i>Net Escrow Receipts</i>	<i>Excess Receipts</i>	<i>Excess Balance</i>
06/01/2023	4,812,856.95	4,812,856.95		
	4,812,856.95	4,812,856.95	0.00	

## ESCROW SUFFICIENCY

### Defeasance of UCF Parking Debt Refunding 2018A

<i>Date</i>	<i>Escrow Requirement</i>	<i>Net Escrow Receipts</i>	<i>Excess Receipts</i>	<i>Excess Balance</i>
06/01/2023		0.32	0.32	0.32
07/01/2023	898,875.00	898,875.53	0.53	0.85
01/01/2024	22,500.00	22,499.15	-0.85	
07/01/2024	922,500.00	922,500.00		
	1,843,875.00	1,843,875.00	0.00	

## ESCROW SUFFICIENCY

### Defeasance of UCF Parking Debt Refunding 2019A

<i>Date</i>	<i>Escrow Requirement</i>	<i>Net Escrow Receipts</i>	<i>Excess Receipts</i>	<i>Excess Balance</i>
06/01/2023		0.61	0.61	0.61
07/01/2023	710,375.00	710,374.74	-0.26	0.35
01/01/2024	105,625.00	105,624.86	-0.14	0.21
07/01/2024	725,625.00	725,624.79	-0.21	
01/01/2025	90,125.00	90,125.00		
07/01/2025	740,125.00	740,125.00		
01/01/2026	73,875.00	73,875.00		
07/01/2026	758,875.00	758,875.00		
01/01/2027	56,750.00	56,750.00		
07/01/2027	776,750.00	776,750.00		
01/01/2028	38,750.00	38,750.00		
07/01/2028	793,750.00	793,750.00		
01/01/2029	19,875.00	19,875.00		
07/01/2029	814,875.00	814,875.00		
	5,705,375.00	5,705,375.00	0.00	

### ESCROW STATISTICS

**State of Florida**  
**Board of Governors**  
**University of Central Florida**  
**Parking Facility Revenue Bonds**

-----  
**Cash Defeasance of all Debt**

<i>Escrow</i>	<i>Total Escrow Cost</i>	<i>Modified Duration (years)</i>	<i>Yield to Receipt Date</i>	<i>Yield to Disbursement Date</i>	<i>Perfect Escrow Cost</i>	<i>Value of Negative Arbitrage</i>	<i>Cost of Dead Time</i>
Refunding 2012A:	4,812,856.95				4,812,856.95		
Refunding 2018A:	1,820,938.32	0.578	2.143453%	2.143452%	1,843,875.00	-22,936.68	
Refunding 2019A:	5,490,619.61	3.048	1.244880%	1.244880%	5,705,375.00	-214,755.39	
	12,124,414.88				12,362,106.95	-237,692.07	0.00

Delivery date                      06/01/2023

## ESCROW STATISTICS

### Defeasance of UCF Parking Debt Refunding 2012A

<i><b>Total Escrow Cost</b></i>	<i><b>Modified Duration (years)</b></i>	<i><b>Yield to Receipt Date</b></i>	<i><b>Yield to Disbursement Date</b></i>	<i><b>Perfect Escrow Cost</b></i>	<i><b>Value of Negative Arbitrage</b></i>	<i><b>Cost of Dead Time</b></i>
4,812,856.95				4,812,856.95		
4,812,856.95				4,812,856.95	0.00	0.00

Delivery date            06/01/2023

### ESCROW STATISTICS

#### Defeasance of UCF Parking Debt Refunding 2018A

<i>Total Escrow Cost</i>	<i>Modified Duration (years)</i>	<i>Yield to Receipt Date</i>	<i>Yield to Disbursement Date</i>	<i>Perfect Escrow Cost</i>	<i>Value of Negative Arbitrage</i>	<i>Cost of Dead Time</i>
1,820,938.32	0.578	2.143453%	2.143452%	1,843,875.00	-22,936.68	
1,820,938.32				1,843,875.00	-22,936.68	0.00

Delivery date                      06/01/2023

### ESCROW STATISTICS

#### Defeasance of UCF Parking Debt Refunding 2019A

<i>Total Escrow Cost</i>	<i>Modified Duration (years)</i>	<i>Yield to Receipt Date</i>	<i>Yield to Disbursement Date</i>	<i>Perfect Escrow Cost</i>	<i>Value of Negative Arbitrage</i>	<i>Cost of Dead Time</i>
5,490,619.61	3.048	1.244880%	1.244880%	5,705,375.00	-214,755.39	
5,490,619.61				5,705,375.00	-214,755.39	0.00

Delivery date 06/01/2023



UNIVERSITY OF CENTRAL FLORIDA

**Office of the Sr. Vice President**  
**Division of Administration and Finance**  
P.O. Box 160020  
Orlando, FL 32816-0020

June 1, 2023

J. Ben Watkins, III  
Director, Division of Bond Finance  
1801 Hermitage Blvd  
Tallahassee, FL 32308

Re: Defeasance of University of Central Florida Parking Facility Revenue and Revenue Refunding Bonds, Series 2012A, Series 2018A, and Series 2019A

Dear Mr. Watkins:

Currently, the outstanding principal amount of the State of Florida, Board of Governors, University of Central Florida Parking Facility Revenue Bonds, Series 2012A (the "Series 2012A Bonds"), the State of Florida, Board of Governors, University of Central Florida Parking Facility Revenue Refunding Bonds, Series 2018A, and the State of Florida, Board of Governors, University of Central Florida Parking Facility Revenue Refunding Bonds, Series 2019A (the "Series 2019A Bonds") (collectively, the "Outstanding Bonds") is \$11,320,000. The Outstanding Bonds are secured by the net revenues of the University's parking system. The University has sufficient reserves in the parking system and believes it would be financial advantageous to defease the Outstanding Bonds. The Series 2012A Bonds may be redeemed prior to their stated dates of maturity and should be defeased to the date of optional redemption. The Series 2018A Bonds and Series 2019A Bonds are not subject to optional redemption and should be defeased to maturity.

The University hereby requests the Division of Bond Finance of the State Board of Administration of Florida (the "Division") to defease the Outstanding Bonds as soon as possible. At the request of the Division, the University will take all actions necessary in order to defease the Outstanding Bonds.

Sincerely,

Gerald Hector  
Senior Vice President  
Chief Financial Officer



Board of Trustees  
June 29, 2023

### **BUD-6: University Investment Program Structure Update**

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

#### **Purpose and Issues to be Considered:**

The Treasurer’s Office is seeking approval to add language to the university’s investment policy statement to address a recent law adopted by state legislators that takes effect on July 1, 2023. The new law is entitled “Florida Government and Corporate Activism Transparency Act.”

With respect to public funds, the law requires investment decisions to be driven solely by pecuniary factors, which is defined to exclude consideration of the furtherance of any social, political, or ideological interests.

The university treasury office is proposing a revision to the Operating Funds Supplement section of the [UCF Investment Policy Manual](#) to remove any reference to Environmental, Social and Governance (ESG) factors and to re-emphasize our focus on driving investment decisions solely on pecuniary factors.

#### **Background Information:**

The university establishes its investment parameters in accordance with sections 1011.42(5) and 218.415, Florida Statutes, and the UCF Investment Policy Manual (policy), including its supplement and operating pool sub-sections. The Senior Vice President for Administration and Finance and Chief Financial Officer or designee consolidates, where practicable and allowable, cash balances and investments from all funds covered by the policy to minimize risk exposure and maintain liquidity while maximizing investment earnings.

As required by section 218.415, Florida Statutes, the investment objectives of the University for invested funds shall be to provide for safety of capital, liquidity of funds, and investment income, in that order. The optimization of investment returns shall be secondary to the requirements for safety and liquidity. In addition to funds invested in the authorized State Treasurer’s Special Purpose Investments Account (SPIA) and State Board of Administration’s Local Government Investment Pool (SBA), excess funds may be divided in four different pools for the structured portfolio as follows:

- Pool I is designated as cash reserves for operational expenses.
- Pool II is designated to cover the University’s medium-term requirements such as debt service for the next year.
- Pool III is considered excess cash reserves that may be invested in longer term investments (up to seven years).



- Safety and optimization of investment returns may be the investment objectives of funds invested in Pool IV only (liquidity is secondary).

The UCF Investment Policy Manual was last revised by the Board of Trustees on November 17, 2022.

**Recommended Action:**

Approve the proposed changes to the University Investment Program Structure.

**Alternatives to Decision:**

Decline approval of the proposed changes to the University Investment Program Structure or request revisions in lieu of what is being proposed.

**Fiscal Impact and Source of Funding:**

The university does not project any fiscal impact from the changes being proposed.

**Authority for Board of Trustees Action:**

Sections 1011.42(5) and 218.415, Florida Statutes; UCF-4.014 Investments; UCF Investment Policy Manual

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**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Gerald Hector, Senior Vice President for Administration and Finance

**Supporting Documentation:**

Attachment A: UCF Operating Funds Supplement

**Facilitators/Presenters:**

Gerald Hector, Senior Vice President for Administration and Finance

Bert Francis, Assistant Vice President for Debt Management and University Treasurer

## **University of Central Florida Investment Policy Manual OPERATING FUNDS SUPPLEMENT**

This Operating Funds Supplement (Supplement) and its sub-sections are part of the University of Central Florida Investment Policy Manual and are intended only to complement the objectives and guidelines outlined therein. The purpose of this Supplement is to set forth the specific investment objectives and parameters for the management of financial assets of the University of Central Florida Operating Funds (4 internally segmented portfolios collectively referred to as the Fund). This Supplement is designed to ensure the prudent management of financial assets, the availability of operating and capital funds when needed, and to earn an investment return competitive with comparable funds and appropriate measurement benchmarks.

This document will be used to identify and convey the specific objectives and restrictions of each of the four (4) Operating Fund Pools, which shall be designated as Operating Pools I-IV in sub-sections to this Supplement. Whereas individual guidelines and objectives will be defined for each Pool, the following criteria will apply collectively to all of the Operating Pools.

### **I. Investment Guidelines**

#### **A. Authorized Investments**

Pursuant to the investment powers of the Budget and Finance Committee as set forth in the Florida Statutes and the delegation of authority granted by the University Board of Trustees, the Budget and Finance Committee sets forth the following general investment guidelines and limitations for all Operating Pools where the listed security type is an allowable investment.

##### **1. Equities**

- a. Securities must be traded on a national exchange or electronic network.
- b. Not more than 5% of the Fund's assets, at the time of purchase, shall be invested in the common stock, capital stock or convertible stock of any one issuing company, nor shall the aggregate investment in any one issuing company exceed 5% of the outstanding capital stock of the company.
- c. All securities must be readily marketable.
- d. Additional criteria may be outlined in the specific Operating Pool guidelines and/or a manager's addendum.

##### **2. Fixed Income**

- a. Not more than 5% of the Fund's assets, at the time of purchase, shall be invested in bonds issued by any single corporation.
- b. All securities must be readily marketable.
- c. Additional criteria may be outlined in the specific Operating Pool guidelines and/or a manager's addendum.

##### **3. Cash & Equivalents**

- a. The money market fund(s) or short-term investment fund (STIF) options provided by the Fund's custodian.
- b. Securities must be rated in one of the two (2) highest credit quality categories for short-term securities by at least two nationally recognized rating services.

- c. The maturity of any single security shall not exceed 180 days and shall maintain a dollar-weighted average effective maturity of 90 days or less.
  - d. All securities must be readily marketable.
4. Pooled Investment Funds
- a. Investments made by the Fund may include pooled investment funds. For purposes of this Supplement, pooled investment funds may include, but are not limited to, mutual funds, commingled funds, exchange-traded funds, limited partnerships and private equity.

Pooled investment funds may be governed by separate documents which may include investments not expressly permitted in this Supplement. In the event of investment by the Fund into a pooled investment fund, the Budget and Finance Committee will adopt the prospectus or governing policy of that pooled investment fund as the stated addendum to this Supplement. ~~Environmental, Social and Governance (ESG) factors may be one of many factors taken into consideration in the selection of operating fund investment. Investment decisions made by the University will be driven solely by pecuniary factors, and will exclude consideration of the furtherance of any social, political, or ideological interests.~~

#### B. Absolute Restrictions

No investments shall be permitted in:

- 1. Any investment prohibited by State or Federal Law.
- 2. Any investment not specifically allowed as part of this Supplement or its sub-sections.
- 3. Direct investment in 'Scrutinized Companies' identified in the periodic publication by the State Board of Administration ("SBA list", updated on their website [www.sbafla.com/fsb/](http://www.sbafla.com/fsb/)), is prohibited. Any security identified as non-compliant on or before January 1, 2010 must be divested by September 1, 2010. Securities identified after January 1, 2010, are subject to the provisions of Section II-C below. However, if divestiture of business activities is accomplished and the company is subsequently removed from the SBA list, the manager can continue to hold that security. Indirect investment in 'Scrutinized Companies' (through pooled investment funds) are governed by the provisions of Section II-E below.

## II. Investment Procedures

UCF receives cash from a number of sources during the course of a fiscal year. It is primarily made up of Educational and General, Auxiliary, Contracts and Grants, Foundation funds, and other miscellaneous funds. These funds are bifurcated within the general ledger based on state statutes and other regulations and will be invested in different ways.

Education and General funds come in the form of student tuition and fee payments and state support. For purposes of this investment policy, these funds will be invested in the following manner.

- 1. All state support will be deposited in SPIA (Special Purpose Investment Account). Those funds come into the university on a bi-weekly basis.

2. All other Educational and General funds come into the university via deposits to the university Bank of America account, as a result of university operations with students making tuition payments, contract and grant payments, and Foundation payments.

All non-Education and General funds come into the university via deposits to the university Bank of America account.

All funds received by the university will be managed using a laddered and structured short term cash management program. This program will include time horizons based on liquidity, cash flow and programmatic needs. All investment time horizons will adhere strict rules and regulations of the state of Florida. The cash management program will take into account three investment vehicles. They are: SPIA, BNY Mellon and Bank of America.

The cash management protocols are as follows:

1. The Florida State Treasury office requires each University to maintain a floor balance within the SPIA fund. This floor balance is calculated based on the average daily holdings within the fund over previous monthly periods, and is periodically reviewed and updated by the State Treasury throughout the year.
2. The university will liquidate all SPIA holdings down to the floor minimum balance and will invest these funds within Pool I.
3. All state support that is subsequently recorded directly into SPIA when transferred from the State of Florida, will be liquidated from SPIA and reinvested in Pool I in order to maintain SPIA balances at the minimum floor amount.
4. All student tuition and fee payments, contracts and grants, Foundation reimbursements, and auxiliary revenues that come into Bank of America will be analyzed for daily liquidity to meet the university's daily cash needs, and any excess over \$5 million on any given day will be invested in Pool I.
5. Pool I will only have securities that are safe, liquid and available for immediate liquidations as further defined in the Pool I subsection of the university's investment policy.
6. On a periodic basis the university Treasurer, in coordination with university investment advisors, and individual investment pool managers, will evaluate the balances within the Pool I fund and may recommend to the University Board of Trustees a periodic rebalancing of any non-education and general funds to Pool II, Pool III and Pool IV.

### **III. Portfolio Communications & Compliance**

- A. It is the direction of the Budget and Finance Committee that the Fund assets are held by a third-party custodian, and that all securities purchased by, and all collateral obtained by the Fund shall be properly designated as Fund assets. No withdrawal of assets, in whole or in part, shall be made from safekeeping except by an authorized member of the Board of Trustees or their designee. Securities transactions between a broker-dealer and the custodian involving purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis to insure that the custodian will have the security or money in hand at conclusion of the transaction.
- B. On a monthly basis, the custodian shall supply an accounting statement that will include a summary of all receipts and disbursements and the cost and the market value of all assets.

- C. On a quarterly basis, the Investment Managers shall provide a written report affirming compliance with the provisions outlined in this Supplement, the respective sub-section and the Investment Manager's addendum (collectively referred to as "Permitted Provisions Documents"). If an Investment Manager owns an investment that complied with Permitted Provisions Documents at the time of purchase, which subsequently exceeds the applicable limit or does not satisfy the Permitted Provisions Documents, such excess or noncompliant investments may be continued until it is economically feasible to dispose of such investment in accordance with the prudent man standard of care. However, no additional assets may be allocated to the designated investment unless authorized in writing by the Budget and Finance Committee. Investment Managers will provide immediate written notice to the Budget and Finance Committee of any deviation from the standards set forth in the Permitted Provisions Documents and are also required to provide an action plan outlining the investment 'hold or sell' strategy.
- D. The Investment Consultant shall evaluate and report on a quarterly basis the rate of return net of investment fees and relative performance of the Fund.
- E. The Investment Consultant, on behalf of the Fund, shall send a letter to any pooled investment fund referring the investment manager to the listing of 'Scrutinized Companies' by the State Board of Administration ('SBA list'), on their website [www.sbafla.com/fsb/](http://www.sbafla.com/fsb/). This letter shall request that they consider removing such companies from the pooled investment fund or create a similar actively managed pooled investment fund devoid of such companies. If the manager creates a similar pooled investment fund, the Fund shall replace all applicable investments with investments in the newly offered pooled investment fund in an expedited timeframe consistent with prudent investing standards. Once sending the required correspondence, the Fund is not required to sell or limit additional purchases of the pooled investment fund.
- F. At least annually, the Budget and Finance Committee shall provide the Investment Managers with projected disbursement needs of the Fund so that the investment portfolio can be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due. To this end the Investment Managers should, to the extent possible, attempt to match investment maturities with known cash needs and anticipated cash-flow requirements.

#### **IV. Investment Manager Responsibilities**

- A. Within the guidelines and restrictions set forth herein, it is the intention of the Budget and Finance Committee to give each Investment Manager full investment discretion with respect to assets under its management.
- B. Each Investment Manager is expected to provide any reasonable information requested by the Budget and Finance Committee. At a minimum, each manager shall provide a quarterly report detailing their investment activity, the portfolio's current value and any changes in investment philosophy or strategy. Each Investment Manager is expected to meet with the Budget and Finance Committee or their designated representatives periodically to review investment performance and philosophy.
- C. It will be the responsibility of each Investment Manager to review the monthly valuations provided by the Fund's custodian and to note, in writing, any significant discrepancies from the valuations provided in their own reports.

- D. When feasible and appropriate, all securities shall be competitively bid. Except as otherwise required by law, the most economically advantageous bid shall be selected. Commissions paid for purchase of securities must meet the prevailing best-execution rates. The responsibility of monitoring best price and execution of trades placed by each Investment Manager on behalf of the Fund will be governed by the Portfolio Management Agreement between the Fund and the Investment Manager.
- E. Investment Managers shall vote any and all proxies solicited in connection with securities held by the Fund. Investment Managers shall produce a written proxy voting policy statement, and shall keep records with respect to its voting decisions and submit an annual report to the Budget and Finance Committee summarizing votes cast. Voting of proxies must be done solely in the interests of the Fund.
- F. Investment Managers must promptly provide to the Budget and Finance Committee information about changes in the management, ownership and key personnel in a timely fashion, which is not to exceed one month from the change.
- G. Unless otherwise provided by the Fund's custodian, each Investment Manager will monitor portfolio activity to minimize uninvested cash balances.

## V. Criteria for Investment Manager Review

The Budget and Finance Committee wishes to adopt standards by which judgments of the ongoing performance of an Investment Manager may be made. If, at any time, any three (3) of the following is breached, the Investment Manager may be warned of the Budget and Finance Committee's serious concern for the Fund's continued safety and performance. If any five (5) of these are violated the consultant may recommend a manager search for that mandate.

- Four (4) consecutive quarters of relative under-performance verses the benchmark.
- Three (3) year trailing return below the top 40<sup>th</sup> percentile within the appropriate peer group and under performance verses the benchmark.
- Five (5) year trailing return below the top 40<sup>th</sup> percentile and under performance verses the benchmark.
- Three (3) year downside volatility greater than the index (greater than 100), as measured by down market capture ratio.
- Five (5) year downside volatility greater than the index (greater than 100), as measured by down market capture ratio.
- Style consistency or purity drift from the mandate.
- Management turnover in portfolio team or senior management.
- Investment process change, including varying the index or benchmark.
- Failure to adhere to the IPS or other compliance issues.
- Investigation of the firm by the Securities and Exchange Commission (SEC).
- Significant asset flows into or out of the company.
- Merger or sale of firm.
- Fee increases outside of the competitive range.

- Servicing issues – key personnel stop servicing the account without proper notification.
- Failure to attain a 60% vote of confidence by the Budget and Finance Committee.

Nothing in this section shall limit or diminish the Budget and Finance Committee's right to terminate the manager at any time for any reason.

## **VI. Review and Amendments**

It is the Budget and Finance Committee's intention to review this document at least annually and to amend it to reflect any changes in philosophy, objectives, or guidelines. In this regard, the Investment Manager's interest in consistency in these matters is recognized and will be taken into account when changes are being considered. If, at any time, the Investment Manager feels that the specific objectives defined herein cannot be met, or the guidelines constrict performance, the Budget and Finance Committee should be notified in writing.

By signing this document, the Senior Vice President for Administration and Finance and Chief Financial Officer attests that this Supplement has been recommended by the Investment Consultant, reviewed by the Fund's legal counsel for compliance with applicable law, and approved by the Chair of the Budget and Finance Committee of the Board of Trustees.

University of Central Florida

\_\_\_\_\_  
Senior Vice President for Administration and Finance  
Chief Financial Officer

\_\_\_\_\_  
Date



Board of Trustees  
June 29, 2023

## FAC-3: College of Nursing Building – Project Approval

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Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

### Purpose and Issues to be Considered:

A status update on the College of Nursing project including funding, schedule, and renderings was presented at the May 18, 2023, BOT retreat. The College of Nursing is in the design development stage of design and will require multiple early release packages of long-lead equipment to achieve the Fall 2025 opening date. These early release packages require funding approval to move forward.

This request is to approve the use of up to \$68,781,430 in funding for design, preconstruction, permitting, construction, equipment, and other associated project costs on the College of Nursing Building. This funding consists of an anticipated (pending Governor approval) \$14,781,430 of PECO funds, \$25,000,000 of fundraising, and \$29,000,000 appropriated by the state as a legislative priority for the purpose of designing and constructing the College of Nursing Building.

### Background Information:

A building program for the College of Nursing Building project has been developed and approved by the President on April 29, 2022. The Board of Trustees approved \$4,800,000 in funding to start the design phase of the College of Nursing Building project on July 12, 2022.

The College of Nursing Building was included in the FY2023-24 Capital Improvement Plan (CIP), approved by the Board of Trustees on May 26, 2022.

### Recommended Action:

Approve the use of up to \$68,781,430 in funding for design, preconstruction, permitting, construction, equipment, and other associated project costs on the College of Nursing Building.

### Alternatives to Decision:

- 1) Approval of a reduced amount, which may require a redesign of the project and a delay to the project schedule.
- 2) Decline to recommend approval of this item, which will not allow the project to proceed into construction.

### Fiscal Impact and Source of Funding:

The funding source for this request consists of state allocated funds and fundraising approved for the purpose of designing and constructing this project. A bridge loan may be required to provide immediate funding to the project related to fundraising, which will be paid off over time as fundraising pledges are received.

**Authority for Board of Trustees Action:**

BOG Regulation 14.006 “Building Program and Fixed Capital Outlay Legislative Budget Request Procedures” states:

- “The university president shall have the responsibility for the building program review and approval to assure compatibility with the institution’s approved strategic plan, master plan, educational plant survey and with space utilization criteria. Building programs approved by the university president, and budgets approved by the university board of trustees shall serve as the basic planning documents for development of plans and specifications for construction.”

The Facilities and Infrastructure Committee (FACC) Charter dated 2/23/22 includes in the Roles and Responsibilities of the FACC the review and recommendation of, “construction projects (new, remodeling, site work) with a projected total project cost in any amount greater than \$2 million, and any material changes to the projects.”

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**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Jonathan Varnell, Vice President for Facilities and Business Operations

**Supporting Documentation:**

Attachment A: College of Nursing Building Project Detail

**Facilitators/Presenters:**

Jonathan Varnell

Ben Davis, Assistant Vice President, Planning Design and Construction

Bill Martin, Senior Director for Facilities Planning and Construction



# College of Nursing

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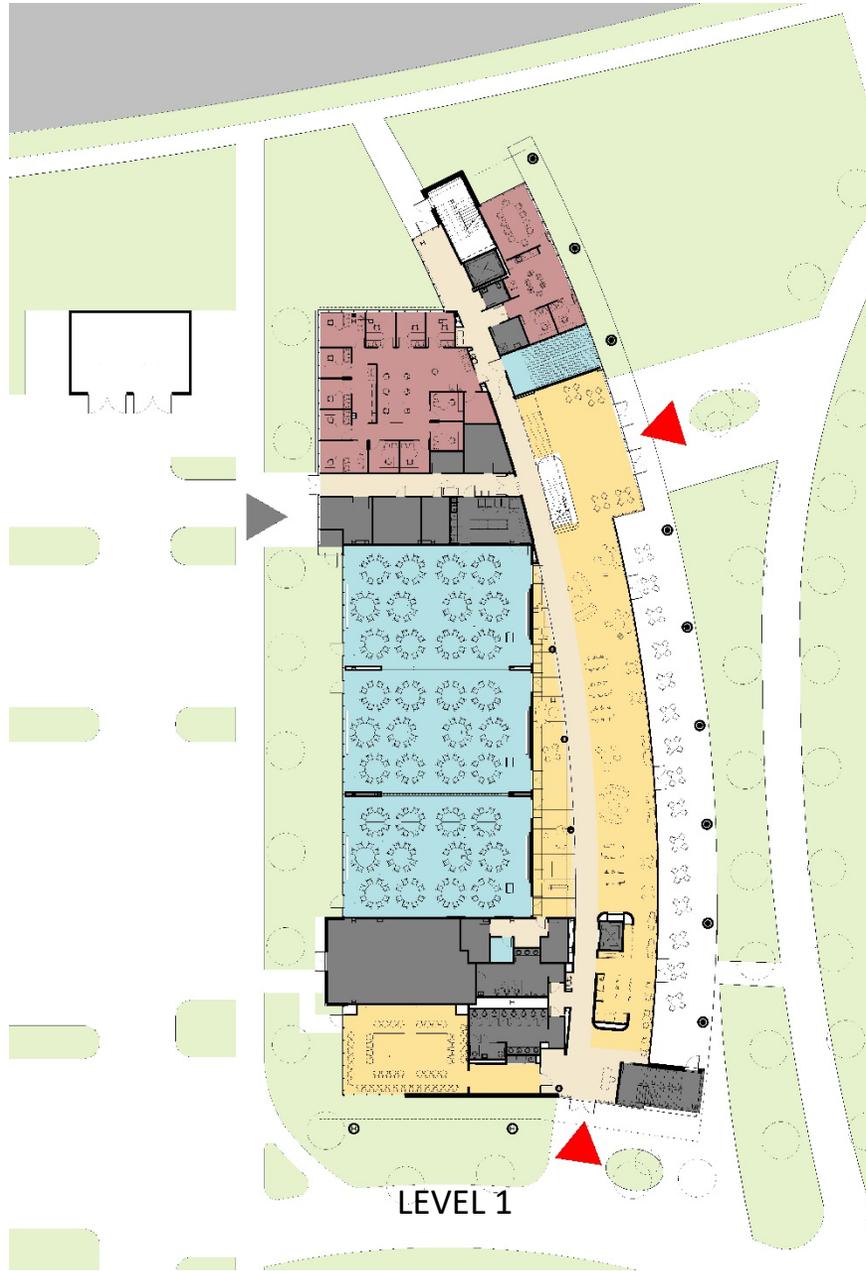
# COLLEGE OF NURSING



LEVEL 3

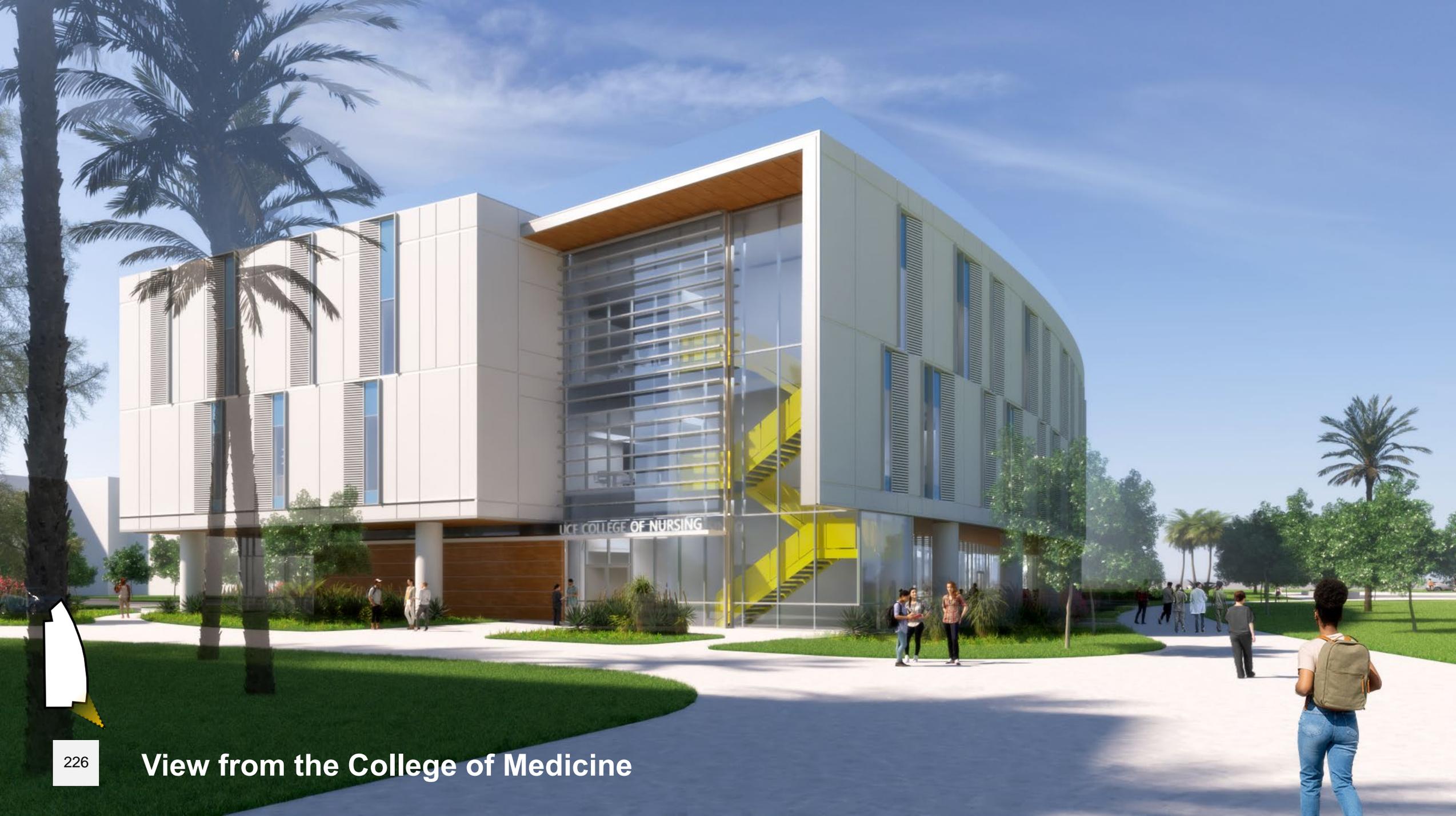


LEVEL 2



LEVEL 1

- Classroom Space
- STIM Space
- Research Space
- Office Space
- Study Facilities
- Building Support



