

REVISED
University of Central Florida
Board of Trustees Meeting
January 31, 2013
Live Oak Center
Agenda
9:00 a.m. — 4:00 p.m.
Lunch 12:00 p.m.
800-442-5794, passcode, 463796

COMMITTEE MEETINGS

9:00 — 10:00 a.m.	Advancement, Rich Crotty, Chair
10:00 — 11:00 a.m.	Educational Programs, Ida Cook, Chair
11:00 a.m. — 12:00 p.m.	Finance and Facilities, Olga Calvet, Chair

BOARD BUDGET WORKSHOP 1:00 — 2:00 p.m.

BOARD MEETING: 2:15 — 4:00 p.m.

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|----|--------------------------------|---|
| 1. | Welcome and Call to Order | Michael J. Grindstaff, Chair |
| 2. | Roll Call | Rick Schell, Associate Corporate Secretary |
| 3. | Minutes of November 15 meeting | Chair Grindstaff |
| 4. | Remarks and introductions | John C. Hitt, President |
| 5. | Consent agenda | Chair Grindstaff |
| | FF-1 Approval | Minor Amendment to 2010 Campus Master Plan (Merck) |
| | FF-2 Approval | Revisions to UCF Investment Policy (Merck) |
| | FF-7 Approval | Minor Amendment to 2010 Campus Master Plan for UCFAA (Merck) |
| | FF-8 Approval | Revisions to Articles and Bylaws of the UCF Research Foundation (Merck) |

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| 6. | Advancement Committee report | Rich Crotty, Chair |
| 7. | Audit, Operations Review, Compliance, and Ethics Committee report | Jim Atchison, Chair |
| 8. | Compensation and Labor Ad Hoc Committee report | John Sprouls, Chair |
| 9. | Educational Programs Committee report | Ida Cook, Chair |
| 10. | Finance and Facilities Committee report | Olga Calvet, Chair |
| | FF-3 | Approval 2013-14 Health Fee (Merck) |
| | FF-4 | Approval 2013-14 Capital Improvement Fee (Merck) |
| | FF-5 | Approval 2013-14 Orientation Program Fee (Merck) |
| | FF-6 | Approval Education Planning Fee (Merck) |
| 11. | Nominating and Governance Committee report | Ray Gilley, Chair |
| 12. | Strategic Planning Committee report | Alan Florez, Chair |
| 13. | New business | Chair Grindstaff |
| 14. | Announcements and adjournment | Chair Grindstaff |
- Upcoming meetings:
- | | |
|--|--|
| Board of Governors meetings | February 21
(meeting at University of North Florida or conference call) |
| | March 27-28
(Florida A&M University) |
| Board of Trustees meeting | March 21
(Live Oak Center) |
| Board of Trustees retreat | March 26
(Fairwinds Alumni Center) |
| AGB National Conference on Trusteeship | April 21-23, 2013
San Francisco |

**Minutes
Board of Trustees Meeting
University of Central Florida
November 15, 2012**

Chair Michael J. Grindstaff called the meeting of the Board of Trustees to order at 1:04 p.m. in the Live Oak Center on the UCF Orlando campus.

The following board members attended the meeting: Trustees Olga Calvet, Ida Cook, Richard Crotty, Alan Florez, Robert Garvy, Ray Gilley, Marcos Marchena, Harris Rosen, John Sprouls, and Cortez Whatley.

WELCOME

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

Grindstaff welcomed the board members and requested that the roll be called. A quorum was present.

Grindstaff called for approval of the September 27, 2012, board meeting minutes, which were approved as written.

REMARKS

President John C. Hitt asked the members of the board to review new regulation 1008.322, Board of Governors Oversight Enforcement Authority, which was included in the board materials.

Hitt announced that UCF hosted the 28th Science Olympiad National Tournament in 2012. Olympiad organizers have asked UCF to host the event for its 30th anniversary competition in May 2014. The tournament features 2,500 of the nation's best high school STEM students and provides UCF with student-recruitment opportunities.

Hitt congratulated the UCF women's soccer team, the four-time C-USA regular season champions, who won this year's conference tournament for an automatic bid to the NCAA Tournament.

Hitt congratulated **Trustee Rich Crotty**, who received the *Orlando Business Journal's* Most Influential Men of 2012 Legacy Award for his public service and many contributions to the Central Florida region.

INTRODUCTIONS

Hitt recognized the following faculty and staff members for their accomplishments.

A. Faculty and Staff

Dr. Eric VanStryland, Professor of Optics in CREOL, the College of Optics and Photonics, was awarded the R.W. Wood Prize of the Optical Society of America for his work that revolutionized the measurement of nonlinear properties of materials.

Dr. Eduardo Salas, research faculty member at the Institute for Simulation and Training, was awarded the Michael R. Losey Award by the Society for Human Research Management for his work on workplace teams and training. The recognition included a \$50,000 cash award.

B. Millionaires Club

Hitt congratulated the members of the UCF Millionaires Club for their outstanding accomplishments. Hitt called upon **M.J. Soileau**, Vice President for Research and Commercialization who introduced members of the club in attendance and explained that the club was established in 2000 to recognize researchers receiving a million dollars or more of funding in a fiscal year.

C. Employee of the Month

The Employee of the Month for October was **Barbara Kelly-Hursey**, an accountant in the Music Department.

Hitt discussed a handout provided to the board members containing tables of data relating to student admissions, enrollment, and retention.

INFORMATION

- **INFO-1 2013 Finance and Facilities Committee Meeting Dates** – 2013 Finance and Facilities Committee meeting dates were provided to the board for information only.

CONSENT AGENDA

Grindstaff read the consent agenda items into the record and announced that **CL-4 2012-15 Performance Incentive Measures and Goals** would be moved from the consent agenda to the regular agenda for discussion purposes.

A motion was made to accept the amended consent agenda, and members of the board unanimously approved the following actions.

- **CL-1 Revision to the 2011-14 Performance Incentive Measures and Goals** – Approval of the revision to the 2011-14 Performance Incentive Measures and Goals.
- **CL-2 The 2009-12 Performance Unit Plan Goal Accomplishments** – Approval of the 2009-12 goal accomplishments documented by the University Audit Office.
- **CL-3 Performance Unit Plan Payments for the 2009-12 Cycle** – Approval of the Performance Unit Plan payments earned by participants for the 2009-12 cycle for accomplishment of the three-year performance measures set by the Board of Trustees on November 19, 2009.
- **CL-7 2012-15 Performance Unit Plan Awards** – Approval of the 2012-15 Performance Unit Plan awards.

- **EP-1 Conferral of Degrees** – Concurrence with the conferral of degrees at the Fall 2012 commencement ceremonies:

4,106 baccalaureate degrees
752 master's degrees
125 doctoral and specialist degrees
4,983 Total
- **EP-2 2012 UCF Annual Report to the Board of Governors** – Approval of the 2012 UCF Annual Report to the Board of Governors.
- **EP-3 Tenure with Hire** – Approval of 2012-13 tenure with hire recommendations.
- **FF-1 Electronic Funds Transfer Policy** – Approval of the university's electronic funds transfer policy.
- **FF-2 Release of Unrestricted UCF Convocation Corporation Revenues** – Approval of the release of revenues in excess of budgeted obligations from the UCF Convocation Corporation to the university.
- **FF-3 Lake Nona Distributed Antenna System (DAS) Participation Agreement** – Approval to enter a Lake Nona distributed antenna system participation agreement.

ADVANCEMENT COMMITTEE REPORT

Rich Crotty, Chair of the Advancement Committee, reported the highlights from the committee meeting earlier in the day.

- **Robert Holmes**, Vice President for Alumni Relations and Development and Foundation CEO, gave a campaign update.
- **Dr. Dan Holsenbeck**, Vice President for University Relations, gave an update on base realignment and closure as it related to UCF simulation and training activities. He also reported that the Board of Governors met recently to discuss new revenue sources to replace PECO funding.
- **Al Harms**, Vice President for Strategy, Marketing, Communications, and Admissions, reported final enrollment figures at 59,767, reflecting a 1.8 percent enrollment growth from last year. He also noted that \$420 million of financial aid had been disbursed.

AUDIT, OPERATIONS REVIEW, COMPLIANCE, AND ETHICS COMMITTEE REPORT

Alan Florez, Vice Chair of the Audit, Operations Review, Compliance, and Ethics Committee, announced that there was no report for the committee.

COMPENSATION AND LABOR AD HOC COMMITTEE REPORT

John Sprouls, Chair of the Compensation and Labor Ad Hoc Committee, reported that the committee met on October 18, 2012. Sprouls noted the items approved in the consent agenda and presented the following items for board approval.

- **CL-4 2012-15 Performance Incentive Measures and Goals** – A motion was made and passed by the board approving the 2012-15 Performance Incentive Measures and Goals for the president and senior officers.
- **CL-5 Report on the Assessment of the President’s Performance** – A motion was made and passed by the board accepting the report on the president’s performance from independent consultant, Dr. Constantine Curris, and approval of the Compensation and Labor Ad Hoc Committee’s recommendations.
- **CL-6 Report on the Presidential Compensation Review** – A motion was made and passed by the board accepting the presidential compensation report submitted by Paul McConnell, McConnell & Company, and approving the Compensation and Labor Ad Hoc Committee’s recommendations.

EDUCATIONAL PROGRAMS COMMITTEE REPORT

Ida Cook, Chair of the Educational Programs Committee, noted the Educational Programs Committee items approved in the consent agenda and reported the highlights from the committee meeting earlier in the day.

- **Dr. Ross Hinkle**, Interim Vice Provost and Dean of the College of Graduate Studies, and **Dr. Elliot Vittes**, Interim Vice Provost and Dean of the Office of Undergraduate Studies, reported on the status of one undergraduate and five graduate degree programs that were implemented by the Board of Trustees.
- **Dr. Diane Chase**, Executive Vice Provost, reported on the 2011-12 Program Review Results Summary.
- **Dr. Maribeth Ehasz**, Vice President for Student Development and Enrollment Services, **Dr. Joel Hartman**, Vice Provost and Chief Information Officer, Information, Technologies, and Research, **Dr. Elliot Vittes**, and **Dr. Paige Borden**, Assistant Vice President, Institutional Knowledge Management, reported on UCF student success.
- **Dr. Jean Leuner**, Dean of the College of Nursing, and **Dr. Bahaa Saleh**, Dean of the College of Optics and Photonics, reported on various activities of their programs.

FINANCE AND FACILITIES COMMITTEE REPORT

Olga Calvet, Chair of the Finance and Facilities Committee, noted the items approved in the consent agenda and presented the following item for board approval.

- **FF-4 Capital Improvement Fee Allocation** – A motion was made and passed by the board approving the allocation of the 2013 Capital Improvement Fee Trust Fund distribution for the design and construction of the John C. Hitt Library and the Recreation and Wellness outdoor improvements.

NOMINATING AND GOVERNANCE COMMITTEE REPORT

Ray Gilley, Chair of the Nominating and Governance Committee, announced that there was no report for the committee.

STRATEGIC PLANNING COMMITTEE REPORT

Alan Florez, Chair of the Strategic Planning Committee, announced that there was no report for the committee.

NEW BUSINESS

Dan Holsenbeck introduced **Joe Saunders**, a UCF graduate, who will represent UCF as the newly elected Florida House Representative from District 49.

ANNOUNCEMENTS AND ADJOURNMENT

Chair Grindstaff announced the following upcoming meetings:

Board of Governors meeting	January 16-17, 2013 (University of Florida)
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Board of Trustees meeting	January 31, 2013 (Live Oak Center)
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(Please note that this is a change from the original meeting date of January 24, 2013.)

AGB National Conference on Trusteeship	April 21-23, 2013 San Francisco
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Grindstaff adjourned the board meeting at 2:27 p.m.

Respectfully submitted: _____ Date: _____

John C. Hitt
Corporate Secretary

**University of Central Florida
Board of Trustees**

SUBJECT: Minor Amendment to 2010 Campus Master Plan

DATE: January 31, 2013

PROPOSED BOARD ACTION

Approve a minor amendment to the University of Central Florida campus master plan to change the Future Land Use, Capital Improvements, and Urban Design Elements to support a new CREOL Optics Laboratory.

BACKGROUND INFORMATION

The purpose of the proposed amendment is to include this facility in the Capital Improvements, Urban Design, and Future Land Use Elements of the 2010 campus master plan. This will allow a lab facility to be built adjacent to building 154 on Neptune Drive and will provide space for academic research. The proposed building will be used by the CREOL faculty members, students, and staff members for the research and manufacture of innovative materials relevant to optics and photonics. As more particularly outlined in the attached memorandum, the amendment would constitute a minor amendment that needs only Board of Trustees approval for adoption.

Supporting documentation:

Memorandum from James Davis (Attachment A)
Project Location (Attachment B)
Capital Improvements List (Attachment C)
Future Land Use Map (Attachment D)
Urban Design Map (Attachment E)

Prepared by: W. Scott Cole, Vice President and General Counsel

Submitted by: William F. Merck II, Vice President for Administration and Finance
and Chief Financial Officer

MEMORANDUM

TO: Scott Cole

FROM: James Davis

SUBJECT: Minor Amendment to 2010 Campus Master Plan

DATE: November 28, 2012

The University of Central Florida proposes a minor amendment to its 2010 Campus Master Plan to change the Future Land Use, Capital Improvements and Urban Design Elements to support a new CREOL Optics Laboratory.

The proposed lab facility will be erected adjacent to building 154 on Neptune Drive and will provide space for academic research. The proposed building will be used by the CREOL faculty, students and staff for the research and manufacture of innovative materials relevant to optics and photonics. It will house laboratories with state-of-the-art equipment for the preparation of transparent ceramics, single-crystals, glass and glass-ceramics for high-power lasers, photonic fibers, infrared sensing and imaging, nuclear and radiological detectors

Please find below an analysis of the statutory thresholds and university responses that reflect the nature of the amendment request as a minor amendment. The thresholds are referenced under section 1013.30(9), *F.S.*

An amendment to a campus master plan must be reviewed and adopted under subsections (6)-(8) if such amendment, alone or in conjunction with other amendments, would:

- (a) Increase density or intensity of use of land on the campus by more than ten percent;

University response: The proposed CREOL Optics lab facility is approximately 4,500 square feet. The total square footage for buildings on campus is approximately 7.5 million square feet, and therefore, the 4,500 square foot building is far less than ten percent.

- (b) Decrease the amount of natural areas, open space, or buffers on the campus by more than ten percent; or

University response: The proposed amendment will not affect natural areas, open space or buffers by more than ten percent. Acreage on campus designated for natural areas, open space and buffers exceed 1,000 acres, therefore, the increase to 4,500 square feet will not trigger the 10% threshold.