UCF COLLEGE OF NURSING



View from the College of Medicine

# View from Parking Lot



View from  
Lake Nona Boulevard  
Looking East



UCF COLLEGE OF NURSING



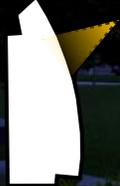


View from  
Lake Nona Boulevard  
Looking North

View from  
Lake Nona Boulevard  
Looking West



View from  
Lake Nona Boulevard  
Looking West





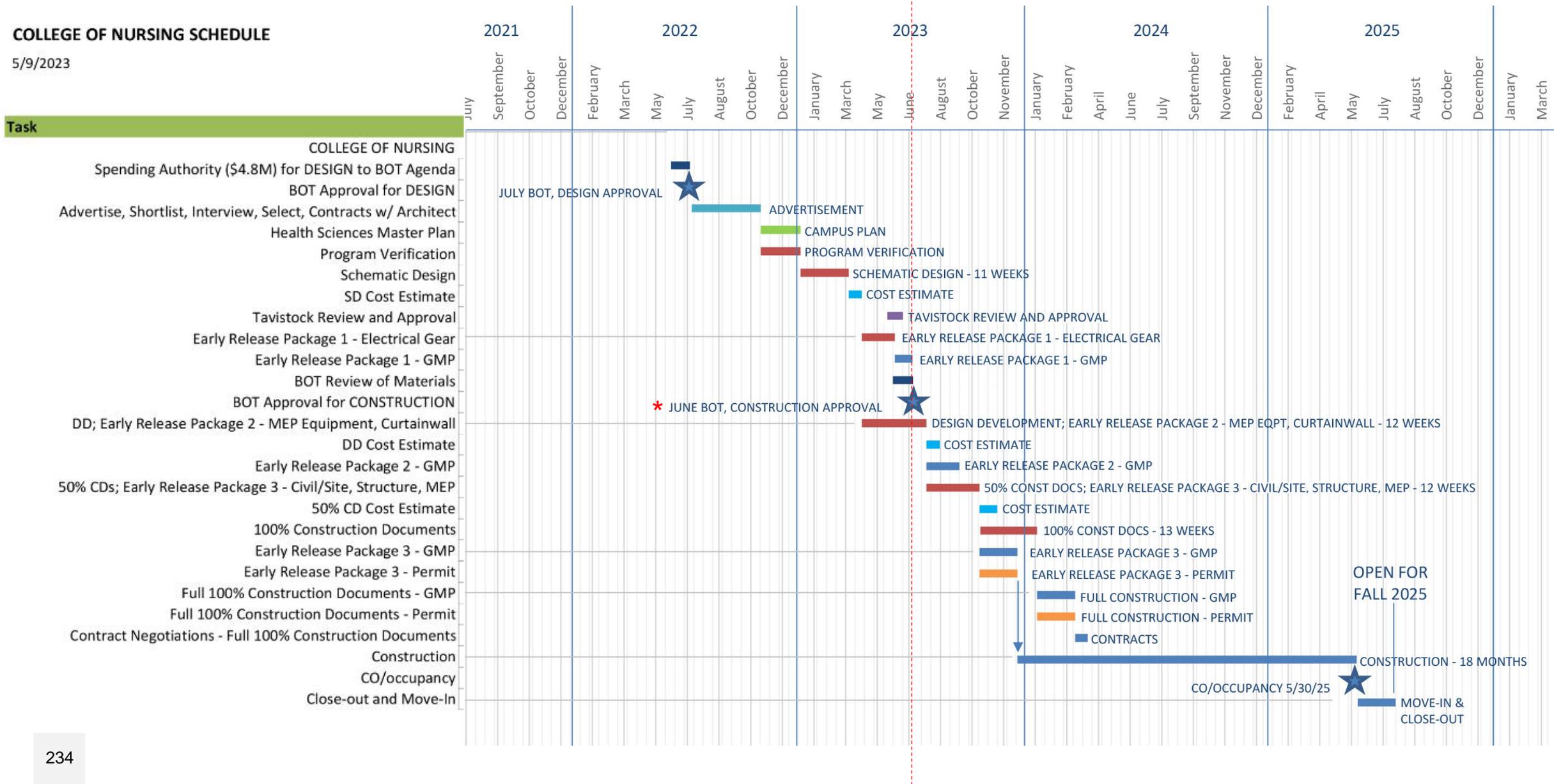
**UCF**

**COLLEGE OF  
NURSING**

\* JUNE 2023  
 BOT FULL FUNDING APPROVAL

**COLLEGE OF NURSING SCHEDULE**

5/9/2023



# **COLLEGE OF NURSING**

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## **PROJECT BUDGET - \$68,781,430**

- \$29M federal funding
- \$14,781,430 PECO (anticipated with state budget approval)
- \$25M fundraising

## **Current construction estimates are in line with the original budget**

- Three independent estimators assessing cost throughout the design (CM estimate, A/E estimate, university-hired cost estimator)

# LONG LEAD ITEMS

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## EARLY RELEASE PACKAGE 1

- Generator/Automatic Transfer Switch (60-70 wks)
- Electric Switchgear (custom; 70-100 wks)
- Transformers (35-45 wks)

## EARLY RELEASE PACKAGE 2

- Air Handler Units (custom; 40-52 wks)
- Hydronic Pumps w/VFD's (36-40 wks)
- Lab Exhaust Fans (52-56 wks)
- Exterior Glazing (curtainwall; 46-50 wks)
- Architectural Precast (28-32 wks)



Board of Trustees  
June 29, 2023

## FAC-4: Linear Generator – Project Approval

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Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

### Purpose and Issues to be Considered:

The Linear Generator project is a research project in partnership with Duke Energy and Siemens. Schedule, funding, and site plan information were presented at the May 18, 2023, BOT Retreat. The project will create a resilient zero-emission microgrid, digital twins, and hydrogen-based energy system that is integrated with the Research I Building. The project includes an outdoor equipment yard in the parking lot to the east of Research I which will have a brick screen wall to hide equipment from pedestrian view. The project also includes a rooftop solar array on the roof of Research I.

This request is to approve the use of up to \$4,700,000 in funding for design, preconstruction, permitting, construction, equipment, and other associated project costs on the Linear Generator project. The UCF portion of this funding is E&G Carryforward funds.

### Background Information:

This project is a partnership research project with Duke Energy and Siemens. In addition to the UCF funding, Duke Energy will be providing an estimated \$4,000,000 of equipment (Linear Generators), and Siemens will be providing an estimated \$85,000 of equipment. Additional equipment to integrate the linear generators with the Research I Building will be provided by UCF – this equipment is being designed by the original Engineers of the Research I Building.

### Recommended Action:

Approve the use of up to \$4,700,000 in funding for design, preconstruction, permitting, construction, equipment, and other associated project costs.

### Alternatives to Decision:

- 1) Approval of a reduced amount, which may require a redesign of the project and a delay to the project schedule.
- 2) Decline to recommend approval of this item.

### Fiscal Impact and Source of Funding:

The funding source for this request consists of E&G Carryforward funds.

### Authority for Board of Trustees Action:

The Facilities and Infrastructure Committee (FACC) Charter dated 2/23/22 includes in the Roles and Responsibilities of the FACC the review and recommendation of “construction projects (new, remodeling, site work) with a projected total project cost in any amount greater than \$2 million, and any material changes to the projects.”



**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Jonathan Varnell, Vice President for Facilities and Business Operations  
Ben Davis, Assistant Vice President, Planning Design and Construction

**Supporting Documentation:**

Attachment A: Linear Generator Project Detail

**Facilitators/Presenters:**

Jonathan Varnell  
Ben Davis



# Linear Generator

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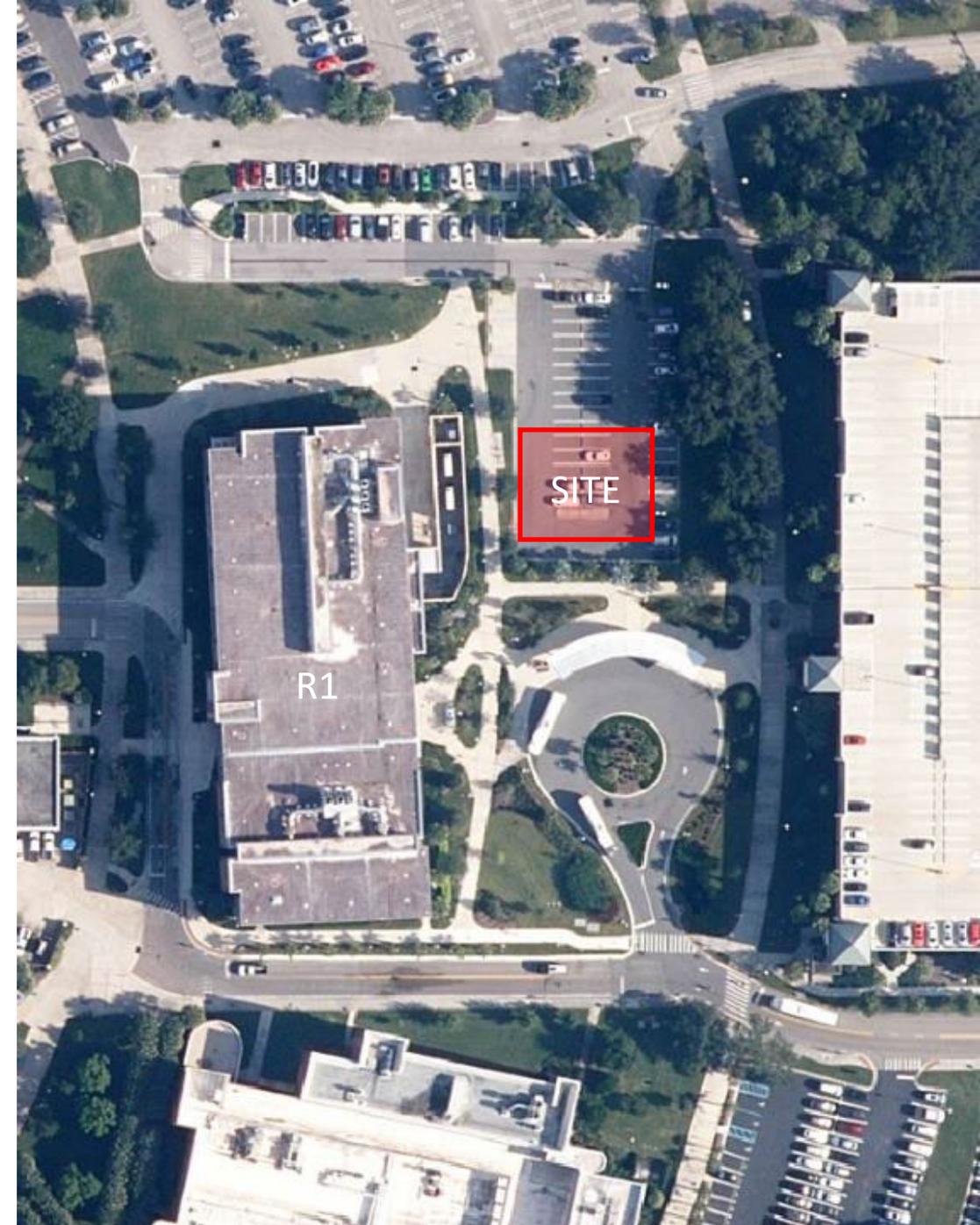
# LINEAR GENERATOR

## BUDGET- \$8.8M

- \$4.7M UCF
- \$4M Duke Energy
- \$85K Siemens

## PROJECT SCOPE

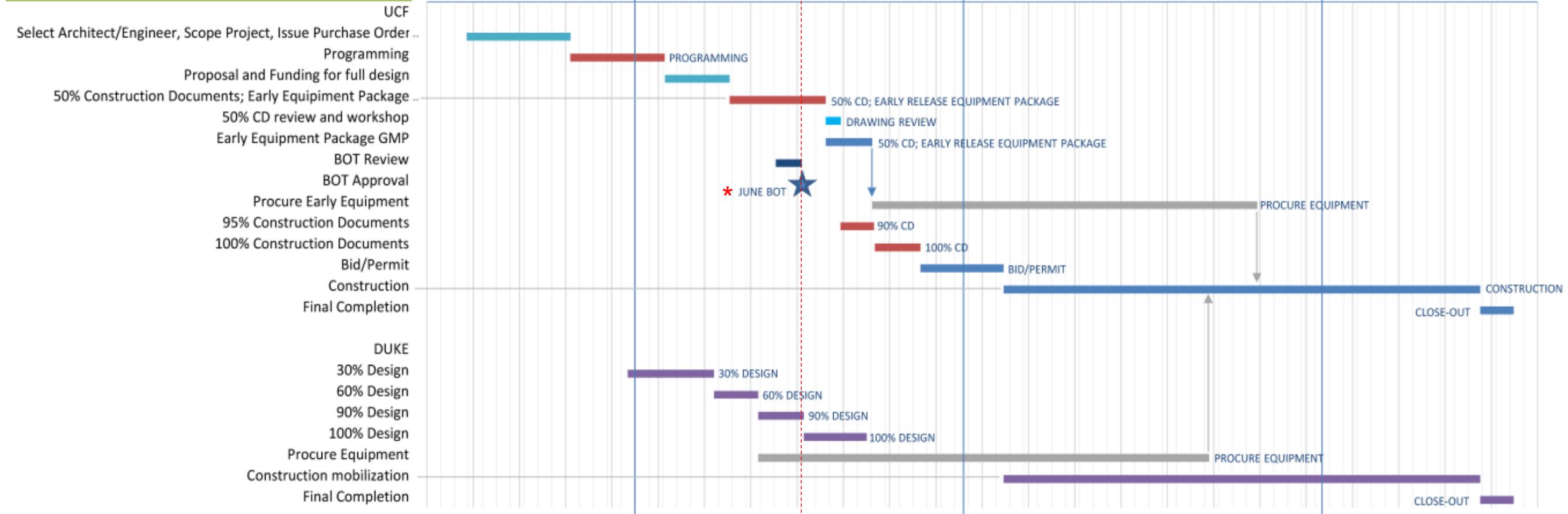
- Integrating with the Research I building, the project creates a resilient Zero-Emission Microgrid, Digital Twins, and Hydrogen-Based Energy System
- Outdoor equipment yard to the east of Research I, rooftop solar
- Partnership with Duke Energy



# Linear Generator Schedule

5/12/2023

## Task





Board of Trustees  
June 29, 2023

## GOV-2: Transition of Limbitless Solutions, Inc. into UCF's Research Enterprise

Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

### **Purpose and Issues to be Considered:**

Approval of the UCF Board of Trustees is necessary to decertify a direct support organization of UCF. Limbitless Solutions, Inc. (LSI) is planning to transition from an individual DSO to a component within the university's research enterprise. This transition is primarily administrative and aims to enable Limbitless to maintain its unique brand identity and ongoing work, while also benefiting from additional resources and infrastructure provided by the UCF Research Foundation.

### **Background Information:**

On May 22, 2023, the LSI Board of Directors adopted a resolution approving the corporate dissolution of LSI and a plan of distribution for LSI's assets, subject to the UCF Board of Trustees' approval of LSI's decertification.

Florida Statute 1004.28 allows a university to establish direct support organizations. A direct support organization is a not-for-profit corporation established pursuant to Chapter 617 of the Florida Statutes, organized, and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of a state university, and which the Board of Trustees, after review, has certified to be operating in a manner consistent with the goals of the university and in the best interests of the state.

The UCF Board of Trustees certified LSI as a direct support organization of the University of Central Florida on December 1, 2016. The purpose of the organization noted during certification was to research, design, create, and deliver mechanical and electronic solutions to children and adults who are missing limbs and to enter arrangements with third parties to facilitate research and innovations in related areas. Subsequently, the Articles of Incorporation for LSI were filed with the State of Florida on April 10, 2017.

The UCF Research Foundation (RF), also a certified direct support organization of the University of Central Florida, provides excellence in research support solutions by clearing through the administrative landscape to an open road of research and innovation. As part of its mission and support purpose, RF manages a variety of agreements, including sponsored contracts and grants; clinical trial agreements; research donations, sponsorships, conferences, services and consulting agreements; vendor agreements; lease and sublease agreements; and licensing and option agreements.

The proposed transition of LSI into the university's research enterprise will position it as a component of the RF and provide LSI with the infrastructure and expertise held by the RF. LSI's brand will remain intact as a DBA (doing-business-as) within the RF.



The assets of LSI will be transferred to the UCF Foundation per its Articles of Incorporation. The assets would continue to be used to further LSI's mission.

**Recommended Action:**

Approve the decertification of Limbitless Solutions, Inc. as a direct support organization of UCF.

**Alternatives to Decision:**

Decline to approve the decertification.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Florida Statutes Section 1004.28

Florida Board of Governors Regulation 9.011

University Regulation UCF-4.034

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**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Michael A. Kilbride, Executive Chief of Staff

**Supporting Documentation:**

Attachment A: Resolutions of the Board of Directors of Limbitless Solutions, Inc. Adopted May 22, 2023

Attachment B: Plan of Distribution of Assets Adopted by LSI Board May 22, 2023

**Facilitators/Presenters:**

Michael A. Kilbride

**RESOLUTIONS OF THE  
BOARD OF DIRECTORS OF  
LIMBITLESS SOLUTIONS, INC.**

**Adopted May 22, 2023**

**APPROVAL TO DISSOLVE LIMBITLESS SOLUTIONS, INC.**

WHEREAS, Limbitless Solutions, Inc., a direct support organization (DSO) affiliated with the University of Central Florida (UCF or university), has been operating as a separate entity focused on providing assistive technology solutions; and

WHEREAS, UCF's strategic initiatives aim to foster innovation, research, and academic excellence, and the integration of Limbitless Solutions, Inc. into the university's research enterprise is aligned with these goals; and

WHEREAS, transitioning Limbitless Solutions, Inc. into UCF's research enterprise will enhance collaboration opportunities, streamline administrative processes, and promote the efficient utilization of resources; and

WHEREAS, the corporate dissolution of Limbitless Solutions, Inc., subject to UCF's Board of Trustees approval to decertify Limbitless Solutions, Inc. as a direct support organization, is necessary to facilitate its integration within the university's research framework; and

WHEREAS, allowing the name of Limbitless Solutions, Inc. to be retained as a "Doing Business As" (DBA) under the University of Central Florida Research Foundation, Inc. will maintain the continuity and recognition of the brand; and

WHEREAS, completing all activities necessary and required to align Limbitless Solutions, Inc. with the strategic initiatives of the university will ensure optimal utilization of expertise, facilities, and resources;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the following:

1. The transition of Limbitless Solutions, Inc. into the university's research enterprise, encompassing its integration within the university's research framework and administrative structure.
2. The corporate dissolution of Limbitless Solutions, Inc., subject to UCF's Board of Trustees approving the decertification of Limbitless Solutions, Inc. as a direct support organization of the university, enabling its alignment with the strategic initiatives and governance structure of the university.

3. The allowance for the name of Limbitless Solutions, Inc. to be held as a "Doing Business As" (DBA) of the University of Central Florida Research Foundation, Inc., ensuring continuity and brand recognition.
4. The completion of all necessary and required activities to best align Limbitless Solutions, Inc. with the strategic initiatives of the university, including but not limited to, operational integration, resource consolidation, and policy adherence.

#### **APPROVAL OF PLAN OF DISTRIBUTION**

**RESOLVED, that the attached Plan of Distribution of Assets is in the best interests of Limbitless Solutions, Inc. and is hereby approved; and, be it**

#### **RATIFICATION OF PRIOR ACTS**

RESOLVED, that any and all actions heretofore taken by any officer or director of Limbitless Solutions, Inc. in connection with the above matter is hereby ratified, confirmed and approved in all respects; and, be it

#### **GENERAL AUTHORIZING RESOLUTION**

RESOLVED, that each officer of Limbitless Solutions, Inc. be, and the same hereby is, authorized, empowered, and directed for, in the name of, and on behalf of Limbitless Solutions, Inc. to execute the documents needed to carry out these resolutions with such changes, modifications, or amendments thereto as the officer so acting deems necessary or advisable and in the best interests of Limbitless Solutions, Inc. and to do all other acts, and take all actions, and prepare all papers, instruments, and documents, and do all other things in connection with the above resolutions, which such officer in his or her sole discretion approves as being proper, appropriate or necessary in connection therewith, with the signature of the officer so acting being deemed conclusive evidence of his or her approval

BE IT FURTHER RESOLVED that this transition shall be completed in a timely manner, with progress updates provided to the UCF Board of Trustees and/or the Limbitless Solutions, Inc. Board of Directors as deemed necessary.

This motion is effective immediately upon approval

**LIMBITLESS SOLUTIONS, INC.**

**PLAN OF DISTRIBUTION OF ASSETS**

The undersigned Corporation adopts the following Plan of Distribution of Assets for the purpose of dissolving and liquidating the corporation:

First: The name of the Corporation is Limbitless Solutions, Inc.

Second: All debts, liabilities and obligations of the Corporation have been paid and discharged or adequate provisions have been made therefor.

Third: Any assets that are held by the Corporation upon any condition requiring their return, transfer or conveyance, which condition occurs by reason of the dissolution of the corporation will be returned, transferred or conveyed as required.

Fourth: Any assets that are held by the corporation subject to any limitation permitting their use only for charitable, religious, eleemosynary, benevolent, educational or similar purposes (but not held upon any condition requiring their return, transfer or conveyance by reason of the dissolution) which assets must be transferred or conveyed to any corporation, trust, society or organization engaged in activities substantially similar to those of the corporation by reason of the dissolution of the corporation will be so transferred or conveyed.

Fifth: All of the assets of the corporation have been or will be distributed to the University of Central Florida Foundation, Inc. in accordance with Article XIII of the First Amended and Restated Articles of Incorporation.

Sixth: No assets will remain for distribution to any other person, trust, society, organization or corporation, whether for profit or not for profit.

LIMBITLESS SOLUTIONS, INC.

By: \_\_\_\_\_  
Its: President

**CERTIFICATE OF COMPLIANCE**

I hereby certify that the foregoing has been executed in compliance with Section 617.1406(2), Florida Statutes.

\_\_\_\_\_  
President

STATE OF FLORIDA  
COUNTY OF ORANGE

SWORN TO AND SUBSCRIBED before me by \_\_\_\_\_, and \_\_\_\_\_, the President of Limbitless Solutions, Inc. is personally known to me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public, State of Florida  
My commission expires:



Board of Trustees  
Regular Committee | June 29, 2023

**GOV-3: Appointment and Election of Direct Support Organization Directors**

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Information

Discussion

Action

**Meeting Date for Upcoming Action:** \_\_\_\_\_

**Purpose and Issues to be Considered:**

Florida Statutes section 1004.28(3) requires the Board of Trustees to approve all appointments to direct support organizations (DSOs), except for the designees of the Board Chair and the President of the University of Central Florida (President).

The UCF Direct Support Organizations listed below are presenting new board member appointments and reappointments for terms of service pursuant to their bylaws. The UCF Foundation Board stands as the sole self-perpetuating DSO Board, with Directors being elected by the Board of Directors rather than appointed by the President. Elected Directors of the UCF Foundation Board require final approval by the Board of Trustees to assume their positions.

**UCF Academic Health, Inc. (3-year Term) | Attachment A**

Roslyn Burttram (*New Appointment; July 1, 2023 - June 30, 2026*)  
Gideon Lewis (*New Appointment; July 1, 2023 - June 30, 2026*)

**UCF Athletics Association, Inc. (3-year Term) | Attachment B**

Sheila Gutierrez de Piñeres (*New Appointment; July 1, 2023 - June 30, 2026*)

**Central Florida Clinical Practice Organization, Inc. (3-year Term) | Attachment C**

Albert Francis III (*New Appointment; July 1, 2023 - June 30, 2026*)  
Michael Deichen (*New Appointment; July 1, 2023 - June 30, 2026*)  
Richard Pepler (*New Appointment; July 1, 2023 - June 30, 2026*)

**UCF Convocation Corporation (3-year Term) | Attachment D**

Adrienne Frame (*New Appointment; July 1, 2023 - June 30, 2026*)  
Michael Manglardi (*New Appointment; July 1, 2023 - June 30, 2026*)  
Jonathan Varnell (*New Appointment; July 1, 2023 - June 30, 2026*)

**UCF Finance Corporation (3-year Term) | Attachment E**

Mike Johnson (*New Appointment; July 1, 2023 - June 30, 2026*)  
Rebeca Richards (*New Appointment; July 1, 2023 - June 30, 2026*)  
Danta White (*New Appointment; July 1, 2023 - June 30, 2026*)

**UCF Foundation, Inc. (4-year Term Elected) | Attachment F**

Roslyn Burttram (*Second Term Appointment; July 1, 2023 - June 30, 2027*)  
Jessica Blume (*Second Term Appointment; July 1, 2023 - June 30, 2027*)



Robert P. "Rob" Kantor, Jr. (New Appointment; July 1, 2023 - June 30, 2027)  
Laurette T. Koellner (New Appointment; July 1, 2023 - June 30, 2027)  
John P. Mahony (New Appointment; July 1, 2023 - June 30, 2027)  
Dana Patton (Second Term Appointment; July 1, 2023 - June 30, 2027)  
Mark Plaumann (Second Term Appointment; July 1, 2023 - June 30, 2027)  
Kevin Wydra (Second Term Appointment; July 1, 2023 - June 30, 2027)

**UCF Research Foundation, Inc. (3-year Term) | Attachment G**

Ed Alexander (Second Term Appointment; July 1, 2023 - June 30, 2026)  
Waymon Armstrong (Second Term Appointment; July 1, 2023 - June 30, 2026)  
Mark Crandall (Second Term Appointment; July 1, 2023 - June 30, 2026)

**UCF Stadium Corporation (3-year Term) | Attachment H**

Olga Calvet (New Appointment; July 1, 2023 - June 30, 2026)  
Manoj Chopra (New Appointment; July 1, 2023 - June 30, 2026)

Attachments A-H include supporting documentation for each respective DSO Board's appointments.

**Background Information:**

UCF DSOs are 501(c)(3) non-profit corporations and are certified as direct support organizations of the University of Central Florida. DSOs are organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures in a manner consistent with the goals of the University and the best interest of the State.

**Recommended Action:**

Approve the DSO appointments and elections as presented to the Board of Trustees.

**Alternatives to Decision:**

Decline to approve the presented appointments and elections to the Board of Trustees.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Florida Statute 1004.28(3)  
University Regulation UCF-4.034(3)(c)

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**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Lauren Ferguson, *Assistant Vice President, Board Relations*



## Agenda Memo

### **Supporting Documentation:**

- Attachment A: UCF Academic Health, Inc. Board Appointments
- Attachment B: UCF Athletics Association, Inc. Appointments
- Attachment C: Central Florida Clinical Practice, Inc. Appointments
- Attachment D: UCF Convocation Corporation Appointments
- Attachment E: UCF Finance Corporation Appointments
- Attachment F: UCF Foundation, Inc. Elections
- Attachment G: UCF Research Foundation, Inc. Appointments
- Attachment H: UCF Stadium Corporation Board Appointments

### **Facilitators/Presenters:**

Lauren Ferguson



## UCF Academic Health, Inc.



### **Rosalyn Burttram**

**Independent Contractor (Medical Affairs and Health Economics)**

*Academic Health, Inc Board of Directors*

*Director Appointment*

*First 3-Year Term*

*7/1/2023 to 6/30/2026*

**Roslyn Burttram**, now retired, served over 30 years in the healthcare industry; most recently as a regional associate director and medical science liaison for neuroscience with Novartis where she focused on multiple sclerosis therapy. Her career includes roles with Cubist Pharmaceuticals, ViroPharma Inc. and Bayer. She currently serves as a coach for The Jobs Partnership of Florida.

Burttram earned a BS in Nursing from the Medical College of Georgia, continued her nursing education at Clemson, and received a MS in Pharmacy from the University of Florida.

She is married to Jody Burttram, a co-founder of Harbinger Capital Advisors LLC, an Orlando based private equity investment firm.



### **Dr. Gideon Lewis**

**Podiatrist and Founder**

**Foot & Ankle Sports Medicine Institute**

*Director Appointment*

*First 3-Year Term*

*7/1/2023 to 6/30/2026*

**Dr. Gideon Lewis** is a world-renowned sports medicine physician, known for working with Olympic and professional athletes from a wide array of sports. He is double board certified in reconstructive rearfoot/ankle and foot surgery.

Medicine has been part of Lewis' entire life. His late grandfather was a well accomplished general surgeon and his father, Dr. Gideon G. Lewis, is a practicing family medicine

physician. His childhood consisted of frequent visits to the hospital making rounds with his father. In 2006, immediately after completing his surgical residency, Lewis joined his father to create Drs. Lewis and Lewis. In 2017, he established the Foot & Ankle Sports Medicine Institute in Winter Park in which currently serves hundreds of new athletes, as well as professional athletes from across the country and internationally.

Additionally, Lewis is the attending physician for Advent Health's Foot and Ankle Surgical Residency program and chief medical director for Star Athletics training team led by former



## Attachment A

### **UCF Academic Health, Inc.**

Olympian, Dennis Mitchell. This team has been the training group for numerous Olympic medalists.

Lewis earned his doctorate degree from the California College of Podiatric Medicine, training at the University of California at San Francisco teaching hospitals. He completed his foot and ankle surgical residency at Advent Health (formerly Florida Hospital) with extensive training in advanced foot and ankle surgery.

In 2012, he was selected by the FBI to participate in their distinguished FBI Citizen's Academy and completed this program in Washington D.C. and Quantico, Virginia.



Attachment B

**UCF Athletics Association, Inc.**



**Sheila Amin Gutiérrez de Piñeres, Ph.D.**  
**Dean of the UCF Burnett Honors College**  
**Professor of Public Administration**  
*UCF Athletics Association, Inc.*  
*Director Appointment*  
*First 3-Year Term*  
*7/1/2023 to 6/30/2026*

**Sheila Amin Gutiérrez de Piñeres, PhD**, is the dean of the Burnett Honors College and professor of public administration. She received her PhD in economics from Duke University, MA from the University of Chicago, and BA from Texas A&M University.

Dr. Piñeres joined UCF in May of 2018 following her role as executive vice president for Academic Affairs and dean of faculty at Austin College in Sherman, TX.

Prior to Austin College, Piñeres served in several administrative and faculty roles at the University of Texas at Dallas, including dean of undergraduate education and professor of political economy and economics. She has taught courses in economics, international trade, Latin America and social entrepreneurship. Her research focused on Latin American development. She is a founding member of the University of Texas System Academy of Distinguished Teachers and is active nationally with honors education. She co-founded the Council of Higher Education which serves honors colleges and programs at APLU institutions.



## Central Florida Clinical Practice Organization, Inc.



**Dr. Michael G. Deichen**  
**Associate Vice President**  
**UCF Student Health Services**  
CFCPO Board of Directors  
New Appointment  
3-Year Term  
7/1/2023 to 6/30/2026

**Dr. Deichen** is the Associate Vice President of UCF Student Health Services and serves as the Chief Public Health Officer for the university as a whole. Dr. Deichen has been with UCF Student Health Services since 2001. His educational career began at the University of Florida earning his Bachelor of Science in Chemistry followed by a Medical Degree at the University of South Florida and then his residency in Family Medicine completed at the University of Florida. He also holds a Master of Public Health Degree from the University of South Florida. Dr. Deichen's areas of interest include emerging public health threats and emergency response.

Dr. Deichen currently serves as UCF's Institutional Review Board Vice Chair and has served as an affiliate scientist on the UCF IRB since 2004. He has participated as an investigator with various clinical trials and grants. In 2005 he was co-selected for the American College Health Koster Grant for Innovation. His publications include an assessment of the accuracy of web-based health information and an overview of a mass pandemic flu immunization procedure. He is a contributing editor to the *Journal of American College Health*.

Dr. Deichen's wife, Susan Saroka Deichen, earned her MA in Elementary Education from UCF in 1994.



**Albert (Bert) Francis III, CPA**  
**UCF Treasurer and Assistant Vice President of**  
**Debt Management**  
CFCPO Board of Directors  
New Appointment  
3-Year Term  
7/1/2023 to 6/30/2026

**Bert Francis** currently serves as the University Treasurer and Assistant Vice President of Debt Management for the University of Central Florida. Bert has over 18 years of GASB finance and accounting experience and previously served as the Controller for four of the University's Direct Support Organizations. Those organizations include the UCF Convocation Corporation which manages a budget of over \$30 million for the UCF Arena, the UCF Towers housing facilities, and surrounding retail areas; the UCF Stadium Corporation which includes all financial activity relating to UCF's Football Stadium; the UCF Finance Corporation which is a corporation used to facilitate debt related transactions on behalf of the University, and Limbitless Solutions, Inc. which primarily develops innovative 3D prosthetic limbs for children. Bert graduated from the University of Central Florida with a bachelor's in business administration with a major in accounting in 2005, a master's degree in business administration in 2009, and obtained his Florida CPA license in 2013. Bert currently serves as Chair of the Legacy Pointe Board of Directors.



## Central Florida Clinical Practice Organization, Inc.



### **Dr. Richard D. "Dick" Peppler**

Retired Associate Dean/Faculty and Academic Affairs

CFCPO Board of Directors

New Appointment

3-Year Term

7/1/2023 to 6/30/2026

**Dr. Peppler** joined the College of Medicine in 2007 as associate dean for Faculty and Academic Affairs and a professor of anatomy. During his 14 years at UCF, he also served as interim chair for Medical Education, interim director for Burnett School of Biomedical Sciences, interim co-director for the Pre-Health and Pre-Law Advising Office and interim vice dean.

As a founding faculty member, he helped with the development of academic programs and curriculum for medical students. In addition, he was instrumental in creating management processes of appointment, promotion, and award of tenure for faculty. Over the years, he also trained medical students in the Structure and Function module in the Anatomy laboratory. A retired Army Colonel and lifelong medical educator, Dr. Peppler was the second person hired at the UCF College of Medicine in 2007. He holds a Ph.D. in anatomy and taught first-year students in the college's state-of-the-art Anatomy Lab.

As a retired military officer, he gave the military oath to and lead the pinning ceremony of UCF Knights minutes after being declared physicians for eight years. After 14 years leading medical education at the College of Medicine, Peppler retired from UCF in June 2021.



## UCF Convocation Corporation

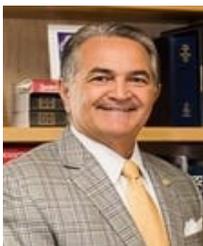


**Adrienne Frame**  
**Vice President, Student Success and Well-Being**  
**University of Central Florida**  
**UCF Convocation Corporation**  
*Director Appointment*  
*First 3-Year Term*  
*7/1/2023 to 6/30/2026*

**Adrienne Frame** serves as the vice president for Student Success and Well-Being at the University of Central Florida, a public metropolitan research institution with over 68,000 students. Prior to her current role, Dr. Frame served as the Associate Vice President and Dean of Students at UCF with oversight and supervision of Career Services, Student Accessibility Services, Inclusive Education Services, First Year Experience, Neighborhood Relations, Counseling and Psychological Services, Academic Support for Student Athletes, and the Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities includes the Office of Student Conduct, Integrity and Ethical Development and Student Care Services.

A native of Massachusetts, Frame has more than 28 years of higher education experience. She has served in several leadership positions in student affairs prior to UCF, including dean of students at Endicott College and as director of housing at Florida State University. She has worked at the Colby-Sawyer College, the University of Miami and most recently at Suffolk University in Boston. Frame has extensive experience in campus-based crisis response, relationship building, campus partnership development and Title IX compliance.

Frame earned a doctorate of education in higher education from Florida State University, a master's degree from the University of New Hampshire and a bachelor's degree from Denison University.



**Michael Manglardi**  
**Attorney, Martinez Manglardi P.A.**  
*UCF Convocation Corporation*  
*Director Appointment*  
*First 3-Year Term*  
*7/1/2023 to 6/30/2026*

**Mike Manglardi** is a personal injury attorney at Martinez Manglardi in Orlando. He has successfully represented thousands of individuals and families throughout Florida in various types of personal injury claims, including automobile accidents, defective product and theme park negligence. He is a volunteer as a Guardian Ad Litem for abused neglected and abandoned children.

He is a loyal supporter of all things UCF and strongly believes in giving back. He has offered UCF students internships and job shadowing experiences, spoken for LEAD



## UCF Convocation Corporation

Scholars, and raised money for the Foundation. In 2010, he was the recipient of the Jefferson Award for outstanding work.

Manglardi and his wife Karen, who received an honorary alumni award in 2020, have four adult sons who all attended UCF.



**Jonathan "Jon" Varnell**

**Vice President, UCF Facilities and Business Operations**

*UCF Convocation Corporation*

*Director Appointment*

*First 3-Year Term*

*7/1/2023 – 6/30/2026*

**Jon Varnell** serves as the vice president for Facilities and Business Operations at UCF. In his role, Varnell is responsible for overseeing all aspects of facilities, including planning and construction, real estate, grounds and landscaping, custodial services, parking and transportation, and business services, as well as the infrastructure and utilities to support them.

Varnell has nearly 25 years of experience in higher education. Before joining UCF, he served as the associate vice chancellor for Facilities Management at UNC Charlotte, where he led all facilities management operations; utilities and energy management; sustainability; capital planning, design and construction; engineering; real estate; space planning; and more and oversaw nearly \$250 million in capital projects.

Additionally, he has also held leadership roles at Valparaiso University and Guilford College as vice president for Administration. He has been an active participant in numerous industry associations and a key member of executive leadership teams at both public and private institutions.



## UCF Finance Corporation



**Michael "Mike" Johnson, Ph.D.**  
**Vice President, University Provost**  
**University of Central Florida**  
*UCF Finance Corporation*  
*Director Appointment*  
*First 3-Year Term*  
*7/1/2023 to 6/30/2026*

**Mike Johnson** serves as UCF's provost and executive vice president for Academic Affairs. As the chief academic officer, he leads UCF's academic programs and initiatives across 13 colleges, which serve 68,000 students and support more than 3,000 teaching and research faculty. His responsibilities also include multiple campuses, research centers and institutes. In addition, he manages UCF's academic operating budget in collaboration with the president's office, vice presidents, deans, and other academic leaders. Dr. Johnson joined UCF in 1990 and in 2011 became dean of the College of Sciences, where he is also a professor in the Department of Physics.

His research is in theoretical condensed matter physics, including nonequilibrium high-current transport in nanodevices, quantum statistical mechanics of integrable systems, fractional statistics and pattern formation in complex fluids. He earned his Ph.D. in physics from the University of Virginia.



**Danta White**  
**Sr. Assistant Vice President, UCF Controller**  
*UCF Finance Corporation*  
*Director Appointment*  
*First 3-Year Term*  
*7/1/2023 to 6/30/2026*

**Danta White** currently serves as a senior assistant vice president and university controller of Financial Affairs. Prior to joining UCF in 2020, he held several roles in the Florida Department of Financial Services in Tallahassee Florida for four years. For 9 years he served as an auditor for the Florida State Government Auditor General. White earned his bachelor's degree in both Accounting and Finance in 2005.



Attachment E

**UCF Finance Corporation**



**Rebeca Reynolds**

**Senior Assistant Vice President, Academic Affairs**

**University of Central Florida**

*UCF Finance Corporation*

*Director Appointment*

*First 3-Year Term*

*7/1/2023 to 6/30/2026*

**Rebeca Richards** currently serves as an assistant vice president of Academic Budget, Planning and Administration. Since joining UCF in 2010, she has held several roles in the Academic Affairs department. Prior to working with UCF, she served as a tax senior with Grant Thornton LLP.



# Advancement



**Robert P. "Rob" Kantor, Jr.**  
 '97 '04MS '09MBA

**Universal Parks and Resorts – Vice President, Business Analytics and Industrial Engineering**

*UCF Foundation, Inc.*

*Elected Director*

*New 4-Year Term*

*7/1/2023 to 6/30/2027*

**Rob Kantor** has worked for Universal Parks and Resort as a vice president since 2019. Prior to this role, he worked at Universal Orlando Resort for over 20 years in the most recent roles of senior director of Business Analytics and Industrial Engineering. During Kantor's career at Universal, he has expanded his support of divisions across the entire business, leading process improvement and cost saving initiatives in areas like revenue operations, entrance operations, entertainment, warehousing and wardrobe.

Kantor's volunteer experience includes Project Leader and Villa Adopter at Give Kids the World in Kissimmee, Florida. He is also a coach at the YMCA and for Little League International. Additionally, Kantor is a Certified Engineer-in-Training for the State of Florida.

Kantor attended the University of Central Florida, receiving multiple degrees and certificates. He most recently earned his MBA '09, received both his Graduate Certificate in Project Engineering and MS in Industrial Engineering '04, and his BS in Industrial Engineering '97.



**Laurette T. Koellner '77**

**Boeing International - Former President**

*UCF Foundation, Inc.*

*Elected Director*

*New 4-Year Term*

*7/1/2023 to 6/30/2027*

**Laurette Koellner's** distinguished career encompasses managing large, complex, international institutions in the aviation and technology industries.

Koellner began her career at McDonnell Douglas as a contract analyst. She spent 19 years at McDonnell Douglas, with an end position of vice president of Internal Audit. After the Boeing-McDonnell Douglas merger in 1997, she remained with Boeing, first as vice president and general auditor, before being named vice president and corporate controller in 1999. In 2000, she was named the senior vice president of the Shared Services group. From 2002-2004, she served as a member of the office of the chairman, as well as the company's chief administration and human resources officer. In 2004, Koellner was named the president of Connexion by Boeing, a position she held until 2006, when she was named the president of Boeing International. She remained in this position until her retirement from Boeing in 2008.



# Advancement

Koellner earned an MBA from Stetson University in 1980 and holds a Certified Professional Contracts Manager designation. Koellner is also a UCF graduate, earning her BSBA '77. In 2011, she was awarded Stetson University's Distinguished Alumnus Award. She has been designated an "audit committee financial expert" by the New York Stock Exchange. In 2014, she was featured in the book Trailblazers: The Women of The Boeing Company as the highest-ranking female in the history of the company.



**John P. Mahony '96**  
**Kavaliro – Managing Partner/COO**  
*UCF Foundation, Inc.*  
*Elected Director*  
*New 4-Year Term*  
*7/1/2023 to 6/30/2027*

**John Mahony** has worked in the recruitment and placement field for over twenty years. Mahony and wife, Diane Mahony (fellow UCF alum) founded Kavaliro with other UCF graduates, Mark Moore and Bill Pepler. Diane, CEO for Kavaliro, is a former UCF Foundation Board Director.

Mahony gives back to the community through a variety of charitable organizations including supporting Boys and Girls Club of Central Florida, Catholic Charities, and Kick off for Kids (a Kavaliro sponsored 501(c)3).

Mahony has three kids with wife, Diane, Caden, Owen and Ava. He enjoys spending time with his family and traveling to support his alma mater's athletics. Mahoney, a UCF graduate, received his BA '96 in Organizational Communication.



**Jessica L. Blume, '80**  
**Retired – Deloitte**  
*UCF Foundation, Inc.*  
*Elected Director*  
*Second 4-Year Term*  
*7/1/2023 to 6/30/2027*

**Jessica Blume** retired from Deloitte in 2015 as vice chairman after 26 years. She was a leadership partner in the U.S. firm and served on the Deloitte U.S. Executive Committee and U.S. Board of Directors when Deloitte evolved into the world's largest professional services organization. Her career success and strengths of strategic thinking, operations, execution, implementation of large change, communications, working with Fortune Global 500 companies and state/federal clients set her apart from the rest especially in the days when there were very few women in the accounting profession.

Blume received her B.S. degree in Accounting from the University of Central Florida.



# Advancement

Blume is an outstanding philanthropist and has become the shining example of board service by sharing her time, talents, and treasure. Her board service began in 2016 when she joined as a founding member of the Integrated Business Advisory Board. Jessica was inducted into the University of Central Florida's College of Business Hall of Fame in February 2019. In Blume's first term with the UCF Foundation, she has served as a member of the Audit Committee as well as the Information Technology Committee before it was dissolved in 2021. Blume has served as Vice Chair (2021-Present) of the UCF Foundation's Audit Committee.



## **Roslyn Burtrtram P'20**

### **Healthcare Consultant, Community Volunteer**

UCF Foundation, Inc.

Elected Director

*Second 4-Year Term*

*7/1/2023 to 6/30/2027*

**Roslyn Burtrtram** is a healthcare consultant and community volunteer. She has extensive experience in the biopharmaceutical industry, having spent 30 enjoyable years with both large and small biotech firms as a senior medical liaison where she communicated scientific information to healthcare professionals. Prior to that she was a critical care nurse.

Burtrtram holds a BS in Nursing from The Medical College of Georgia and a MS in Pharmacy, Applied Pharmacoeconomics from The University of Florida. Through Burtrtram's service and philanthropy, she has helped to impact the lives of students, student athletes and adults.

Burtrtram's UCF Foundation involvement includes currently serves as the Donor Engagement & Stewardship Committee Chair, Executive Committee Member, and previously on the Investment Committee (2020-2021).

Burtrtram has been an active UCF volunteer, serving as the Immediate Past Chair of the UCF Parent & Family Philanthropy Council, volunteering as a mentor with the College of Nursing, a member of the 40 Knight Nurse Award Selection Committee, and has volunteers as an Embedded Participant in the simulation lab. Her son Jackson '20 earned his B.S. in Mechanical and Aerospace Engineering.



## **Dana Patton '93**

### **Retired – Former Executive Recruiter**

UCF Foundation, Inc.

Elected Director

*Second 4-Year Term*

*7/1/2023 to 6/30/2027*

**Dana Patton** is a former executive recruiter for the healthcare industry who now serves as a community leader and philanthropist. She holds positions on several charitable and serve organization boards, including Children's Healthcare of Atlanta Friends, Ribbons of



# Advancement

Hope, and the Holy Innocents' Episcopal School.

She and her husband, R. David Patton '93, established an endowed scholarship at UCF, The President's Leadership Endowment. Patton is also an avid tennis player and coaches tennis at Holy Innocents' Episcopal School.

Patton currently serves as the UCF Foundation Board Secretary. She also serves on the Governance Committee (2020-Present) and has chaired the Board Composition Subcommittee. Patton was a member of the Donor Engagement & Stewardship Committee (2019-2021). Dana previously served as the Atlanta UCF Alumni Chapter Outreach Co-Chair (2015- 2016).



**Mark Plaumann '74 '79 MBA**

**Managing Member – Greyhawke Capital Advisors LLC**

*UCF Foundation, Inc.*

*Elected Director*

*Second 4-Year Term*

*7/1/2023 to 6/30/2027*

**Mark Plaumann** is a Managing Member of Greyhawke Capital Advisors LLC, which he co-founded in 1998. It controls several million square feet of real estate around the country. Prior to founding Greyhawke, Mark was a Senior Vice President of Wexford Capital LLC. Additionally, he held positions with Alvarez & Marsal, Inc., American Healthcare Management, Inc. and Ernst & Young LLP.

Mark is married to Marilyn Wilson, and they have one daughter, Margaux. Plaumann serves as the Chair for the UCF Foundation Audit Committee. Mark has been highly involved with the College of Business, serving on the Finance Department Advisory Board (2019), CBA Capital Markets New York Advisory Board, and CBA Dean's Advisory Board. In 2012, Plaumann received the CBA Professional Achievement Award, given to outstanding alumni of the college whose work in their field demonstrates the full value of their UCF Experience. He was also a College of Business Hall of Fame recipient in 2008.



**Kevin Wydra '92**

**Technology Consultant – Wydra Technology Services**

*UCF Foundation, Inc.*

*Elected Director*

*Second 4-Year Term*

*7/1/2023 to 6/30/2027*

**Kevin Wydra** brings over 25 years of technology and software development experience as well as the knowledge associated with buying and selling multiple companies. After graduating from UCF '92 with his B.S. in Computer Science, Wydra spent the next 18 years helping build Client Profiles, a software technology leader in the legal case management field.

As co-founder and Chief Technology Officer of the organization, his expertise spanned all areas of the research and development arm of the company, ranging from software architecture,



## Advancement

design, development, and testing of the applications. As his company grew, he was responsible for developing teams in the United States, India, and Russia as well as the technical relationship with Microsoft as a Microsoft Gold Certified Partner. The company grew to over 80 employees and was ultimately purchased by a venture capital group focused on consolidating the software development companies in the legal technology space.

Wydra founded Wydra Technology Services in 2012, providing business and technology consulting for small to mid-sized businesses implementing Microsoft Dynamics CRM solutions. He was also the Chief Technology Officer for RepScrubs (2017-2022), an innovative organization focused on the clinical and economic trends impacting healthcare facilities.

Wydra currently resides in Oviedo with his wife, Christine '93 and two children, Abigail and Jackson. Kevin rarely missed as UCF football or basketball game.

Wydra served on the UCF Alumni Board from 2014-2019. During that time, he serves as Chair of the Philanthropy Committee from 2018-2019 (and a member of the committee itself from 2015-2019). He served on the Alumni Board's Executive Committee from 2015-2022.

Wydra's Foundation Board Engagement began in 2019 and includes service on the Technology Committee from 2017-2021 (until the committee was dissolved after IT became centralized for the university), the Executive Committee from 2019-2021, Finance Committee from 2018-2019, and Governance Committee 2021-Present.



# Research Foundation

UNIVERSITY OF CENTRAL FLORIDA



**Edward Alexander**  
**Alexander Business Law, PLLC**  
*UCF Research Foundation, Inc.*  
*Elected Director*  
*Second Term Appointment*  
*7/1/2023 to 6/30/2026*

**Ed Alexander** is the founder of Alexander Business Law, PLLC (formerly Alexander and Abramson Firm), in Orlando, Florida, Ed has represented closely held businesses and professionals in corporate, business, and commercial law, securities, technology and intellectual property licensing, and corporate finance. Since becoming a lawyer in 1993, he has been primary counsel to clients for business acquisitions and sales, financing transactions, technology licensing and intellectual property assets, creation of partnership agreements, LLC operating agreements, shareholder agreements, employment agreements, and stock-option plans. Ed is also a Florida licensed business broker and a shareholder of Fitzgibbon Alexander, Inc., a Central Florida consulting, business valuation, and business brokerage firm. Prior to attending law school, Ed held technical and business positions with technology companies, including a pacemaker manufacturer, custom integrated circuit manufacturer and laser bar code manufacturer. He has been part of teams that coded software and designed hardware for the first generation of defibrillator pacemakers, as well as custom analog and digital integrated circuits used in, among other applications, automobiles and hearing aids. Ed is the 2018 Chair of the Small Business Resource Network of the University of Central Florida Small Business Development Center, has taught New Venture Finance as an Adjunct Professor for the University of Central Florida (School of Business), and was 2007 Chairman of the East Orlando Chamber of Commerce.



**Waymon Armstrong**  
**Engineering & Computer Simulations Inc.**  
*UCF Research Foundation, Inc.*  
*Elected Director*  
*Second Term Appointment*  
*7/1/2023 to 6/30/2026*

**Waymon Armstrong** is founder and chief Executive officer of Engineering & Computer Simulations Inc. (ECS) – an Orlando-based firm that defines innovation in the leading-edge field of modeling, simulation and training. Armstrong's company specializes in advanced training solutions that improve the performance of military personnel, first responders and corporate employees. He spends much of his day thinking about simulating disasters that will make emergency response teams better and faster, or ensure soldiers have medical skills that save lives on the battlefield. Armstrong has more than 100 employees to help, but 20 years ago he started ECS with a vision, a lot of passion and his personal life savings. After three years, the



# Research Foundation

UNIVERSITY OF CENTRAL FLORIDA

company was not generating enough revenue to pay him even a small salary. Armstrong had remortgaged his home, invested the last of the life savings, and incurred \$300,000 in credit card debt. His accountant encouraged filing for bankruptcy, but Armstrong continued and ultimately landed ECS's first large assignment for the U.S. military. Additional contracts followed and ECS built its reputation as a leading supplier of combat simulations training. ECS developed the first online virtual hospital for the U.S. Department of Veterans Affairs (VA) and is designing an online simulation learning center that will train VA doctors and staff across the globe. Armstrong was selected CEO of the Year in 2014 (Orlando Business Journal), Entrepreneur of the Year in 2013 (I4 Business) and National and State Small Businessperson of the Year in 2010 (national and state Small Business Administration). Waymon was a three-time finalist for E&Y Florida's Entrepreneur of the year award. Armstrong has served on numerous boards. He currently chairs Orange County Mayor Teresa Jacobs' Modeling and Simulation Blue Ribbon Commission and is past chair of Orlando Inc. He is a frequent speaker at national and regional conferences and was the keynote speaker at the 2015 Interservice/Industry Training Simulation and Education Conference.



**Mark Crandall**

**HMG Strategy**

*UCF Research Foundation, Inc.*

*Elected Director*

*Second Term Appointment*

*7/1/2023 to 6/30/2026*

Mark Crandall joined Consulate Health Care as Chief Information Officer in November of 2013 after serving as a Business Process Improvement and Portfolio Management consultant to Consulate since 2012. Prior to joining Consulate, Mr. Crandall was the Principal of an Information Management Consulting company in Orlando, FL that served medium and large enterprises in sixteen states.

During his tenure there, he led companies in the pursuit of improving the quality, safety and effectiveness of care in accordance with the National Council on Quality Assurance (NCQA). Mr. Crandall brings a proven track record of navigating through the ever-changing complexities of regulated industries and developing information technology solutions that meet the needs of operations leaders, combining efficiency with outstanding business value. As a 2016 Orlando Business Journal Tech IQ Award winner for Outstanding CIO, Mr. Crandall embraces technology to lead the innovative charge, enhancing quality of care given by more than 14,000 practitioners that fulfill Consulate's mission of "Providing Service with our Hearts and Hands".



## UCF Stadium Corporation



**Olga Calvet**

**Retired Vice President and CFO  
Palmas Services**

*Director Appointment*

*First 3-Year Term*

*7/1/2023 – 6/30/2026*

**Olga Calvet** is a retired senior vice president and the chief financial officer of Palmas Services, Inc., a food services managing company. In this role, she oversaw the financial administration, which encompassed the areas of internal audit, accounting, taxation and compliance.

After college graduation, Calvet joined the international accounting firm of Seidman and Seidman CPAs at their Orlando office. She continued her career at Laventhol and Horwath CPAs, eventually establishing her own CPA firm in 1979.

After selling her accounting practice in 1986, she began her final position as senior vice president and chief financial officer for Palmas Services LLC, a participant at Walt Disney World, and operator of restaurant and lounge locations at EPCOT and Disney's Coronado Springs Resort.

In addition to her professional accomplishments, Calvet has a long-standing record of community service within Central Florida and beyond. Her service is extensive and includes serving as the international director and the first female governor of the Florida District for Civitan International, as well as president of the Frontier Civitan Club and senior club sponsor for the Bishop Moore High School Junior Civitan Club. In 1996, she received the Civitan International Honor Key – the highest award presented by the organization to its members; presented in Hanover, Germany.

Additionally, she has been a board member of the St. James Cathedral School, Central Florida Regional Transportation Authority (LYNX), City of Orlando Municipal Planning Board, and the Community Foundation of Central Florida, Inc. She was previously a Florida Supreme Court Judicial Nominating Commissioner.

She is currently a managing member in her daughter Alexandra's business, Calvet Couture Bridal located in Winter Park.

## UCF Stadium Corporation



### **Manoj Chopra, PhD**

**Professor of Engineering, Associate Dean of Academic Affairs, College of Engineering and Computer Science  
University of Central Florida**

*Director Appointment*

*First 3-Year Term*

*7/1/2023 – 6/30/2026*

**Dr. Manoj Chopra** is a Professor of Civil Engineering and serves as the Associate Dean of Academic Affairs in the College of Engineering and Computer Science. He currently leads all academic operations of the college and on the dean's cabinet. His office handles all student advising, faculty teaching, scholarships, degree conferment, space, and facilities for the college. Chopra is also a program evaluator for ABET, the Accreditation Board for Engineering and Technology and led the recent successful ABET review of all 12 programs in the college. Chopra has held numerous leadership positions in the college and for the university since joining UCF in 1993. Chopra served as the Chair of the UCF Faculty Senate and member of the UCF Board of Trustees from 2005 to 2009. Subsequently, he was elected by his peers to serve as the faculty representative on the Florida Board of Governors responsible for all 12 state universities. He has served on the UCF Athletics Association Board of Directors and is currently a member of the UCF Convocation Corporation Board of Directors. He was a member of the UCF Presidential Search Committee in 2017 and co-chaired the search for the Vice President of Facilities and Business Operations. He has also been appointed as the Associate Chair for the Civil Engineering Department and as director of the UCF Stormwater Management Academy. He served as the university's Lead for Research Space for the UCF Office of Research, working on solutions and strategies for the optimal use of limited research space on all UCF campuses. In 2014, he was selected as one of two UCF Provost Faculty Fellows to conceptualize and implement the UCF Faculty Cluster Initiative, a university-wide research effort to leverage UCF's existing strengths with interdisciplinary teams. President John Hitt appointed him as the NCAA Faculty Athletics Representative for UCF in 2012.

His research areas include the study of sinkholes, behavior of soils, soil erosion and sediment control, and sustainable pavements. He has conducted more than \$6 million of sponsored research and has 75+ publications with his students. He shared the 2001 Excellence in Environmental Engineering award by NASA for his patented work in innovative groundwater cleanup techniques. His professional assessment and research on sinkholes have received extensive media coverage in Central Florida and nationally. He has also received four Teaching Incentive Program (TIP) awards, the UCF Excellence in Undergraduate Teaching, and the UCF Excellence in Faculty Advising.



Board of Trustees  
June 29, 2023

### GOV-4: Amendments to University Regulation UCF-2.002 Undergraduate Admission of First-time, Degree-seeking Freshman

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Information       Discussion       Action

Meeting Date for Upcoming Action: \_\_\_\_\_

**Purpose and Issues to be Considered:**

This action item is a proposed amendment to University Regulation 2.002 to include in the regulation the new admissions consideration established in new Board of Governors Regulation 6.005. BOG Regulation 6.005, entitled Admission of Associate in Arts High School Students, allows high school students who are participating in dual enrollment and other acceleration programs and who are on track to earn an Associate in Arts (AA) degree from a Florida College System (FCS) or State University System (SUS) institution at the same time as their high school diploma, but who do not meet the requirements to be considered a transfer student under BOG Regulation 6.004, to be considered for admission under requirements for either First Time-in-College (FTIC) or AA transfer students (whichever is more beneficial to the student).

This regulation was posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

**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.”

**Recommended Action:**

Approve proposed amendments to UCF Regulation UCF-2.002.

**Alternatives to Decision:**

Decline to approve proposed amendments to University Regulation UCF-2.002. Approve alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda



# Board of Trustees

## Agenda Memo

**Submitted by:**

Youndy Cook, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-2.002

**Facilitators/Presenters:**

Youndy Cook

### **UCF-2.002 Undergraduate Admission of First-time, Degree-seeking Freshman**

(1) Applicants for admission as first-time, degree-seeking freshman (FTIC) must meet the minimum requirements set forth in Florida Board of Governors Regulation 6.002 as well as any admissions criteria set by the University. A first-time, degree-seeking freshman is a student who has earned a high school diploma from a Florida public or regionally accredited high school, or equivalent and who has earned fewer than twelve (12) semester hours of transferable college credit since receiving a high school diploma or its equivalent. High school students participating in dual enrollment and other acceleration programs who are on track to earn an Associate in Arts (AA) degree from a Florida College System (FCS) or State University System (SUS) institution and who do not meet the requirements of BOG Regulation 6.004, may be considered for admission as either an FTIC or as a potential AA transfer student pursuant to BOG Regulation 6.005.

(2) The Vice President over undergraduate admissions shall evaluate the projected FTIC enrollment in light of ongoing recruitment and retention efforts and establish a projected number of admission exceptions to be reported yearly. Exceptions to the standards set forth shall be made to ensure equal access to higher education.

(3) Admission to the University shall be on a space available basis. Students judged to have a greater probability of academic success at University of Central Florida will be given priority in admissions when FTIC enrollment must be limited.

*Authority: BOG Regulations 1.001, ~~and~~ 6.002, and 6.005. History—New 10-8-75, Amended 5-22-80, 1-6-82, 7-27-83, Revised 7-21-85, Amended 9-8-85. Formerly 6C7-2.02, Formerly 6C7-2.002. Amended 5-27-09, 4-23-20, \_\_\_\_\_-23.*



Board of Trustees  
June 29, 2023

## **GOV-5: Amendments to University Regulations UCF-2.003 Admission of Graduate Students and UCF-2.009 Admission of International Students**

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

### **Purpose and Issues to be Considered:**

This action item proposes amendments to University Regulations UCF-2.003 and UCF-2.009. These regulation amendments are proposed to amend admission requirements for graduate programs and international students to better align with the July 1, 2020, updates to the U.S. Department of Education (USDOE) rules that make no distinction between regional and national accreditors, treating all USDOE-recognized accrediting agencies as “institutional” accreditors. The list of accrediting bodies in each regulation has been replaced with language to indicate that any accreditor recognized by the USDE is acceptable to meet the admissions criteria stipulated in each regulation.