Attachment A

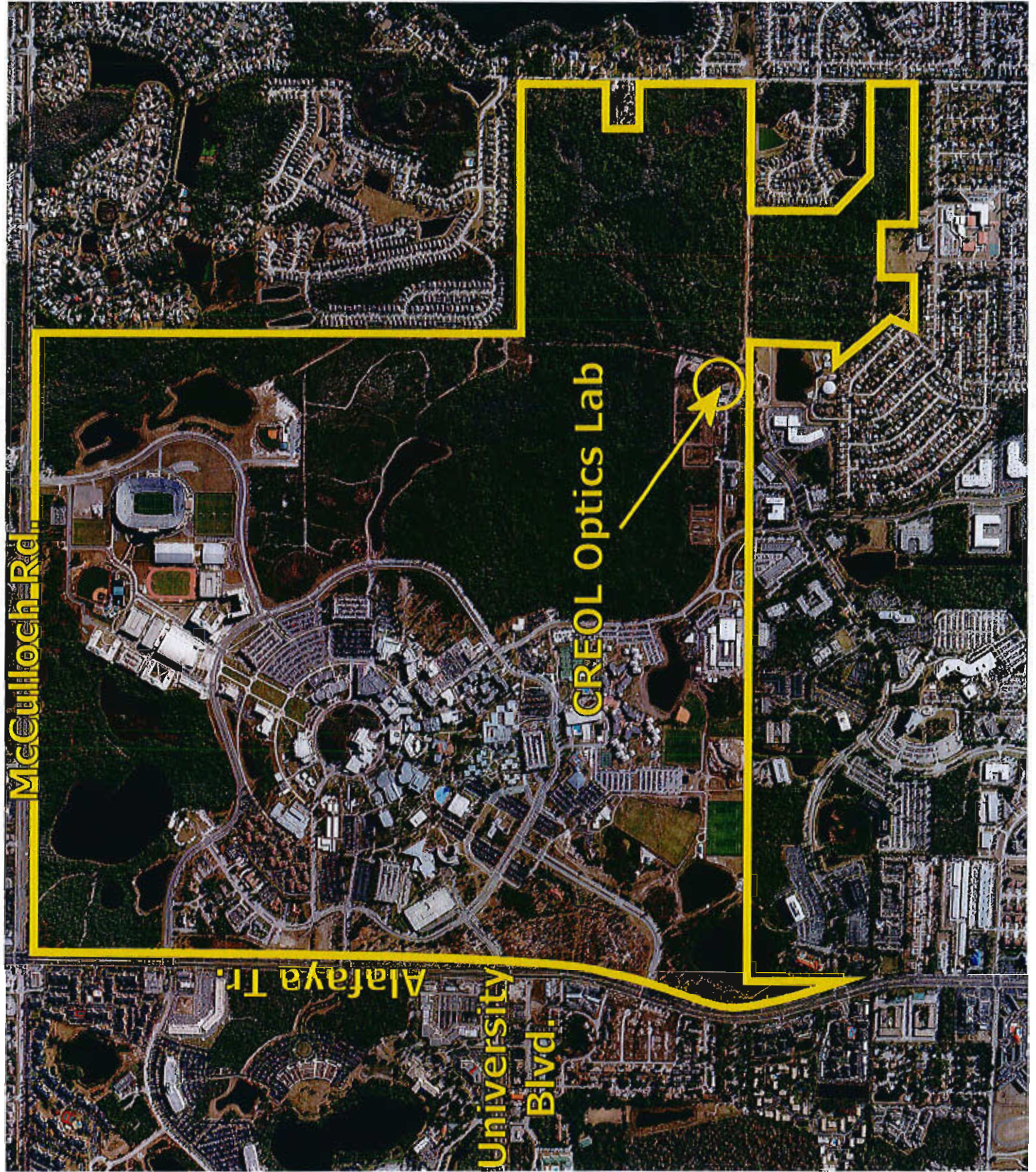
Scott Cole
Memorandum of Understanding
November 28, 2012
Page Two

- (c) Rearrange land uses in a manner that will increase the impact of any proposed campus development by more than ten percent on a road or on another public facility or service provided or maintained by the state, the county, the host local government, or any affected local government.

University response: The proposed development associated with the land use change from Utility to Mixed Use will not affect the impact by more than ten percent on a road or on another public facility or service provided or maintained by the above referenced entities.

In summary, the proposed land use change does not exceed the amendment threshold criteria in 1013.30(9), *F.S.* and may therefore be treated as a minor amendment.

Thank you for your time and attention to this matter. If you require additional information, please contact James Davis at (407) 823-5270.



UNIVERSITY OF CENTRAL FLORIDA
CAPITAL IMPROVEMENTS LIST

MAIN CAMPUS SITE										PROJECT LIST										Bonds 11/28/2012										Total Estimated Cost (\$M)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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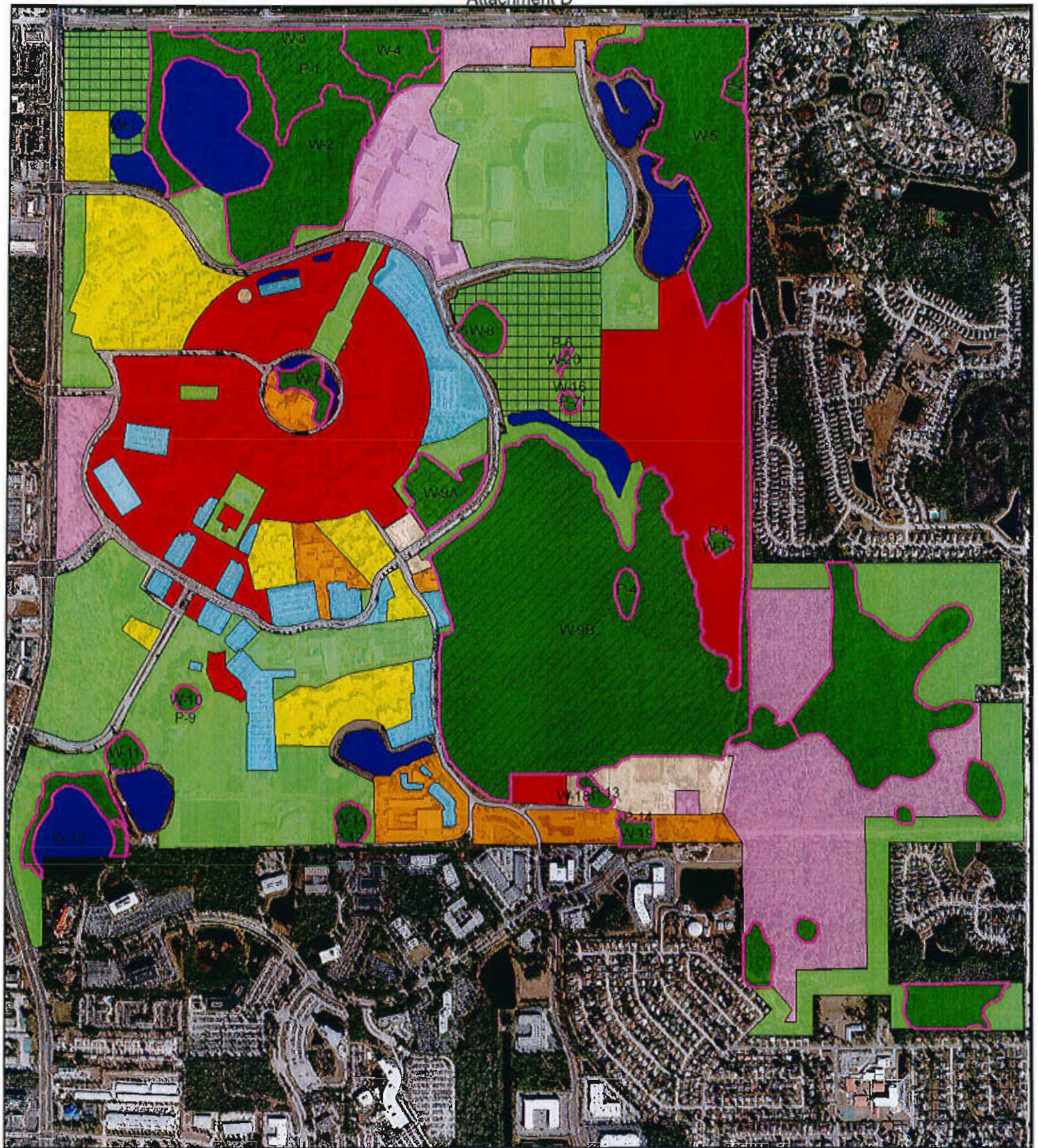


Figure 4-1
Future Land Use

Comprehensive Master Plan Update
University of Central Florida
Orlando, Florida
2010-2020

Legend

Parking	Utility	Residential
Support	Conservation (wetland)	Recreation/Open Space
Academic/Research	Conservation (upland)	Mixed Use
Lakes	Conservation Easements	

All maps are diagrammatic and conceptual. The various areas shown are approximate and not to survey accuracy. The intent of these maps is to illustrate general areas of existing or potential use.

Rev 20121119

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Feet

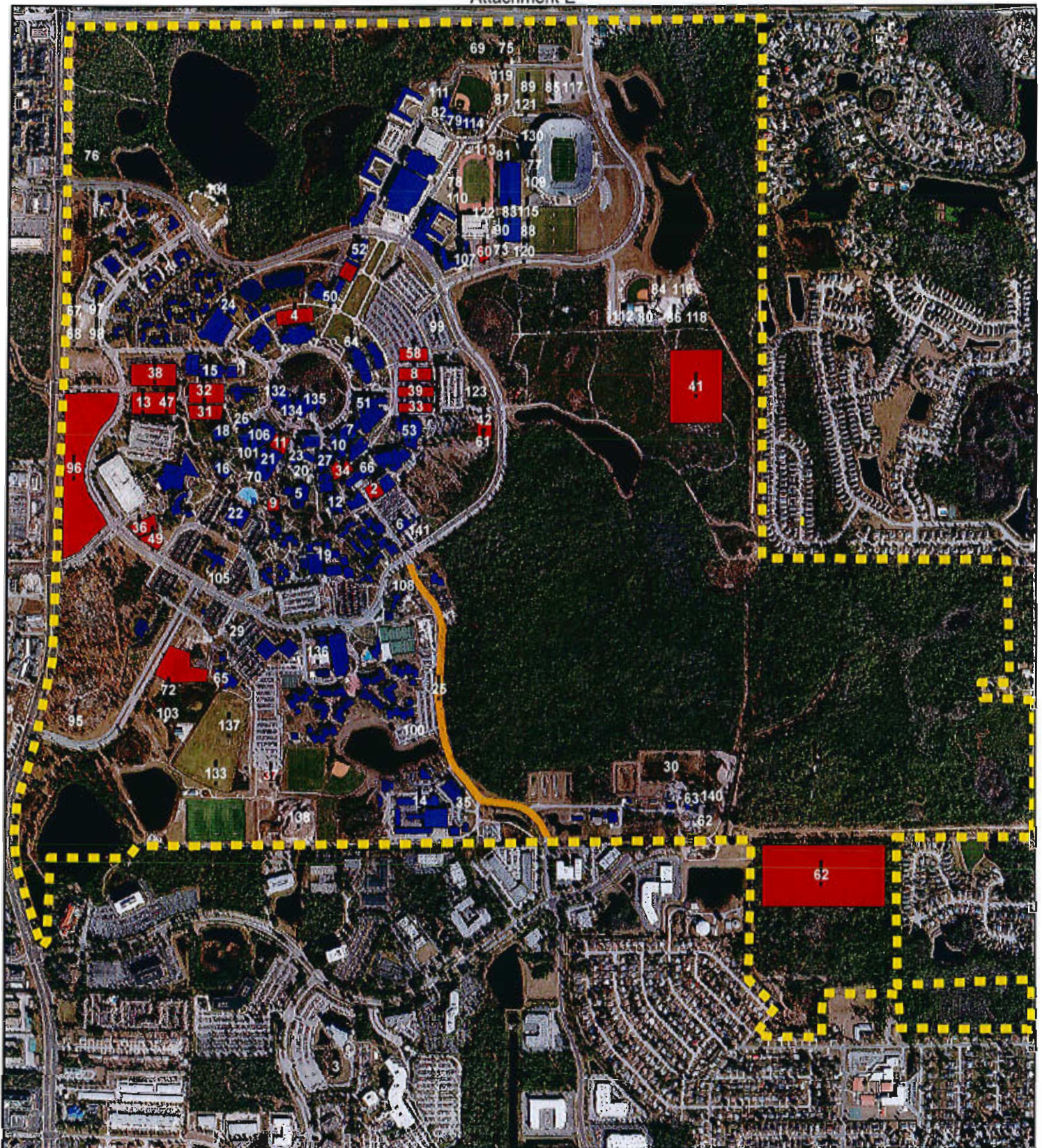


Figure 3-1
Urban Design and Capital Improvements

Comprehensive Master Plan Update
University of Central Florida
Orlando, Florida
2010-2020

Legend

- ! Capital Improvements List
- Boundary
- Proposed Building Sites
- Proposed Road Widening
- Existing Buildings

All maps are diagrammatic and conceptual. The various areas shown are approximate and not to survey accuracy. The intent of these maps is to illustrate general areas of existing or potential use.

Rev. 20121128

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**University of Central Florida
Board of Trustees**

SUBJECT: Revisions to UCF Investment Policy

DATE: January 31, 2013

PROPOSED BOARD ACTION

Approval to revise the operating funds supplement to the UCF Investment Policy.

BACKGROUND INFORMATION

As discussed in the December 12, 2012, Finance and Facilities Committee, we will recommend a change to sub-sections of the UCF's investment policy to allow for a reduction in our low-return Pool I investments that reside exclusively in money market instruments. Our investment policy has cash balances divided into four pools, essentially ranging from extremely low risk cash and cash equivalents in Pool I, through Pool IV, which has a combination of longer maturity bonds and some equity exposure. For context, as of November 30, 2012, the total market value of all four pools was \$219,621,960. Pool I had a market value of \$53,253,866, Pool II \$20,110,858, Pool III \$88,562,576, and Pool IV \$57,694,660.

What is being proposed is a move of up to \$30 million from Pool I into Pool III. To accommodate this move, the policy targets for the percentage of domestic equity allocation in Pool III would be reduced from the current 15 percent to 12 percent and the current 85 percent of the pool devoted to intermediate fixed income split into two parts, 25 percent short fixed income and 63 percent intermediate fixed income. This reallocation will allow a \$30 million move from Pool I into a new 25 percent target allocation to short fixed-income in Pool III.

Based on current market conditions and the outlook for low interest rates for the intermediate term, this should position our portfolio to achieve a higher return. Of course, this shift will also increase the risk associated with moving from cash and cash equivalents to short-term income bond investments.

When the investment policy was approved in 2010, Pool I was created to be cash heavy to ensure liquidity sufficient to meet our operational needs. Actual experience since then has shown that the cash in our Special Purpose Investment Account has been sufficient to meet our operational liquidity needs, leaving more low-earning assets in Pool I than is necessary.

Therefore, reducing the Pool I balance by moving up to \$30 million to Pool III should not create liquidity problems.

Supporting documentation:

UCF Operating Pool I Sub-section (Attachment A)
UCF Operating Pool III Sub-section (Attachment B)
UCF Investment Policy (Attachment C)
UCF Investment Policy Manual (Attachment D)

Prepared by: William F. Merck II, Vice President for Administration and Finance
and Chief Financial Officer

Submitted by: William F. Merck II, Vice President for Administration and Finance
and Chief Financial Officer

OPERATING POOL I SUB-SECTION

to the

Operating Funds Supplement to the University of Central Florida Investment Manual

This Sub-Section is a part of the Operating Funds Supplement to the University of Central Florida Investment Manual and is intended only to complement the objectives and guidelines outlined therein. The purpose of this Sub-Section is to set forth the specific investment objectives and parameters for the management of financial assets of Operating Pool I.

Operating Pool I will be designated as cash reserves for operational expenses. In addition to compliance with the provisions of the Operating Funds Supplement to the University of Central Florida Investment Manual, Operating Pool I investments must comply with the following guidelines and objectives.

I. Investment Objectives

- A. Operating Pool I should be structured to provide immediate liquidity for the University's daily operating requirements. Investments shall be made subject to the University's cash flow needs in accordance with the schedule provided by the Finance Committee, and shall be subject to any revisions thereafter.
- B. Investments shall be undertaken in a manner that seeks the preservation of capital and immediate liquidity in the portfolio. The objective will be to limit credit risk and interest rate risk to a level commensurate with prudent investment practices of such short-term cash reserve portfolios.

II. Guidelines

A. Authorized Investments

Pursuant to the investment powers of the Finance Committee as set forth in the Florida Statutes and the delegation of authority granted by the University Board of Trustees, the Finance Committee sets forth the following investment guidelines and limitations.

1. Cash & Equivalents

2. Pooled investment funds

- a. For purposes of Operating Pool I, pooled investment funds will be limited to registered 2a-7 mutual funds, CDARS, SPIA.
- b. ~~Investments in any single pooled investment fund shall be limited to 50% of the market value of Operating Pool I's assets.~~ Holdings in pooled Investment funds shall be prudently diversified based on current market conditions, as well as the current level of Pool I assets. Such pooled funds should be guaranteed as to timely payment of principal and interest by the Federal Government or its Agencies. Maximum Investments shall be limited to applicable guarantee coverage amounts (if any).