These regulations were posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

### **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.”

### **Recommended Action:**

Approve proposed amendments to UCF Regulations UCF-2.003 and UCF-2.006.

### **Alternatives to Decision:**

Decline to approve proposed amendments to University Regulations UCF-2.003 and UCF-2.006.  
Approve alternative amendments.

### **Fiscal Impact and Source of Funding:**

N/A

### **Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda



# Board of Trustees

## Agenda Memo

**Submitted by:**

Youndy Cook, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-2.003

Attachment B: Proposed Amended Regulation UCF-2.009

**Facilitators/Presenters:**

Youndy Cook

**UCF-2.003 Admission of Graduate Students.**

(1) This regulation applies to all students who seek to be admitted to graduate programs at the University of Central Florida.

(2) Beginning with admission for the Spring 2024 academic year, eEach admitted student to a graduate degree program or to a post-baccalaureate professional program must meet the following minimum requirements:

(a) Earned a bachelor's degree or equivalent from a U.S. institution of higher education accredited by an institutional accreditor recognized by the U.S. Department of Education. ~~by one of the following accrediting bodies or its equivalent from a foreign institution~~

- ~~1. Accrediting Commission for Community and Junior Colleges (ACCJC)~~
- ~~2. New England Commission of Higher Education (NECHE)~~
- ~~3. Higher Learning Commission (HLC)~~
- ~~4. Middle States Commission on Higher Education (MSCHE)~~
- ~~5. Northwest Commission on Colleges and Universities (NWCCU)~~
- ~~6. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~
- ~~7. WASC Senior College and University Commission~~

AND

- (b) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an undergraduate student working for a baccalaureate degree, OR
- (c) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an upper division student working for a baccalaureate degree, OR
- (d) Earned a previous graduate degree or professional degree or equivalent from a U.S. institution of higher education accredited by an accrediting body listed in (2)(a) or its equivalent from a foreign institution in a field related to the discipline of the program to which the applicant is applying.

(3) Each graduate program may determine other requirements for admission, consistent with the mission and purpose of their college and program beyond those listed in (2). All program admissions requirements must be published in the Graduate Catalog and are required to be reviewed and updated annually.

- (a) Graduate programs must include at least 2 of the following materials to support the application:
- Letter(s) of reference
  - Resume or CV
  - Writing Sample
  - Personal, Goal, or Professional Statement
  - Research Statement
  - Professional, Academic, Artistic, or Music Portfolio
  - Video answer to prompt
  - Other relevant supporting materials approved by the College of Graduate Studies
- (b) Admissions criteria must not include preferences for applicants on the basis of race, color, national origin, disability, religion, or sex.

(4) The requirement to submit GRE, GMAT, or MCAT scores is at the discretion of the program to which the student is applying. Please refer to the current catalog for specific program level standardized test score requirements.

- (a) For programs that do not require a GRE or GMAT, all international applicants must submit a course-by-course evaluation of the student's official transcript by a credential evaluation service recommended by UCF that shows a GPA equivalent of 3.0 from an earned degree equivalent to a U.S. bachelor's degree obtained from an institution of higher education accredited by an accrediting body listed in (2)(a).

(5) In addition to the above requirements, international students must show proficiency in written and spoken English in accordance with the provisions of University Regulation UCF-2.009.

(6) All graduate applicants must indicate whether or not Florida residency is claimed. An application or residency affidavit submitted by or on behalf of a student which contains false, fraudulent or incomplete statements may result in denial of admission or denial of further registration and/or invalidation of UCF credit.

(7) Exceptions to the above requirements:

- (a) In any academic term, up to 20 percent of the graduate students may be admitted in a given degree program as exceptions to the minimum requirements for graduate admissions as defined in paragraph (2) (b) & (c), above.
- (b) Students who do not meet the admissions criteria and who wish to enroll in courses but not degree programs at the post-baccalaureate level may enroll under the classification of non-degree seeking students. Graduate programs wishing to admit these students to graduate degree programs after the students have satisfactorily completed up to nine hours of graduate course work may do so provided that the number so admitted is included as part of the 20 percent exception, as defined in paragraph (6)(a), above.

(8) In addition to the above requirements, all graduate applicants who are admitted must submit an immunization form. UCF Student Health Services is responsible for oversight of student immunization compliance and reserves the right to require immunizations based on recommendations from the Centers for Disease Control and Prevention (CDC) the Florida Department of Health, the Florida Board of Governors, or the UCF Board of Trustees. UCF reserves the right to refuse registration to any applicant, former student, or student whose health record indicates the existence of a condition which may be harmful to the members of the University community.

(9) Exceptions: Students may apply for an exception to the University's immunization requirements if they meet one of the following criteria and submit appropriate documentation.

- (a) Medical Basis – The student must provide a letter from a healthcare provider, signed on official medical office stationery, stating the medical reason(s) why the student is not able to receive the vaccine(s), and indicating if this is a temporary or permanent condition.
- (b) Religious Basis – The student (or the student's parent/guardian if under 18 years old) can sign a Religious Exemption waiver upon request.
- (c) Active Duty Military and Veterans – Active Duty and Veterans may complete the waiver section of the immunization form if documentation of immunizations is

unavailable at the time of registration. Proof of military service is required (DD 214 or military ID card).

- (d) With approval of the UCF President, limited UCF programs may be an exception when students will not be physically present in any UCF classroom or on any UCF campus. Should such students seek to register for face to face courses, they must comply with paragraph (8).

(10) All applicants for admission or readmission to the University of Central Florida, including to any graduate or doctoral programs of study within the University and including any applicant for post-baccalaureate study, are required to disclose on the application prior criminal conduct, pending criminal charges, and prior educational misconduct. The University reviews all applications in which a student discloses prior criminal conduct, pending criminal charges, or prior educational misconduct to determine whether the admission of the applicant is in the best interest of the University. The office responsible for this review is the Office of Student Rights and Responsibilities. Applicants who fail to disclose prior criminal misconduct, pending criminal charges, or any prior educational misconduct are in violation of the disclosure requirements of this paragraph and may be subject to appropriate action by the University, including denial of admission or readmission, revocation of admission, or other academic and/or disciplinary action prescribed by the University, up to and including dismissal. Applicants are not required to disclose minor traffic violations.

(11) Applicants may appeal an admissions decision by following the university admissions appeal procedure. Information regarding this procedure is available in the Graduate Catalog.

(12) Readmissions.

- (a) Graduate students who do not maintain continuous enrollment, must apply for readmission. Readmission is not guaranteed. The readmission decision is based on multiple factors such as previous academic performance, work taken since last attending UCF, space and fiscal limitations.
- (b) A student who was previously dismissed from his or her graduate program and would like to reapply to the same program must have an approved probation plan on file before a readmission decision can be made.

(13) Graduate applicants and graduate readmit applicants may be admitted subject to space and fiscal limitations.

*Authority: BOG Regulations 1.001, 6.001, and 6.003. History—New 10-8-75, Amended 9-27-79, 1-6-82, Formerly 6C7-2.03, Amended 10-2-08, Formerly 6C7-2.003, Amended 7-30-09, 2-29-16, 9-16-16, 4-23-20, 10-22-20, 6-17-21, 5-26-22, \_\_\_\_\_-23.*

**UCF-2.009 Admission of International Students.**

Admission of international students to UCF is governed by the university admission regulations, Florida Board of Governors Regulation 6.009 and the following:

(1) Eligible international students may be accepted at the appropriate level subject to space and fiscal limitations. International applicants can only be admitted in a status that is appropriate for the visa category designated on the application.

(2) In addition to University admission requirements, international students must meet the following requirements as a minimum:

- (a) The applicant shall be academically eligible for further study in his/her own country.
- (b) An applicant whose native language is other than English shall show proficiency in written and spoken English by:
  1. proving they are from a country where English is the only official language; or
  2. establishing that a prior bachelor's, master's or doctoral degree was earned from a United States institution of higher education accredited by an institutional accreditor recognized by the U.S. Department of Education; ~~one of the following accrediting bodies or its equivalent from a foreign institution:~~
    - ~~a. Accrediting Commission for Community and Junior Colleges (ACCJC)~~
    - ~~b. New England Commission of Higher Education (NECHE)~~
    - ~~c. Higher Learning Commission (HLC)~~
    - ~~d. Middle States Commission on Higher Education (MSCHE)~~
    - ~~e. Northwest Commission on Colleges and Universities (NWCCU)~~
    - ~~f. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~
    - ~~g. WASC Senior College and University Commission~~; or
  3. establishing that a prior bachelor's, master's or doctoral degree was earned from a country where English is the only official language, or a university at which English is the only official language of instruction; or
  4. submitting a qualifying score on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Qualifying scores for graduate applicants are: a TOEFL computer-based score of 220; a TOEFL internet-based score of 80 (or equivalent score on the paper-based test); or an IELTS score of 6.5. Specific programs may establish higher scores for qualification, and such information will be included in the Graduate Catalog and program website information for that specific program. Qualifying scores for undergraduate applicants are: a TOEFL computer-based score of 220, a TOEFL internet-based score of 80, a TOEFL paper-based score of 550, or an IELTS score of 6.5; or
  5. completion of the English Language Institute's (ELI) level 8 or higher with a grade of a "B" or better; or
  6. completion of EAP 2851 with a grade of a "C" or better or placement into ENC 1101; or

7. an onsite assessment by UCF ELI faculty qualified to administer English proficiency assessment and determining that the student is English proficient at the university level.
- (c) Students who are non-native speakers of English (and do not have a degree from a U.S. institution) must pass the Versant English Speaking exam administered by the UCF English Language Institute before they will be permitted to teach as a Graduate Teaching Associate or Graduate Teaching Assistant.
  - (d) The graduate applicant shall have an overall GPA of at least 3.0 on a 4 point scale or equivalent.
  - (e) The applicant shall furnish a detailed statement showing specific sources of a satisfactory level of financial support and the amount expected from each source.
  - (f) The applicant shall submit a health examination form to the University physician indicating his fitness, mentally and physically to pursue a college level study program. In addition, all international students on an F or a J visa must submit proof of health insurance that complies with the requirements of BOG Regulation 6.009.
  - (g) International student applications, undergraduate and graduate, along with all other records required for admission must be received by the program or university international application deadline, whichever is earliest, or the deadline must be waived by the university.

*Authority: BOG Regulations 1.001 and 6.009. History—New 10-8-75, Amended 7-14-80, Formerly 6C7-2.09, Amended 3-16-03, Formerly 6C7-2.009, Amended 6-11-09, 12-19-16, 3-21-19, 4-23-20, \_\_\_\_\_-23.*



Board of Trustees  
June 29, 2023

### GOV-6: Amendments to University Regulation UCF-3.010 Faculty Evaluation and Improvement

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

**Purpose and Issues to be Considered:**

This action item proposes an amendment to Regulation UCF-3.010 to conform with new Board of Governors Regulation 10.003 Post Tenure Faculty Review. The proposed conforming amendment is to add a new paragraph (8) to provide for a comprehensive post-tenure review requirement. This change depends on the university developing and adopting a policy to guide the comprehensive post-tenure review for tenured faculty members. Another, non-substantive change is proposed to the regulation, specifically in section (3) to correct the time period for the sustained performance evaluation period to three (3) years.

This regulation was posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

**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.”

**Recommended Action:**

Approve proposed amendments to UCF Regulation UCF-3.010, to be effective July 1, 2023.

**Alternatives to Decision:**

Decline to approve proposed amendments to University Regulation UCF-3.010. Approve alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda



# Board of Trustees

## Agenda Memo

**Submitted by:**

Youndy Cook, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-3.010

**Facilitators/Presenters:**

Youndy Cook

**UCF-3.010 Faculty Evaluation and Improvement.**

(1) General Policy. The University of Central Florida (UCF) adheres to the provisions of any applicable collective bargaining agreement regarding faculty evaluations. All faculty, full-time and part-time, shall be evaluated annually by their supervisor. The purpose of the evaluation is to assess and communicate with the employee about their performance on assigned duties, e.g., teaching, research, service. The annual evaluation period shall be the academic year, beginning August 8<sup>th</sup>, and shall include the preceding summer, when appropriate. The evaluation period for research may be longer than one year, if specified by the unit's approved annual evaluation standards and procedures (AESP).

(2) The following evaluations shall be made for non-administrative personnel in faculty pay plans:

- (a) Annual evaluations- for in-unit faculty shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement.
- (b) Evaluations for non-unit faculty shall be conducted annually. Each year, the department chair, school director, or unit head shall prepare a written evaluation of all faculty. The evaluation shall be based on the professional performance of assigned duties and shall carefully consider the nature of the assignments and quality of performance.
  1. A written evaluation shall be provided to the employee no later than the start of the fall semester. The evaluation shall be based upon:
    - a. The annual report, including the assignment, submitted in the spring by the employee.
    - b. Department, School or unit AESP.
    - c. Assigned duties and the nature of the assignment.
    - d. Where appropriate and available, information obtained from the following sources: immediate supervisor, peers, students, other university officials who have responsibility for supervision of the employee, and individuals to whom the faculty member may be responsible in the course of a service assignment.
    - e. Classroom observation/visitation may also be conducted by the evaluator or the evaluator's representative.
    - f. The evaluation will provide an assessment of overall performance. Ratings shall be in the form of a 5-category scale (outstanding, above satisfactory, satisfactory, conditional, unsatisfactory).
  2. Each department, school, or unit shall maintain AESP by which to evaluate each employee. Employees shall be evaluated according to the most recent AESP in place prior to the beginning of the evaluation period.
  3. Each employee shall be offered the opportunity to discuss the evaluation prior to its being finalized and placed in their personnel file. The evaluation shall be signed and dated by the employee and the evaluator. The employee may attach a concise comment to the evaluation within 30 days of receipt. A copy of the completed evaluation shall be provided to the employee. In the event the employee does not sign the evaluation, the supervisor shall place a statement to this effect at the bottom of the form and place the form in the employee's personnel file.

4. Upon written request from the employee, the supervisor shall provide recommendations to the employee in addressing any performance deficiencies.

(3) Sustained performance evaluation (SPE). For in-unit tenured employees in faculty pay plans SPEs shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement. Non-unit tenured employees in faculty pay plans shall receive a SPE once every three (3) years following the award of tenure or promotion. The purpose of this evaluation is to document sustained performance during the previous three (3~~7~~) years of assigned duties and to evaluate continued professional growth and development. If the employee's performance is below satisfactory for the evaluated three-year period, in any area of assigned duties, the employee will be issued a performance improvement plan.

(4) Cumulative progress evaluation (CPE). For in-unit personnel in faculty pay plans CPEs shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement. For non-unit personnel in faculty pay plans beginning with the second year of employment (or the first year, if tenure credit was given) and continuing annually, an employee who is eligible for tenure and/or promotion to the rank of associate professor shall receive a CPE by the unit tenured faculty; the department chair, school director, or unit head; and the dean. Employees eligible for promotion to professor shall be similarly apprised of their progress toward promotion at least once prior to submitting their promotion dossier. Only employees seeking promotion to associate professor are required to include their CPE in their promotion dossier. All CPEs shall be completed during the Spring semester. CPEs are intended to provide an accurate assessment of cumulative performance leading to the attainment of promotion and/or tenure.

(5) Student Evaluation of Faculty. Input from students shall constitute only one appropriate source of data for consideration in the evaluation of teaching effectiveness. The teaching effectiveness of each faculty member will be evaluated by students enrolled in his or her classes.

- (a) All credit bearing classes in any format, shall be assessed, with the exception of the following categories of courses or sections:
  1. Courses involving individual instruction such as independent study, internship, and practicum;
  2. Class sections where the number of respondents is so small it limits statistical usefulness and/or jeopardizes anonymity of the respondents.
- (b) In class sections co-taught by two or more faculty members, each faculty assigned to the class shall be separately assessed.
- (c) The student evaluation shall be administered electronically during the last fifteen days of instruction of each term, closing before the official final exam period begins.
- (d) Summaries of all evaluations shall be distributed to the college dean's office who will be responsible for distribution to the department or unit and then to the faculty member being evaluated.

(6) Administrative Faculty. All faculty classified as administrative faculty will be evaluated annually by their direct supervisor. Evaluations for administrative faculty shall take place at the same time as non-administrative faculty.

(7) OPS Adjunct Faculty. All employees classified as OPS adjunct faculty will be evaluated annually in a format provided by Faculty Excellence by the departmental chair or associate chair. The evaluation shall be for the academic year, Fall and Spring, and shall include the preceding summer as appropriate. Evaluations must be conducted at the end of the Fall if the employee will not return in the Spring semester. Evaluators shall consider, where appropriate, information from the following sources: faculty member, self, students, peers, other UCF officials who contribute to the supervision of the faculty member, and individuals to whom the faculty member may be responsible for in the course of their assignment.

(8) Comprehensive Post-Tenure Review. Tenured faculty members shall receive a comprehensive post-tenure review in accordance with BOG Regulation 10.003 and subject to any University policies related thereto.

*Authority: BOG Regulations 1.001 and 10.003. History—New 10-8-75, Amended 11-10-77, 7-7-81, Formerly 6C7-3.10, Amended 4-23-03. Formerly 6C7-3.010. Amended 11-13-09, 8-5-13, 4-22-21, \_\_\_\_\_-23.*



Board of Trustees  
June 29, 2023

### **GOV-7: Amendments to University Regulation UCF-4.033 Delinquent Accounts**

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

**Purpose and Issues to be Considered:**

This action item proposes to amend the Regulation UCF-4.033 to update the threshold for withholding official transcripts from students with delinquent accounts in line with recent amendments to Board of Governors Regulation 7.002 (Tuition and Fee Assessment, Collection, Accounting, and Remittance). Previously, students with any amount of outstanding balance were prevented from receiving official transcripts. With this amendment, students with outstanding balances of \$500 or more may not be able to receive official transcripts until the debt is paid, settled, or otherwise resolved.

This regulation was posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

**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.”

**Recommended Action:**

Approve proposed amendments to UCF Regulation UCF-4.033.

**Alternatives to Decision:**

Decline to approve proposed amendments to University Regulation UCF-4.033. Approve alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda

**Submitted by:**

Youndy Cook, Vice President and General Counsel



# Board of Trustees

## Agenda Memo

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-4.033

**Facilitators/Presenters:**

Youndy Cook

**UCF-4.033 Delinquent Accounts Receivable.**

- (1) The University may pursue the collection of delinquent accounts receivable through the use of lawful procedures.
- (2) Collection efforts may include contracting for the services of a collection agency.
- (3) Students with delinquent accounts will have a hold placed on their accounts. Students with balances of \$500 or greater~~and~~ may not be allowed to register ~~or~~; receive transcripts. Students with a balance of any amount may not be allowed to; ~~or~~ receive a diploma. The account hold will remain until the debt is paid, settled, or otherwise resolved. If the student account is **charged written** off pursuant to the procedures in subsection (4) below, the hold will continue in force until the indebtedness is paid, settled, or otherwise resolved.
- (4) Except for such delinquent, unpaid and uncanceled scholarship loan notes and student loan agreements as may be collected pursuant to Rule 6A-20.024, F.A.C., by the Department of Education:
  - (a) The Student Accounts Office is authorized to charge off as uncollectable accounts with past due balances of \$500 or less when those accounts become six (6) months past due and the cost of further collection efforts would not be warranted.
  - (b) The University Controller is authorized to settle or charge off as uncollectable accounts up to \$10,000.00 after reasonable and lawful collection attempts have failed.
  - (c) The Vice President for Administration and Finance, or designee, is authorized to settle or charge-off uncollectable accounts over \$10,000.00 after reasonable and lawful collection attempts have failed.

*Authority: BOG Regulations 1.001 and 7.002. History—New 7-14-80, Formerly 6C7-4.33, Amended 4-27-03; Formerly 6C7-4.033, Amended 8-7-09, 3-10-15, \_\_\_\_\_-23.*



Board of Trustees  
June 29, 2023

## GOV-8: Amendments to Chapter 5 University Regulations

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

### Purpose and Issues to be Considered:

This group of regulations addresses student rights and responsibilities and are reviewed annually and updated as needed. This action item seeks the Committee’s recommendation for approval of proposed regulations as described below.

UCF-5.006 Students Rights and Responsibilities sets forth student rights and responsibilities, including the definitions used in the student conduct process and the procedures used to address sex-based misconduct. The only proposed amendment is to update a title in paragraph (6) to correctly identify the university official responsible for that particular action in the student conduct process.

UCF-5.0065 Involuntary Withdrawal Procedures; Mandated Assessment, addresses involuntary withdrawal and mandated assessment processes for students in crisis. The proposed amendments to this regulation are to update job titles and make a specific legal citation in section (2).

UCF-5.008 Rules of Conduct sets out the student rules of conduct. The only proposed amendments update the definition for and examples of academic misconduct.

UCF-5.009 Student Conduct Review Process; Sanctions sets out the process for reviewing alleged student rule violations. The proposed amendments to this regulation include a reference to UCF-5.010 for the appeals process; new language regarding a student’s right to their disciplinary record; and clarification that a student under disciplinary dismissal or expulsion may not otherwise be present on University premises for the duration of the dismissal unless authorized in advance.

UCF-5.010 Student Conduct Appeals, which sets out the appeal procedure for a student following a student conduct matter, is proposed for amendment to differentiate between Title IX sexual harassment and non-Title IX sexual harassment for those found “In Violation”. Additional proposed changes correct a division abbreviation and allow for a designee.

UCF-5.011 Scope; Authority; Principles of Group Responsibility; Violations of Law and Organizational Rules of Conduct Violations; Records; Medical Emergencies (Alcohol & Drug) lays out the scope of and authority for the student conduct process as to registered student organizations. The only proposed amendments are to allow the Director of SCAI to identify a designee for granting exemptions for alcohol or drug-related emergencies.

UCF-5.013 Organizational Conduct Review Process; Sanctions; Appeals sets out the procedures related to student organization conduct proceedings. Proposed amendments to this regulation include adding language regarding a timeline for organizations to file an appeal and new language regarding the right to



an accurate and complete record of every disciplinary proceeding related to the charged violation(s) of the rules, including record of any appeal, and updating titles and allowing designees throughout.

UCF-5.015 Student Academic Behavior Misconduct Review Process sets out student academic behavior standards and outlines the process to be following in the event of academic misconduct allegations and findings. Proposed amendments to this regulation include adding new language regarding the Z designation for deferred disciplinary suspension; allowing delegation of functions by the Director of Student Conduct and Academic Integrity to a designee; and additional minor edits made throughout.

These regulations were posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

**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.”

**Recommended Action:**

Approve proposed amendments to UCF Regulations UCF-5.006, UCF-5.0065, UCF-5.008, UCF-5.009, UCF-5.010, UCF-5.011, UCF-5.013, and UCF-5.015.

**Alternatives to Decision:**

Decline to approve proposed amendments to University Regulations UCF-5.006, UCF-5.0065, UCF-5.008, UCF-5.009, UCF-5.010, UCF-5.011, UCF-5.013, and UCF-5.015. Approve alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Youndy Cook, Vice President and General Counsel

**Supporting Documentation:**

- Attachment A: Proposed Amended Regulation UCF-5.006
- Attachment B: Proposed Amended Regulation UCF-5.0065
- Attachment C: Proposed Amended Regulation UCF-5.008
- Attachment D: Proposed Amended Regulation UCF-5.009
- Attachment E: Proposed Amended Regulation UCF-5.010
- Attachment F: Proposed Amended Regulation UCF-5.011
- Attachment G: Proposed Amended Regulation UCF-5.013



# Board of Trustees

## Agenda Memo

Attachment H: Proposed Amended Regulation UCF-5.015

**Facilitators/Presenters:**

Youndy Cook

## UCF-5.006 Student Rights and Responsibilities

**(1) Student Rights.** Upon enrollment, students are entitled to the following freedoms and rights, provided the exercise thereof is accomplished in accordance with University procedures and does not result in disruption or disturbance as elsewhere described in the Regulations.

- (a) Participation in Student Government and its elective process.
- (b) Membership in Registered Student Organizations.
- (c) Freedom of expression. The basic freedoms of students to hear, write, distribute, and act upon a variety of thoughts and beliefs are guaranteed. Freedom of expression carries with it the responsibility for seeing that the essential order of the University is preserved.
- (d) Freedom to hold public forums. The University desires to create a spirit of free inquiry and to promote the timely discussion of a wide variety of issues, provided the views expressed are stated openly and are subject to critical evaluation. Restraints on free inquiry are held to a minimum and are consistent with preserving an organized society in which peaceful, democratic means for change are available. Guest lecturers or off-campus speakers sponsored by student groups may appear on the UCF campus following arrangements with the designated University authority for such appearances.
- (e) Freedom to hear, write, distribute, and act upon a variety of thoughts and beliefs. This freedom is subject to the following:
  1. Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism. The distribution of such material, as is arranged by the Director of Office of Student Involvement, is permissible for registered student organizations provided steps have been taken to preserve the orderliness of the campus.
  2. Solicitation, whether printed materials or otherwise, on campus is prohibited except as provided in University Regulation UCF-4.010.
  3. The distribution of materials or circulation of petitions to captive audiences such as those in classrooms, at registration, in study areas or in residential units is not allowed without prior permission. Such permission may be requested from the appropriate university official.
- (f) Peaceful assembly. Student gatherings must neither disrupt or interfere with the orderly operation of the institution, nor violate federal, state, or local laws, or University policies and regulations.
- (g) Fair and impartial proceeding. These matters shall include, but not be limited to:
  1. Disciplinary proceedings involving an alleged violation of academic and nonacademic rules.
  2. Refunds and charges. The status of a student charged with a violation of University rules shall not be affected pending final disposition of the charges except in the case of administrative action (also known as an interim action). For specific procedures and rights of students during the Student Conduct Review Process, see later section entitled “Student Conduct Review Process.”
- (h) Confidentiality of student records. Each University office and agency which generates, collects, and disseminates information on students must follow the guidelines for confidentiality of those records in their possession. For further information see “Student Record Guidelines.”

- (i) Students with disabilities may be entitled to accommodations. For those students, please contact Student Accessibility Services.

**(2) Student Responsibilities.** A student at the University is deemed to have given their consent to the policies of the University and the Florida Board of Governors and to the laws of the State of Florida. Each student is responsible for reviewing the rules and regulations of the University and for abiding by them.

**(3) Definitions.**

- (a) The term “Academic Misconduct Panel” is comprised of one faculty and one staff/faculty member, and two students selected from the Student Conduct Board.
- (b) The term “Advisor” or “Support Person” refers to any individual who provides support, guidance or advice to a party involved in a Student Conduct Review Process and includes advocates and/or legal representatives. The Advisor or Support Person of the involved party’s choice may assist and/or accompany the party throughout the Student Conduct Review Process. This person may be present to advise the party involved in a Student Conduct Review Process and may participate in all aspects of the proceeding but shall not testify for the party. The Advisor or Support Person may not serve in any other role, including as a witness, an investigator, decider of fact, hearing officer, or member of a committee or panel convened to hear or decide the charge or any appeal. The term “Advisor” does not include an advisor as defined under 34 CFR 106.45; refer to University Policy 2-012 for information about “Advisor” under the University’s Title IX Grievance Policy.
- (c) The term “Class Lecture” is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. A class lecture will occur most often in a course identified by the university as a lecture type course, whether online or in-person, as opposed to a lab course or a course section identified as a discussion section. “Class lecture” does not include lab sessions, student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the faculty member during a class session.
- (d) The term “Clery Act” refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act is a federal law that requires institutions of higher education to provide current and prospective students and employees, the public, and the federal government with crime statistics and information about campus crime prevention programs and policies. Among other crimes, the Clery Act requires that colleges and universities report forcible sex offenses including sexual assault and rape. The Clery Act was amended by the Violence Against Women Reauthorization Act of 2013.
- (e) The term “Community ReEngagement and Educational Development (CREED) Program” is a committee composed of an equal number of faculty/staff and students appointed by the Director of Student Conduct and Academic Integrity (SCAI) or designee to review the disciplinary status of a student, or the removal of a “Z Designation” on a student’s transcript.

- (f) The term “Complainant” refers to anyone who discloses having been subjected to any act prohibited by the Rules of Conduct section UCF-5.008(5), the Rules of Conduct section UCF-5.008(6), or the Organizational Rules of Conduct section UCF-5.012(5), regardless of whether that person makes a report or seeks action under that policy.
- (g) The term “Consent” means an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. Consent cannot be obtained by force, threat, coercion, reasonable fear of injury, intimidation, use of position of influence, or through the use of one’s mental or physical helplessness or incapacity. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. The lack of a negative response, lack of protest or resistance, and silence are not consent. An individual who is incapacitated (such as by alcohol and/or other drugs both voluntarily or involuntarily consumed) may not give consent. Consent to sexual activity on a prior occasion does not, by itself, constitute consent to future sexual activity. In cases of prior relationships, the manner and nature of prior communications between the parties and the context of the relationship may have a bearing on the presence of consent. Once consent has been given to a particular sexual activity, it may be withdrawn at any time. An individual who seeks to withdraw consent must communicate, through clear words or actions, a decision to cease the sexual activity. Once consent is withdrawn, the sexual activity must cease immediately.
1. Responsibilities - It is the responsibility of the initiator to obtain clear and affirmative words or actions of a willingness to participate at each stage of sexual involvement.
  2. Incapacitation – Incapacitation is a state where an individual cannot make rational, reasonable decisions because of age, mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated due to the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. A person who is incapacitated lacks the capacity to give consent because they cannot understand the facts, nature, or extent of the sexual interaction. A person seeking to initiate sexual activity is not expected to be a medical expert in assessing incapacitation. The potential initiator must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation.
  3. Being impaired by alcohol or other drugs is no defense to any violation of this regulation.
- (h) The term “Continuously Enrolled” is defined as being enrolled in classes without a break of two or more consecutive regular semesters/terms (i.e., Fall and Spring, or Spring, Summer, and Fall).
- (i) The term “Deputy Title IX Coordinator” is defined as a university employee who is responsible for assisting with the coordination of the University’s efforts to comply with and carry out its responsibilities under Title IX.
- (j) The term “Director of SCAI” refers to the Director of Student Conduct and Academic Integrity.
- (k) The term “Hold” refers to a negative service indicator placed on a student’s record that includes but is not limited to: prevent modification to registration;

access to transcripts; and re-enrollment following a separation from the University.