III. Target Allocations

In order to provide for a diversified and liquidity focused portfolio, the Finance Committee will employ a number of professionally managed short-term strategies to manage and administer Operating Pool I. The Finance Committee has established the following target asset allocation for Operating Pool I.

Asset Group	Target	Range	Comparison
Cash & Equivalents	100%	N/A	90 Day US T-Bills / SPIA

IV. Investment Performance Objectives

The following performance measures will be used as objective criteria for evaluating the effectiveness of the Investment Managers.

A. Total Portfolio Performance

1. The performance of Operating Pool I will be measured for rolling three (3) and five (5) year periods. The performance of the portfolio will be compared to the return of the target index comprised of the 90 day U.S. Treasury Bill. In addition, the performance of the portfolio will be compared to the return of the Special Purpose Investment Account (SPIA).
2. On an absolute basis, the objective is that Operating Pool I will provide the necessary stability and liquidity to meet the University's daily operating needs.

V. Review and Amendments

It is the Finance Committee's intention to review this Sub-Section 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 Finance Committee should be notified in writing.

By signing this document, the Vice President for Finance & Administration and Chief Financial Officer attests that this Sub-Section has been recommended by the Investment Consultant, reviewed by the Fund's legal counsel for compliance with applicable law, and approved by the Chairman of the Finance Committee of the Board of Trustees.

University of Central Florida

Vice President for Finance & Administration
Chief Financial Officer

Date

OPERATING POOL III SUB-SECTION

to the

Operating Funds Supplement to the University of Central Florida Investment Manual

This Sub-Section is a part of the Operating Funds Supplement to the University of Central Florida Investment Manual and is intended only to complement the objectives and guidelines outlined therein. The purpose of this Sub-Section is to set forth the specific investment objectives and parameters for the management of financial assets of Operating Pool III.

Operating Pool III will be considered excess cash reserves that may be invested in longer term investments (up to 5 years). In addition to compliance with the provisions of the Operating Funds Supplement to the University of Central Florida Investment Manual, Operating Pool III investments must comply with the following guidelines and objectives.

I. Investment Objectives

- A. Operating Pool III should be structured to provide the moderate growth and a reasonable safety of principal while generating an above benchmark total rate of return. Investments shall be made subject to the University reserve needs in accordance with the schedule provided by the Finance Committee, and shall be subject to any revisions thereafter.
- B. Investments shall be undertaken in a manner that seeks to balance the growth of the portfolio against the limited time horizon of Operating Pool III. Given the limited time horizon of Operating pool III, reasonable liquidity should be maintained as a primary objective.

II. Guidelines

A. Authorized Investments

Pursuant to the investment powers of the Finance Committee as set forth in the Florida Statutes and the delegation of authority granted by the University Board of Trustees, the Finance Committee sets forth the following investment guidelines and limitations.

1. Equity

- a. Investments in equity securities shall not exceed twenty percent (20%) of the market value of Operating Pool III's assets.

2. Fixed Income

- a. All fixed income investments shall maintain a minimum rating of "A" or higher by a major credit rating service.
- b. The weighted average quality of the fixed income portfolio shall maintain a rating of "AA" or higher.
- c. The duration of the fixed income portfolio shall not exceed the effective duration of the Merrill Lynch 1-5 Year Government/Corporate A or Better Index by 50%.
- d. The maturity of any single security at the time of purchase shall not exceed an average effective maturity of 5 years.

3. Cash & Equivalents

4. Pooled Investment Funds

- a. For purposes of Operating Pool III, pooled investment funds may include mutual funds, commingled funds, and exchange-traded funds.

III. Target Allocations

In order to provide for a diversified portfolio, the Committee will engage investment professionals to manage and administer Operating Pool III. Each Investment Manager retained will be responsible for the assets and allocation of their mandate only and, where applicable, will be provided an addendum to this Sub-Section with their specific performance objectives and investment evaluation criteria. The Finance Committee has established the following target asset allocation for Operating Pool III.

Asset Group	Target	Range	Comparison
Domestic Equity	15%	10%–20%	Russell 3000
Intermediate Fixed Income	85%	75%–95%	ML 1-5yr G/C A or Better
Cash & Equivalents	0%	0%–15%	90 Day US T-Bills

\$30,000,000 From Pool I

Asset Group	Target	Range	Comparison
Domestic Equity	12%	7% - 17%	Russell 3000
Short Fixed Income	25%	20% - 30%	ML 1-3yr Treasury
Intermediate Fixed Income	63%	53% - 73%	ML 1-5yr G/C A or Better
Cash & Equivalents	0%	0% - 15%	90 Day US T-Bills

The Finance Committee will monitor the aggregate asset allocation of the portfolio, and will rebalance to the target asset allocation based on market conditions. If at the end of any calendar quarter, the allocation of an asset class falls outside of its allowable range, barring extenuating circumstances such as pending cash flows or allocation levels viewed as temporary, the asset allocation will be rebalanced into the allowable range. To the extent possible, cash contributions into and withdrawals from the portfolio will be executed proportionally based on the most current market values available. The Finance Committee does not intend to exercise short-term changes to the target allocation.

IV. Investment Performance Objectives

The following performance measures will be used as objective criteria for evaluating the effectiveness of the Investment Managers.

A. Total Portfolio Performance

1. The performance of Operating Pool III will be measured for rolling three (3) and five (5) year periods. The performance of the portfolio will be compared to the return of

the target index ~~consisting of 15% Russell 3000 and 85% ML 1-5 Year Government/Corporate A or Better index~~ defined in Section III - Target Allocations.

2. On a relative basis, it is expected that Operating Pool III's performance will rank in the top 40th percentile of the appropriate peer universe over three (3) and five (5) year time periods.
3. On an absolute basis, the objective is that the return of Operating Pool III will provide a total return that exceeds the Consumer Price Index plus 2%.

B. Equity Performance

1. The combined equity portion of the portfolio is expected to perform at a rate at least equal to the Russell 3000 index.
2. On a relative basis, the equity portfolio is expected to rank in the top 40th percentile of the appropriate peer universe over three (3) and five (5) year time periods.
3. Individual components of the equity portfolio will be compared to the specific benchmarks defined in each Investment Manager addendum.

C. Fixed Income Performance

1. The combined short-term fixed income portion of the portfolio is expected to perform at a rate at least equal to the Merrill Lynch 1-3 Year Treasury index.
2. The combined intermediate fixed income portion of the portfolio is expected to perform at a rate at least equal to the Merrill Lynch 1-5 Year Government/Corporate A or Better index.
3. On a relative basis, the fixed income portfolio is expected to rank in the top 40th percentile of the appropriate peer universe over three (3) and five (5) year time periods.
4. Individual components of the fixed income portfolio will be compared to the specific benchmarks defined in each Investment Manager addendum or pooled investment fund document.

V. Review and Amendments

It is the Finance Committee's intention to review this Sub-Section 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 Finance Committee should be notified in writing.

By signing this document, the Vice President for Finance & Administration and Chief Financial Officer attests that this Sub-Section has been recommended by the Investment Consultant, reviewed by the Fund's legal counsel for compliance with applicable law, and approved by the Chairman of the Finance Committee of the Board of Trustees:

University of Central Florida

Vice President for Finance & Administration
Chief Financial Officer

Date

SUBJECT: Investments	Effective Date: 7-16-08	Policy Number: 3-113	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Vice President for Administration & Finance Chief Financial Officer		

APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to the University of Central Florida funds being held to meet current expenses and the excess of funds required to meet current expenses. This policy is also applicable to the university's various Direct Support Organizations that do not have an investment policy approved by its board.

POLICY STATEMENT:

The university establishes its investment parameters in accordance with sections 1011.42(5) and 218.415, Florida Statutes, and the UCF Investment Policy Manual. The vice president for administration and finance or designee will consolidate, where practicable and allowable, cash balances and investments from all funds covered by this policy to minimize risk exposure and maintain liquidity while maximizing investment earnings.

PROCEDURES:

UCF Investment Policy Manual: <http://www.admfin.ucf.edu/investments.pdf>

RELATED INFORMATION:

FS 218.415, Local Government Investment Policies

FS 1011.42(5), University Depositories, investment of funds awaiting clearing
Florida Statutes Website:

<http://www.leg.state.fl.us/statutes/index.cfm?Mode=ViewStatutes&Submenu=1>

CONTACTS:

For questions regarding the investment policy, contact the Treasurer's Office (407) 882-1112 or the Vice President for Administration & Finance (407) 823-2351.

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-113	
Initiating Authority: <u>Will I. Munch</u>	Date: <u>7/23/08</u>
Policies and Procedures Review Committee Chair: <u>Litt Barnes</u>	Date: <u>July 21, 2008</u>
President or Designee: <u>J. Hill</u>	Date: <u>7/23/08</u>



UNIVERSITY OF CENTRAL FLORIDA

INVESTMENT MANUAL

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General Information

The following are detailed procedures related to UCF policy 3-113, accessible on the policy web site, <http://policies.ucf.edu/>.

The University establishes its investment parameters in accordance with sections 1011.42(5) and 218.415, Florida Statutes, and complies with all applicable state ordinances and covenants. The Vice President for Administration and Finance and Chief Financial Officer (Vice President) or designee will consolidate, where practicable and allowable, cash balances and investments from all funds covered by this policy to minimize risk exposure and maintain liquidity while maximizing investment earnings.

Investment Objectives

As required by F. S. 218.415, 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. Funds may be divided in four different pools of funds as follows: Pool I will be designated as cash reserves for operational expenses, based on specific criteria to be determined by the Finance Committee; Pool II will be designated to cover the University's medium term requirements such as debt service for the next year; Pool III will be considered excess cash reserves that may be invested in longer term investments (up to five years). Pool IV will be designated for long term investments such as the UCF Foundation, Inc. Safety and optimization of investment returns may be the investment objectives of funds invested in Pool IV only (liquidity is secondary).

1. **Safety** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks the preservation of capital in the overall portfolio. The objective will be to limit credit risk and interest rate risk to a level commensurate with the risks associated with prudent investment practices and the performance benchmarks stated herein, if applicable.
2. **Credit Risk** - The University will limit credit risk (the risk of loss due to the failure of the security issuer or backer) by diversifying the investment portfolio so that potential losses on individual securities will be minimized and by limiting investments to specified credit ratings.
3. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature to meet anticipated demands (static liquidity). Since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). The portfolio may be placed in local government investment pools, money market mutual funds or similar funds that perform similar to money market funds that offer same-day liquidity for short-term funds.
4. **Yield** - The investment portfolio shall be designed with the objective of attaining a market rate of return, as measured by specified benchmarks, throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment

is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A. A security with declining credit risk may be sold early to minimize loss of principal.
 - B. A security swap that would improve the quality, yield, or target duration in the portfolio.
 - C. Liquidity needs of the portfolio require that the security be sold.
 - D. Adverse market or economic conditions.
5. Transparency - The University shall operate its portfolio in a transparent manner, making its periodic reports both available for public inspection and designed in a manner which communicates clearly and fully information about the portfolio, including market pricing, adjusted book value, and yields.

Performance Measurement

As a benchmark for investment returns, the University's investment portfolio, net of fees, should strive to equal or exceed the returns provided by the State Treasurer's Special Purpose Investment Account (SPIA). However, achieving this benchmark is secondary to the requirements for safety and liquidity.

Prudence and Ethical Standards

1. Prudence - The standard of prudence to be used by investment officials shall be the Prudent Person Rule and shall be applied in the context of managing an overall portfolio. University personnel, acting in accordance with this investment policy shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported to the University's governing board in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The Prudent Person Rule states that: "Investments should be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment."
2. Ethics and Conflicts of Interest - The Vice President and other authorized personnel shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. These investment officials shall disclose annually, in a written statement, any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance

of the investment portfolio. They shall refrain from undertaking personal investment transactions with the same individual(s) with whom business is conducted on behalf of the University.

3. Delegation of Authority - Authority to manage the investment program is granted to the Vice President. The Vice President may delegate authority to the Administration & Finance Associate Vice Presidents or the Assistant Vice President for Finance and Controller. Additional authorized personnel include any other person or position approved by the University's governing board. The University may seek professional advice and therefore may contract with a federally registered investment advisory firm that specializes in public funds fixed income management, and it may also seek advice and counsel from the Finance Committee to assist with investment decisions. The Finance Committee will approve and, from time to time as they deem necessary, amend this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy. The Vice President shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Broker Dealers, Safekeeping and Custody

1. Authorized Financial Dealers and Institutions – The University shall list financial institutions consisting of banks and other depository institutions authorized to provide depository and investment services. In addition, a list will be maintained of security broker/dealers consisting of "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule) that are providing services to the University or that the University contemplates using. Both lists shall be reviewed by the Finance Committee and the Vice President at least annually.
2. Annual Review - An annual review of the financial conditions and registration of qualified financial institutions and broker/dealers will be conducted by the Vice President or investment advisor under the direction of the University. The distribution of trading among the approved broker/dealers of securities which at the time of purchase had maturities greater than seven days shall be reported annually to the Finance Committee.
3. Delivery vs. Payment - Securities transactions between a broker-dealer and the safekeeping agent or custodian involving purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction.
4. Safekeeping, Custody & Perfection of Interest - Securities shall be held with a third party; and all securities purchased by, and all collateral obtained by, the University should be properly designated as an asset of the University. No withdrawal of securities, in whole or in part, shall be made from safekeeping or custody, except by an authorized staff member of the University.

Authorized Investments

This investment policy is authorized by the University's Board of Trustees. The following investments are authorized to be utilized in achieving the objectives of this policy. Investments not listed are prohibited. The investment portfolio must be structured in such manner as to provide sufficient safety and liquidity to pay obligations as they come due. Investment maturities should anticipate cash flow requirements.

Prior to conducting transactions as authorized by this policy the Vice President shall determine the approximate maturity date based on cash-flow needs and market conditions, analyze and select one or more optimal types of investments, and competitively bid the security in question when feasible and appropriate. Except as otherwise required by law, the bid deemed to best meet the investment objectives shall be selected.

Investments shall be limited to securities selected from the following types:

1. The United States Treasury and Agency securities - Securities that are issued by the United States Treasury or those for which the full faith and credit of the United States government guarantees fully all principal and interests payments.
 - A. Credit Ratings
Ratings are not required for U.S. Treasury securities. Agencies backed by the full faith and credit of the United States government, such as Government National Mortgage Association (GNMA), must have at least two AAA/Aaa/AAA long-term credit ratings from Standard & Poor's, Moody's or Fitch respectively. The Finance Committee may direct the University to use other ratings that may be more appropriate for the prevailing economic situation.
 - B. Interest Rate Risk Restrictions
The United States Treasury and Agency securities backed by the full faith and credit of the United States government. At the time of purchase, securities must have a maturity no greater than five years from the date of settlement to the maximum possible maturity date. The forward delivery period on such securities may not exceed 60 days.
2. Government Sponsored Enterprises (GSE) - Securities issued by the Federal Farm Credit Bank, the Federal Home Loan Mortgage Corporation, the Federal Home Loan Bank, the Federal National Mortgage Association, or the Federal Agricultural Mortgage Corporation. Any other GSE shall be considered as corporate debt for the purposes of this policy and shall be authorized under the criteria set forth in section 7, Corporations.
 - A. Credit Ratings
Authorization of the listed GSE in section 7 is predicated upon these institutions maintaining at least two AAA/Aaa/AAA long-term credit ratings from Standard & Poor's, Moody's or Fitch respectively. The Finance Committee may direct the University to use other ratings that may be more appropriate for the prevailing economic situation.