- (l) The term “Mandated Assessment” refers to a process which is used to evaluate the student’s risk of harm to self or others, and to take appropriate actions to ensure the safety of the student or others if risk is present, completed by a licensed mental health professional or other appropriate licensed medical provider.
- (m) The term “Off Campus” refers to any location not defined as University premises.
- (n) The term “Overlay” refers to a notification on a student’s university transcript that states the student is not in good standing.
- (o) The term "Possession" means having actual knowledge of a substance or property, and intentionally exercising control over that substance or property.
- (p) The term “Preponderance of Evidence” means that evidence, considered as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within the Student and Organizational Conduct Review Process.
- (q) The term “Publish” means to share, transmit, circulate, distribute or otherwise provide access to a recording, regardless of format or medium, to another person (or other persons), including but not limited to another student in the class. Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print.
- (r) The term “Record Sealing” refers to when a student’s disciplinary record cannot be examined except by a court order or designated officials.
- (s) The term “Relevant Information” means information that has been shown to directly support the position of a party throughout one of the University’s investigative processes, including the Student and/or Organizational Conduct Review Process.
- (t) The term “Respondent” refers to any student or registered student organization who has been accused of a violation of Rules of Conduct Section UCF-5.008(5), Rules of Conduct Section UCF-5.008(6), and/or the Organizational Rules of Conduct section UCF-5.012(5).
- (u) The term “Responsible Person” is defined as any university or Direct Support Organization non-student employee who is not a confidential employee as defined in the University’s *Reporting Requirements Related to Nondiscrimination Policy (No. 2-015)*, as well as resident assistants, and graduate students with administrative, instructional, or supervisory authority over others . Responsible Persons include but are not limited to Faculty (full-time and part-time), Staff (full-time and part-time), and all those employees identified as Campus Security Authorities (CSAs). The University reserves the right to designate other individuals involved in university-sponsored/related activities as Responsible Persons on a case-by-case basis.
- (v) The term “Sanction” refers to outcome(s) imposed on students and registered student organizations found in violation of any Rules of Conduct or Organizational Rules of Conduct.
- (w) The term “Sex Discrimination” refers to any unlawful distinction, preference or detriment to an individual that is based upon an individual’s sex that: (1) excludes an individual from participation in; (2) denies the individual the benefits of; (3) treats the individual differently with regards to; or (4) otherwise adversely affects

a term or condition of an individual's employment, education, living environment, or participation in a university program or activity. Sex discrimination includes sexual assault/misconduct, sexual exploitation, relationship violence, stalking, sexual or gender-based harassment, retaliation, or aiding and abetting.

- (x) The term "Sexual Contact" means physical contact of a sexual nature between individuals and includes but is not limited to: (i) touching, kissing, fondling (whether over or under clothing) of an individual for the purpose of sexual gratification; and/or (ii) contact, however slight, between the mouth, anus or sex organ of one individual with either the anus or sex organ of another individual; and/or (iii) contact, however slight, between the anus or sex organ of one individual and any other object.
- (y) The term "Student" means any person enrolled in one or more classes at the University, either full time or part time, study abroad student, online students, continuing education students, students pursuing undergraduate, graduate or professional studies, either degree seeking or non-degree seeking. Persons who withdraw after allegedly violating the Rules of Conduct, or who are not officially enrolled for a particular academic term but who have a continuing relationship with the University are also "students." Individuals who have been accepted for admission and have paid an enrollment deposit are considered "students" for limited purposes (including the Student Conduct Review Process).
- (z) The term "Student Conduct Board" refers to any person or persons authorized by the Director of SCAI or designee to review information and recommend findings regarding whether a student or registered student organization has violated the Rules of Conduct or Organizational Rules of Conduct, and to recommend sanctions that may be imposed, if applicable. Student Conduct Board members shall be selected through an annual application and interview process, with the exception of the justices from the Student Government Judicial Branch. All members of the Student Conduct Board shall receive annual training from SCAI.
- (aa) The term "Title IX" refers to the Title IX of the Education Amendments of 1972 which is a federal law that protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance". Additionally, Title IX prohibits discrimination on the basis of pregnancy as well as Title IX sexual harassment (defined in UCF Policy 2-012).
- (bb) The "Title IX Coordinator" is defined as a university employee who is responsible for coordinating the University's efforts to comply with and carry out its responsibilities under Title IX.
- (cc) The term "University" means the University of Central Florida.
- (dd) The term "University Community" refers, collectively and individually, to students, University officials, Trustees, employees, and all visitors, contractors, and guests to the University or any of its campuses, facilities or events.
- (ee) The term "University Official" includes any person employed by the University (i.e., faculty, staff, administration, and residence hall staff) acting within the scope of their job duties.

- (ff) The term “University Premises” includes all land, buildings, facilities, and other properties in the possession of or owned, used, controlled by the University, or its direct support organizations.
- (gg) The term “VAWA” refers to the Violence Against Women Reauthorization Act of 2013, which amended the Violence Against Women Act and the Clery Act to provide new requirements for schools to prevent and respond to sexual violence, relationship violence and stalking. Some of these requirements include providing primary prevention education and awareness programs for all incoming students and employees; collecting statistics on relationship violence and stalking, in addition to current requirements to collect sexual assault statistics; issuing Complainants a written notice of their rights; and adopting grievance policies that are prompt, fair, and impartial as well as administered by trained officials.
- (hh) The term “VP of SSWB” refers to the Vice President of Student Success and Well-Being.
- (ii) The term “Witness” refers to any person who directly observed an incident or has direct or indirect knowledge related to an incident.

**(4) Smoking.** While on UCF property, students will uphold the smoke-free campus policy (<http://smokefree.sdes.ucf.edu/>) to ensure a healthy and clean environment for everyone. Smoking of any kind is prohibited in all facilities and University premises.

**(5) Medical Emergencies.** The University of Central Florida highly encourages students and Registered Student Organizations to call for medical assistance whenever an individual experiences severe intoxication/impairment or serious injury after consuming alcohol and/or drugs. Students and Registered Student Organizations may be reluctant to call for help for themselves or others due to potential involvement from law enforcement officials or SCAI. Due to the serious or life-threatening nature of these medical emergencies, the University of Central Florida urges students to contact emergency medical services or the law enforcement officials if alcohol-related and/or drug-related medical emergencies arise. The University’s primary goal is to create a safe environment for its students. Procedures and expectations regarding these incidents have been outlined in the section 5.007 for individuals of and 5.011 for Registered Student Organizations.

**(6) Student Conduct Procedures for Sex-Based Misconduct (Non-Title IX Sexual Harassment).**

- (a) These procedures apply to alleged violations of UCF Regulation 5.008(5) and 5.012(5), but do not apply to 5.008(6) Title IX Sexual Harassment (see paragraph (7) below).
- (b) The Office of Institutional Equity (OIE) will conduct investigations under these procedures in a thorough and neutral manner. SCAI will then adjudicate the matters through the student conduct review process. During the investigation process and student conduct review process, the University will utilize the preponderance of evidence standard.
- (c) Rights of the Complainant and Respondent.
  1. The University strives to promote the safety and well-being of all students and employees. The requirements and protections of this policy apply equally regardless of an individual’s protected class as defined in the University’s *Nondiscrimination Policy* (No. 2-004). All requirements and protections also are equitably provided to individuals regardless of their status as a Complainant, Respondent, or Witness.

2. Both the Complainant and Respondent are permitted to have an advisor or support person accompany them throughout the university's investigative process and student conduct review process. This person may be present to advise the party but shall not testify for the Complainant or Respondent. The advisor or support person may not serve in any other role, including as a witness, an investigator, decider of fact, hearing officer, or member of a committee or panel convened to hear or decide the charge or any appeal. Also, it is within OIE's or SCAI's discretion whether to reschedule a meeting regarding an investigation or adjudication, respectively, due to a support person's/advisor's unavailability. Parties and witnesses must give prior notice to the investigator or SCAI representative, as appropriate, when any other person will be attending a meeting with OIE or SCAI.
3. Both the Complainant and the Respondent have the right to remedial and protective measures and shall be notified of available assistance at the University. For information, see Remedial Measures, Prevention, & Education Related to Nondiscrimination Policy (No. 2-016).
4. Both the Complainant and Respondent will have equal opportunity to present relevant witnesses and other information during the investigative process and during a formal hearing.
5. Both the Complainant and Respondent have the right to impartial investigators and hearing officers. Prior to the commencement of the formal hearing, the Complainant and Respondent shall have the opportunity to challenge the impartiality of the hearing officer. If the Complainant or Respondent shows good cause for the removal of the hearing officer, the ~~Associate Vice President and Dean of Students~~ of Student Success and Well-Being or designee will assign a new hearing officer.
6. Both the Complainant and Respondent will have equal opportunity to present relevant witnesses and other information during the investigative process and student conduct review process. Throughout the entire process, it is the student's responsibility to coordinate, schedule and communicate with OIE or SCAI if they would like to present relevant witnesses, documents or other information to be taken into consideration by OIE or SCAI. Unless otherwise stated in regulation, advisors are not permitted to coordinate, schedule and communicate with OIE or SCAI on behalf of a student. Neither the Complainant nor Respondent will have irrelevant past conduct, including sexual history, discussed during the formal hearing. The issue of relevancy shall be determined by the investigator during the investigation and by the hearing officer during the student conduct review process.
7. Both the Complainant and Respondent will be informed, concurrently and in writing, of the outcome of the investigative process, the Student Conduct Review Process, and the outcome of the appeal process.
8. Both the Complainant and the Respondent have the right to appeal the outcome of the Student Conduct Review Process on the basis outlined in the applicable Student Conduct Appeals section UCF-5.010 (individual student) or UCF-5.013 (registered student organizations).
9. Both the Complainant and Respondent will be given periodic status updates throughout the investigative process and the Student Conduct Review Process.

10. Persons requiring a reasonable accommodation based on a disability throughout the process must alert the investigator, Title IX Coordinator or SCAI contact of their need/request a reasonable amount of time prior to the start of any meeting or proceeding described herein, even if the persons are already receiving accommodations from other university services or resources.
- (d) Administrative hearing officers who hear cases of sex-based misconduct (other than Title IX sexual harassment) receive annual training on how to conduct fair and impartial hearings for these types of cases.

**(7) Title IX Sexual Harassment Procedures for Student Conduct Review Process.**

- (a) Federal law, specifically Title IX of the Education Amendments of 1972 (Title IX), prohibits discrimination on the basis of sex in education programs or activities. Part of Title IX's prohibition regarding sex discrimination includes acts of Title IX Sexual Harassment as defined in the University's Title IX Grievance Policy, UCF Policy 2-012. Title IX also prohibits retaliation for making a good faith report of Title IX Sexual Harassment or participating in or being a party to any proceeding involving allegations of Title IX Sexual Harassment.
- (b) Rights of the Complainant and the Respondent. The rights of the Complainant and Respondent in a Title IX Sexual Harassment matter are explained in the University's Title IX Grievance Policy, UCF Policy 2-012.
- (c) Procedures Governing Title IX Sexual Harassment Allegations. The policy and procedures which govern the investigation and live hearing process for allegations of Title IX Sexual Harassment are found in the University's Title IX Grievance Policy, UCF Policy 2-012.
- (d) Decision-makers and hearing chairs who hear cases of Title IX Sexual Harassment receive annual training on how to conduct fair and impartial hearings for these types of cases.

*Authority: BOG Regulations 1.001 and 6.0105. History - Formerly 6C7-5.003, New 6-18-09, Amended 7-19-12, 9-5-13, 11-24-14, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 9-23-21, 10-20-22, \_\_\_\_-23.*

## UCF-5.0065 Involuntary Withdrawal Procedures; Mandated Assessment

### (1) Involuntary Withdrawal Procedure.

#### (a) Introduction.

1. The University of Central Florida is committed to ensuring equality of educational opportunity while cultivating an environment that is safe for the campus community and supportive of student learning. The University will seek to intervene where a student's behavior interferes with the rights of others within the University community or where the student presents a significant risk of harm to the health, safety, well-being and/or property rights of others. In such situations, safety and security concerns are paramount, and the University must react as promptly as feasible under the circumstances. University officials may consider a number of reasonable security and health and safety measures, including, but not limited to, requesting emergency assistance and seeking psychiatric evaluation, hospitalization, and treatment for mental illness as appropriate under the law. Additionally, the University may determine that it is necessary for the student to be involuntarily withdrawn from the University for the protection of others. This section outlines the procedures to be used by the University in making an involuntary withdrawal decision.
2. This Involuntary Withdrawal Procedure will be applied in a nondiscriminatory manner, and decisions will be based on consideration of the student's conduct, actions, and statements and not on knowledge or belief that the student has a disability.
3. The purpose of the Involuntary Withdrawal Procedure is for the University to be able to take urgent action when circumstances present a Significant Risk based on reasonably available information at the time. It will be necessary for the University to act promptly and for the benefit of the community as a whole, even if that means that, in consideration of later-presented information, the procedure ultimately concludes in favor of the student's continued enrollment (with or without conditions). Where the involuntary withdrawal procedure is invoked but the student is permitted to continue enrollment with no conditions, the University will take reasonable steps to assist the student in resuming their academic endeavors with as little disruption as feasible under the circumstances.

- (b) Direct Threat. When a student's behavior is deemed to pose a direct threat risk to the health and safety of the community, the ~~Associate~~ Vice President, Student Success and Well-being (VP-SSWB), ~~and Dean of Students ("Dean of Students")~~ or their designee may initiate an involuntary withdrawal of the student on behalf of the university. The Dean of Students or designee will consult with the University Crisis Team before a final decision is made on the involuntary withdrawal of the student. A student poses a Direct Threat when the student's behavior poses a "Significant Risk" to the health or safety of others, or of significant property damage, or of substantial disruption to the lawful activities of others or the educational process or orderly operation of the University, and reasonable modifications of policies, practices, or procedures will not sufficiently mitigate the risk. Significant Risk is defined as the high probability of harm,

threats of harm, or disruption and not just a slightly increased, speculative, or remote risk of such. Significant Risk is identified based on information that is reasonably available at the time of consideration. Information may be provided to the University through different means, including an incident report to [the University, Office of Student Rights and Responsibilities \(OSRR\)](#), a police report, information provided following a hospitalization, or any other reliable source.

- (c) Interim Involuntary Withdrawal.
1. A student may be involuntarily withdrawn from the University on an interim basis (“Interim Involuntary Withdrawal”) if the ~~Assistant~~-Dean of Students or designee determines, based upon information reasonably available at the time, that the student poses a Direct Threat as defined above. A student will remain on Interim Involuntary Withdrawal pending the outcome of the Interim Involuntary Withdrawal Review. An Interim Involuntary Withdrawal may be imposed prior to a meeting of the University Crisis Team.
  2. A student will be notified of Interim Involuntary Withdrawal through a written notice outlining the Interim Involuntary Withdrawal procedure, including the time, date, and location of the Interim Involuntary Withdrawal Review.
  3. A student under Interim Involuntary Withdrawal shall be given an opportunity to present information to the University Crisis Team within three (3) business days from the effective date of the Interim Involuntary Withdrawal, to review the following issues only:
    - a. The reliability of the information concerning the student’s behavior and,
    - b. Whether or not the student’s behavior poses a Direct Threat, as defined above.
  4. Should the student fail to attend the Interim Involuntary Withdrawal review, the review may be held in the student’s absence, and any recommended actions will be made using the information available at the time of the scheduled review.
- (d) Involuntary Withdrawal – Notice to Student. A student subject to Involuntary Withdrawal is entitled to the following:
1. Notice of intent to remove the student pursuant to this policy stating the reasons for the proposed action.
  2. The opportunity to examine the psychiatric or other evaluations provided to the University Crisis Team and to discuss them.
  3. The opportunity to present relevant information for consideration of their case personally, or by a licensed mental health professional working with that student, if the student is not capable of self-representation.
  4. The opportunity to have an advisor of the student’s own choice accompany the student to any meetings or proceedings described in this procedure. The advisor may not present on behalf of the student or otherwise participate in the meeting or proceeding.
  5. The right to appeal.

- (e) Involuntary Withdrawal – Meeting of the University Crisis Team. The ~~Assistant~~ Dean of Students or designee will call a meeting of the University Crisis Team no earlier than five (5) business days after notifying the student of the proposed Involuntary Withdrawal. The student will be notified of the time, date, and location of the University Crisis Team meeting. The student may be present at this meeting and may present information in support of themselves. Following the student’s presentation, the team shall meet in a confidential deliberation. At the conclusion of this confidential deliberation, the team shall make a recommendation to the Dean of Students or designee, based upon the Team’s review of all available information at the time of the meeting, as to whether the University should:
1. involuntarily withdraw the student due to Direct Threat;
  2. make no changes to the student’s status;
  3. allow continued enrollment with conditions; or
  4. if the student is on Interim Involuntary Withdrawal at the time, reinstate the student with or without conditions.
- (f) Involuntary Withdrawal – Notifying Student of Recommendation and Decision. The Dean of Students or designee will make a final decision regarding the student’s enrollment status based on the totality of information available to the University and considering both the University Crisis Team’s recommendation and any information presented by the student. The Dean of Students or designee will notify the student in writing within two business days of the final decision regarding the student’s enrollment status.
- (g) Involuntary Withdrawal Appeal – In the event a student disagrees with the decision of the Dean of Students or designee, the student may appeal the decision. The appeal must be made in writing to the ~~Vice President for SDESSVP-SSWB~~, or designee, within three (3) business days after the date of the notification to the student of the decision. A student may appeal the decision based on one or more of the following criteria:
1. Irregularities in fairness and stated procedures that could have affected the outcome of the decision.
  2. Discovery of new and significant information that could have affected the outcome and that was not known or could not reasonably have been discovered and/or presented at the time of the meeting.
  3. The outcome is extraordinarily disproportionate to the reported behavior. The Vice President of ~~SDES-SSWB~~ or designee, shall, within three (3) business days, sustain the initial decision or return the case to the University Crisis Team for re-consideration. Should the appellate officer require additional time for review beyond the three (3) business days, the appellate officer shall notify the student in writing of the need for additional time. ~~The Vice President or designee’s~~ A decision to sustain the initial decision is final action. If the matter is returned for re-consideration, the process will resume at the step outlined in subsection (e), above.
- (h) Upon being involuntarily withdrawn, the student may no longer enroll in classes, may not be an active member of a registered student organization, may no longer use University facilities, must vacate University owned housing, may no longer

be permitted on University property, and may not be employed by UCF. Additionally, an involuntarily withdrawn student may be entitled to whatever refunds of tuition, fees, and room and board charges as would be appropriate given the timing of the withdrawal.

- (i) Students who are involuntarily withdrawn from the University shall have a hold placed on their records, which will prevent them from being readmitted or reenrolled at the institution except as stated in this paragraph. A student may request readmission or reenrollment at the University and provide the Dean or Students or designee with documentation from an appropriate healthcare provider of their choice who has conducted a proper assessment of the student and concluded that the student is ready and able to safely return to the University and does not pose a Direct Threat as defined above. In cases where the Dean of Students or designee has imposed other conditions for readmission, it is the responsibility of the student to provide documentation of compliance with such conditions.
- (j) A student who is considered for but ultimately not subject to Involuntary Withdrawal may be subject to conditions on continued enrollment at the University. In such cases, the student will be provided with a written summary of any such conditions and must meet all conditions in order to maintain student status. A student who fails to meet such conditions may be later subject to involuntary withdrawal by the Dean of Students or designee or may be subject to charges through the University's Student Conduct Review Process for failure to comply.
- (k) The current voluntary medical withdrawal process should not be used to handle withdrawals where a Direct Threat is evident or where a violation of the Rules of Conduct has allegedly occurred. Information for students seeking a medical withdrawal is available in the Catalog.
- (l) As a general principle, the University prefers to use the Student Conduct Review Process in instances of misconduct, without regard to whether the student has a physical or mental condition that might be contributing to the misconduct. The Involuntary Withdrawal Procedure is to be employed in those situations in which the regular Student Conduct Review Process is not applicable or, due to safety concerns, cannot be applied in a sufficiently timely fashion.

**(2) Mandated Assessment Procedure.** This University procedure is established to respond to behaviors or actions that result in hospitalization from imminent danger to self or others via the Baker Act (F.S. 394.463) or Marchman Act (~~Chapter 397, Florida Statutes~~ [F.S. 397.6811](#)), or significant acts or threats of violence to others, chronic eating disorders, dramatic and/or expansive displays of self-mutilation, behaviors that are significantly disruptive to the UCF community and /or diminish the ability of a student to care for oneself. Whenever the UCF Police provide transportation of a UCF student to the hospital for involuntary examination, the police will file a report with Student Care Services.

- (a) Once information is received regarding a UCF student hospitalization via the Baker Act or the Marchman Act, Student Care Services may utilize the mandated assessment session(s) to evaluate a student's risk of harm to self or others, and to take appropriate actions for the safety of the student or others if risk is present. In addition, the mandated assessment session(s) are designed to assist students in

developing a safety and/or well-being plan and provide students with educational resources. A member of Student Care Services will contact the student in a timely manner and require an initial meeting between a Student Care Services staff member and the student to discuss the mandated assessment procedure.

- (b) A mandated assessment must be completed with a licensed mental health professional and/or a physical assessment with a licensed medical provider. Examples of a licensed mental health professional include a Student Health Services psychiatrist, a Counseling and Psychological Services clinician, or a community based licensed mental health professional or licensed psychiatrist of the student's choice. Student Care Services will require proof of participation for the mandated assessment with a licensed mental health professional and/or proof of a physical assessment with an appropriate medical provider. The student must meet with Student Care Services within ten (10) business days following release of hospitalization. Student must provide proof of mandated assessment within twenty (20) business days following release of hospitalization or prior to return to the University (in the event a student withdraws for the remainder of the semester or pursues a medical withdrawal). Failure to comply may result in disciplinary action or the convening of the University Crisis Team.
- (c) In cases where more protective action is needed based on more severe behavior/conduct (e.g., behavior endangering others, threats to harm others, behavior significantly disruptive to the UCF community), the ~~Assistant~~ Dean of Students or designee may initiate one or both of the following:
  1. Interim Action followed by initiating the Student Conduct Review Process;
  2. Convening of the University Crisis Team to consider the initiation of the Involuntary Withdrawal Procedure.

*Authority: BOG Regulations 1.001 and 6.0105. History - New 9-23-21, 5-26-22, \_\_\_\_\_-23.*

**UCF-5.008 Rules of Conduct**

The following defined and described actions include, but are not limited to, conduct for which disciplinary action may be taken at the University of Central Florida. Students are responsible for the observation of all University policies and regulations. Each student is expected to abide by these rules of conduct, and administrators are expected to enforce them. These Rules of Conduct should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be revised during the year; announcements will be made on adoption of the changes or additions. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by the University of Central Florida. The Rules of Conduct apply to student conduct and will not be used to impose discipline for the lawful expression of ideas. Students are prohibited from engaging in:

**(1) Academic Misconduct**

(a) Academic misconduct is defined as any submitted work or behavior that obstructs the instructor of record's ability to accurately assess the student's understanding or completion of the course materials or degree requirements (e.g., assignment, quiz, and/or exam).

Examples of academic misconduct include but are not limited to: plagiarism; unauthorized assistance to complete an academic exercise; unauthorized communication with others during an examination, course assignment, or project; falsifying or misrepresenting academic work; providing misleading information to create a personal advantage to complete course/degree requirements; or multiple submission(s) of academic work without permission of the instructor of record.

~~(a) — Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course related material also constitutes cheating.~~

~~(b) — Communication to another through written, visual, electronic, or oral means. The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment or project.~~

~~(c) — Commercial Use of Academic Material: Selling of course material to another person and/or uploading course material to a third-party vendor without authorization or without the express written permission of the University and the Instructor. Course materials include but are not limited to class notes, Instructor's power points, tests, quizzes, labs, instruction sheets, homework, study guides, and handouts.~~

~~(d) — Falsifying or misrepresenting the student's own academic work.~~

~~(e) — Plagiarism: Whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own.~~

~~(f) — Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.~~

**(gb)** Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.<sup>[AF1]</sup>

(c) Commercial Use of Academic Material. Selling of course material to another person and/or uploading course material to a third-party vendor without

authorization or without the express written permission of the University and the instructor of record. Course materials include but are not limited to class notes, the instructor of record's slide deck, tests, quizzes, labs, instruction sheets, homework, study guides, and handouts.

- (hd) Soliciting assistance with academic coursework and/or degree requirements. The solicitation of assistance with an assignment, lab, quiz, test, paper, etc., without authorization of the instructor of record or designee is prohibited. This includes but is not limited to asking for answers to a quiz, trading answers, or offering to pay another to complete an assignment. It is considered Academic Misconduct to solicit assistance with academic coursework and/or degree requirements, even if the solicitation did not yield actual assistance (for example, if there was no response to the solicitation).

## **(2) Possessing and/or Providing False and Misleading Information and/or Falsification of University Records**

- (a) Withholding related information or furnishing false or misleading information (oral or written) to University officials (faculty or staff) or law enforcement officers.
- (b) Possession, use or attempted use of any form of fraudulent identification, including the credentials or identification of another individual.
- (c) Forgery, alteration, or misuse of any University document, material, file, record, or instrument of identification.
- (d) Deliberately and purposefully providing false or misleading verbal or written information about another person.
- (e) Falsification, distortion, or misrepresentation of information during an investigation or the Student Conduct Review Process, including knowingly initiating a false complaint.
- (f) Fraud: Any act of deceit or misrepresentation for purposes of financial or personal gain.

## **(3) Disruptive Conduct**

- (a) Any act that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or any part thereof or the rights of one or more individuals.
- (b) Any act which deliberately impedes or interferes with the normal flow of pedestrian and vehicular traffic.
- (c) Any act which intentionally interferes with the election processes of any University registered student organization or sponsored student group.
- (d) Misuse of any University safety equipment, firefighting equipment, or fire alarms.
- (e) A false report of an explosive or incendiary device, which constitutes a threat or bomb scare.
- (f) Breach of peace: an act, which aids, abets, or procures another person to breach the peace on the University premises or at University sponsored/related functions.
- (g) Failure to comply with oral or written instruction from duly authorized University officials (i.e. faculty, staff, administration, residence hall staff) acting within the scope of their job duties or law enforcement officers acting in the performance of their duties, including failure to produce identification to these persons when requested to do so.

- (h) Failure to produce identification upon request by a University official (i.e. faculty, staff, administration, residence hall staff), acting within the scope of their job duties or law enforcement officers acting in the performance of their duties.
- (i) Hindering, noncompliance, or interfering with the student conduct review process by failing to obey the notice from a university official to appear for a student conduct meeting or hearing; and/or attempting to discourage an individual's proper participating in, or use of, the student conduct review process.
- (j) Violation of any other University regulation or policy as described in the UCF Regulations, UCF Policies and Procedures, or University department publicized policy.
- (k) Failure to comply with applicable law and University regulations and procedures for solicitation and fundraising activities on campus.

#### **(4) Harmful Behavior**

- (a) Physical harm or threat of physical harm to any person. This harmful behavior policy may not apply in those instances where it is found that a student is acting in self-defense.
- (b) Verbal, digital, or written abuse, threats, intimidation, coercion and/or other conduct that endangers the health, safety, or wellbeing of others, or which would place a reasonable person in fear of bodily injury or death. This definition, however, shall not be interpreted to abridge the rights of the University community to freedom of expression protected by the First Amendment of the United States Constitution and any other applicable law.
- (c) Unlawful Harassment: Unlawful harassment consists of conduct based upon an individual's race, color, ethnicity, national origin, religion, non-religion, age, genetic information, sex (including pregnancy and parental status, gender identity or expression, or sexual orientation), marital status, physical or mental disability (including learning disabilities, intellectual disabilities, and past or present history of mental illness), veteran's status (as protected under the Vietnam Era Veterans' Readjustment Assistant Act), or membership in other protected classes set forth in state or federal law, and the conduct meets the description of either Hostile Environment Harassment or Quid Pro Quo Harassment, as defined in the University's Nondiscrimination Policy (No. 2-004).
- (d) Bullying: Defined as behavior of any sort (including communicative behavior) directed at another, that is severe, pervasive or persistent, and is of a nature that would cause a reasonable person or group in the target's position substantial emotional distress and undermine their ability to work, study, or participate in University life or regular activities, or which would place a reasonable person in fear of injury or death.
- (e) Invasion of Privacy and Unauthorized Recording.
  1. Making, using, disclosing or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it; and any other conduct that constitutes an invasion of the privacy of another person under applicable laws and regulations. Such conduct includes, without limitation, unauthorized recording of personal conversations, images, meetings, activities, or surreptitiously or covertly surveilling or observing an individual.

2. Unauthorized recording of class activity (other than class lecture), or of meetings where there exists a legal expectation of privacy, and/or any unauthorized publication of a recording.
  3. Any notice, consent, or other requirements under applicable laws and regulations must be fulfilled in connection with authorizing, making, using, disclosing, or distributing any recording, where there is a legal expectation of privacy.
- (f) Retaliation against or harassment of complainant(s), other person(s) alleging misconduct, or anyone who participates in an investigation.

**(5) Sex-Based Misconduct (Non-Title IX Sexual Harassment)**

- (a) Sexual Assault. Sexual assault means sexual contact without consent.
- (b) Sexual Harassment. Sexual harassment means any unwelcome sexual advances, request for sexual favors, or other unwanted verbal, graphic or physical conduct of a sexual nature when the conditions for Hostile Environment Harassment or Quid Pro Quo Harassment as defined in UCF's Nondiscrimination Policy (No. 2-004) are present.
- (c) Gender-Based Harassment: Gender-based harassment is unlawful harassment that is based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, graphic, or physical, even if the acts do not involve conduct of a sexual nature, when the conditions for Hostile Environment Harassment or Quid Pro Quo Harassment as defined in UCF's Nondiscrimination Policy (No. 2-004) are present.
- (d) Relationship Violence: Relationship Violence includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Relationship Violence includes "dating violence" and "domestic violence", as defined by the Violence Against Women Reauthorization Act of 2013.
- (e) Stalking: Defined as when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for their safety or the safety of others, or to experience substantial emotional distress. Stalking includes "cyber stalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, phones, texts, or other similar devices or forms of contact. A "course of conduct" is two or more acts, including but not limited to acts in which a person directly, indirectly, or through third-parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property.
- (f) Sexual Exploitation: Sexual Exploitation is purposely or knowingly doing or attempting to do any of the following:
  1. Exposing of one's body in such a manner that another party reasonably could be offended or to display sexual behavior which another person reasonably finds offensive;
  2. Voyeurism, including trespassing, spying, or eavesdropping for the purpose of sexual gratification;
  3. Soliciting sex acts from a minor by oral, written, or electronic means;
  4. Possessing, producing, or disseminating child pornography;

5. Recording or photographing private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;
  6. Disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without consent;
  7. Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images);
  8. Subjecting another person to human trafficking; or
  9. Exposing another person to a sexually transmitted infection or virus without the other's knowledge.
- (g) Any attempted acts of sex-based misconduct are also violations of this policy.

**(6) Title IX Sexual Harassment**

- (a) Title IX Sexual Harassment is defined as any conduct which occurs (i) on or after August 14, 2020; (ii)-against a person located in the United States; and (iii) in or as part of the University's education program or activity, which satisfies one or more of the following:
1. Unwelcome conduct of a sexual nature that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.
  2. Sexual assault (as defined in the Clery Act), which includes any sexual contact that occurs without consent (consent and sexual contact are defined in UCF-5.006(3)).
  3. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any act of violence or threatened act of violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
  4. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Florida statute or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Florida.
  5. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for their safety or the safety of others; or (b) suffer substantial emotional distress.
- (b) Retaliation, including but not limited to conduct meant to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with

any right or privilege secured by Title IX of the Education Amendments of 1972, its implementing regulations, or UCF Policy 2-012.

**(7) Larceny/Property Damage**

- (a) Unauthorized use, possession, or theft of property or service. Such property may be personal or public.
- (b) Damaging or defacing of University property or the property of another person whether or not it is on University premises.
- (c) Misuse, tampering with, or damaging fire safety or other safety equipment.

**(8) Hazing**

- (a) Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health and/or safety of a student for purposes including but not limited to: initiation or admission into, association or affiliation with, any registered student organization or other group whether or not officially recognized by the University. Hazing in violation of Florida Statutes may result in felony charges. A student may commit an act of hazing whether the student is a prospective, current, or former member of the organization or group. The actions of active, associate, new and/or prospective members, former members, or alumni of a student organization or group may be considered hazing under this rule.
- (b) Hazing includes brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquid, liquor, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.
- (c) Hazing includes any activity which could subject the individual to extreme mental stress such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other activity that could adversely affect the mental health or dignity of the individual.
- (d) Hazing includes forcing, pressuring, or coercing, the student into violation of University policies or federal, state, or local law.
- (e) Hazing includes soliciting a person to commit or being actively involved in the planning of any act of hazing as defined above where the act of hazing creates a substantial risk of physical injury or death to the person(s) hazed.
- (f) It is not defense to an allegation of hazing that:
  - 1. the consent of the victim had been obtained;
  - 2. the conduct or activity that resulted in the death or injury of a person was not part of any official organizational event or otherwise sanctioned or approved by the student organization; or
  - 3. the conduct or activity that resulted in the death or injury of a person was not done as a condition of membership into a student organization.
- (g) Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

**(9) Misuse or Unauthorized Use of Facilities and Grounds**

- (a) Misuse or unauthorized use of classroom or laboratory facilities, or University property (as defined by University Regulation UCF-4.036).
- (b) Abusing grounds or building structures including, but not limited to ramps, rails, stair sets and entryways by means of recreational cycling, skating, scootering, or

other recreational activities or devices as outlined in University Regulation UCF-4.036.

- (c) Unauthorized entry or attempted entry to any University property (as defined by University Regulation UCF-4.036).
- (d) Unauthorized possession, duplication or use of keys to any University property (as defined by University Regulation UCF-4.036).

**(10) Misconduct at University Sponsored/Related Activities**

- (a) Violation of the UCF Rules of Conduct at any UCF sponsored or related activities.
- (b) Violations of a regulation(s) of a host institution sponsored/related activity shall be a violation of the golden rule.

**(11) Controlled Substance and Drug Violations**

- (a) Possessing, consuming, or attempting to possess cannabis in any amount.
- (b) Cultivating, manufacturing, or attempting to obtain cannabis in any amount.
- (c) Possessing, consuming, cultivating, manufacturing, or attempting to possess any controlled substances other than cannabis, except as expressly permitted by law.
- (d) Selling or distributing cannabis or any other controlled substances other than alcohol.
- (e) Possessing or attempting to possess any drug-related paraphernalia.
- (f) Misconduct under the influence of controlled substance(s) and/or drugs other than alcohol.

NOTE: Students who receive medical attention due to drug related emergencies and/or students who call for help on behalf of another student who may be experiencing a drug related emergency may be exempt from disciplinary action. Information regarding exemptions under this rule for drug related emergencies can be found in University Regulation UCF-5.007 and the Student Conduct and Academic Integrity website: <http://scai.sdes.ucf.edu/medicalemergencies> .

**(12) Alcoholic Beverage Violations**

- (a) Possessing or consuming alcoholic beverages, or possessing or using alcohol-related paraphernalia, except as expressly permitted by the law and University Regulations and/or Policies.
- (b) Selling or distributing alcoholic beverages or alcohol-related paraphernalia, except as expressly permitted by law and University Regulations and/or Policies
- (c) Misconduct under the influence of alcohol

NOTE: Students who receive medical attention due to drug related emergencies and/or students who call for help on behalf of another student who may be experiencing a drug related emergency may be exempt from disciplinary action. Information regarding exemptions under this rule for drug related emergencies can be found in University Regulation UCF-5.007 and the Student Conduct and Academic Integrity website: <http://scai.sdes.ucf.edu/medicalemergencies>.

**(13) Possession of Weapons and/or Dangerous Materials**

- (a) The possession, use, or storage of weapons on property owned or controlled by the University or at events sponsored and/or supported by the University is prohibited, except as specifically outlined in University Policy 3-119.1 (Weapons on University Property and at University Events).

- (b) Possession or use of fireworks of any description, ammunition, explosives, or chemicals which are disruptive, explosive, or corrosive are prohibited on University premises or at University sponsored/related activities.

**(14) Instigation or Participation in Group Disturbances during Demonstrations, Parades, or Picketing**

- (a) Participation in a demonstration(s), parade(s), or picketing which invades the rights of others, which interferes with the function(s) of the University, or which jeopardizes public order and safety.
- (b) Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

**(15) Misuse of Computing and Telecommunications Resources**

- (a) Theft or other abuse of computer facilities and resources
- (b) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- (c) Unauthorized transfer of a file.
- (d) Use of another individual's identification and/or password.
- (e) Use of computing facilities and telecommunications resources to interfere with the work of another student or of a faculty or staff member.
- (f) Use of computing facilities and telecommunications resources to send obscene materials.
- (g) Use of computing facilities and telecommunications resources to interfere with normal operation of the University computing system.
- (h) Use of computing facilities and telecommunications resources in violation of copyright laws.
- (i) Any violation of the University of Central Florida Use of Information Technology and Resources Policy (UCF Policy 4-002), including a violation of the terms and conditions of any third party computing system.
- (j) Any violation of the University of Central Florida ResNet Acceptable Use Policy.

**(16) Gambling**

- (a) Play in an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student or registered student organization.
- (b) Unlawfully sell, barter or dispose of a voucher or any item for participation in a scheme of chance by whatever name on University premises or at any affair sponsored by a student or registered student organization.
- (c) Wager on a University team or organization in a competition, with a direct influence in the success of the competition.

**(17) University Wordmark Violations.** Unauthorized use of the official University wordmark, Pegasus, monogram, seal, or other graphic identity symbol.

**(18) Violation of Local, State, and/or Federal Laws.** Violation of any local, state and/or federal law that may result in a felony or misdemeanor.

**(19) Aiding and Abetting:** Aiding and abetting is any act taken with the purpose of aiding or facilitating the commission of an act prohibited by the Rules of Conduct.

*Authority: BOG Regulations 1.001 and 6.0105. History –Formerly 6C7-5.0042, New 6-18-09, Amended 7-19-12, 9-5-13, 11-20-14, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 12-3-20, 9-23-21, 10-20-22, \_\_\_\_\_-23.*

**UCF-5.009 Student Conduct Review Process; Sanctions**

**(1) Violation Reports.** To initiate the Student Conduct Review Process, Alleged violations of the UCF Rules of Conduct ~~shall~~ must be reported in writing to the Director of the Student Conduct and Academic Integrity (SCAI) or designee. Upon receiving an alleged violation of misconduct, the Director of SCAI or designee may review relevant information and consult with relevant parties regarding the incident in question. Where deemed necessary to protect the safety and well-being of others, of the University, or of property, the Director of SCAI or designee, upon notifying the VP of ~~SDES-Student Success and Well-Being (SSWB)~~ or designee, may take immediate action to resolve the safety and/or well-being concern by placing the student on interim action. Interim action is not a sanction. An interim action is subject to review at a hearing within three (3) business days by the VP of ~~SDES-SSWB~~ or designee to determine the status of the interim action. The outcome of an interim action hearing shall remain in effect until the final disposition of any formal charges resulting from the circumstances of the case, unless the VP of ~~SDES-SSWB~~ or designee shall decide otherwise.

- (a) The Director of the SCAI or designee will refer all information warranting disciplinary action and assign the case to the appropriate staff member. SCAI will send written notification to the charged student indicating the nature of the activity in question and what university rules were allegedly violated.
- (b) Upon receipt of an incident report SCAI has six (6) months to charge a student with a violation of the Rules of Conduct. SCAI may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six-month time limit. SCAI will waive the six-month limit in cases involving sexual harassment, dating violence, domestic violence, and stalking and may waive the time limit for other extraordinary cases, as determined by the Director of SCAI or designee.
- (c) Students charged with alleged violations of the Rules of Conduct will receive notice to attend a preliminary conference with SCAI to discuss the charges. At the preliminary conference, the student will receive information regarding the Student Conduct Review Process, including the student's rights during the process, an opportunity to inspect and/or review the information known at the time, and notice on how to contact the Student Government ~~Judicial Advisor~~ Impartial Advisor. At the conclusion of the conference, SCAI recommends an option for resolution of the disciplinary charges. If the student fails to attend the preliminary conference, a hold may be placed on the student's record, preventing them from registering for future classes until the matter is resolved, and SCAI may move forward with scheduling a formal hearing as a resolution for disciplinary charges. Students who leave the university or withdraw from a class before a disciplinary matter is resolved may be prohibited from future enrollment until such time as the matter is resolved.

**(2) Options for Resolution of Disciplinary Charges.**

- (a) **Case Dismissal:** The Director of SCAI or designee may dismiss a case if it is found to not have sufficient facts or information to substantiate the claim of misconduct, the accused person is not a student, or the action claimed as misconduct is not a violation of the Rules of Conduct.
- (b) **Mediation:** Depending on the nature and severity of the alleged violation, SCAI may recommend mediation as an alternative to disciplinary action. The involved parties must each agree to mediation. Mediation is confidential. In mediation, the parties voluntarily meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the

case. The participants in mediation are responsible for keeping their agreement or renegotiating it, if necessary. In the event that the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back for possible disciplinary action. Breach of a mediated agreement may result in a follow up mediation session or the matter may be referred back through the conduct process at the discretion of SCAI. Mediation will not be a resolution option for cases involving allegations of incidents of sexual misconduct and/or interpersonal violence.

- (c) **Informal Resolution Conference:** At the discretion of SCAI, violations found not to warrant a formal hearing may be referred to an informal resolution conference. SCAI shall provide timely written notice to the student of the charges at least seven (7) business days before the informal resolution conference. At the informal resolution conference, the charged student has the opportunity to meet with an SCAI member or designee and accept responsibility for the charges of violation of the Rules of Conduct. At the informal level, the matter will be settled by the following outcomes: punitive sanction (Disciplinary Warning, Disciplinary Probation, or Disciplinary Deferred Suspension) as well as educational sanctions (papers, seminars, community service, etc.). If the matter is not resolved informally, the case will be resolved through a formal hearing. The outcomes from an informal resolution conference (decision of responsibility and **recommended** sanctions) are final and are not eligible to be appealed (UCF-5.010). The student will receive written notice of the Resolution Agreement within ten (10) business days of the conference, except in the case of extraordinary circumstances. Written notice of the Resolution Agreement will include the determination regarding responsibility for conduct violations and applicable sanctions.
- (d) **Formal Hearing:** If an alleged violation of the Rules of Conduct is not dismissed or otherwise resolved, then SCAI shall provide timely written notice to the student of the charges at least seven (7) business days before the formal hearing. Except as set forth in (5) below, the charged student may request either a panel or administrative hearing. The charged student's hearing shall be open only to the charged student; the charged student's advisor, advocate, or legal representative; the hearing body; witnesses (when called upon); a representative from SCAI; and a legal representative for the University. For cases of sex-based misconduct (non-Title IX Sexual Harassment), the hearing shall also be open to the complainant and advisor. For cases of Title IX Sexual Harassment, the hearing shall also be open to the complainant, advisor, and support person. In cases of alleged Academic Misconduct, the student is required to have an academic integrity hearing as stated in UCF-5.015. **Following the formal hearing, the student will have a specified timeline to file an appeal; should the student fail to file an appeal within the specified timeline, the outcome from the formal hearing will be considered final agency action by the University (see Regulation UCF-5.010).**

**(3) Formal Hearings.** There are two types of formal hearings – panel hearings and administrative hearings.

- (a) **Panel Hearings.**
  - 1. A panel to consider an individual case shall be randomly selected by SCAI from the Student Conduct Board and shall consist of two (2) faculty and administrative staff members combined, and two (2) student members. One panel member shall be selected by SCAI to chair the hearing and report the

- proposed finding(s) and recommended sanctions, if any, to the Director of SCAI or designee.
2. At hearings conducted by a panel, an SCAI staff member shall act as an advisor to the panel. The Director of SCAI or designee shall receive the panel's proposed finding(s) as to "in violation" or "not in violation" of the Rules of Conduct, and consider any sanctions proposed by the panel.
  3. The Director of SCAI or designee may accept the proposed finding(s) of "in violation" or "not in violation" or remand the case for rehearing. If the Director of SCAI or designee accepts the proposed finding(s) of "in violation," they may approve, mitigate, or increase the sanctions proposed by the panel.
  4. Any decision by the Director of SCAI or designee to alter proposed sanctions or remand a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (b) Administrative Hearings
1. Administrative hearings shall be conducted by one faculty or staff member selected by SCAI from the Student Conduct Board.
  2. At hearings conducted by an administrative hearing officer, an SCAI staff member shall act as an advisor to the administrative hearing officer. The Director of SCAI or designee shall receive the administrative hearing officer's proposed finding(s) as to "in violation" or "not in violation" of the Rules of Conduct, and consider any sanctions proposed by the administrative hearing officer.
  3. The Director of SCAI or designee may accept the proposed finding(s) of "in violation" or "not in violation" or remand the case for rehearing. If the Director of SCAI or designee accepts the proposed finding(s) of "in violation," they may approve, mitigate, or increase the sanctions proposed by the administrative hearing officer.
  4. Any decision by the Director of SCAI or designee to alter sanctions or remand a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (c) Conduct of Formal Hearings - The following is furnished as a guide to the sequence of events in a formal hearing. The formal hearing will be recorded by the University, and no other recordings are permitted. The recording will be made part of the official record of the hearing.
1. Reading of charges.
  2. Charged Student response of "in violation" or "not in violation."
  3. Presentation of information in support of the charges.
  4. Opening statement by the charged student.
  5. Questioning of the charged student.
  6. Presentation and questioning of all other parties.
  7. Final questions of the charged student by the hearing body.
  8. Closing remarks by the charged student.
  9. Hearing is brought to a close.
- (d) Deliberations by the hearing body are not part of the hearing and are confidential. Deliberations occur after the closure of the hearing and are not recorded. Following deliberations, the hearing body will prepare a written statement of its proposed finding(s) and, if applicable, recommend sanctions.

- (e) Case Record for Formal Hearing - The case record shall consist of the following items:
  1. A copy of the formal charges in writing.
  2. A recording of the formal hearing.
  3. All staff memoranda submitted.
  4. All items of physical or written documentation submitted, provided such items are not returned to a rightful owner. In that case, photographs or other facsimiles shall be made before return.
  5. The proposed finding(s) and sanction(s) by the hearing panel or administrator, if any.
  6. The Director of SCAI's or designee's decision.
- (f) Student Conduct Board members for panel and administrative formal hearings are selected through an annual application and interview process with the exception of the justices from the Student Government Judicial Branch. All Student Conduct Board members, including justices, receive annual training from SCAI. Student Conduct Board members who serve on hearings related to allegations of sex discrimination, including but not limited to relationship violence, sexual assault, sex harassment, and stalking receive additional training annually.

**(4) Student Rights in the Student Conduct Review Process.** The following rights apply to a student disciplinary proceeding:

- (a) The charged student shall be afforded timely written notice, at least seven (7) business days prior to each disciplinary proceeding, unless waived in writing. Written notice may be sent to the charged student's electronic and/or physical address listed in the Registrar's records. Written notice shall include:
  1. The student's name and address.
  2. Date, time, and location of the disciplinary proceeding.
  3. The rule(s) of conduct allegedly violated as known at the time the notice is sent.
  4. A listing of all known witnesses that have provided, or will provide, information against the student.
  5. A description of any physical or written documentation known at the time the notice is sent.
- (b) The student may have at their own expense and initiative, an advisor, advocate, or legal representative to be present and who can fully participate in the disciplinary proceeding (i.e., informal resolution conference or formal hearing). It is the student's responsibility to make appropriate arrangements for the advisor, advocate, or legal representative to attend the preliminary conference or disciplinary proceeding(s), and the disciplinary proceeding(s) shall not be delayed due to scheduling conflicts of the chosen advisor, advocate, or legal representative. An advisor, advocate, or legal representative may not serve as a witness during any a disciplinary proceeding. The student may consult with their advisor, advocate, or legal representative at any time during the preliminary conference or disciplinary proceeding(s). This consultation must take place in a manner that does not disrupt the preliminary conference or disciplinary proceeding(s). If the advisor, advocate, or legal representative does not adhere to their defined role in the Student Conduct Review Process, they may be removed from the disciplinary proceeding.

- (c) The Student Conduct Review Process shall be conducted on the basis that the charged student is not in violation until the preponderance of evidence proves otherwise, except if the student accepts responsibility for the charge(s). The technical rules of evidence applicable to civil and criminal cases shall not apply to the Student Conduct Review Process, including during a formal hearing. The burden of proof is not on the student charged with a violation of the Rules of Conduct. The university has the burden to prove, by a preponderance of the evidence, that a violation has taken place. Nothing contained in this paragraph prohibits or limits the University in offering other forms of resolution, such as mediation or informal resolution.
- (d) The student shall have the right to an impartial hearing officer for the formal hearing. Prior to the commencement of the formal hearing, the charged student shall have the opportunity to challenge the impartiality of any member(s) of the hearing body. If the student shows good cause for the removal of any member(s) of the hearing body, the Associate Vice President and Dean of Students or designee will assign a new hearing body member.
- (e) At least five (5) business days before the informal resolution conference or formal hearing, the University will provide the student with the opportunity to inspect all known information relating to the allegation(s), including inculpatory and exculpatory information. The University also has the right to review any information the student intends to use at the informal resolution conference or formal hearing at least five (5) business days before the informal resolution conference or formal hearing. During a formal hearing, only such information that is determined to be "Relevant Information" will be allowed.
- (f) The University cannot compel any person to attend a formal hearing. However, all parties may arrange for witnesses to voluntarily present Relevant Information during the proceeding. The questioning of a witness shall be facilitated by the hearing officer or panel conducting the formal hearing.
- (g) The student shall not be forced to present self-incriminating information during a disciplinary proceeding. In addition, the student reserves the right to remain silent. Such silence may not be used against the student. The University is not required to postpone any disciplinary proceeding(s) pending the outcome of any civil or criminal case. The University's formal hearing is not a criminal or judicial proceeding and is designed to address student behavior; therefore, alleged violations of the UCF Rules of Conduct will be addressed independently of any outcome imposed by the courts for a criminal offense.
- (h) The proposed finding, as well as the Director of SCAI's or designee's determination, of "in violation" or "not in violation" on the charges shall be based solely on the information presented at the formal hearing.
- (i) Should the student fail to attend the scheduled formal hearing, the hearing will be held in the student's absence and the proposed findings, including any recommended sanctions, will be made using the information available at the time of the scheduled formal hearing.
- (j) Only if the proposed finding of the formal hearing body is that the student is in violation, will prior conduct history be reviewed and potentially affect proposed sanctioning.
- (k) The results of any formal hearing shall be made available to the charged student within ten (10) business days following the hearing. Should SCAI need additional time, the deadline can be extended by the Director of SCAI or designee by

notifying the charged student. For academic integrity cases, the results of any formal hearing shall be made available to the charged student within fifteen (15) business days following the hearing. The Director of SCAI or designee shall notify the charged student in writing of the need for additional time.

- (l) The student's enrollment status shall remain unchanged pending the University's final agency action in the matter, except in cases where the VP of ~~SDES-SSWB~~ or designee determines that the safety, health, or general welfare of the student, any individual, or any part of the University may be involved.
- (m) The student has the right to an accurate and complete record of each disciplinary proceeding related to the charged violation(s) of the Rules of Conduct, including record of any appeal, to be made, preserved, and available for copying upon request by the charged student. The disciplinary record is considered complete following final agency action by the University. The disciplinary records will be maintained in accordance with UCF-5.007.

#### **(5) Additional Procedures in Cases of Sex-Based Misconduct and Title IX Sexual Harassment**

- (a) In cases involving sex-based misconduct or Title IX sexual harassment, a single hearing officer will be the only option for a formal hearing.
- (b) Where a student is charged with a violation of UCF-5.008(5), the procedures outlined in UCF-5.006(6) and UCF Policy 2-004 will apply in addition to the procedures of the Student Conduct Review Process outlined above.
- (c) Where a student is charged with Title IX Sexual Harassment as prohibited under UCF-5.008(6), the procedures outlined in UCF-5.006(7) and the Title IX Grievance Policy (University Policy 2-012) will apply in place of the procedures of the Student Conduct Review Process outlined above, except that UCF-5.009(4)(a) and (e) will apply, and the sanctions outlined below may be applied to violations of UCF-5.008(6) Title IX Sexual Harassment.
- (d) The sanctions outlined below may be applied to violations of UCF-5.008(5) Sex-Based Misconduct (non-Title IX) and UCF-5.008(6) Title IX Sexual Harassment.

#### **(6) Sanctions.**

- (a) Disciplinary Warning - An official warning that the student's behavior is in violation of the UCF Rules of Conduct.
- (b) Disciplinary Probation – Disciplinary Probation status shall be for a specific length of time in which any further violation of the Rules of Conduct puts the student's status with the University in jeopardy. While on Disciplinary Probation, the student may continue to attend classes and is given a chance to show capability and willingness to live in accordance with the Rules of Conduct. If the student is found “in-violation” for another violation of the Rules of Conduct, while on Disciplinary Probation, more severe sanctions may be imposed. Restrictive conditions may be imposed and vary according to the severity of the offense. A non-exhaustive list of possible restrictive conditions shall be listed on the SCAI website (scai.sdes.ucf.edu). Student leadership eligibility shall be governed by the eligibility requirements outlined by the Office of Student Involvement and their eligibility appeal process. While on Disciplinary Probation, a ~~hold~~service indicator will be placed on a student's record for record keeping purposes.
- (c) Deferred Disciplinary Suspension - Deferred Disciplinary Suspension is a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the Rules of Conduct. Deferred Disciplinary

Suspension is used for offenses found serious enough to warrant Disciplinary Suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. During a Deferred Disciplinary Suspension, the student will be officially suspended from the university, but the suspension will be deferred, meaning that the student may continue to attend classes. Students placed on Deferred Disciplinary Suspension will have a conduct overlay placed on their transcripts for the period of time that the Deferred Disciplinary Suspension is in effect. The conduct overlay is a notation indicating that the student is not in good standing. Restrictive conditions may be imposed and vary according to the severity of the offense. A non-exhaustive list of possible restrictive conditions shall be listed on the SCAI website ([scai.sdes.ucf.edu](http://scai.sdes.ucf.edu)). Student leadership eligibility shall be governed by the eligibility requirements outlined by the Office of Student Involvement and their eligibility appeal process. A disciplinary suspension will be enforced for failure to complete any assigned educational sanctions by the deadline(s) and/or for any subsequent violation of the Rules of Conduct, unless the Director of SCAI or designee determines otherwise in exceptional circumstances. If the student is found in violation for any violation(s) of the Rules of Conduct that occurred while on Deferred Disciplinary Suspension status, including failure to complete any assigned educational sanctions by the deadline(s), the student will be suspended for a minimum of one (1) semester, in addition to the educational sanctions imposed for the subsequent violation. While on Deferred Disciplinary Suspension, a hold-service indicator will be placed on a student's record for recordkeeping purposes.

- (d) Disciplinary Suspension - A student involved in an offense warranting consideration of action more serious than Deferred Disciplinary Suspension or one involved in repeated misconduct may face Disciplinary Suspension. During the period of Disciplinary Suspension, a student may not be enrolled in classes, participate in University related activities, whether they occur on or off campus. A student under Disciplinary Suspension may not otherwise be present on University premises unless authorized in writing in advance under conditions approved by the Director of SCAI or designee. Upon being withdrawn, the student may no longer enroll in classes, may not be an active member of a Registered Student Organization, may no longer use university facilities, must vacate university owned housing, may no longer be permitted on university property, may not be employed by the University, and may be entitled to whatever refunds of tuition, fees, and room and board charges as would be appropriate given the timing of the withdrawal. In determining if and to what extent suspended students shall be authorized to be on University premises, the Director of SCAI or designee shall consider whether the suspension creates an undue hardship on the disciplinary suspended student. Students placed on Disciplinary Suspension will have a conduct overlay placed on their transcript for the period of time that the Disciplinary Suspension is in effect.–The conduct overlay is a notation indicating that the student is not in good standing. Further, while on Disciplinary Suspension, a hold will be placed on a student's record for record keeping purposes. All assigned educational sanctions must be completed prior to the conclusion of Disciplinary Suspension; otherwise, the Disciplinary Suspension will remain in effect.
- (e) Disciplinary Dismissal – Disciplinary Dismissal is a sanction which removes the student from the individual's academic program and separates the student from the

University for a period of at least two years and up to seven years. A dismissed student has none of the rights or privileges of a student of the University. A student under Disciplinary Dismissal may not otherwise be present on University premises for the duration of the dismissal unless authorized in writing in advance under conditions approved by the Director of SCAI or designee. Following Disciplinary Dismissal, the individual must apply for readmission to the University.

Readmission is possible but not guaranteed and will only be considered after the two-to-seven-year time allotted from the effective date of the Dismissal, based on meeting all readmission criteria and obtaining clearance from the Associate Vice President and Dean of Students or designee. This may include restricted access to campus and/or other specified activities. Students placed on Disciplinary Dismissal will have a conduct overlay placed on their transcript for the period of time that the Disciplinary Dismissal is in effect. The conduct overlay is a notation indicating that the student is not in good standing. Further, while on Disciplinary Dismissal, a hold will be placed on a student's record for record keeping purposes. All assigned educational sanctions must be completed prior to the conclusion of Disciplinary Dismissal; otherwise, the Disciplinary Dismissal will remain in effect.

- (f) Delayed Issuance of Diploma: The issuance of a student's diploma from the University of Central Florida will be withheld until the completion of a stated time frame and all educational sanctions imposed through the Student Conduct Review Process.
- (g) Delayed Conferral of Degree – The Administrative process of a student's degree being conferred through the University's Registrar's Office will be delayed. This means the student's degree will not be awarded until the completion of a stated time frame and all educational sanctions imposed through the Student Conduct Review Process.
- (h) Disciplinary Expulsion – Disciplinary Expulsion is a sanction which removes the student from the individual's academic program and permanently separates a student from the University without opportunity to graduate or re-enroll at the university in the future. A student under Disciplinary Expulsion may not otherwise be present on University premises. An overlay will be permanently placed on the student's record. Further, a hold will be permanently placed on a student's record for record keeping purposes.
- (i) Educational Sanctions - In conjunction with a sanction listed above, a student found to have been in violation of any of the Rules of Conduct will be assigned educational requirements such as, but not limited to, reflective/research papers, classes/seminars, interviews, etc. Educational sanctions are intended to provide a student with opportunities to repair the harm of their actions and to engage in meaningful developmental experiences that will help the student in avoiding future violations of University policy.

*Authority: BOG Regulations 1.001 and 6.0105. History - Formerly 6C7-5.0041, New 6-18-09. Amended 9-5-13, 3-5-15, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 9-23-21, 5-26-22, \_\_\_\_\_-23.*

## **UCF-5.010 Student Conduct Appeals**

### **(1) Appeals within the Student Conduct Review Process**

- (a) Students found in violation as a result of a formal hearing may appeal the finding(s) and sanction(s) imposed. The appeal must be made in writing to the Appellate Officer (VP of ~~SDES-SSWB~~ or designee) within ten (10) business days after the date the student was notified of the decision by the Director of Student Conduct and Academic Integrity (SCAI) or designee. The person designated to hear the appeal may not have directly participated in any other proceeding related to the charged violation. The appeal form can be found at <http://scai.sdes.ucf.edu/process>.
- (b) Students may appeal the finding and sanction(s) imposed on the basis of one or more of the following:
  1. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
  2. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the initial hearing.
  3. The sanction(s) are extraordinarily disproportionate to the violation(s).
- (c) On the appeal form, the student must state the reason(s) for appeal, the supporting facts, and the recommended solution. This is not a re-hearing of the conduct case. An appeal cannot be filed simply because a student is dissatisfied with the decision. Failure to describe the nature of the information in full detail in the appeal letter will result in the denial of an appeal.
- (d) The appellate officer shall first determine if sufficient grounds for appeal exist and then, if so, the appellate officer may: deny the appeal, thus sustaining the initial decision; alter the sanction(s); or return the case for a new hearing. Any decision by the appellate officer to alter sanctions or return a case for new hearing shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (e) The appellate officer should issue a written decision to the student's appeal within twenty (20) business days of receipt of the appeal. Should the appellate officer require additional time for review beyond the twenty (20) business days, the appellate officer shall notify the charged student in writing of the need for additional time. Decisions of the appellate officer reflect final agency action.
- (f) Any decision by an appellate officer to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (g) SCAI cannot place an overlay on the student's record until the appeal decision is completed or if the student chooses not to appeal. At such time, if appropriate, a hold and/or overlay, is placed on the student's record. If the appellate officer upholds the original findings, the effective date of any disciplinary sanction(s) imposed will revert back to the date of the Director of SCAI's or designee's final decision letter.

### **(2) Appeals within the Student Conduct Review Process for Cases Involving Sex-Based Misconduct**

- (a) Complainants and Respondents in matters involving allegations of Sex-Based Misconduct (as defined in Regulation UCF-5.008(5)) may appeal the finding(s)

and sanction(s) imposed from a student conduct formal hearing. The appeal must be made in writing to the Appellate Officer (VP of [SDES-SSWB](#) or designee) within ten (10) business days after the date both the Respondent and Complainant are notified of the decision by the Director of SCAI or designee. The person designated to hear the appeal may not have directly participated in any other proceeding related to the charged violation. The appeal form can be found at <https://scai.sdes.ucf.edu/student-appeal/>.

- (b) In cases charged under 5.008(5), Complainants and Respondents may appeal the finding and sanction(s) imposed on the basis of one or more of the following:
  - 1. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
  - 2. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the initial hearing.
  - 3. The sanction(s) are extraordinarily disproportionate to the violation(s).
- (c) On the appeal form, the student must state the reason(s) for appeal, supporting facts, and the recommended solution. Failure to describe the nature of the information in full detail in the appeal letter will result in the denial of the appeal.
- (d) The appellate officer shall first determine if sufficient grounds for appeal exist and then, if so, the appellate officer may: deny the appeal, thus sustaining the initial decision; alter sanction(s); or return the case for a new hearing.
- (e) The appellate officer should issue a written decision to the student's appeal within twenty (20) business days of receipt of the appeal. The written decision shall be issued to both the Complainant and the Respondent. Should the appellate officer require additional time for review beyond twenty (20) business days, the appellate officer shall notify the Complainant and Respondent in writing of the need for additional time. Decisions of the appellate officer reflect final university action.
- (f) Any decision by an Appellate Officer to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

### **(3) Appeals within the Student Conduct Review Process for Title IX Sexual Harassment**

Complainants and Respondents in matters involving allegations Title IX Sexual Harassment are to follow University's Title IX Grievance Policy, UCF Policy 2-012 which outlines the rights, including appeals rights, for both parties.