- B. Interest Rate Risk Restrictions
At the time of purchase, securities must have a maturity no greater than five years from the date of settlement to the maximum possible maturity date. The forward delivery period on such securities may not exceed 60 days.
- 3. The State Board of Administration's Local Government Investment Pool (SBA), the State Treasurer's Special Purpose Investments Account (SPIA) or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act as provided in s. 163.01.
 - A. Credit Rating
Local Government Investment Pools - At the time of purchase, the local government investment pool must carry a AAA rating from Standard & Poor's (if applicable). The Finance Committee may direct the University to use other ratings that may be more appropriate for the prevailing economic situation.
 - B. Interest Rate Risk Restrictions
At the time of purchase, shares in the local government investment pool must be fully redeemable on the next business day.
- 4. Money Market Mutual Funds - Shares of any money market fund that is registered as an investment company under the federal "Investment Company Act of 1940", as amended.
 - A. Credit Rating
At the time of purchase, money market funds must carry a AAA rating from Standard & Poor's. The Finance Committee may direct the University to use other ratings that may be more appropriate for the prevailing economic situation.
 - B. Interest Rate Risk Restrictions
At the time of purchase, shares in the money market fund must be fully redeemable on the next business day.
- 5. Interest-bearing time deposits or savings accounts in Qualified Public Depositories (QPD) as defined in s. 280.02.
 - A. Credit Rating or Limitations
Bank deposits for the University must comply with Chapter 280.16 Florida Statutes. Such deposits in QPD's must be collateralized according to the statutory requirements.
- 6. Repurchase Agreements - Securities referred to in section 4 or 5 and that can otherwise be purchased under this policy may be subject to a repurchase agreement. Such securities subject to this agreement must have a coupon rate that is fixed from the time of settlement until its maturity date, and must be marketable. Such securities must be delivered to the University or to a third-party custodian or third-party trustee for safekeeping on behalf of the public entity. The collateral securities of any repurchase agreement must be collateralized at no less than one hundred two percent and marked to market no less frequently than weekly. All approved institutions and dealers transacting repurchase agreements shall execute and perform as

stated in the master repurchase agreement. All repurchase agreement transactions shall adhere to the requirements of the master repurchase agreement.

A. Credit Ratings

At the time of purchase the counter-party to any such agreement must carry short-term credit ratings which conform to those required by section 7.

B. Interest Rate Risk Restrictions

For repurchase agreements, at the time of purchase such agreement must have a maturity no greater than one year from the date of settlement. The forward delivery period on such securities may not exceed 60 days.

7. Corporations - United States dollar denominated debt instruments issued by a corporation or bank which is organized and operated within the United States.

A. Credit Ratings

At the time of purchase, all non-money market instruments must carry at least two long-term credit ratings from Standard & Poor's, Moody's or Fitch's of at least AAA/Aaa/AAA respectively. For money market instruments, which comply with rule 2a7 at the time of purchase, such securities must carry at least two short-term credit ratings and no short-term credit rating may fall below A1+ from Standard & Poor's, P1 from Moody's, or F1+ from Fitch. The Finance Committee may direct the University to use other ratings that may be more appropriate for the prevailing economic situation.

Should a security's credit rating drop below these standards after purchase, the University's authorized personnel shall act as Prudent Persons in managing the risks associated with this security, and shall timely notify the Finance Committee of such an event.

B. Interest Rate Risk Restrictions

At the time of purchase, such securities must have a maturity no greater than three years from the date of settlement to the maximum possible maturity date. The forward delivery period on such securities may not exceed 60 days.

8. Other investments authorized by law or by ordinance for a county or a municipality.

9. Other investments authorized by law or by resolution for a school district or a special district.

10. Direct Support Organizations (DSO) duly authorized by the University's Board of Trustees. An agreement or memorandum of understanding must be executed prior to the placement of funds with any DSO.

11. Mutual funds, unit investment trusts or professionally managed securities or other investment vehicles specifically authorized by the Finance Committee.

Portfolio Composition

The portfolio managed by the University, as opposed to funds placed with the Foundation, shall be maintained as a short-term maturity portfolio. The following restrictions apply in the management and investment of the University portfolio:

1. The effective maturity of floating rate securities shall be considered as the time until the next full reset of the coupon. The maximum effective duration of a floating rate security shall be five years from the date of purchase.
2. To provide sufficient liquidity and stability of principal, at least 25% of the fund investments shall have an effective duration of one year or less.

University Endowment

The preferred recipient of gifts for the University is the UCF Foundation, Inc. However, there may be special circumstances whereby a monetary gift or other asset is received by the University directly, or the University may choose to establish a quasi-endowment with funds available for such purpose from other sources. In these instances, the University may choose to enter into an agreement with the UCF Foundation, Inc. to manage the investment of a portion or all of a particular University endowment or quasi-endowment. The Foundation has several investment options. The decision as to which of the options to be utilized for University funds would be specified in a contractual document between the University and the Foundation, with specific instructions as to the authorization and manner in which receipts and disbursements would be processed. The University's assets may be pooled with Foundation assets for investment purposes, but with procedures in place for detailed accounting and reporting of the University's shares in the pool. These investments may deviate from the balance of this policy's direction to limit investments to no more than five years duration.

Risk and Diversification

The University portfolio shall be diversified to the extent practicable to control the risk of loss resulting from over concentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which financial instruments are bought and sold. The diversification strategies laid out in this policy shall be reviewed and revised periodically, as deemed necessary by the Vice President and any revisions shall require the approval of the Finance Committee.

Investments that vary in length to maturity will be made to correlate with the University's cash flow projections. The correlation will be made conservatively, considering the University's projected need for liquidity. As the University develops a history with these guidelines, it is anticipated that the Finance Committee will refine and further define the maturity risks and diversification requirements. It is anticipated that the Assistant Vice President for Finance and Controller will provide annual cash flow projections, taking into consideration revenue receipt timing, payroll disbursements, debt service schedules and other historical operational expenditures. This information will be used as a basis for informed decisions regarding the

allocation of cash balances into categories of investments with varying maturities. The investment vehicles used in the four categories will be determined by the Vice President in consultation with an investments consultant, the chair of the Finance Committee and other appropriate University staff.

In order to ensure liquidity and diversify risk to principal, multiple depository banks, in addition to the bank(s) currently under contract with the University to provide treasury services, may be utilized to hold and invest short term cash.

Qualified Public Depositories, Investment Institutions and Dealers

The Assistant Vice President for Finance and Controller will maintain the current approved list of qualified public depositories (as defined in Florida Statute 280.02), investment institutions and dealers for the purchase and sale of securities.

Third Party Custodial Agreements

Securities will be held with a third party; and all securities purchased by, and all collateral obtained by the University will be properly designated as an asset of the University. If a bank serves in the capacity of Investment Manager, said bank could also perform the required custodial and reporting services. No withdrawal of securities, in whole or in part, shall be made from safekeeping, except by those designated within the Investment Management and Custodial Agreement between the Custodian and the University. 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, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction.

Master Repurchase Agreement

The Assistant Vice President for Finance and Controller or the Investment Manager, if applicable, will maintain a master repurchase agreement and require all approved institutions and dealers transacting repurchase agreements to adhere to the requirements of the master repurchase agreement. The master repurchase agreement is a separate document.

Bid Requirement

The University shall require purchases and sales to be executed in a competitive bid environment wherein at least three (3) offers or bids are requested for each security. Exceptions to this approach may be made when (1) prices for purchases or sales are compared to systems providing current market prices and deemed reasonable, (2) when the security to be purchased is unique to one institution or (3) the security has recently been issued and is trading at the same price by all financial institutions.

Internal Controls

The Assistant Vice President for Finance and Controller shall establish a system of internal controls and operational procedures, which will be documented in writing. The internal controls will be reviewed by the University Audit staff and are subject to audit by the Auditor General of the State of Florida. The controls will be designed to prevent losses of public funds arising from fraud, employee error, imprudent actions by employees and misrepresentation by third parties. The internal controls and operational procedures is a separate document.

Continuing Education

The Vice President and the Administration & Finance Associate Vice President will annually (during each calendar year) complete eight hours of continuing education in subjects or courses of study related to investment practices and products.

Reporting

1. **Methods** - The Vice President, or designee, shall or shall have prepared and provide to the Finance Committee an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. An outside investment advisor or other third party may be utilized to prepare the report. The management summary will be prepared in a manner that will allow the University to ascertain whether investment activities during the reporting period have conformed to the investment policy. This investment report shall include a list of securities in the portfolio by class or type, book value, income earned, and market value as of the report date. Such reports shall be available to the public.
2. **Performance Standards** - The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. The appropriate benchmark against which the portfolio performance shall be measured shall be the 90-day Treasury Bill rate. At a minimum, portfolio performance shall be measured by comparing its year-to-date earnings to budgeted year-to-date earnings and its monthly "effective rate of return" to the 90-day Treasury Bill rate of return. Benchmarks may change over time based on the portfolio's weighted average maturity.
3. **Marking to Market** - The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. Information will be included in the report provided to the Finance Committee during scheduled meetings.

Implementation Considerations

1. Exemption - Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.
2. Amendments - This policy shall be reviewed on an annual basis. Any changes must be approved by the Finance Committee.

Glossary

Benchmark. A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Bid. The price offered by a buyer of securities.

Collateral. Securities, evidence of deposit, or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Delivery vs. Payment. Delivery versus payment is delivery of securities to a third party with an exchange of money for the securities. The transaction is not complete until both parties provide their commitments.

Diversification. Dividing investment funds among a variety of securities offering independent returns.

DSO. Direct Support Organization, pursuant to Section 1004.28 Florida Statutes, as certified by the University Board of Trustees.

Federal Deposit Insurance Corporation (FDIC). A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

Federal Farm Credit Bank (FFCB). The Federal Farm Credit Banks Funding Corporation issues debt securities as fiscal agent for the Farm Credit System, which is a nationwide network of borrower-owned lending institutions and service organizations specializing in agricultural and rural America. The mission of this government-sponsored enterprise is to ensure the availability of sound, dependable funding for agricultural producers, cooperatives, and certain farm related business.

Federal Home Loan Bank (FHLB). Government sponsored wholesale banks that lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district bank.

Federal Home Loan Mortgage Corporation (FHLMC). FHLMC, commonly referred to as Freddie Mac, is a government sponsored enterprise that provides liquidity to the mortgage markets, much like FNMA and FHLB.

Federal National Mortgage Association (FNMA). FNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The Corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities

are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

LIBOR. London Interbank Offer Rate.

Liquidity. A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Market Value. The price at which a security is trading and could presumably be purchased or sold.

Master Repurchase Agreement. A written contract covering all future transactions between the parties to repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity. The date upon which the principal or stated value of an investment becomes due and payable.

Portfolio. Collection of securities held by an investor.

Prudent Person Standard. An investment standard in which investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Qualified Public Depository. Any bank, savings bank, or savings association that is organized under the laws of the United States or the State of Florida; has its principal place of business or a branch office to receive deposits in Florida; has deposit insurance under the provisions of the Federal Deposit Insurance Act; meets the requirements of Chapter 280, Florida Statutes (Florida Security for Public Deposits Act); and has been designated by the Chief Financial Officer of the State of Florida as a qualified public depository.

Repurchase agreement (REPO). A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use REPOs extensively to finance their positions. Exception: When the Fed is said to be doing REPOs, it is lending money that is increasing bank reserves.

Safekeeping. A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Spread. (1) The yield or price difference between the bid and offer on an issue. (2) The yield or price difference between different issues.

State Board of Administration's Local Government Investment Pool (SBA). The aggregate of all funds from political subdivisions that are placed in the custody of the State Board of Administration for investment and reinvestment.

State Treasury Special Purpose Investment Account (SPIA). The aggregate of all funds from governmental entities that are placed in the custody of the State Treasury for investment and reinvestment.

Treasury Bills. A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in one month, three months, or six months.

Yield. The rate of annual income return on an investment, expressed as a percentage.

(1) Income yield is obtained by dividing the current dollar income by the current market price for the security. (2) Net yield or yield to maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

**University of Central Florida
Board of Trustees**

SUBJECT: Minor Amendment to 2010 Campus Master Plan for UCFAA

DATE: January 31, 2013

PROPOSED BOARD ACTION

Approve a minor amendment to the University of Central Florida campus master plan to change the Future Land Use, Capital Improvements, Urban Design, and Recreation Open Space Elements to support the proposed Wayne Densch Center for Student-Athlete Leadership, formerly known as the Academic Performance Center.

BACKGROUND INFORMATION

The purpose of the proposed amendment is to change the name of the proposed facility from Athletic Academic Performance Center to Wayne Densch Center for Student-Athlete Leadership. The proposed location will move the site to the east side of BrightHouse Networks Stadium. (See attached locator map.) As more particularly outlined in the attached memorandum, the amendment would constitute a minor amendment that needs only Board of Trustees approval for adoption.

Supporting documentation:

Memorandum from James Davis (Attachment A)
Project Location (Attachment B)
Capital Improvements List (Attachment C)
Urban Design Map (Attachment D)
Future Land Use Map (Attachment E)
Recreation and Open Space Map (Attachment F)

Prepared by: W. Scott Cole, Vice President and General Counsel

Submitted by: William F. Merck II, Vice President for Administration and Finance
and Chief Financial Officer

MEMORANDUM

TO: Scott Cole

FROM: James Davis

SUBJECT: Minor Amendment to 2010 Campus Master Plan

DATE: January 15, 2013

The University of Central Florida proposes a minor amendment to its 2010 Campus Master Plan to change the Future Land Use, Capital Improvements, Urban Design and Recreation Open Space Elements to support the Wayne Densch Center for Student-Athlete Leadership.

The proposed facility will be erected east of Brighthouse Networks Stadium. The proposed 22,500 square foot building will provide academic support to serve all UCF student-athletes and will house a leadership institute, an office suite for NCAA compliance, and student career services. The new location of this facility will be in close proximity to future athletics improvements.

Please find below an analysis of the statutory thresholds and university responses that reflect the nature of the amendment request as a minor amendment. The thresholds are referenced under section 1013.30(9), *F.S.*

An amendment to a campus master plan must be reviewed and adopted under subsections (6)-(8) if such amendment, alone or in conjunction with other amendments, would:

- (a) Increase density or intensity of use of land on the campus by more than ten percent;

University response: This previously approved facility is requesting a building name and location change and is not exceeding any existing approved square footage. The ten percent threshold will not be impacted.

- (b) Decrease the amount of natural areas, open space, or buffers on the campus by more than ten percent; or

University response: The proposed amendment will not affect natural areas, open space or buffers by more than ten percent. This previously approved facility is requesting a building name and location change and is not exceeding any existing approved square footage. The ten percent threshold will not be impacted.

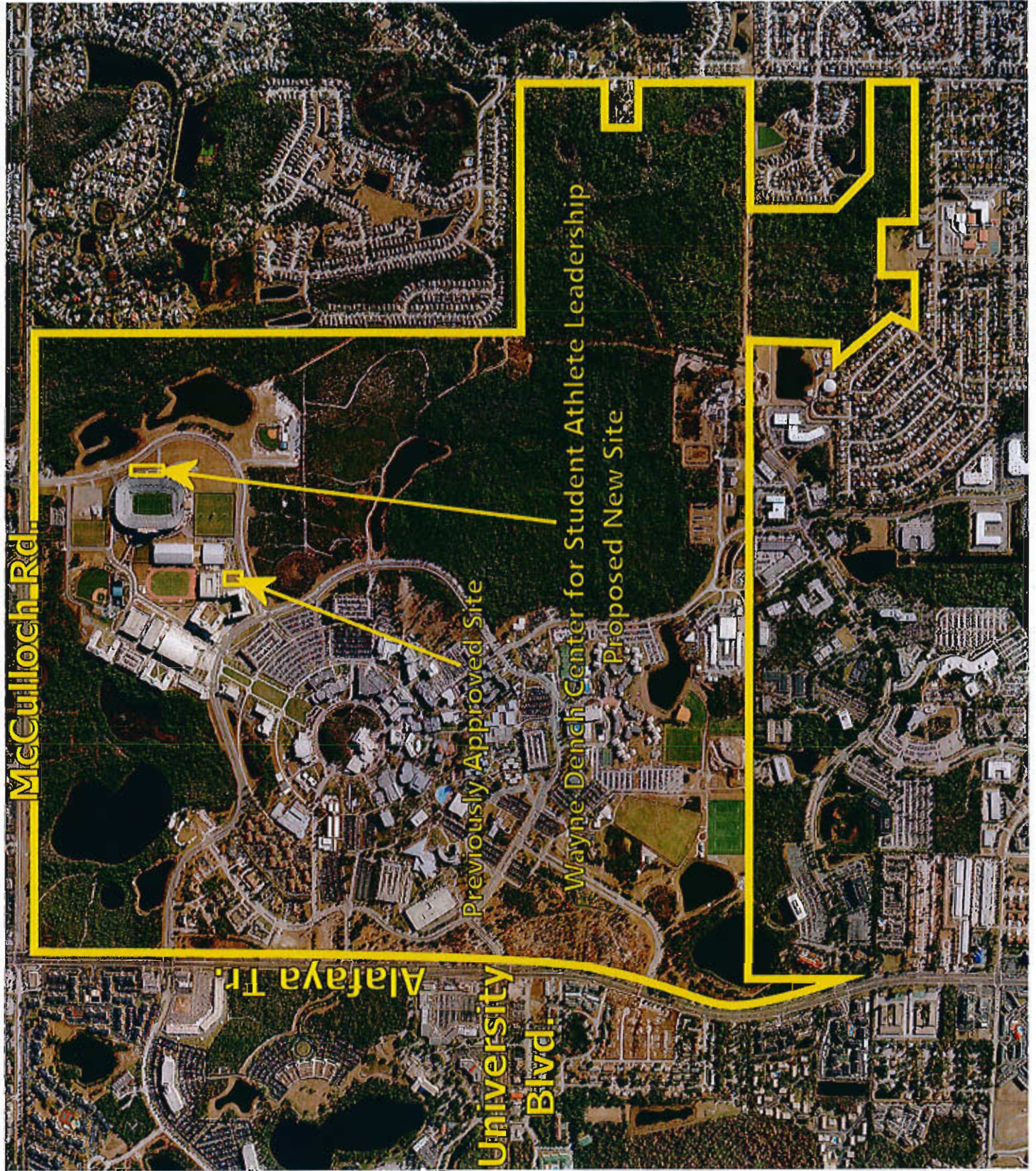
Scott Cole
Memorandum of Understanding
January 15, 2013
Page Two

- (c) Rearrange land uses in a manner that will increase the impact of any proposed campus development by more than ten percent on a road or on another public facility or service provided or maintained by the state, the county, the host local government, or any affected local government.

University response: The proposed development associated with the land use change from Recreation and Open Space to Mixed Use will not impact a road or other public facility or service.

In summary, the proposed land use change does not exceed the amendment threshold criteria in 1013.30(9), *F.S.* and may therefore be treated as a minor amendment.

Thank you for your time and attention to this matter. If you require additional information, please contact James Davis at (407) 823-5270.



UNIVERSITY OF CENTRAL FLORIDA
CAPITAL IMPROVEMENTS LIST

PROJECT LIST Revised 11/17/2013 (July 1, 2010 - June 30, 2020)										Total Estimated Cost (\$MM)		
	2010-2011 YR #1	2011-12 YR #2	2012-13 YR #3	2013-14 YR #4	2014-15 YR #5	2015-16 YR #6	2016-17 YR #7	2017-18 YR #8	2018-19 YR #9	2019-20 YR #10	Net	Gross
PECO												
1 UTILITIES, INFRASTRUCTURE	\$5,251,102	\$11,665,746	\$9,003,372		\$14,000,000	\$14,000,000	\$14,000,000	\$14,000,000	\$14,000,000	\$14,000,000	N/A	N/A
2 PHYSICAL SCIENCES II COMPLETION	\$1,077,590	\$637,000									30,000	45,000
3 PARTNERSHIP III BUILDING COMPLETION	\$546,730	\$1,332,355									78,294	117,442
4 CLASSROOM BUILDING II		\$5,039,088	\$18,436,513								63,463	97,464
5 MAIN UTILITY PLANT RENOVATION			\$6,211,261								16,521	25,250
6 MAIN UTILITY PLANT RENOVATION			\$670,254								1,430	2,145
7 ENGINEERING BLDG. I RENOVATION			\$53,116								11,868	17,804
8 INTERDISC. RESEARCH & INCUBATOR FAC.											78,676	118,013
9 MULTI-PURPOSE RESEARCH AND EDUCATION BUILDING											47,410	71,107
10 BUSINESS ADMINISTRATION RENOVATION											118,643	181,563
11 LIBRARY RENOVATION											22,787	34,181
12 FARMSTEAD RENOVATION											49,071	73,606
13 ARTS COMPLEX PHASE II (PERFORMANCE)											100,396	150,594
14 UTILITIES AND SAFETY COMPLEX RENOVATION											20,514	30,769
15 VISUAL ARTS RENOVATION											10,106	15,159
16 FORWARD PHILLIPS HALL RENOVATION											10,106	15,159
17 COLLEGE OF NURSING											10,106	15,159
18 COLLEGE OF NURSING											10,106	15,159
19 PERRELL COMMONS II AND G-SPACE RENOVATION											10,106	15,159
20 COMPUTER CENTER I RENOVATION											10,106	15,159
21 LIBRARY EXPANSION											10,106	15,159
22 WALLACE HALL RENOVATION											10,106	15,159
23 COMPUTER CENTER II RENOVATION											10,106	15,159
24 COLLEGE OF SCIENCES BUILDING RENOVATION											10,106	15,159
25 LINDA ROAD WIDENING											10,106	15,159
26 REHEARSAL HALL RENOVATION											10,106	15,159
27 THEATER BLDG. RENOVATION											10,106	15,159
28 FACILITIES BUILDING AT LAKE NONA											10,106	15,159
29 SOUTH CAMPUS RENOVATION											10,106	15,159
30 PROSCENIUM CENTER											10,106	15,159
31 HUMANITIES & FINE ARTS II											10,106	15,159
32 FILM - ARTS & HUMANITIES II BLDG.											10,106	15,159
33 SIMULATION AND TRAINING BUILDING											10,106	15,159
34 BUSINESS ADMIN. III BLDG.											10,106	15,159
35 MORGENTHAU INTERNATIONAL READING CENTER PHASE II (EDUCATION)											10,106	15,159
36 MORGENTHAU INTERNATIONAL READING CENTER PHASE II (EDUCATION)											10,106	15,159
37 BAND BUILDING											10,106	15,159
38 ARTS COMPLEX PHASE III											10,106	15,159
39 INTERDISC. RESEARCH BLDG. II											10,106	15,159
40 JOINT USE FACILITY											10,106	15,159
41 K. RINESHIP CAMPUS											10,106	15,159
42 JUST AN ABILITY CENTER											10,106	15,159
43 CENTER FOR EMERGING MEDIA BUILDING											10,106	15,159
44 CAPITAL IMPROVEMENT RESERVE											10,106	15,159
COURTESIES												
45 LABORATORY INSTRUCTION BUILDING PHASE I	\$9,483,350	\$9,487,434									13,539	20,308
46 ROBERTS BLD. MEDICAL SCIENCE CTR.	\$2,578,495										18,000	27,000
47 ARTS COMPLEX II ENHANCEMENT	\$500,000										N/A	N/A
48 MEDICAL SCIENCE LIBRARY	\$7,000,000										15,000	22,500
49 WAYNE DENSCHE CENTER FOR STUDENT ATHLETIC LEADERSHIP	\$2,064,149										50,000	75,000
50 MORGENTHAU INTERNATIONAL READING CENTER	\$80,540	\$1,099,493									N/A	N/A
51 PSYCHOLOGY BUILDING	\$1,294,970										13,291	17,785
52 ENGINEERING III ENHANCEMENT	\$7,049										N/A	N/A
53 ALUMNI CENTER/JOHN & MARTHA HITT LIBRARY	\$69,005										1,537	2,305
54 OPTICS AND PHOTONICS ENHANCEMENT	\$6,012,845	\$97,248,758	\$9,140,000								2,271	3,406
55 RESEARCH LAB, LAKE NONA		\$13,371									1,216	1,824
56 CARACOL & BELIZE		\$13,371									1,216	1,824
57 COLLEGE OF NURSING		\$13,371									1,216	1,824
58 BUSINESS BLD. MEDICAL SCIENCE CTR. W/INFRASTRUCTURE		\$13,371									1,216	1,824
59 CTR. AND DETENTION CENTER ENG. ENGINEERING		\$13,371									1,216	1,824
60 ORLANDO HERITAGE THEATRE III RENOVATIONS		\$13,371									1,216	1,824
61 RESTAURANT BUILDING		\$13,371									1,216	1,824
PRIVATE												
62 WAYNE DENSCHE CENTER FOR STUDENT ATHLETIC LEADERSHIP		\$2,300,000									15,000	22,500
63 PHOTO-VOLTAGE ARRAY AND SUPPORT BUILDING											3,300	5,000
64 MECHANICAL MATERIALS AND AEROSPACE ENGINEERING (MMAB)	\$1,600,000										2,000	3,000
65 RETAIL SUPPORT SPACE		\$1,250,000									3,684	5,526
66 CENTER FOR MULTICULTURAL MULTICULTURAL EXPANSION	\$5,000,000										N/A	N/A
67 SCIENCE ANNEX ENHANCEMENT	\$25,000,000										16,000	24,000
68 SPECIAL PURPOSE HOUSING AND PARKING GARAGE I	\$8,000,000										32,000	48,000
69 PARKING DECK (ATHLETIC COMPLEX)	\$13,472,000										109,703	164,554
70 LIBRARY EXPANSION	\$100,000,000										1,000,000	1,500,000
71 LIBRARY EXPANSION	\$13,472,000										109,703	164,554
72 STRATEGIC LAND AND PROPERTY	\$100,000,000										1,000,000	1,500,000
73 GRADUATE HOUSING	\$59,000,000										109,703	164,554
74 REPAIRS/UPG FOUNDATION PROPERTIES	\$27,703,000										208,167	312,250
75 NORTHEAST CAMPUS MIXED USE DEVELOPMENT	\$550,000,000										133,333	200,000
76 STUDENT HOUSING	\$150,000,000										1,500,000	2,250,000
77 BRIGHTHOUSE NETWORKS STADIUM TOWER EXPANSION	\$5,000,000										1,225	1,837
78 TRACKS/COSCEC STADIUM	\$1,000,000										3,800	5,700
79 EXPANSION OF JAY BERGMAN FIELD PHASE I	\$500,000										4,800	7,200
80 TENNIS COMPLEX	\$850,000										2,800	4,200
81 TRACKS/COSCEC CLUB HOUSE	\$4,500,000										3,800	5,700
82 EXPANSION OF JAY BERGMAN FIELD PHASE II	\$4,500,000										12,000	18,000
83 WAYNE DENSCHE SPORTS CENTER EXPANSION	\$4,000,000										N/A	N/A
84 SOFTBALL PRACTICE FIELD	\$250,000										N/A	N/A
85 ATHLETICS PRACTICE FIELD	\$500,000										N/A	N/A
86 WOMEN'S COMPETITION/PRACTICE FIELD	\$2,000,											



Figure 3-1
Urban Design and Capital Improvements

Comprehensive Master Plan Update
University of Central Florida
Orlando, Florida
2010-2020

Legend

- ! Capital Improvements List
- Boundary
- Proposed Building Sites
- Proposed Road Widening
- Existing Buildings

All maps are diagrammatic and conceptual. The various areas shown are approximate and not to survey accuracy. The intent of these maps is to illustrate general areas of existing or potential use.

Rev 20130117

0 1,000 2,000 4,000 Feet

Comprehensive Master Plan Update
University of Central Florida
Orlando, Florida
2010-2020

All maps are diagrammatic and conceptual. The various areas shown are approximate and not to survey accuracy. The intent of these maps is to illustrate general areas of existing or potential use.

Rev 20130115

0 1,000 2,000

038g
Feet

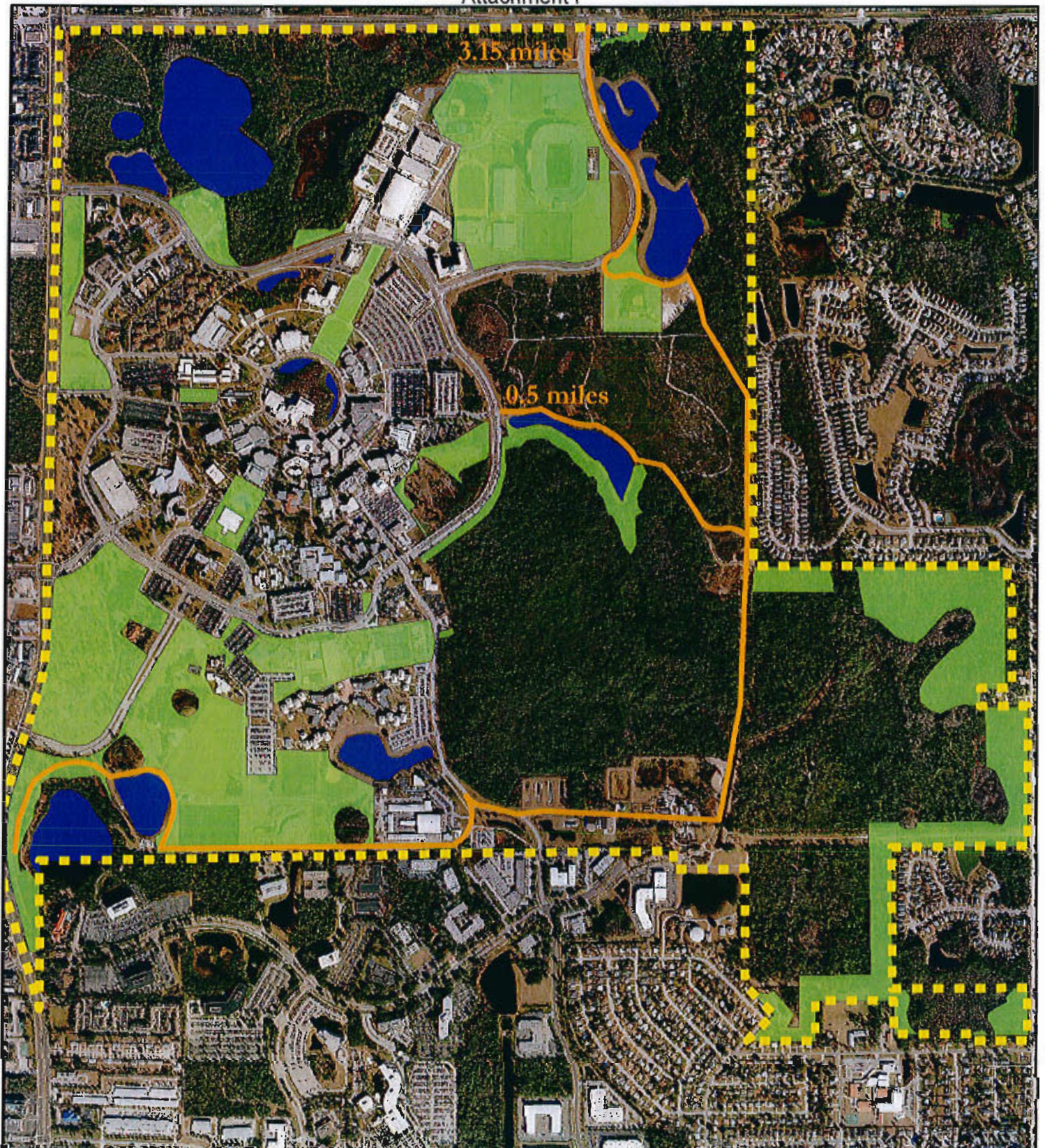


Figure 8-1

Recreation and Open Space

Comprehensive Master Plan Update
University of Central Florida
 Orlando, Florida
 2010-2020

Legend

Recreation and Open Space
 Lakes

Proposed Little Econ Greenway Trail
 Boundary

All maps are diagrammatic and conceptual. The various areas shown are approximate and not to survey accuracy. The intent of these maps is to illustrate general areas of existing or potential use.

Rev 20130115

0 1,050 2,100

038h
 Feet

**University of Central Florida
Board of Trustees**

SUBJECT: Revisions to Articles and Bylaws of the University of Central Florida Research Foundation, Inc.