### **(4) Community ReEngagement and Educational Development (CREED) Program**

- (a) The Community ReEngagement and Educational Development (CREED) Program is designated for a student to have the opportunity to demonstrate that in the period following the conclusion of the Student Conduct Review Process, they have taken steps to become a productive and engaged member of the UCF Community.
- (b) Upon completion of one semester of Disciplinary Probation, Deferred Disciplinary Suspension, or Disciplinary Suspension and completion of all educational sanctions, a student can request a review of their disciplinary status through the Community ReEngagement and Educational Development (CREED) Program. Students who have a Z Designation on their transcript are eligible to apply once the duration of their Disciplinary Suspension has ended and all educational sanctions are complete.

1. Students who have been found “In Violation” of Sex-Based Misconduct (Non-Title IX Sexual Harassment) or Title IX Sexual Harassment Rule of Conduct that required an investigation by the Office of Institutional Equity (OIE) are ineligible to apply for relief under the CREED Program.
  2. Students who have been found In Violation of a Rule of Conduct that had a substantially negative impact on a person or group of people, as determined by SCAI, are ineligible to seek relief under the CREED Program.
- (c) Requests must be submitted to the Director of SCAI or designee via an online CREED Program submission form available at [www.scai.sdes.ucf.edu/creed](http://www.scai.sdes.ucf.edu/creed) . This request can only be submitted once a semester.
  - (d) The Director of SCAI or designee will review applications submitted before the semesterly deadline(s) during the application review period(s). Information on application deadlines and review periods can be found at <https://scai.sdes.ucf.edu/creed-program/> . The Director of SCAI or designee shall conduct a preliminary review to ensure that the student’s request meets the necessary eligibility and application requirements. The Director of SCAI or designee must communicate the finding of the preliminary review of the application as well as the date and time of the CREED Review Meeting that has been scheduled for a committee to conduct a review of the student’s application, if applicable. The student has three (3) business days from when the Director of SCAI or designee sent their preliminary findings to request an alternate date and time of the CREED Review Meeting.
  - (e) Prior to this meeting, the committee will have reviewed the submitted packet and will prepare questions for the student to address, as well as provide the student with the opportunity to further discuss why their disciplinary status should be altered or terminated or why the Z Designation should be removed from the student’s transcript. No alterations shall be made to include new or increased sanctions. Should the committee feel that further information and/or documentation is necessary in order to render a recommendation, the review may be temporarily recessed. The student will be given ten (10) business days to produce the information and/or documentation. Upon receipt of the requested information and/or documentation, the committee will reconvene the CREED Review Meeting with the student.
  - (f) After the meeting, the committee will issue a recommendation to the Director of SCAI or designee. The Director of SCAI or designee will provide a final decision to the student in writing within ten (10) business days of receiving the recommendation.
  - (g) If the request is denied by the Director of SCAI or designee the final decision shall include a concise and explicit written statement that explains the basis for that decision and suggested action items for the student’s success.
  - (h) There is no appeal process for a CREED Review Meeting decision.

#### **(5) Sealing of Records**

- (a) A student’s conduct record is eligible to be sealed if the incident(s) in question are minor and do not result in disciplinary suspension, disciplinary dismissal, or disciplinary expulsion and/or if the student is not current on disciplinary probation or deferred suspension with all educational sanctions completed in full.

- (b) A student conduct record may be sealed upon the successful submission and review of appropriate paperwork to SCAI.
- (c) The factors influencing the decision by the Director of SCAI or designee for sealing are the severity of the violation, effect of the violation on the University community, sanctions applied, completion of sanctions, and ethical development demonstrated by the student.
- (d) There is no appeals process regarding student conduct record sealing.

*Authority: BOG Regulations 1.001 and 6.0105. History – Formerly 6C7-5.00431, New6-18-09. Amended 3-5-15, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-18-19, 6-18-20, 10-22-20, 9-23-21, 5-26-22, \_\_\_\_\_-23.*

**UCF-5.011 Scope; Authority; Principles of Student Group Responsibility; Violations of Law and Organizational Rules of Conduct Violations; Conduct Records; Medical Emergencies (Alcohol & Drugs)**

**(1) Scope**

- (a) The organizational conduct regulations (UCF-5.011, 5.012, and 5.013) shall apply to all registered student organizations, including those at its regional campuses and/or at off campus instructional sites, and shall be deemed a part of the terms and conditions of registered student organization registration. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by the University of Central Florida, including when students come together as a group.
- (b) The Organizational Rules of Conduct apply to all registered student organizations for conduct that occurs:
  - 1. On University premises; or
  - 2. During or while participating in University and/or organization sponsored or related activities; or
  - 3. During school sessions, holidays, breaks, and university closures; or
  - 4. Against students or non-students.
- (c) The University may take action against a registered student organization for off-campus conduct if the conduct is specifically prohibited by law or the Organizational Rules of Conduct; or if the conduct poses (or demonstrates that the student organization's continued recognition at the University poses) a danger to the health, safety or welfare of the University community; or if the conduct is disruptive to the orderly processes and functions of the University.

**(2) Authority**

- (a) The Florida Board of Governors Regulation 6.0105 requires each university to establish a Student Disciplinary System, including a code of conduct, to apply to student disciplinary proceedings. The Florida Board of Governors Regulation 6.021 requires each university to establish an anti-hazing policy as part of the student code of conduct.
- (b) These regulations shall ensure a fair and impartial process in registered student organizational disciplinary proceedings and guarantee the integrity of the university.
- (c) Generally, authority necessary to enforce the organizational conduct regulations is vested in the Vice President for Student Development and Enrollment Services or designee. Selected functions of this authority are shared with faculty, staff and students. Some functions of the conduct process are assisted through review boards.

**(3) Definitions.** Definitions for terms used in this section, as well as in the Organizational Conduct Review Process, are located in UCF-5.006(3).

**(4) Principles of Student Group Responsibility.**

- (a) Any registered student organization can be held responsible for its actions or the actions of a collection of its members acting together. Misconduct on the part of an individual member(s) may not automatically be sufficient to initiate the Organizational Conduct Review Process.

- (b) Students may be held accountable as individuals under the Rules of Conduct for their conduct, whether the students are acting in an individual capacity or the students are acting as a member of a registered student organization.
- (c) The following criteria will be used to determine if a registered student organization can be held responsible for the actions of one or more individuals when those actions result in a violation of the Organizational Rules of Conduct:
  1. A violation arises out of an organization-sponsored, financed, or otherwise sanctioned activity or event, where the organization provided the context for the violation.
  2. A pattern of individual violations has occurred and/or continues to occur within the organization without adequate control, response, or disciplinary action on the part of the registered student organization or its executive board members or officers.
  3. The action resulting in the violation has received either the implied or overt consent of the registered student organization or any executive board members or officers of the registered student organization.
  4. The registered student organization or any executive board member or officer of the registered student organization fails to report and take reasonable action against invitees/members responsible for the Organizational Rules Conduct violation.
  5. The registered student organization overtly places or implicitly allows active members of the registered student organization to be in a position to act on behalf or with authority of the organization.
  6. The registered student organization chooses to protect one or more individual offenders who are active members of the registered student organization from official actions.
- (d) Should a reported incident occur where an organization is named as allegedly violating an Organizational Rule of Conduct, the University may conduct an investigation to gather facts to help provide further context to the original complaint. The investigative process may include administering surveys to organization members and/or conducting interviews with persons associated with or believed to have knowledge about the reported incident. An investigative report will be drafted containing findings. Next steps following the investigation may be to close the case, request more information, or initiate a disciplinary proceeding.

**(5) Medical Emergencies.** The University of Central Florida highly encourages students and registered student organizations to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol and/or drugs. Students and registered student organizations may be reluctant to call for help for themselves or others due to potential involvement from the law enforcement officials or Student Conduct and Academic Integrity (SCAI). Due to the serious or life-threatening nature of these medical emergencies, the University of Central Florida urges students to contact emergency medical services or law enforcement officials if alcohol-related and/or drug-related medical emergencies arise. The University's primary goal is to create a safe environment for its students. Procedures and expectations regarding these incidents have been outlined in SCAI Rules of Conduct Controlled Substance and Drug Violations and Alcoholic Beverages section and the Organizational Rules of Conduct section.

- (a) Alcohol Emergencies - University Expectations for Student Groups. Student groups may be eligible for exemptions from disciplinary action when a representative of an organization at a student group event calls for emergency assistance on behalf of a person experiencing an alcohol related emergency. Student groups that seek medical assistance for alcohol emergencies may receive exemption for violations of the Organizational Rules of Conduct Section UCF-5.012 6(a)-6(f); however, exemption for other Organizational Rule of Conduct violations may not be granted. Student groups may be eligible for this exemption on a case-by-case basis at the discretion of the Director of SCAI or designee. Additional information regarding alcohol emergencies can be found at the SCAI website.
- (b) Drug-Related Emergencies - University Expectations for Student Groups. Student groups may be eligible for exemptions from disciplinary action when a representative of an organization at a student group event calls for emergency assistance on behalf of a person experiencing a drug-related emergency. Student groups that seek medical assistance for drug-related emergencies may receive exemption for violations of the Organizational Rules of Conduct Section UCF-5.012 7(a)-7(d); however, exemption for other Organizational Rule of Conduct violations may not be granted. Student groups may be eligible for this exemption on a case by case basis at the discretion of the Director of SCAI or designee. Additional information regarding drug-related emergencies can be found at the SCAI website.

**(6) Violations of Law and Rule of Conduct Violations.** Students who commit offenses against the laws of municipalities, states, or the United States are subject to prosecution by those authorities and may be subject to disciplinary action by the University when their conduct violates institutional standards. Students shall not be forced to present self-incriminating evidence; however, the University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal case. The Student Organization Conduct process is not a criminal or judicial proceeding and is designed to address registered student organization behavior as outlined in the Principles of Student Group Responsibility, above; therefore, alleged violations of the Organizational Rules of Conduct will be addressed independently of any penalty imposed by the courts for the criminal offense.

**(7) Student Organizational Conduct Records**

- (a) Maintenance of Records. A registered student organization's or other student group's conduct case record will be maintained in SCAI. The case record of a registered student organization found responsible for charge(s) against them, with sanctions less than organizational suspension or revocation, will generally be maintained in SCAI for seven years from the calendar year of record, after which they are destroyed. The case record of a registered student organization that has been suspended or whose registration has been revoked will be permanently maintained by SCAI.
- (b) Release of Records. The release of registered student organization and other student group disciplinary records will be governed by applicable federal and state laws regarding the privacy of education records.

*Authority: BOG Regulations 1.001 and 6.0105. History – New 10-16-09. Amended 7-19-12, 9- 3-13, 10-29-15, 7-28-16, 7-20-17, 6-18-20, 9-23-21, \_\_\_\_\_23.*

## UCF-5.013 Organization Conduct Review Process; Sanctions; Appeals

### (1) Violation Reports

- (a) To initiate the Organizational Conduct Review Process, Alleged violations of the UCF Organizational Rules of Conduct ~~shall~~must be reported in writing to the Director of Student Conduct and Academic Integrity (SCAI) or designee. Incident reports can be submitted for information purposes only, for information purposes with the requirement that the registered student organization complete an educational activity including but not limited to an academic integrity seminar, or to initiate the Organizational Conduct Review Process. Upon receiving an incident report, the Director of SCAI or designee may review relevant information and consult with relevant parties regarding the incident in question. Where deemed necessary to protect the health and safety of any individual, the student body, or any part of the University or its community, the Director of SCAI or designee, upon notifying the VP of ~~SDES-SSWB~~ or designee, may take immediate action to resolve the situation by placing the registered student organization on interim organizational action. Interim organizational action is not a sanction. Interim organizational action is preliminary in nature; it is in effect only until there is a resolution of the registered student organization conduct matter. Interim organizational action is subject to review at a hearing within ten (10) business days by the VP of ~~SDES-SSWB~~ or designee to determine the status of the interim organizational action. The outcome of an interim organizational action hearing shall remain in effect until the final disposition of any formal charges resulting from the circumstances of the case, unless the VP of ~~SDES-SSWB~~ or designee shall decide otherwise.
- (b) The Director of SCAI or designee will refer all information warranting disciplinary action and assign the case to the appropriate staff member. SCAI will send written notification to the chief officer of the registered student organization at their UCF mailing address indicating the nature of the activity in question and what Organizational Rules of Conduct were allegedly violated. The chief officer of the registered student organization shall serve as the organization's representative in the organization conduct review process.
- (c) Upon receipt of an incident report SCAI has six months to charge a registered student organization with a violation of the Organizational Rules of Conduct. SCAI may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six-month time limit. SCAI will waive the six-month limit in cases involving sexual harassment, dating violence, domestic violence, and stalking and may waive the time limit for other extraordinary cases, as determined by the Director of SCAI or designee.
- (d) A registered student organization charged with alleged violations of the Organizational Rules of Conduct (see UCF-5.012) will receive notice to attend a ~~required~~ preliminary conference with SCAI to discuss the charges. At the preliminary conference, the registered student organization will receive information regarding the Organizational Conduct Review Process, including the registered student organization's rights during the process; an opportunity to inspect and/or review the information known at the time, and how to contact the Student Government Judicial Advisor. At the conclusion of the conference, SCAI recommends an option for resolution of the disciplinary charges. If the registered student organization fails to attend the preliminary conference, the registered

student organization may be placed on immediate social probation until such time the matter is resolved, and SCAI may move forward with scheduling a formal hearing as resolution for disciplinary charges.

- (e) Social probation includes but is not limited to prohibition of the following: any on or off campus fundraisers, socials, intramural competitions, receptions, service projects, conferences, retreats, etc. The organization may also not be able to update its registration until such time that it appears before a hearing. Groups under social probation may gather at regularly scheduled business meetings.

## **(2) Options for Resolution of Disciplinary Charges**

- (a) Case Dismissal: The Director of SCAI or designee may dismiss a case if it is found to not have sufficient facts or evidence to substantiate the claim of misconduct or the misconduct is not a violation of the Organizational Rules of Conduct.
- (b) Mediation: Depending on the nature and severity of the alleged violation, SCAI may recommend mediation as an alternative to disciplinary action. The involved parties must each agree to mediation. Mediation is a confidential process where the parties voluntarily meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants in mediation are responsible for keeping their agreement or renegotiating it, if necessary. In the event that the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back to SCAI for possible disciplinary action. Breach of a mediated agreement may result in a follow up mediation session or the matter may be referred back through the conduct process at the discretion of SCAI.
- (c) Informal Resolution Conference: At the discretion of SCAI, violations found not to warrant a formal hearing may be referred to an informal resolution conference. SCAI shall provide timely written notice to the registered student organization of the charges at least seven (7) business days before the informal resolution conference. At the informal resolution conference, the charged registered student organization has the opportunity to meet with an SCAI staff member and accept responsibility for the charges of violation of the Organizational Rules of Conduct. At the informal level the matter will be settled by the following outcomes: punitive sanction (organizational warning, organizational probation, organizational probation with restrictions, deferred organizational suspension) as well as educational sanctions (papers, seminars, community service, etc.). If the matter is not resolved informally, the case will be resolved through a formal hearing. The outcomes from an informal resolution conference are final and are not eligible to be appealed. The registered student organization will receive written notice of the Resolution Agreement within ten (10) business days of the conference, except in the case of extraordinary circumstances. Written notice of the Resolution Agreement will include the determination regarding responsibility for the conduct violations and applicable sanctions.
- (d) Formal Hearing: If an alleged violation of the Organizational Rules of Conduct is not dismissed or otherwise resolved, then SCAI shall provide timely written notice of the charges to the registered student organization at least seven (7) business days before the formal hearing. The charged registered student organization may request either a panel or administrative hearing. The charged registered student organization's hearing shall only be open to the charged

registered student organization's chief officer or designee; the charged registered student organizations' advisor, advocate, or legal representative; representative from the National Office (if appropriate); the hearing body; witnesses (when called upon); a representative from SCAI; a legal representative for the university; and a university staff member from an appropriate office (Office of Student Involvement, Office of Fraternity and Sorority Life, Recreation and Wellness Center, etc.). Following the formal hearing, the student organization will have a specified timeline to file an appeal; should the student organization fail to file an appeal within the specified timeline, the outcome from the formal hearing will be considered final agency action of the University (section (7), below).

**(3) Formal Hearings.** There are two types of formal hearings – panel hearings and administrative hearings.

(a) Panel Hearings.

1. A panel to consider an organizational case shall be comprised of members from the SCAI Student Conduct Board. The panel shall consist of two (2) faculty and administrative staff members combined and two (2) student members that have been trained by SCAI to hear organizational cases. One panel member shall be selected by SCAI to chair the hearing and report the proposed finding(s) and sanction(s), if any, to the Director of SCAI or designee.
2. At hearings conducted by a panel, a SCAI staff member shall act as an advisor to the panel. The Director of SCAI or designee shall receive the panel's proposed finding(s) as to "in violation" or "not in violation" of the Organizational Rules of Conduct and consider any sanctions proposed by the panel.
3. The Director of SCAI or designee may accept the proposed finding(s) of "in violation" or "not in violation" or remand the case for rehearing. If the Director of SCAI or designee accepts the proposed finding of "in violation," they may approve, mitigate, or increase the sanctions proposed by the panel.
4. Any decision by the Director of SCAI or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

(b) Administrative Hearings

1. Administrative hearings shall be conducted by a faculty or staff member from the Student Conduct Board trained by SCAI to hear organizational cases.
2. At hearings conducted by an administrative hearing officer, a SCAI staff member shall act as an advisor to the administrative hearing officer. The Director of SCAI or designee shall receive the administrative hearing officer's proposed finding(s) as to "in violation" or "not in violation" of the Organizational Rules of Conduct, and consider any sanctions proposed by the administrative hearing officer.
3. The Director of SCAI or designee may accept the proposed finding(s) of "in violation" or "not in violation" or remand the case for rehearing. If the Director of SCAI or designee accepts the proposed finding(s) of "in violation," they may approve, mitigate, or increase the sanctions proposed by the administrative hearing officer.

4. Any decision by the Director of SCAI or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (c) Conduct of Formal Hearings - the following is furnished as a guide to the events in a formal hearing. The formal hearing is recorded by the University, and no other recordings are permitted. The recording will be made part of the official record of the hearing.
1. Reading of charges.
  2. Charged registered student organization response of “in violation” or “not in violation.”
  3. Presentation of information in support of the charges.
  4. Opening statement by the charged registered student organization.
  5. Questioning of the charged registered student organization by the hearing body.
  6. Presentation and questioning of witnesses in support of the charges.
  7. Presentation and questioning of witnesses by the charged registered student organization.
  8. Final questions of the charged student organization by the hearing body.
  9. Closing remarks by the charged registered student organization.
  10. Hearing is brought to a close.
  11. Registered student organization is scheduled for a meeting to discuss the hearing body’s proposed finding(s) and recommended sanction(s), if any.
- (d) Deliberations by the panel or the administrative hearing officer are not part of the hearing and are confidential. Deliberations occur after the closure of the hearing and are not recorded.
- (e) Case Record for Formal Hearing - The case record shall consist of the following items:
1. A copy of the formal charges in writing.
  2. A recording of the formal hearing.
  3. All staff memoranda submitted.
  4. All items of physical or written documentation submitted, provided such items are not returned to a rightful owner. In that case, photographs or other facsimiles shall be made before return.
  5. The Director of SCAI’s or designee’s decision.
- (f) Student Conduct Board members for panel and administrative formal hearings are selected through an annual application and interview process with the exception of the justices from the Student Government Judicial Branch. All Student Conduct Board members, including justices, receive annual training from SCAI. Student Conduct Board members who serve on hearings related to allegations of sex discrimination, including but not limited to relationship violence, sexual assault, sex harassment, and stalking receive additional training annually.

**(4) Registered Student Organization Rights during the Formal Conduct Review Process.**

The following rights apply to a registered student organization disciplinary proceeding:

- (a) The charged registered student organization shall be afforded written notice, at least seven (7) business days prior to disciplinary proceeding, unless waived in writing. Written notice may be sent to the chief student officer of the charged registered student organization’s electronic and/or physical address. Written notice shall include:

1. The name of the organization, the chief student officer's name and organization's address, if applicable.
2. Date, time, and location of the disciplinary proceeding.
3. Alleged Organizational Rule of Conduct Violation(s) known at the time the notice is sent.
4. A listing of all known witnesses that have provided, or will provide, information against the registered student organization.
5. A description of any physical or written documentation known at the time the notice is sent.

Provided that the required notice stated above has been given to the registered student organization along with its student leadership or member representative(s) but the organization failed to attend a scheduled disciplinary proceeding without providing a satisfactory reason for the absence, the organization may be placed on immediate social probation until such time as the organization completes the disciplinary proceeding and any further steps in the conduct process. The organization will also not be able to update its registration while on social probation.

- (b) The registered student organization may have at their own expense and initiative, an advisor, advocate, or legal representative to be present and who can fully participate in the disciplinary proceeding (i.e., informal resolution conference or formal hearing). It is the registered student organization's responsibility to make appropriate arrangements for an advisor, advocate, or legal representative to attend the preliminary conference or disciplinary proceeding(s), which shall not be delayed due to scheduling conflicts of the chosen advisor, advocate, or legal representative. A registered student organization may consult with their advisor, advocate, or legal representative at any time during the disciplinary proceeding(s). This consultation must take place in a manner that does not disrupt the proceedings. In addition, an advisor, advocate, or legal representative may not serve as a witness during a disciplinary proceeding. A registered student organization's advisor must not be connected to the actual conduct case or a related case. If the advisor, advocate, or legal representative does not adhere to their defined role in the Organizational Conduct Review Process, they may be removed from the disciplinary proceeding(s). The Student Government (SG) ~~Judicial-Impartial~~ Advisor(s) may assist the registered student organization with finding an ~~impartial~~ advisor, advocate, or legal representative or may act as their advisor.
- (c) All formal hearings shall be conducted on the basis that the charged registered student organization is not in violation until the preponderance of evidence proves otherwise, except if the registered student organization accepts responsibility for the charge(s). The technical rules of evidence applicable to civil and criminal cases shall not apply to the Organizational Conduct Review Process, including during a formal hearing. The burden of proof is not on the registered student organization charged with a violation of the Organizational Rules of Conduct. The university has the burden to prove, by a preponderance of the evidence, that a violation has taken place. Nothing contained in this paragraph prohibits or limits the University in offering other forms of resolution, such as mediation or informal resolution.

- (d) At least five (5) business days before the disciplinary proceeding, the University will provide the registered student organization's chief officer or designee with the opportunity to inspect all known information related to the allegation(s), including inculpatory and exculpatory information. Information may be presented in support of the charged student organization. The University also has the right to review any information the registered student organization intends to use at the disciplinary proceeding at least five (5) business days before the disciplinary proceeding. During a formal hearing, only such information that is determined to be "Relevant Information" will be allowed.
- (e) The University cannot compel any person serving as a witness to attend a registered student organizational formal hearing. However, all parties to a registered student organizational conduct formal hearing may arrange for witnesses to voluntarily present Relevant Information during the proceeding. The questioning of witnesses shall be facilitated by the hearing officer or panel conducting the formal hearing.
- (f) The registered student organization shall have the right to an impartial hearing officer for the formal hearing. Prior to the commencement of the formal hearing, the charged registered student organization shall have the opportunity to challenge the impartiality of any member(s) of the hearing body. If the registered student organization shows good cause for the removal of any member(s) of the hearing body, the ~~Associate Vice President of SSWB and Dean of Students~~ or designee will assign a new hearing body member.
- (g) The registered student organization shall not be forced to present information that incriminates its individual members during a disciplinary proceeding. In addition, the registered student organization has the right to remain silent in the process, and such silence may not be used against the registered student organization. The University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal prosecution. The University's student organizational review process is not a criminal or judicial proceeding and is designed to address violations of the Organizational Rules of Conduct; therefore, alleged violations of the rules will be addressed independently of any outcome imposed by or sought from a court.
- (h) Should the registered student organization fail to attend the scheduled formal hearing, the hearing will be held in the registered student organization's absence and the proposed findings, including any recommended sanctions, will be made using the information available at the time of the scheduled formal hearing.
- (i) The proposed finding(s), as well as the Director of SCAI's or designee's determination, of "in violation" or "not in violation" on the charges shall be based solely on the information presented at the registered student organizational formal hearing.
- (j) Only if the proposed finding(s) of the formal hearing body is that the registered organization is in violation, will prior conduct history be reviewed and potentially affect the proposed sanctioning.
- (k) The final decision shall be furnished in writing to the registered student organization within fifteen (15) business days following the hearing. Should SCAI need additional time, the deadline can be extended by the Director of SCAI or designee by notifying the charged organization.

- (l) The registered student organization's registration status shall remain unchanged pending the University's final decision in the matter except in cases where the VP of SDES-SSWB or designee determines that the safety, health, or general welfare of any individual, or any part of the University may be involved.
- (m) The registered student organization has the right to an accurate and complete record of every disciplinary proceeding related to the charged violation(s) of the Organizational Rule of Conduct, including record of any appeal, to be made, preserved, and available for copying upon request. The disciplinary record is considered complete following final agency action by the University.

**(5) Additional Procedures in Cases of Sex-Based Misconduct.** Where a registered student organization is charged with sexual misconduct and other identified sex-based misconduct, the procedures outlined in UCF-5.006(6) will apply in addition to the procedures of the Organization Conduct Review Process.

**(6) Sanctions for Registered Student Organizations**

- (a) Organizational Warning: An official warning that the organization's behavior is in violation of the Organizational Rules of Conduct.
- (b) Organizational Probation: A period of time during which any further violation of the Organizational Rules of Conduct puts the registered student organization's status with the University in jeopardy. Restrictive conditions may also be imposed as part of organizational probation and will vary according to the severity of the offense. A non-exhaustive list of possible restrictive conditions can be found on the SCAI website ([scai.sdes.ucf.edu](http://scai.sdes.ucf.edu)). If a registered student organization is found "in violation" for another violation of the Organizational Rules of Conduct while on organizational probation, more severe sanctions may be imposed.
- (c) Organizational Deferred Suspension – Organizational deferred suspension is used for offenses found serious enough to warrant organizational suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. Organizational deferred suspension is a designated period of time during which a registered student organization is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Organizational Rules of Conduct. During an organizational deferred suspension, the registered student organization will be officially suspended from the University, but the organizational suspension will be deferred, meaning that the registered student organization may continue to operate with sanction-specific restrictions. Organizational suspension will be enforced should the registered student organization fail to complete any of the assigned sanctions by the deadline(s) and/or for any subsequent violation of the Organizational Rules of Conduct unless the Director of SCAI or designee determines otherwise in exceptional circumstances. If the registered student organization is found in violation for any violation of the Organizational Rules of Conduct that occurred while on deferred suspension status, including failure to complete any assigned sanctions by the deadline(s), the registered student organization will be suspended for a minimum of one (1) semester in addition to any educational sanctions imposed for the subsequent violation. Registered student organizations on organizational deferred suspension may be limited in their abilities to represent the University in intramural sporting events,

extracurricular activities, or official functions. The duration of any organizational deferred suspension period and the specific restrictions imposed will be determined by SCAI on a case-by-case basis.

- (d) **Organizational Suspension:** While on organizational suspension the registered student organization loses its University recognition and/or registration for a temporary period of time. While an organization is suspended, it may not use University resources or participate as an organization in any University activities or events unless authorized in writing in advance under conditions approved by the Director of SCAI or designee. Additional provisions may be assigned that further outline University expectations while on Organizational Suspension Status.
- (e) **Revocation of UCF Registration:** Permanent severance of the organization's relationship with UCF.
- (f) **Recommendation for Charter Revocation:** An official request to a national office that the local chapter's charter be revoked.
- (g) **Educational Sanctions:** In conjunction with any sanction listed above, a registered student organization found to have been in violation of any of the Organizational Rules of Conduct will be assigned educational sanctions that are proportional to the violation such as, but not limited to: reflective/research papers, classes/seminars, community service, restitution, interviews, etc. If a registered student organization has any outstanding educational sanctions at the conclusion of organizational probation or organizational suspension, the organizational probation or organizational suspension will remain in effect pending completion of the educational sanctions.

#### **(7) Appeal within the Registered Student Organization Review Process**

- (a) A registered student organization found in violation as a result of a hearing may appeal the finding(s) and sanction(s) imposed. The appeal must be made in writing to the appellate officer (VP of ~~SDES-SSWB~~ or designee) within ten (10) business days after the date the registered student organization was notified of the decision by the Director of SCAI or designee. The person designated to hear the appeal may not have directly participated in any other proceeding related to the charged violation.
- (b) Registered student organizations may appeal the finding(s) and sanction(s) imposed on the basis of one or more of the following:
  1. Irregularities in fairness and stated procedures of the hearing that substantially affected the outcome of the hearing.
  2. Discovery of new and significant information that would be likely to change the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the initial hearing.
  3. The sanction(s) are extraordinarily disproportionate to the violation(s).
- (c) On the appeal form, the registered student organization must state the reason(s) for appeal, the supporting facts, and the recommended solution. This is not a re-hearing of the conduct case. An appeal cannot be filed simply because a registered student organization is dissatisfied with the decision. Failure to describe the nature of the information in full detail in the appeal letter will result in the denial of an appeal.

- (d) The appellate officer shall first determine if sufficient grounds for appeal exist and then, if so, may either deny the appeal, thus sustaining the initial decision and sanction(s), or do one of the following:
  - 1. If the registered student organization alleges that the sanction was disproportionate to the violation(s) and the appellate officer finds the sanction to be disproportionate, the appellate officer may alter the sanction; or
  - 2. If the registered student organization alleges that there was a defect in procedure or new information was presented which was sufficiently substantial to have affected the outcome and the appellate officer agrees, the appellate officer will order a new hearing.
- (e) The registered student organization shall receive a written decision to the appeal. There is no definitive timeline for receiving an appeal response. It depends on many factors including the complexity of the case and the information mentioned in the appeal, as well as the appellate officer's appeal load at that particular time. Decisions of the VP of ~~SDES-SSWB~~ or designee reflect final agency action.
- (f) Any decision by Appellate Officer to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (g) If the Appellate Officer upholds the original findings, the effective date of any disciplinary sanction(s) imposed will revert back to the date of the Director of SCAI's or designee's final decision letter.