DATE: January 31, 2013

PROPOSED BOARD ACTION

Approve Second Amended and Restated Articles and Bylaws of the University of Central Florida Research Foundation, Inc. to make corrections and to provide consistency among UCF Direct Support Organizations.

BACKGROUND INFORMATION

It was discovered that the Articles and Bylaws of the University of Central Florida Research Foundation, Inc. were modified in 2006 to 1) remove four "permanent" directors, and 2) change the UCF president's sole authority to appoint "additional" directors. In addition, the modifications removed the non-permanent directors "term of office" provision and the requirement for re-appointment of non-permanent directors by vote of the "permanent" directors.

The Research Foundation is requesting approval by the Board of Trustees of the attached Second Amended and Restated Articles and Bylaws. The Research Foundation voted in favor of adopting these amendments which correct the items listed above, as well as provide other requested amendments.

Summary of Amendments to Articles

- The Recitals are amended to reflect changes to the Articles since the date of incorporation.
- Article I is amended to update the corporate address.
- Article III is amended to reflect that the UCF Board of Trustees oversees the Research Foundation, as well as to update the purposes of the Research Foundation.
- Article IV is amended to reflect that conveyances of State of Florida assets will be approved by UCF.
- Article VII is amended to cancel the 2006 modifications, and reinstate a nine-member board accountable to the UCF President. In addition, the nine-member board now consists of:
 1. UCF President or his designee
 2. Provost or his designee
 3. Vice President for Research and Commercialization
 4. designee of the Vice President for Medical Affairs
 5. designee of the UCF President
 6. designee of the Chair of the UCF Board of Trustees and
 7. three additional directors as may be appointed by the UCF President.

- Article X is amended to reflect that a majority vote of the *entire* board must accompany approval by the UCF President and the Board of Trustees to amend the Articles and Bylaws.
- Other amendments are made to improve clarity and correct clerical errors.

Summary of Amendments to Bylaws

- Article I, Section 1, is amended to cancel the 2006 modifications and provide the nine-member board composition described above. In addition, the terms of membership of the board are defined as well as the discretion of members to remove and replace their designees or appointments.
- Article I, Section 3, is amended to include electronic mail to notice meetings and telephone or video conferencing for meeting attendance.
- Article II is cancelled, the substance of which is included in Article I.
- New Article II, Section 3(b), re-defines the authority provided to the Vice President of the Research Foundation.
- New Article II, Section 3(c), is amended to remove reference to a corporate seal, which does not exist.
- New Article II, Section 3, is amended to limit officers to holding one position.
- New Article II, Section 5, is amended to change the approval requirements for checks. Checks greater than \$25,000 now need the approval of one (1) officer and one (1) director, and checks equal to or less than \$25,000 require the approval of two (2) officers.
- New Article III is amended to make the executive committee optional, and in the absence of an elected executive committee, provides that the entire board shall constitute such a committee.
- New Article IV removes reference to a corporate seal which does not exist.
- New Article V is amended to reflect that a majority vote of the *entire* board must accompany approval by the Board of Trustees to amend the Bylaws in accordance with the Articles.
- New Article IX is added to include reference to state ethics and financial disclosure laws, procedures for handling any violations of Article IX, and associated penalties.
- Other amendments are made to improve clarity and correct clerical errors.

Supporting documentation:

Second Amended and Restated Articles and Bylaws of the University of Central Florida Research Foundation, Inc.

Prepared by: Kevin Buckley, Associate General Counsel

Submitted by: W. Scott Cole, Vice President and General Counsel

**SECOND AMENDED AND RESTATED
ARTICLES OF INCORPORATION
OF THE
UNIVERSITY OF CENTRAL FLORIDA RESEARCH FOUNDATION, INC.
f/k/a The Research Foundation of The University of Central Florida, Inc.
(A Not-For-Profit Corporation)**

RECITALS

The undersigned, as Secretary of the University of Central Florida Research Foundation Inc., f/k/a Research Foundation of the University of Central Florida Incorporated, (Corporation) does hereby certify that:

The original Articles of Incorporation of the Corporation were filed on May 3, 1991 with the Florida Secretary of State; and

On December 27, 2004, the Board of Directors of the Corporation voted to amend and restate the Articles of Incorporation as reflected by its First Amended and Restated Articles of Incorporation as provided under Section X of those Articles by a vote of no less than 2/3 of the members of the Board of Directors; and

On April 28, 2006, and implemented July 11, 2006, an amendment and restatement to the Articles of Incorporation as reflected by a First Amendment to the First Amended and Restated Articles of Incorporation was provided; and

On June 11, 2012, the Board of Directors of the Corporation voted to amend and restate the Articles of Incorporation as reflected in these Second Amended and Restated Articles of Incorporation as provided under Section X of the current Articles of Incorporation by a vote of no less than 2/3 of the members of the entire Board of Directors; and

Any amendments to these Second Amended and Restated Articles of Incorporation have been adopted pursuant to Section 617.1007(4), Florida Statutes and there are no discrepancies between the Corporation's Articles of Incorporation and these Second Amended and Restated Articles of Incorporation other than inclusion of these amendments and other matters of historic interest.

NOW, THEREFORE, it is resolved, that the Articles of Incorporation are hereby amended and restated in their entirety as follows:

ARTICLE I

Name

The name of the Corporation is University of Central Florida Research Foundation, Inc. and its principal place of business and mailing address shall be located at 12201 Research Parkway, Suite 501, Orlando, Florida 32826-3246.

ARTICLE II

Enabling Law

The Corporation is organized pursuant to the Florida Not for Profit Corporation Act.

ARTICLE III

Purposes

Section 1. The Corporation is organized and shall be operated exclusively for scientific and educational purposes and not for pecuniary profit. The Corporation shall be operated exclusively for the benefit of the University of Central Florida and shall be subject to the oversight and control of the University of Central Florida Board of Trustees. The Corporation is a university direct-support organization within the definition of Section 1004.28, Florida Statutes, and as such is organized and operated exclusively to receive, hold, invest in, and administer property, including both real property and intellectual property, and to make expenditures to or for the benefit of the University of Central Florida or for the benefit of a research and development park or research and development authority affiliated with the University of Central Florida and organized under part V of chapter 159 of the Florida Statutes.

The purposes of the Corporation also include the promotion, encouragement of, and assistance to, the research and development activities (such as in the fields of engineering and biomedical research) of the University of Central Florida, including the development of research and buildings for such research activities. The purposes of the Corporation also include complementary activities, including business incubation and business marketing activities for the benefit of the University of Central Florida. The Corporation may receive income derived from or related to the development, investment in, technology transfer, licensing, and commercialization of University intellectual property and works, and to expend such income for the advancement of the University's research and development efforts.

The Corporation shall provide means by which discoveries, inventions, processes, and works of faculty, staff, and students of the University may be patented, developed, applied, commercialized and marketed in order that the results of such research shall be made available to the public and that funds be made available from such discoveries, inventions, processes, contracts and grants to further research and development efforts by the faculty, staff and students of the University of Central Florida.

Section 2. All the assets and earnings of the Corporation shall be used exclusively for the exempt purposes set forth above, including the payment of expenses incidental thereto.

ARTICLE IV

Powers

Section 1. Powers. The Corporation shall have all the powers and authority as are now or may hereafter be granted to Corporations not for profit under the laws of the State of Florida.

Section 2. Limitations on Powers. The Corporation shall not have the power to:

- A. Convey, pledge, or otherwise encumber assets of the State of Florida or the University without the prior approval of the University;
- B. Issue stock, nor pay dividends;
- C. Allow any part of its income to inure to the benefit of directors, officers, or members of the Corporation, or to any other individuals except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article III hereof.
- D. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Corporation shall not participate in or intervene to any extent in any political campaign for or against any candidate for public office; or
- E. Conduct any activities not permitted to be carried on by organizations exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and its regulations

as they now exist or as they may hereafter be amended, or by an organization, contributions to which are deductible under Section 170(c)(2) of such Code, and regulations as they now exist or as they may hereafter be amended.

- F. It is intended by the provisions of these Articles of Incorporation that the Corporation shall possess the status of an organization exempt from federal income taxation under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986 as amended, and its regulations as they now exist or they may hereinafter be amended. Accordingly, no part of the affairs of the Corporation shall be administered, directly or indirectly, in any manner whatsoever which might jeopardize the tax-exempt status of the Corporation.

ARTICLE V

Incorporators

The name and address of each incorporator is as follows:

<u>NAME</u>	<u>ADDRESS</u>
Steven Altman	4000 Central Florida Blvd, ADM Presidential Suite Orlando, FL 32816-0150
Michael Bass	4000 Central Florida Blvd, ADM 243 Orlando, FL 32816-0150

ARTICLE VI

Membership

Section 1. Members. The members of the Corporation shall be the Board of Directors, who shall be the sole voting members of the Corporation.

Section 2. Other Members. The Bylaws may provide for one or more classes of other members, who shall be admitted in such manner and who shall have such rights and privileges as are set forth in the Bylaws but who shall not have the right to vote.

ARTICLE VII

Management

Section 1. The affairs of the Corporation shall be managed by a Board of Directors who shall serve without compensation. The Board of Directors shall consist of not less than six (6) and not more than nine (9) directors. The Board shall have the authority to set the exact number of Board members as may be required from time-to-time. The Board of Directors shall include the incumbent holder of the following named offices from the following named classes:

- A. President, University of Central Florida, or his or her designee;
- B. Provost, University of Central Florida, or his or her designee;
- C. Vice President for Research, University of Central Florida;
- D. Designee of the Vice President for Medical Affairs, University of Central Florida;
- E. Designee of President, University of Central Florida;
- F. Designee of the Chair, University of Central Florida Board of Trustees;
- G. Additional directors as may be appointed to the Board by the President of the University

of Central Florida.

Directors shall be removed in accordance with the procedure provided in the Bylaws.

ARTICLE VIII

Officers

Section 1. The officers of the Corporation shall be a President, Vice President, Secretary, Treasurer, and such other officers as may be provided for in the Bylaws.

Section 2. The qualifications of officers, the time and manner of electing or appointing them, the duties of, the term of office, and the manner of removing officers shall be as set forth in the Bylaws.

ARTICLE IX

Registered Office and Registered Agent

The Corporation's Registered Office shall be located at the office of the General Counsel of the University of Central Florida, 4000 Central Florida Blvd., MH 360, Orlando, FL 32816, and the Corporation hereby designates said General Counsel as Registered Agent of the Corporation to accept service of process within this state, and to serve in such capacity until a successor is selected and duly designated.

ARTICLE X

Amendments to Bylaws and Articles of Incorporation

The Bylaws of the Corporation may be altered, amended, or repealed by a majority vote of the entire Board of Directors at any regular or special meeting of the Board, or by all directors signing a written statement manifesting their intention that the Bylaws be altered, amended, or repealed, and in all instances, with the written concurrence of the President of the University of Central Florida, and subject to the approval of the University of Central Florida Board of Trustees; provided, however, in the event of any meeting, notice thereof, which shall include the text of the proposed change to the Bylaws, shall be furnished in writing to each director of the Corporation at least ten (10) days prior to the meeting at which such Bylaws alteration shall be voted upon.

The Articles of Incorporation of the Corporation may be amended by a majority vote of the entire Board of Directors at any regular or special meeting of the Board or by all directors signing a written statement manifesting their intention that an amendment to the Articles of Incorporation be adopted, and in all instances, with the written concurrence of the President of The University of Central Florida, and subject to the approval of the University of Central Florida Board of Trustees; provided, however, with respect to any meetings, notice thereof, which shall include the text of the proposed change to the Articles of Incorporation, shall be furnished in writing to each member of the Corporation at least ten (10) days prior to the meeting at which such Amendment of the Articles of Incorporation is to be voted upon.

ARTICLE XI

Term of Existence

The Corporation shall commence corporate existence upon the date of signing these Articles of Incorporation by the incorporators and shall have perpetual existence unless it shall be dissolved pursuant to the laws of the State of Florida and these Articles of Incorporation.

ARTICLE XII

Dissolution

Upon dissolution or winding up of the Corporation, all of its assets remaining after the payment of all costs and expenses of such dissolution shall be disbursed to the University of Central Florida Foundation, Incorporated, provided that it is exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any subsequent revenue laws), or in the event that such organization is not in existence or the University of Central Florida Foundation, Incorporated, is not exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any subsequent revenue laws), the remaining assets of the Corporation shall be distributed to such scientific, educational and charitable organizations ruled exempt by the Internal Revenue Service under Section 501(c)(3) and Section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provisions of any subsequent revenue laws), as may be selected by the last Board of Directors, subject to the approval of the University President, and none of the assets will be distributed to any members, directors, or officers of the Corporation.

The undersigned, constituting the Secretary of the Corporation, has executed these Second Amended and Restated Articles of Incorporation this 23rd day of January, 2013.

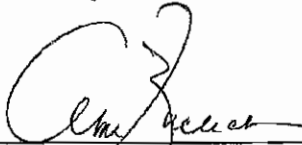

Betsy Gray, Secretary

Legal Content Approved

KWM 11/22/13

STATE OF FLORIDA
COUNTY OF ORANGE

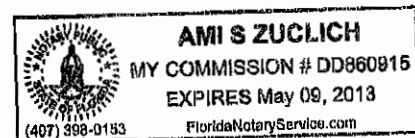
Before me, a Notary Public duly authorized in the State and County aforesaid to take acknowledgments, personally appeared, to me well known to be the person described as Secretary of the Corporation, Betsy Gray, and who executed the foregoing Second Amended and Restated Articles of Incorporation, and acknowledged before me that he/she executed these Second Amended and Restated Articles of Incorporation.



Notary Public, State of Florida at Large

My Commission Expires

Dated this 23rd day of January, 2013



(NOTARIAL SEAL)

**SECOND AMENDED AND RESTATED
BYLAWS
OF THE
UNIVERSITY OF CENTRAL FLORIDA RESEARCH FOUNDATION, INC.
f/k/a The Research Foundation of The University of Central Florida, Inc.
(A Not-For-Profit Corporation)**

ARTICLE I

Board of Directors

Section 1. Membership, Term of Office, and Chair. The Board of Directors shall consist of not less than six (6) and not more than nine (9) voting members. The first and second members shall be the University of Central Florida President and Provost, or their respective designees. The third member shall be the Vice President for Research. The fourth member shall be appointed by the Vice President for Medical Affairs. The fifth member shall be appointed by the University President. The sixth member shall be appointed by the Chair of the University Board of Trustees. Additional members of the Board shall only be appointed by the University President.

The University President and Provost, and their respective designees, shall serve as Directors for such time as the President and Provost, individually, continue to serve as the President and Provost of the University. The Director appointed by the Chair of the University Board of Trustees shall serve for such time as the Chair of the University Board of Trustees continues to serve as the Chair. The Vice President for Research shall serve as a Director for such time as he or she continues to serve as the Vice President for Research of the University. The Director appointed by the Vice President for Medical Affairs shall serve for such time as the Vice President for Medical Affairs continues to serve as a Vice President of the University. The remaining Directors shall serve a two-year term and shall be eligible for re-appointment by majority vote of the University President, University Provost, and Vice President for Research, or their designees where applicable.

The respective appointments or designations to the Board shall serve at the pleasure of the University President, University Provost, Chair of the University Board of Trustees, or Vice President for Medical Affairs, and until a successor is appointed. The University President, University Provost, Chair of the University Board of Trustees, and Vice President for Medical Affairs shall have full discretionary power to replace their individual appointments or designations to the Board. Notice of any such replacement shall be provided to the University President and the President of the Corporation.

The Vice President for Research shall serve as Chair of the Board.

Section 2. Powers and Duties of the Board of Directors. The property, affairs, activities, and concerns of the Corporation shall be vested in the Board. All management functions shall be exercised by the Board, subject to delegation by the Board to the Officers and the Executive Committee. The University President shall have authority and responsibility to monitor and control the use of University resources and the University name in accordance with applicable Florida laws and University rules and policies, as amended from time-to-time.

Section 3. Meetings. A regular annual meeting of the Board shall be held between August 1 and September 30 at a date and time set by the Board. Other regular meetings may be held at dates and times set by the Board. Notice of the meetings, signed by the Secretary, shall be given by personal delivery, U.S. Mail, or electronic mail to the last recorded address of each Director at least ten (10) days before the time appointed for the meeting. Special meetings of the Board may be called by the President or Secretary of this Corporation, two (2) or more Directors, or the University President. Notice of any special meeting of the Board shall be given at least ten (10) days prior thereto by personal delivery, U.S. Mail, or electronic mail to each Director at his or her address as shown by the records of the Corporation and to

the Chair of the University Board of Trustees. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Business to be transacted at the meeting need not be specified in the notice or waiver, unless specifically required by law or by these Bylaws. Proxies, general or special, shall not be accepted for any purpose in the meetings of the Board. The use of telephone or video conferencing for meeting attendance, quorum and voting is permissible so long as the meeting is held in accordance with the Florida Government-in-the-Sunshine Law.

Section 4. Quorum. A majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. If a quorum is not present, a majority of those present may adjourn the meeting from time-to-time without further notice.

Section 5. Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these Bylaws.

Section 6. Vacancies. Whenever any vacancy occurs on the Board by death, resignation, or otherwise, it shall be filled without undue delay. In the case of the University President, Provost, and Vice President for Research, the person who is acting as the University President, Provost, or Vice President for Research will fill the vacancy.

Section 7. Order of Business. The order of business shall be as follows at all meetings of the Board and Executive Committee:

- a) Calling of the roll.
- b) Proof of notice of meeting or waiver of notice.
- c) Reading of the minutes.
- d) Receiving communications.
- e) Election of Officers and Directors, if necessary.
- f) Reports of Officers.
- g) Reports of committees.
- h) Unfinished business.
- i) New business.

Any question as to the priority of business shall be decided by the Chair without debate. This order of business may be altered or suspended at any meeting by a majority vote of the Directors present.

ARTICLE II

Officers

Section 1. Number. The Officers of this Corporation shall be a President, a Vice President, a Secretary, and a Treasurer. Additional Officers may be appointed by the Board.

Section 2. Method of Election and Removal. The Board shall elect all Officers at its regular annual meeting, or other regular or special meeting, and such Officers shall serve for a term of one (1) year. A majority of a quorum present shall be necessary to constitute an election. The election of the President of the Corporation shall be upon the recommendation of the University President. The Board may remove any Officer at any special meeting by a vote of majority of a quorum present, provided that notice of the pending removal is set forth in the notice of the special meeting, or provided that all Directors waive notice of such special meeting.

Section 3. Duties of Officers. The duties and powers of the Officers of the Corporation shall be as follows:

- a) President. The President shall be a member ex officio, with the right to vote, of all committees. At the regular annual meeting of the Board and at such other times as he or she deems proper, he or she shall communicate to the Board such matters and make such suggestions as may in his or her opinion tend to promote the prosperity and usefulness of the Corporation. The President shall act as the Chief Executive Officer of the Corporation and shall do and perform such other duties as may be assigned to him by the Board. The President is authorized to execute all certificates, contracts, deeds, notes and other documents or legal instruments authorized or issued by the Board in the name of the Corporation, with the Secretary attesting. The President of the Corporation shall also report to the University President, or his or her designee. As required for the efficient operation of the Corporation, the President may authorize others to serve as signatories for specific categories of agreements, e.g., research contracts and research grants.
- b) Vice President. The Vice President shall be authorized to act on matters delegated to him or her by the President of the Corporation and shall take such actions as necessary to allow for the efficient operation of the Corporation.
- c) Secretary. The Secretary shall keep full and accurate minutes of all the meetings of the Board and Executive Committee in a book provided for that purpose and shall transmit all notices required by these Bylaws. The Secretary shall perform all duties incident to the management of the office of Secretary of the Board. The Secretary may sign documents with the President in the name of this Corporation. The Secretary shall have charge of all official records of the Corporation, which shall be at all reasonable times open to the inspection of any Director. The Secretary shall exercise such authority to collect revenues and make routine expenditures, which authority shall be delegated by the Board, the Executive Committee, or the President of the Corporation.
- d) Treasurer. The Treasurer shall receive and keep the funds of the Corporation and pay out the same only in accordance with the guidelines established by the Board. The Treasurer shall perform all duties incident to the management of the office of Treasurer of the Board. The Treasurer shall deposit all monies, checks, and other credits to the account of the Corporation in such bank or banks or other depositories as the Board may designate. The Treasurer shall review all receipts and vouchers for payment made to and all vouchers and checks made by the Corporation. He or she shall render to the Board an account and statement of all transactions at the annual meeting of the Board and at such other times as the Board may determine. The Treasurer shall regularly maintain a full and accurate account of all monies received and paid out on accounts administered by the Corporation. The Treasurer shall at all reasonable times exhibit his or her books and accounts to any Director.

In no case shall an individual Officer hold more than one position.

Section 4. Bond. The Officers of the Corporation shall, if required by the Board, give to the Corporation such security for the faithful discharge of their duties as the Board may direct.

Section 5. Checks. Checks or drafts over Twenty-five thousand dollars (\$25,000) on the funds of the Corporation shall be signed by one (1) Officer and one (1) Director. Checks or drafts equal to or under Twenty-five thousand dollars (\$25,000) shall be signed by two (2) Officers.

Section 6. Audit. The President of the Corporation shall arrange for the auditing, at least annually, of the books, records, and accounts of the Corporation.

Section 7. Vacancies. All vacancies in any Officer position shall be filled by the Board without undue delay at its regular annual meeting or at any other regular or special meeting.

Section 8. Compensation. The Officers shall receive no special salary or compensation for being Officers of the Corporation, other than their usual salaries as employees of the University. The

compensation and benefits of all employees of the Corporation shall be set by the President of the Corporation with the approval of the Executive Committee or the Board.

ARTICLE III

Committees

Section 1. Executive Committee. The Board may elect at its regular annual meeting, or other regular or special meeting, an Executive Committee consisting of four (4) Directors, one (1) of which shall be the University President, or his or her designee, and one (1) which shall be the appointee of the Chair of the University Board of Trustees. The Executive Committee shall have such powers as may be delegated to it by the Board. A majority of the Executive Committee shall be sufficient to exercise all of its powers. Proxies, general or special, shall not be accepted in the meetings of the Executive Committee. Between meetings of the Board, the Executive Committee shall have the authority of the full Board, provided that the Executive Committee shall not have the authority to do the following unless specifically empowered by the Board to do so:

- a) Take any action inconsistent with a prior act of the Board;
- b) Alter Articles of the Corporation or these Bylaws;
- c) Fill vacancies; or
- d) Authorize the purchase, sale or lease of land or buildings or grant a mortgage on real estate to secure a debt.

In the absence of an elected Executive Committee, the entire Board shall constitute such Executive Committee. Section 2. Standing Committees. The Board, on its own motion or upon the recommendation of the President of the Corporation, may appoint such committees comprising Directors and Officers as it may deem necessary and advisable to assist in the conduct of the Corporation's affairs.

Section 3. Special Committees. The Board may, at any time, appoint other committees comprising Directors and Officers on any subject for which there are no standing committees.

Section 4. Committee Quorum. A majority of any committee shall constitute a quorum for the transaction of business, unless any committee shall by majority of its entire membership decide otherwise.

Section 5. Committee Vacancies. The various committees shall have the power to fill vacancies in their membership with the exception of the Executive Committee. Vacancies on the Executive Committee shall be filled by the Board.

ARTICLE IV

Seal

Reserved.

ARTICLE V

Amendments

These Bylaws may be amended by majority vote of the entire Board at any duly organized meeting, subject to the approval of the University of Central Florida Board of Trustees, and in accordance with the Articles of the Corporation.

ARTICLE VI

Fiscal Year

The fiscal year of the Corporation shall commence on July 1 of each year and end on June 30.

ARTICLE VII

Employment

Any person employed by the Corporation shall not be considered to be an employee of the State of Florida or the University solely by virtue of such employment with the Corporation.

ARTICLE VIII

Indemnification

Section 1. Indemnification. Pursuant to Sections 607.0850 and 617.028, Florida Statutes, any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit, or proceeding whether civil, criminal, administrative, or investigative (other than an action by, or in the right of, the Corporation, by reason of the fact that he or she is or was a Director or Officer of the Corporation) shall be indemnified against expenses (including attorneys fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit, or proceeding, including any appeal thereof, but only if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interest of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful.

Section 2. Authorization of Indemnification. Any indemnification hereunder shall be made by the Corporation only upon a determination that indemnification of the Director or Officer is proper in a specific case because he or she has met the standard of conduct set forth in Section 1 of this Article IX. Such determination shall be made by the Board by a majority vote of a quorum consisting of Directors who were not parties to such action, suit or proceeding or, if such quorum is not obtainable, by a majority vote of a committee duly designated by the Board (in which Directors who are parties may participate) consisting solely of two (2) or more Directors not at the time parties to the action, suit or proceeding or by a committee comprised of individuals who were not parties to such action, suit or proceeding where such committee is selected by a majority vote of the full Board (in which Directors who are parties may participate).

ARTICLE IX

Ethics and Financial Disclosure

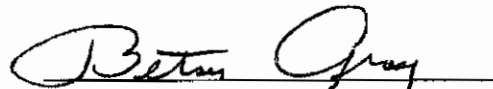
Section 1. Ethical Duties Generally. It is the duty of each Director and Officer to fully comply with the Government-in-the-Sunshine Law set forth in Section 286, et seq., Florida Statutes, the Public Records Law set forth in Section 119, et seq., Florida Statutes, and to the extent it applies, the Code of Ethics for Public Officers and Employees set forth in Chapter 112, Part III, Florida Statutes.

Section 2. Procedure for Filing and Handling Complaint. Any allegation of violation of any provision of this Article X shall be referred to the President of the Corporation or such other person as the University President shall designate. The President of the Corporation, or such other person as may be designated by the University President, shall be responsible for undertaking an initial investigation of the factual and legal basis for the complaint. The President of the Corporation, or such other person designated by the University President, shall make a recommendation to the Chair as to whether sufficient probable cause exists to bring the complaint before the Board for its consideration, and if deemed

appropriate as to an appropriate penalty.

Section 3. Penalties. Any Director, Officer, or employee who knowingly violates any provision of this Article X may be punished by: (a) written reprimand, and/or (b) in the case of a Director or Officer, recommendation that the Board terminate the Director's or Officer's affiliation with the Corporation. Any employee who knowingly violates any provision of this Article X may be subject to discipline, up to and including termination of employment.

The undersigned, as Secretary of the Corporation, hereby certifies that the foregoing Second Amended and Restated Bylaws of University of Central Florida Research Foundation, Inc. were approved by no less than a two-thirds (2/3) vote of the entire Board at the special meeting held on June 11, 2012.



Betsy Gray, Secretary

Legal Content Approved

Kelly 1/23/13

**University of Central Florida
Board of Trustees**

SUBJECT: 2013-14 Health Fee

DATE: January 31, 2013

PROPOSED BOARD ACTION

Approval of increase in the Health Fee, effective fall 2013.

BACKGROUND INFORMATION

A University Fee Committee was formed to evaluate potential increases for the Activity and Service, Athletic, Health, and Transportation Access Fees effective for fall 2013. As required by statute, the committee membership was one-half students and one-half faculty and staff members.

Florida statutes place limits on the increases for the Activity and Service, Athletic, and Health Fees. The sum of these fees cannot exceed 40 percent of undergraduate tuition and cannot increase by more than five percent annually. The maximum total fee increase permitted for 2013-2014 is \$1.72. The Transportation Access fee is not limited by statute.

Three areas did not request any fee increases. An increase to the Health fee is requested in the amount of \$0.59, effective fall 2013, increasing the fee from \$10.30 to \$10.89. The proposed Health fee increase impacts three areas:

- Health Services fee increase of \$0.14 to fund
 - one Advanced Registered Nurse Practitioner psychiatrist
 - one part-time dietician
- Counseling and Psychological Services fee increase of \$0.38 to fund
 - four (4) additional mental health specialists
- Wellness and Health Promotion Services fee increase of \$0.07 to fund
 - rapid HIV testing
 - marketing

Supporting documentation:

Florida Public University Fees – Fall 2012-2013 (Attachment A)
History of UCF Fee Increases (Attachment B)
Financial Projections – Health Fee Departments (Attachment C)
Financial Projections – Activity and Service Fee Agencies (Attachment D)
Financial Projections – UCF Athletic Association (Attachment E)
Financial Projections – Transportation Access (Attachment F)

Prepared by: Maribeth Ehasz, Vice President for Student Development
and Enrollment Services

Submitted by: William F. Merck II, Vice President for Administration and Finance
and Chief Financial Officer

Florida Public University Fees - 2012-2013

Main Campus Local Fees per credit hour

	UCF	UF	FSU	FAMU	USF	FAU	UWF	FIU	UNF	FGCU	NCF	Avg
Activity and Service	\$10.79	\$16.06	\$12.24	\$10.50	\$11.71	\$12.32	\$13.30	\$12.87	\$14.47	\$11.24	\$16.65	\$12.92
Athletic	\$13.44	\$1.90	\$7.54	\$13.97	\$14.46	\$17.27	\$19.39	\$14.10	\$14.33	\$12.79	\$6.28	\$12.32
Health	\$10.30	\$13.82	\$13.42	\$6.91	\$9.73	\$9.42	\$7.23	-	\$9.76	\$8.79	\$4.58	\$9.40
Subtotal	\$34.53	\$31.78	\$33.20	\$31.38	\$35.90	\$39.01	\$39.92	\$26.97	\$38.56	\$32.82	\$27.51	\$33.78
Changing NCAA Athletic Divisions	-	-	-	-	-	-	-	\$2.00	\$2.00	\$4.00	-	\$2.67
CITF Fee	\$6.76	\$6.76	\$4.76	\$6.76	\$6.76	\$6.76	\$6.76	\$6.76	\$6.76	\$6.76	\$6.14	\$6.52
Access and Transportation	\$9.10	\$8.41	\$8.90	-	\$3.00	-	\$8.00	-	\$4.08	\$8.70	-	\$7.17
Technology Fee for Undergraduates	\$5.16	\$5.16	\$5.16	\$5.16	\$5.16	\$5.16	\$5.16	\$5.16	\$5.16	\$5.15	\$5.16	\$5.16
Green Fee	-	-	-	-	\$1.00	-	\$0.75	-	-	-	\$1.00	\$0.92
Other *	-	-	\$2.00	-	\$1.50	-	-	-	\$5.16	-	-	\$2.89
Total Fees Per Credit Hour	\$55.55	\$52.11	\$54.02	\$43.30	\$53.32	\$50.93	\$60.59	\$40.89	\$61.72	\$57.43	\$39.81	\$51.79

Main Campus Local Fees block per term

	UCF	UF	FSU	FAMU	USF	FAU	UWF	FIU	UNF	FGCU	NCF	Avg
Activity and Service	-	-	-	-	\$7.00	-	-	-	-	-	-	\$7.00
Athletic	-	-	-	-	\$10.00	-	-	\$10.00	-	-	-	\$10.00
Health	-	-	-	-	-	-	-	\$83.19	-	-	-	\$83.19
Access and Transportation	-	-	-	\$65.00	-	\$76.90	-	\$88.94	-	-	-	\$76.95
Facility Use Fee *	-	-	\$20.00	-	\$20.00	-	-	-	-	-	-	\$20.00
Total Fees per term	-	-	\$20.00	\$65.00	\$37.00	\$76.90	-	\$182.13	-	-	-	\$76.21

*Includes FSU Student Affairs Facility Use Fee and UNF Student Life and Services Fee and USF Marshall Center Fee

Fall 2011 Headcount Enrollment by University and Level as Published by the Board of Governors