**(8) Community ReEngagement and Educational Development (CREED) Program**

- (a) The Community ReEngagement and Educational Development (CREED) Program is designated for a registered student organization to have the opportunity to demonstrate that in the period following the conclusion of the Organizational Conduct Review Process, they have taken steps to become a productive and engaged organizational member of the UCF Community.
- (b) Upon completion of one semester of the Organizational Probation, Organizational Deferred Suspension, or Organizational Suspension, and upon completion of all educational sanctions/requirements, a registered student organization can request modification of their organizational disciplinary status through the CREED Program.
  - 1. Registered student organizations that have been found in violation of ~~an Organizational Rule of Conduct that required an investigation by the Office of Institutional Equity (OIE)~~ Sex-Based Misconduct are ineligible to apply for relief under the CREED program.
  - 2. Registered student organizations that have been found in violation of a rule of conduct that had a substantially negative impact on a person or group of people, as determined by SCAI, are ineligible to seek relief under the CREED program.
- (c) Requests must be submitted to the Director of SCAI or designee via an online Student Organization CREED Program Submission form that can be found at <https://scai.sdes.ucf.edu/creed-program/>.
- (d) The CREED Program is designed for registered student organizations to have the opportunity to demonstrate that in the period following a violation of the Organizational Rules of Conduct, they have taken steps to become productive and engaged members of the UCF community. Student organizations that simply

fulfill the minimum requirements of their sanction(s) will not be eligible for the CREED Program.

- (e) Upon receipt of the CREED Program form, the Director of SCAI or designee shall conduct a preliminary review to ensure that the registered student organization's request meets the necessary eligibility and application requirements. The Director of SCAI or designee must communicate the finding of the preliminary review of the application as well as the date and time of the "CREED review meeting" that has been scheduled for a committee to conduct a review the registered student organization's application, if applicable. The organization has three (3) business days from when the Director of SCAI or designee sent their preliminary findings to request an alternate date and time for the "CREED review meeting."
- (f) Prior to this meeting, the committee will have reviewed the packet and will prepare questions to be addressed, as well as provide the opportunity to further discuss why the registered student organization's organizational disciplinary status should be altered or terminated. No alterations shall be made to include new or increased sanctions. Should the committee feel that further information and/or documentation is necessary in order to render a recommendation, the review may be temporarily recessed. The registered student organization will be given ten (10) business days to produce the information and/or documentation the committee requested. Upon receipt of the requested information and/or documentation, the committee will reconvene the CREED review meeting with the registered student organization.
- (g) After the meeting, the committee will issue a recommendation to the Director of SCAI or designee. The Director of SCAI or designee will provide a final decision to the registered student organization in writing within ten (10) business days of receiving the recommendation.
- (h) If the request is denied by the Director of SCAI or designee the decision shall include a concise and explicit written statement that explains the basis for that final decision.
- (i) There is no appeal process for a Registered Student Organization Disciplinary CREED Review meeting decision.

*Authority: BOG Regulations 1.001 and 6.0105. History - Formerly 6C7-5.003, New 6-18-09, Amended 7-19-12, 9-5-13, 11-24-14, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 9-23-21, \_\_\_\_\_-23.*

### UCF-5.015 Student Academic Misconduct Review Process

- (1) The Office of Undergraduate Studies, College of Graduate Studies, Registrar's Office, and the Office of Student Rights and Responsibilities will review this regulation periodically.
- (2) UCF is committed to a policy of honesty in academic affairs. Conduct that comprises a breach of this policy may result in academic action and/or disciplinary action. Academic action affects student assignments, examinations, or grades. Disciplinary action could affect student enrollment status.
- (3) Academic misconduct includes but is not limited to cheating, plagiarism, assisting another in cheating or plagiarism, and commercial use of academic materials. Violations of academic misconduct at the undergraduate and graduate level are listed and defined in the Rules of Conduct (UCF-5.008).
- (4) Alleged violations of the UCF Rules of Conduct (Academic Misconduct) shall be reported in writing to the Director of Student Conduct and Academic Integrity (SCAI) or designee. When an instructor becomes aware of an alleged violation of academic misconduct, the instructor must document the alleged violation(s) through the Academic Misconduct Report Form (AMR), available at <http://scai.sdes.ucf.edu>. Upon receiving an alleged violation of academic misconduct, the Director of SCAI or designee may review relevant information and consult with relevant parties regarding the incident in question.
  - (a) The Director of SCAI or designee will refer all information warranting disciplinary action to the SCAI. SCAI will send notification to the student indicating the nature of the activity in question and what university rules were allegedly violated.
  - (b) Upon receipt of an AMR form SCAI has six months to charge a student with a violation of academic misconduct. SCAI may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six-month time limit from the date of discovery.
  - (c) Students charged with alleged violations of academic misconduct will receive notice to attend a ~~required~~ preliminary conference with SCAI to discuss the charges. At the preliminary conference, the purpose of this meeting is to provide the student with information regarding the Student Conduct Review Process, including the student's rights during the process; an opportunity to inspect and/or review the information known at the time, and notice of how to contact the Student Government Judicial-Impartial Advisor. At the conclusion of the conference, SCAI will recommend an option for resolution of the academic misconduct charges. These options are case dismissal, informal resolution conference, or academic formal hearing. If the student fails to attend the preliminary conference, a hold may be placed on the student's record, preventing them from registering for future classes until the matter is resolved, and SCAI may move forward with scheduling a formal hearing as a resolution for disciplinary charges. Students who leave the university or withdraw from a class before a disciplinary matter is resolved may be prohibited from future enrollment until such time as the matter is resolved.
- (5) **Options for Resolution of Academic Misconduct**
  - (a) Case Dismissal. The Director of SCAI or designee may dismiss a case if: the reported case fails to have sufficient facts or information to substantiate the claim

of academic misconduct; or the reported violation is not seen to warrant punitive disciplinary action; or the reported behavior reported as academic misconduct is not a violation of the Rules of Conduct. An informal non-disciplinary meeting may be held where the student may be instructed to complete an educational requirement to demonstrate what was learned from the reported behavior. Upon successful completion of the educational requirement, the reported incident will be dismissed.

- (b) **Informal Resolution Conference.** At the discretion of SCAI, violations found not to warrant a formal hearing may be referred to an informal resolution conference. SCAI shall provide timely written notice to the student of the charges at least seven (7) business days before the informal resolution conference. At the informal resolution conference, the charged student has the opportunity to meet with a SCAI staff member or designee and accept responsibility for the charges of violation of academic misconduct. At the informal resolution conference level, the matter will be settled by the following outcomes: punitive sanction (disciplinary warning, disciplinary probation, deferred disciplinary suspension) as well as educational sanctions (papers, seminars, community service, etc.). If the matter is not resolved informally, the case will be resolved through a formal hearing. The outcomes from an informal resolution conference process (decision of responsibility and recommended sanctions) are final and are not eligible for appeal. The student will receive written notice of the Resolution Agreement within ten (10) business days, except in extraordinary circumstances. Written notice of the Resolution Agreement will include the determination regarding responsibility for conduct violations and applicable sanctions.
- (c) **Academic Misconduct Formal Hearing.** If an alleged violation of academic misconduct is not dismissed or otherwise resolved, then SCAI shall provide timely written notice to the student of the charges at least seven (7) business days before the formal hearing. The charged student's formal hearing shall be open only to the charged student/co-charged students involved in the same incident, selected advisor, witnesses (when called upon), the university's legal representative, and a representative from SCAI.
- (d) **Charged students in the Academic Misconduct Review Process** shall be entitled to the rights listed in 5.009(4)(a)-(h), including but not limited to timely written notice and the right to an advisor, advocate, or legal representative who can participate in the proceedings.

#### **(6) Academic Misconduct Formal Hearing Process**

- (a) **Academic Misconduct Formal Hearings.** Students going through the Academic Misconduct formal hearing process may elect an Administrative Academic Misconduct Formal Hearing or a Panel Academic Misconduct Formal Hearing.
  - 1. **Administrative Academic Misconduct Formal Hearing**
    - a. Administrative Academic Misconduct Formal Hearings shall be conducted by one faculty member from the Student Conduct Board, who will be designated as an administrative hearing officer.
    - b. A SCAI staff member shall act as an advisor to the administrative hearing officer. The Director of SCAI or designee shall receive the administrative hearing officer's proposed finding(s) as to "in violation" or "not in violation" of the Rules of Conduct, and

- consider any punitive and/or educational sanctions proposed by the administrative hearing officer.
- c. The Director of SCAI or designee may accept the proposed finding(s) of “in violation” or “not in violation” or remand the case for rehearing. If the Director of SCAI or designee accepts the proposed finding(s) of “in violation,” they may approve, mitigate, or increase the sanctions proposed by the administrative hearing officer.
  - d. Any decision by the Director of SCAI or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
2. Academic Misconduct Panel Hearings.
    - a. A panel to consider an individual case shall be randomly selected by SCAI from the Student Conduct Board and shall consist of at least one (1) faculty member, one (1) additional faculty or administrative staff member, and two (2) student members. One panel member shall be selected by SCAI to chair the hearing and report the finding(s) and recommended sanctions, if any, to the Director of SCAI or designee.
    - b. A SCAI staff member shall act as an advisor to the panel. The Director of SCAI or designee shall receive the panel’s proposed finding(s) as to "in violation" or "not in violation" of the Rules of Conduct, and consider any punitive or educational sanctions proposed by the panel.
    - c. The Director of SCAI or designee may accept the proposed finding(s) of “in violation” or “not in violation” or remand the case for rehearing. If the Director of SCAI or designee accepts the proposed finding(s) of “in violation,” they may approve, mitigate, or increase the sanctions proposed by the panel.
    - d. Any decision by the Director of SCAI or designee to alter proposed sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
  - (b) Following the Academic Misconduct Formal Hearing.
    1. Undergraduate students found “in violation” will be prescribed disciplinary and educational sanctions appropriate to the findings and recommendations. SCAI will report the outcome from the academic misconduct hearing back to the instructor of record and department chair. In consultation with the college dean or designee, the instructor and the department chair will determine if further course or academic action should be imposed. If the undergraduate program recommends further course or program action, the undergraduate program must notify SCAI and Academic Services. Final results of the academic misconduct hearing and/or course or program action must be made available to the student in writing within fifteen (15) business days following the date of the hearing.
    2. Undergraduate students found “not in violation” will be notified within fifteen (15) business days. SCAI will report the findings back to the instructor, department chair, and college dean or designee. Students may

- have proposed course or academic action removed and the instructor may determine a new grade since no violation was found.
3. For graduate students found “in violation”, SCAI notifies the instructor, Associate Dean of Graduate Studies, and the Dean or designee of the Academic College in which the graduate student resides. The college dean or designee will in turn notify the graduate program that a student is in violation and ask if the program wishes to invoke any program-level academic action(s). The student’s graduate program will determine if program action is necessary. If deemed necessary, recommendation of program action will be made using the *Probation/Dismissal Form* and/or *Conditional Retention Plan*. This information will be forwarded to the College of Graduate Studies. SCAI will be notified if the graduate program recommends additional program action. The results of any hearing and/or program action should be available for the student within fifteen (15) business days.
  4. For graduate students found “not in violation” of academic misconduct, SCAI notifies the instructor, Associate Dean of Graduate Studies and the Dean or designee of the Academic College in which the graduate student resides. The graduate student may have their proposed course or program action removed and the instructor may determine a new grade since no violation was found.
- (c) Appeals.
1. Undergraduate or graduate students found “in violation” as the result of an academic misconduct formal hearing may appeal the finding(s) and sanction(s) imposed by the Director of SCAI or designee. The appeal must be made in writing to the appellate officer (Provost or designee) within ten (10) business days after the date the student was notified of the decision by the Director of SCAI or designee. The person designated to hear the appeal may not have directly participated in any other proceeding related to the charged violation. Students may appeal the finding and sanction(s) imposed on the basis of one or more of the following:
    - a. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
    - b. Discovery of new and significant information that could have affected the outcome of the hearing and which was not known or could not reasonably have been discovered and/or presented at the time of the hearing.
    - c. The sanction(s) are extraordinarily disproportionate to the violation(s).
  2. Any decision by an appellate officer to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
  3. The appellate officer should issue a written decision to the student’s appeal within twenty (20) business days of receipt of the appeal. Should the appellate officer require additional time for review beyond the 20 business days, the appellate officer will notify the charged student in writing of the need for additional time. Decisions of the Provost or designee reflect final agency action.

4. Any decision by the Provost or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
5. Undergraduate students may appeal program sanctions imposed by the student's undergraduate program, per UCF-5.016. Graduate Students may appeal program sanctions provided by the student's graduate program, per UCF-5.017. Students found "in violation" for academic misconduct are not eligible for academic appeal regarding the final grade issued by the course of the reported violation.

**(7) Z Designation for ~~Undergraduate Student~~ Academic Misconduct**

- (a) A Z designation denotes a student was found "in violation" of academic misconduct while enrolled in a course. A Z designation does not affect a student's grade point average.
- (b) Z designations will remain on a student's transcript if:
  1. The student is found "in violation" of academic misconduct and the punitive sanction is deferred disciplinary suspension for one or more semesters, disciplinary suspension for one or more semesters, disciplinary dismissal, or expulsion; or
  2. The student is found "in violation" of academic misconduct twice during their UCF academic career.
    - a. The punitive sanction received in either academic misconduct case has no bearing on the Z designation being permanently placed on the student's transcript.
    - b. A Z designation will be placed in association with both courses in which the student was found "in violation" of academic misconduct.
- (c) If a student is found "in violation" of academic misconduct a Z designation will be placed on their transcript in association with the final course letter grade recorded (ex. ZA, ZB, ZC, ZD, ZF).
- (d) A Z designation will be denoted on the student's transcript as a ZW if a student withdrew from the course prior to the conclusion of the conduct process and was subsequently found "in violation" of academic misconduct.
- (e) SCAI will communicate with the Registrar's Office to have Z designations placed on student's transcript following the conclusion of the Conduct Review Process.
- (f) Students have the opportunity to improve the letter grade recorded in association with a course in which they were found "in violation" of academic misconduct through the use of grade forgiveness. The Z designation however will still remain on the student's transcript.
- (g) A student can attempt to have a Z designation permanently removed through participating in the Community ReEngagement and Educational Development (CREED) Program.
- (h) A Z designation will remove a student from consideration for academic awards and honors (e.g. President's List and Dean's List) for the academic semester in which the violation occurred.

*Authority: BOG Regulation 1.001. History – Formerly 6C7-5.0042, Amended 8-10-09, 9-4-12, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 9-23-21, \_\_\_\_\_-23.*



Board of Trustees  
June 29, 2023

## GOV-9: Amendments to University Regulation UCF-6.008 Vehicle Registration Fees; Parking Violation Fines

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

### Purpose and Issues to be Considered:

The University proposes to amend its parking regulation, UCF-6.008, Vehicle Registration Fees; Parking Violation Fines. This regulation sets out the schedules for parking registration fees and parking violation fines. The proposed amendments to this regulation would update the fines for two parking violations (Blocking Traffic or a Roadway and Expired Meter or Overtime in a Pay-by-Space Parking Space) and add two new parking violations (Parking in a Fire Lane and Parking in a Residential Space). Additionally, new language has been added to allow the parking lots on the Rosen Campus to be leased for private functions, and language detailing the fees charged at EV charging stations has been removed as that information is available on the Parking Services website.

This regulation was posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

### 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.”

### Recommended Action:

Approve proposed amendments to UCF Regulation UCF-6.008.

### Alternatives to Decision:

Decline to approve proposed amendments to University Regulation UCF-6.008. Approve alternative amendments.

### Fiscal Impact and Source of Funding:

N/A

### Authority for Board of Trustees Action:

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda



# Board of Trustees

## Agenda Memo

**Submitted by:**

Youndy Cook, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-6.008

**Facilitators/Presenters:**

Youndy Cook

**UCF-6.008 Vehicle Registration Fees; Additional Parking Fees; Parking Violation Fines**

**(1) Vehicle Registration Fees.** All fees, as posted, do not include applicable State Sales Taxes. Vehicle permit fees are subject to change at the beginning of each academic year. There is no refund for a parking permit once it is issued.

(a) Virtual permit fees for the 2022-23 academic years and going forward are:

Classification	365 Days	150 Days
B	\$303.60	\$152.29
BM	\$303.60	
BV	\$303.60	\$152.29
C	\$181.01	\$ 90.98
CM	\$181.01	
CV	\$181.01	\$90.98
D	\$90.03	\$ 45.01
DM	\$90.03	
DV	\$90.03	\$45.01
G	No charge	No charge
KP	\$135.04	\$67.52
MC	\$46.93	\$23.94
R	\$135.04	\$67.52
RL	\$135.04	\$67.52

(b) Physical permit fees for the 2022-23 academic years and going forward are:

Classification	Multi-semester	1 Semester
A	\$1029.58	\$514.79
B	\$318.78	\$159.39
BM	\$318.78	
C	\$190.06	\$95.03
CM	\$190.06	
D	\$94.53	\$47.27
V	\$47.89 monthly or \$478.87 annually from date of purchase	

**(2)(e) Additional Parking Fees:**

~~(a)1.~~ Daily Visitor:

~~1.a.~~ Daily Visitor Permit. Valid from time of purchase until 11:59 p.m. the day of purchase: \$5.00.

~~2.b.~~ Daily Visitor permits after 5:30 p.m. Valid from time of purchase until 11:59 p.m. the day of purchase: \$3.00.

~~3.e.~~ 24 Hour Daily Permit. Valid from time of purchase for 24 hours: \$8.00.

~~4.d.~~ Departmental Daily Permit: \$3.00 per day.

~~5.e.~~ Lease for Downtown Garages: up to \$20.00 per vehicle for private functions on weekends. This includes any overflow for events the city or event managers are hosting.

6. Lease for Rosen parking lots: up to \$20.00 per vehicle for private functions on weekends.

~~(b)2.~~ One additional vehicle per account holder may be added to virtual permit orders for \$15.00.

- ~~(c)3-~~ Timed, short-term parking spaces: ~~\$21.00~~ per hour.
- ~~(d)4-~~ Pay-by-space (Visitors Lot Only): ~~\$21.00~~ per hour for a 2-hour maximum.
- ~~(e)5-~~ Replacement permits are issued for \$14.08 plus tax for a multi-semester permit and \$7.04 plus tax for a one semester permit. Replacement permits are issued for physical permits only. Proof of sale of the vehicle or return of the original permit is required.
- ~~(f)6-~~ EV charging stations are provided for electric vehicles. Vehicles parked in the EV charging station spaces must have a valid virtual permit or display a valid UCF ~~parking permit~~~~physical hangtag~~ and be in charging mode. ~~Vehicles will be assessed \$1.00 per each hour they are charging up to 4 hours. There will be a 30-minute time frame to remove the vehicle from the EV charging space. The fee will increase incrementally by \$1.00 for each hour parked at the charging station beyond the initial four (4) hours. (Example— at hour 5.5 the fee will increase to \$2.00 per hour; at hour 6.5 the fee will increase to \$3.00 per hour, and so forth).~~

~~(3d)~~ Special Provisions. Per University regulation UCF-6.007 ~~(2)(f)62(i)(7)-(9)~~, all on-campus students who reside in Apollo, Libra, Nike, Hercules, Neptune communities (R permits), Lake Claire residents (RL permits) and Towers at Knights Plaza (KP permits) are eligible to purchase only those designated permits associated with their residencies and are restricted to their designated residential parking areas between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday. Unreserved campus parking spaces may be used by these vehicles outside those days and times.

**~~(42)~~ Schedule of Parking Violation Fines.**

(a) Violation	Fine
Unregistered or No Valid Permit	\$30.00
Improper Display of Permit	\$20.00
Unauthorized or Fraudulent Use of Permit	\$100.00
Expired License Plate	\$40.00
Parking in a Disabled Space Without Proper Permit	\$250.00
Blocking a Disabled Ramp	\$250.00
Unauthorized Parking in a 24-Hour Reserved Space	\$50.00
Virtual Permit Misuse	\$100.00
Blocking Traffic or a Roadway	<del>\$50.00</del> <del>30.00</del>
Parking in a Service Vehicle Space Without Proper Permit	\$35.00
Parked Out of Assigned Area	\$25.00
Expired Meter or Overtime in a Pay-by-Space Parking Space	<del>\$25.00</del> <del>20.00</del>
Parking in an Undesignated Area	\$30.00
Parked Facing Traffic/Backed in parking space	\$20.00
<u>Parking in a Fire Lane</u>	<u>\$100.00</u>
<u>Parking in a Residential Space</u>	<u>\$50.00</u>
Immobilization Fee	\$50.00
Any Other Parking Violation Not Herein Specified	\$20.00
(b) All parking violation fines are due within 10 business days. Fines not paid within ten (10) business days, will accumulate a \$10.00 late fee.	
(c) Administrative Fees: A fee may be applied in lieu of the original citation fee(s) when the appellant is found to have committed the violation, but the appeals	

committee deems it reasonable to waive a portion of the fee. A \$10.00 late fee will be applied if not paid within ten (10) business days of the Administrative fee assessment.

1. Immobilization (Boot) Fee: \$50.00
2. Impoundment Fee (for bicycles): \$20.00

(d) The following violations may be considered for waiver only on the first occurrence; subsequent violations will be charged at the full citation fee and are not eligible for a waiver. An administrative fee will be applied in lieu of the waived citation fee as follows:

1. Failure to display a valid parking permit: \$10.00
2. Failure to display a valid license plate: \$10.00

*Authority: BOG Regulations 1.001 and 7.003. History—New 7-1-09, Amended 8-12-10, 7-7-11, 6-29-12, 7-23-13, 7-9-14, 7-1-15, 6-23-17, 5-24-18, 5-16-19, 6-18-20, 4-22-21, 5-26-22, \_\_\_\_-23.*



Board of Trustees  
June 29, 2023

## GOV-10: Proposed University Regulation UCF-2.041 Nursing Education

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Information

Discussion

Action

Meeting Date for Upcoming Action: \_\_\_\_\_

### Purpose and Issues to be Considered:

This action item proposes the adoption of a new Regulation UCF-2.041, entitled Nursing Education, to implement the Linking Industry to Nursing Education (LINE) Fund program requirements of Florida Board of Governors Regulation 8.008 and Florida Statutes section 1009.8962. The UCF Board of Trustees is required to adopt a regulation to administer this program at UCF. The proposed new regulation sets forth the requirements for program participation by UCF, the restrictions placed by law and regulation on the use of LINE Funds received, the requirement for UCF reporting to the BOG regarding the use of LINE Funds received, and the authorization for the Provost to adopt additional policies for the administration of LINE funds at UCF, as needed.

This regulation was posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

### 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.”

### Recommended Action:

Approve proposed University Regulation UCF-2.041.

### Alternatives to Decision:

Decline to approve proposed University Regulation UCF-2.041. Recommend alternative language.

### Fiscal Impact and Source of Funding:

N/A

### Authority for Board of Trustees Action:

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda

### Submitted by:

Youndy Cook, Vice President and General Counsel



# Board of Trustees

## Agenda Memo

**Supporting Documentation:**

Attachment A: Proposed Regulation UCF-2.041

**Facilitators/Presenters:**

Youndy Cook

### **UCF-2.041 Nursing Education**

(1) Linking Industry to Nursing Education (LINE) Fund. The LINE Fund provides the opportunity for each state university to receive matching funds for every qualifying dollar contributed to an institution by a healthcare partner, subject to funds availability. The LINE Fund was created by the Florida Legislature to incentivize collaboration between nursing education programs and health care partners and to meet local, regional, and state workforce demand by recruiting faculty and clinical preceptors, increasing the capacity of high-quality nursing education programs, and increasing the number of nursing education program graduates who are prepared to enter the workforce. To be eligible for state matching, healthcare partner contributions must be made in the manner provided by Florida Board of Governors Regulation 8.008, entitled Nursing Education, and as provided by section 1009.8962, Florida Statutes.

(2) LINE funding proposals may be submitted by the President or designee to the BOG Chancellor's office in accordance with the guidelines, formats, instructions, and schedule provided by the BOG Chancellor. Each LINE funding proposal should be approved by the Provost's office and identify and include the following:

1. A healthcare partner who is a health care provider, as defined in Section 768.38(2), Florida Statutes, located and licensed to operate in the State of Florida, whose monetary contribution will be matched by the LINE Fund on a dollar-for-dollar basis, subject to funds availability;
2. Whether funds committed by the healthcare partner will contribute to an eligible purpose as set forth in BOG Regulation 8.008 or Florida Statutes section 1009.8962;
3. How the funds will be used, including how funds will be utilized to increase student enrollment and program completion;
4. How the healthcare partner will onboard and retain graduates; and
5. How the funds will expand the University's nursing education programs to meet local, regional or state workforce demands, including, as applicable, advanced education nursing programs and how the funds will increase the number of faculty and clinical preceptors, and planned efforts to utilize the clinical placement process established in section 14.36, Florida Statutes.

(3) Gift funds and matching funds may be used for the following in order to advance high-quality nursing education programs throughout the state: student scholarships, recruitment of additional faculty, purchasing or repairing equipment necessary to support the delivery of nursing programs, and creating or updating nursing simulation centers. LINE Funds may not be used for the construction of new buildings. If UCF is awarded LINE funding and elects to use such funding for scholarships, those scholarships may only be awarded to enrolled nursing students who meet the residency requirements pursuant to section 1009.21, Florida Statutes.

(4) The Board of Governors will award grant funding based on the merit of each proposal. LINE Funds may be awarded on a first-come, first-served basis. Award amounts may be prorated depending on the number of approved proposals and the dollar amounts requested.

(5) The President or designee shall notify the BOG upon receipt of funds provided by the healthcare partner identified in an approved proposal before receiving dollar-for-dollar matching funds from the BOG's grant funds, subject to funds availability.

(6) Annually, by February 1, if UCF is awarded LINE Funds in the previous fiscal year, then by February 1, the President or designee shall submit a report to the BOG that demonstrates the expansion as outlined in the proposal and delineates the use of all funds, including contributions and matching funds. The report must be in the format prescribed by the Chancellor, and include the information, disaggregated by degree level, set forth in BOG Regulation 8.008(1)(f).

(7) The Provost may establish further detailed policies for LINE Fund administration.

*Authority: BOG Regulations 1.001 and 8.008; Sections 1004.015 and 1009.8962 and 1009.897, Florida Statutes. History–New \_\_\_\_\_-23.*



## Board of Trustees Regular Meeting | June 29, 2023

### **BOT-2: Use of FBC Mortgage Stadium to host the 2023 Cure Bowl**

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Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

#### **Purpose and Issues to be Considered:**

To consider approving the use of the FBC Mortgage Stadium to host the Cure Bowl on Saturday, December 16, 2023, an event that could exceed attendance of over 10,000.

#### **Background Information:**

The UCF Board of Trustees instituted a policy that applies to all users of the stadium and states that, other than permitted uses outlined in the policy, uses of the UCF Football Stadium that may have attendance of 10,000 or more should be reviewed and approved by the board. Permitted uses that do not require Board approval include home football games, practices for the UCF football team, homecoming events such as a concert, national presidential campaign events, and events with anticipated actual attendance of less than 10,000.

The Cure Bowl has been played annually in Orlando since 2015 at both Camping World Stadium and Exploria Stadium. The Cure Bowl is a college football postseason bowl game owned by ESPN Events and operated by Orlando Sports Foundation. The game will be broadcast on ABC at 3:30 p.m. on December 16, 2023 and will likely feature teams from the American Athletic Conference and the Sun Belt Conference. The Cure Bowl is a platform that helps raise funds for individual cancer researchers, like Dr. Annette Khaled, through the UCF College of Medicine.

While the Cure Bowl's actual attendance has averaged below 10,000 the past four years, the event has become a higher profile for ESPN Events, and it is possible to exceed the threshold in December.

Stadium operations for the event will be directed by UCF Athletics in partnership with UCF PD and will be conducted similarly to a UCF home football game, just on a smaller scale

#### **Recommended Action:**

Approve use of FBC Mortgage Stadium for the 2023 Cure Bowl.

#### **Alternatives to Decision:**

Decline Stadium use request

#### **Fiscal Impact and Source of Funding:**

The event is projected to generate approximately \$50,000 in net revenue for the Stadium Corporation/ Athletics Association primarily through facility use fee, concessions, and parking. The Cure bowl will pay all game operations expense and will remit projected expense in advance of the game.

#### **Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001, University Board of Trustees Powers and Duties  
Board of Trustees Policy, Use of Stadium for Certain Large Events



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**Contract Reviewed/Approved by General Counsel**  **N/A**

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

David Hansen, Senior Executive Associate Athletics Director/ COO, UCF Athletics Association

**Supporting Documentation:**

Attachment A: Use of Stadium for Certain Large Events Board Policy

**Facilitators/Presenters:**

David Hansen, Senior Executive Associate Athletics Director/ COO, UCF Athletics Association  
Terry Mohajir, Vice President and Director of Athletics



# Board of Trustees

## Board Policy

### UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES POLICY

#### Use of Stadium for Certain Large Events

##### **POLICY STATEMENT:**

It is the policy of the UCF Board of Trustees that uses of the stadium on the UCF campus that may have a significant impact on the surrounding community should be reviewed and approved by the board.

This policy applies to all uses of the stadium. This policy does not apply to meetings held in such areas as the stadium concourse, ground level rooms, or Roth Tower. Events held outside of the stadium gates shall be subject to existing university event policies and regulations.

1. Except as otherwise provided in this policy, the stadium shall be used for permitted uses.
2. Home football games and practices shall have priority over all other uses of the stadium.
3. Permitted use of the stadium other than home football games or practices shall require approval of the president or his designee.
4. All uses of the stadium must be coordinated with the UCF Athletics Association, Inc., which will advise the president or his designee about the appropriateness of the proposed use and whether the use could potentially damage the stadium turf or other stadium facilities.
5. All uses of the stadium other than permitted uses shall require approval of the Board of Trustees. The president or his designee shall make a recommendation to the Board regarding the proposed use.

##### **DEFINITIONS:**

**Board of Trustees:** University of Central Florida Board of Trustees.

##### **Permitted Uses:**

1. Home football games (including any conference championship game in which UCF is a participant) and practices for the UCF football team;
2. Homecoming events such as a concert;
3. National presidential campaign events; and
4. Events with anticipated attendance of less than 10,000.

**Stadium:** The football Stadium located on the UCF Campus.

### **PROCEDURES:**

Any organization or person desiring to hold an event at the Stadium located on the UCF campus shall submit a written request for use of the stadium to the Vice President and Director of Athletics for review and comment. The written request should include details of the proposed use, and the vice president or designee will interact with the requestor to gather sufficient information to reasonably assess the requested use. The vice president will determine if the requested use is to be further considered and, if it is, what agreement with the requestor will be required and what university procedures and regulations may apply.

The vice president will forward a summary of the use request, with any comments, to the president or designee for review and consideration. The president or designee may approve permitted uses. Requests for uses other than permitted uses which have the preliminary approval of the vice president as well as the president or designee, shall then be submitted to the Board of Trustees for its consideration. Subject to the terms of this policy, the vice president will notify the applicant in writing of approval or denial of the application. Approval may be subject to the requirement that the applicant meet conditions outlined in the approval, including such conditions as a license for use that includes insurance requirements and indemnification provisions for damage.

**Initiating Authority:** UCF Board of Trustees

**History:** New 9-17-2009. Revised 9-23-2021.

**Authority:** Section 7(c), Article. IX, Florida Constitution; FL BOG Regulation 1.001