	UCF	UF	FSU	FAMU	USF	FAU	UWF	FIU	UNF	FGCU	NCF
Undergraduate	49,678	32,008	31,750	11,022	35,764	23,609	9,470	34,968	14,103	11,134	845
Graduate	8,188	16,272	8,450	2,009	9,433	4,313	1,781	8,287	1,711	1,089	0
Unclassified	832	1,505	1,357	176	2,165	1,382	739	4,711	554	432	0
Total Headcount	58,698	49,785	41,557	13,207	47,362	29,304	11,990	47,966	16,368	12,655	845

History of UCF Fee Increase

Activity and Service, Health, and Athletic Fees

Per Credit Hour Fees	2004	2005	2006	2007	2008	2009	2010	2011	2012
Activity and Service	\$8.09	\$9.37	\$9.37	\$9.65	\$10.09	\$10.64	\$10.79	\$10.79	\$10.79
Athletic	\$11.09	\$11.09	\$11.09	\$11.72	\$12.10	\$12.68	\$12.98	\$13.10	\$13.44
Health	\$6.60	\$6.60	\$7.95	\$8.11	\$8.59	\$8.99	\$9.52	\$9.88	\$10.30
Total	\$25.78	\$27.06	\$28.41	\$29.48	\$30.78	\$32.31	\$33.29	\$33.77	\$34.53

Dollar increase from prior year

Activity and Service	2004	2005	2006	2007	2008	2009	2010	2011	2012
Athletic	-	\$1.28	-	\$0.28	\$0.44	\$0.55	\$0.15	-	-
Health	\$0.60	-	\$1.35	\$0.16	\$0.48	\$0.40	\$0.53	\$0.36	\$0.42
Total	\$0.60	\$1.28	\$1.35	\$1.07	\$1.30	\$1.53	\$0.98	\$0.48	\$0.76

Percent increase from prior year

Activity and Service	2004	2005	2006	2007	2008	2009	2010	2011	2012
Athletic	-	15.8%	-	3.0%	4.6%	5.5%	1.4%	-	-
Health	10.0%	-	20.5%	2.0%	5.9%	4.7%	5.9%	3.8%	4.3%
Total	2.4%	5.0%	5.0%	3.8%	4.4%	5.0%	3.0%	1.4%	2.3%

Transportation and Access Fee

Per Credit Hour Fees	2004	2005	2006	2007	2008	2009	2010	2011	2012
Dollar increase from prior year	\$3.90	\$4.34	\$5.84	\$7.09	\$7.59	\$7.94	\$8.19	\$9.00	\$9.10
Percent increase from prior year	-	\$0.44	\$1.50	\$1.25	\$0.50	\$0.35	\$0.25	\$0.81	\$0.10
Percent increase from prior year	-	11.3%	34.6%	21.4%	7.1%	4.6%	3.1%	9.9%	1.1%

University of Central Florida
University Fee Committee Presentation
\$0.59 Increase for 2013-2014

Health Fee Departments

Counseling and Psychological Services, Health Services, Wellness and Health Promotion Services

				\$0.59 Fee Increase				
Fee per SCH	Actual	Budgeted		\$10.89	Projected	Projected	Projected	Projected
Fee Percent Increase	\$9.88	\$10.30		\$10.89	0%	\$10.89	0%	\$10.89
SCH								0%
Year	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	
Beginning Fund Balance	3,212,668	4,727,760	4,620,810	4,662,528	4,567,555	4,480,439	4,544,392	
<u>Health Fee Revenue:</u>								
Fall	5,660,357	5,872,970	6,396,809	6,623,843	6,908,556	7,247,602	7,528,652	
Spring	5,379,151	5,625,901	6,127,856	6,345,486	6,618,348	6,943,256	7,212,504	
Summer	1,820,983	1,829,055	1,999,165	2,082,443	2,182,202	2,298,278	2,387,402	
Total Health Fee Revenue	12,860,491	13,327,926	14,523,830	15,051,771	15,709,105	16,489,136	17,128,558	
Other Revenue	5,113,739	5,560,780	5,698,405	5,839,095	5,982,972	6,129,212	6,279,839	
Total Health Fee Revenue	17,974,230	18,888,706	20,222,235	20,890,866	21,692,077	22,618,348	23,408,396	
<u>Expenditures:</u>								
Cost of Goods Sold	1,643,104	2,195,960	2,261,839	2,329,694	2,399,585	2,471,572	2,545,719	
Salaries and OPS	10,035,513	11,781,195	12,458,895	13,003,690	13,578,474	14,129,498	14,708,074	
Bond Payment and Reserve	1,150,006	1,040,990	1,067,058	1,080,827	1,093,173	1,109,770	1,130,315	
Overhead	908,454	908,286	1,037,290	1,101,940	1,130,738	1,160,400	1,190,952	
Rosen	294,503	303,419	318,576	334,598	351,539	369,458	388,416	
All Others	2,427,559	2,765,805	3,036,860	3,135,090	3,225,685	3,313,695	3,404,182	
Total Health Fee Expenditures	16,459,138	18,995,655	20,180,517	20,985,839	21,779,193	22,554,394	23,367,659	
Net	1,515,092	(106,949)	41,718	(94,973)	(87,116)	63,953	40,737	
Ending Fund Balance	4,727,760	4,620,810	4,662,528	4,567,555	4,480,439	4,544,392	4,585,129	

University of Central Florida
University Fee Committee Presentation
No Fee Increase for 2013-2014
Activity & Service Fee

	Actual \$10.79 0.0%	Budget \$10.79 0.0%	Projected \$10.79 0.0%	Projected \$10.79 0.0%	Projected \$10.79 0.0%	Projected \$10.79 0.0%
Fee per SCH	\$10.79	\$10.79	\$10.79	\$10.79	\$10.79	\$10.79
Fee Percent Increase	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
SCH	1,445,104	1,566,932	1,586,513	1,652,292	1,729,955	1,818,571
Year	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Beginning Fund Balance	\$ 3,745,046	\$ 4,018,405	\$ 2,681,305	\$ 2,070,155	\$ 2,014,061	\$ 2,451,312
Amount used for Revenue	\$ (1,464,630)	\$ (1,985,302)	\$ (1,737,989)	\$ (943,316)	\$ (1,126,839)	\$ (887,222)
Remaining Fund Balance	\$ 2,280,416	\$ 2,033,103	\$ 943,316	\$ 1,126,839	\$ 887,222	\$ 1,564,089
A&SF Revenue:						
Summer - 10%	\$ 249,526	\$ 259,845	\$ 273,246	\$ 291,407	\$ 312,592	\$ 337,506
Fall	\$ 6,963,581	\$ 7,175,631	\$ 7,103,532	\$ 7,236,583	\$ 7,384,946	\$ 7,543,386
Spring	\$ 6,724,577	\$ 7,084,164	\$ 7,119,037	\$ 7,486,911	\$ 7,931,125	\$ 7,931,125
Summer - 90%	\$ 2,283,842	\$ 2,387,557	\$ 2,622,659	\$ 2,813,325	\$ 3,037,552	\$ 3,037,552
College of Medicine	\$ 78,120	\$ 120,848	\$ 155,376	\$ 181,272	\$ 198,536	\$ 198,536
Less: Waivers	\$ (81,359)	\$ (113,346)	\$ (116,180)	\$ (119,084)	\$ (122,062)	\$ (122,062)
Total A&SF Revenue	\$ 16,218,287	\$ 16,914,698	\$ 17,157,670	\$ 17,890,414	\$ 18,742,689	\$ 18,926,043
Reversions +/- Surplus (Deficit)	\$ 1,464,630 A	\$ 1,985,302	\$ 1,737,989	\$ 943,316 K	\$ 1,126,839	\$ 887,222
A&SF Committee	\$ 17,682,917 B	\$ 18,900,000	\$ 18,895,659	\$ 18,833,730	\$ 19,869,528	\$ 19,813,265
Recreation and Wellness Center	\$ 280,368	\$ 246,238	\$ 246,238	\$ 248,700	\$ 253,674	\$ 258,748
Student Union	\$ 1,000,000	\$ 1,414,950	\$ 1,414,950	\$ 1,429,100	\$ 1,457,681	\$ 1,488,835
CAB, Homecoming, Late Knights	\$ 108,703	\$ 125,000	\$ 83,000	\$ 83,830	\$ 85,507	\$ 87,217
Total Revenue	\$ 19,071,988	\$ 20,686,188	\$ 20,639,847	\$ 20,595,360	\$ 21,666,390	\$ 21,646,065
Expenditures:						
A&SF Business Office						
Salaries	\$ 720,557	\$ 787,887	\$ 787,887	\$ 795,766	\$ 811,681	\$ 827,915
Operations	\$ 596,771	\$ 920,406 D	\$ 885,406	\$ 894,260	\$ 912,145	\$ 930,388
Repair and Replacement	\$ 901,105	\$ 1,239,678 E	\$ 1,364,678 J	\$ 1,378,325	\$ 1,405,891	\$ 1,434,009
Multicultural Student Center						
Salaries		\$ 49,784	\$ 49,784	\$ 50,282	\$ 51,287	\$ 52,313
Operations	\$ 167,216	\$ 212,925	\$ 212,925	\$ 215,054	\$ 219,355	\$ 223,742
Office of Student Involvement						
Salaries	\$ 782,204	\$ 767,417	\$ 767,417	\$ 775,091	\$ 790,593	\$ 806,405
Operations	\$ 518,302	\$ 948,080 F	\$ 948,080	\$ 957,561	\$ 976,712	\$ 996,246
Campus Activities Board	\$ 605,307	\$ 655,825	\$ 655,825	\$ 662,383	\$ 675,631	\$ 689,144
Homecoming	\$ 411,456	\$ 438,625	\$ 438,625	\$ 443,011	\$ 451,871	\$ 460,909
Knightcast	\$ 25,744	\$ 45,005	\$ 45,005	\$ 45,455	\$ 46,364	\$ 47,291
Knights of the Roundtable	\$ 21,918	\$ 36,934	\$ 36,934	\$ 37,303	\$ 38,049	\$ 38,810
Late Knights	\$ 167,610	\$ 198,765	\$ 198,765	\$ 200,753	\$ 204,768	\$ 208,863
Volunteer UCF	\$ 62,194	\$ 80,113	\$ 80,113	\$ 80,914	\$ 82,532	\$ 84,183
Recreation and Wellness Center						
Salaries	\$ 1,866,505	\$ 2,187,156	\$ 2,187,156	\$ 2,209,028	\$ 2,253,208	\$ 2,298,272
Operations	\$ 3,253,790	\$ 4,011,704 G	\$ 3,911,704	\$ 3,950,821	\$ 4,029,837	\$ 4,110,434
Sports Club Council	\$ 245,229	\$ 324,280	\$ 324,280	\$ 327,523	\$ 334,073	\$ 340,755
Student Government Association						
A&SF Committee	\$ 5,666	\$ 8,040	\$ 8,040	\$ 8,120	\$ 8,283	\$ 8,448
Election Commission	\$ 30,618	\$ 31,010	\$ 31,010	\$ 31,320	\$ 31,947	\$ 32,585
Executive Branch	\$ 769,039	\$ 689,050	\$ 689,050	\$ 695,941	\$ 709,859	\$ 724,056
Judicial Branch	\$ 17,579	\$ 22,268	\$ 22,268	\$ 22,491	\$ 22,940	\$ 23,399
Legislative Branch	\$ 66,069	\$ 74,682	\$ 74,682	\$ 75,429	\$ 76,937	\$ 78,476
Senate Allocations	\$ 493,553	\$ 760,400	\$ 760,400	\$ 768,004	\$ 783,364	\$ 799,031
Student Organizations	\$ 225,143	\$ 150,260	\$ 150,260	\$ 151,763	\$ 154,798	\$ 157,894
Student Legal Services						
Salaries	\$ 451,213	\$ 535,581	\$ 546,293	\$ 551,756	\$ 562,791	\$ 574,046
Operations	\$ 66,154	\$ 155,441	\$ 158,550	\$ 160,135	\$ 163,338	\$ 166,605
Student Union						
Salaries	\$ 1,943,609	\$ 2,135,771	\$ 2,135,771	\$ 2,157,129	\$ 2,200,271	\$ 2,244,277
Operations	\$ 2,939,448	\$ 3,219,101 H	\$ 3,069,101	\$ 3,099,792	\$ 3,161,788	\$ 3,225,024
Total A&SF Expenditures	\$ 17,333,999	\$ 20,686,188	\$ 20,540,008	\$ 20,745,409	\$ 21,160,317	\$ 21,583,523
Net Surplus +/- (Deficit)	\$ 1,737,989 C	\$ (386,107) I	\$ 99,839	\$ (150,048)	\$ 506,074	\$ 62,542
Fund Balance	\$ 4,018,405	\$ 1,646,996	\$ 1,043,155	\$ 976,791	\$ 1,393,296	\$ 1,626,632
Reversions - Est 5% of Exp	In Net Surplus Amt	\$ 1,034,309	\$ 1,027,000	\$ 1,037,270	\$ 1,058,016	\$ 1,079,176
Ending Fund Balance	\$ 4,018,405	\$ 2,681,305	\$ 2,070,155	\$ 2,014,061	\$ 2,451,312	\$ 2,705,808

Projected expenditure increases are zero for FY 13-14, 1% for FY 14-15 and 2% thereafter.

A - Reversions and Surplus (Deficit) from 2 years prior (FY09-10)

B - Budget allocation was \$17,000,000, this figure is the actual collects based on actual SCH.

C - Includes a surplus collection of \$682,917 and reversion of \$1,055,072 (6.2%).

D - Increase for setup costs for new print lab and student staff.

E - Funds for large capital projects (Fitness Equipment Replacement, Recreation Wellness Center Chiller Replacement, Furniture for Student Union II)

F - Substantial increase to regional campus activities through Student Outreach Services, and to student staff.

G - Increase for costs for the new North End Project and increase in student staffing.

H - Increase due to the new All Knight Study II.

I - Based on projected SCH shortfall provided by University Assessment and Planning Support.

J - Increase to replenish \$125,000 used to complete All Knight Study II.

K - Surplus in excess of reversions of \$295,114 used to compensate for the projected deficit in CY.

University of Central Florida
University Fee Committee Presentation
No Fee Increase for 2013-14
Athletics

	Actual	Budget	Projected Without Increase	Projected	Projected	Projected
Fee per SCH	\$13.10	\$13.44	\$13.44	\$13.44	\$13.44	\$13.44
Fee Percent Increase		0%	0%	0%	0%	0%
SCH						
Year	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Beginning Fund Balance ¹						
<u>Fee Revenue:</u>						
Fall	\$ 8,485,121	\$ 8,807,203	8,912,661	9,089,136	9,281,103	9,482,047
Spring	8,100,195	8,553,812	8,931,966	9,400,949	9,961,421	10,603,869
Summer	3,053,398	3,300,800	3,694,268	3,968,902	4,286,396	4,649,721
Total Fee Revenue	\$ 19,638,714	\$ 20,661,815	\$ 21,538,895	\$ 22,458,987	\$ 23,528,920	\$ 24,735,637
Other Revenue						
Ticket sales	4,346,257	4,575,500	5,800,000	6,000,000	5,630,500	5,730,500
Guarantees	1,108,461	1,069,900	220,000	320,000	620,000	520,000
Sponsorships	2,875,720	3,039,736	3,178,678	3,593,039	3,707,830	3,823,065
Contributions	2,257,023	2,466,241	2,623,806	2,827,823	2,966,976	3,113,019
NCAA and Conference	2,902,090	2,603,351	6,742,753	7,288,463	7,736,002	8,035,442
Non-resident tuition waivers	1,979,616	2,146,995	2,337,224	2,454,085	2,576,789	2,705,629
Other	1,658,314	930,472	948,425	881,413	859,384	863,377
Total Other Revenue	17,127,481	16,832,195	21,850,886	23,364,823	24,097,481	24,791,032
Total Athletics Revenue	\$ 36,766,195	\$ 37,494,010	\$ 43,389,781	\$ 45,823,810	\$ 47,626,401	\$ 49,526,669
<u>Expenditures:</u>						
Scholarships	\$ 6,507,365	\$ 7,372,181	7,738,740	8,125,677	8,531,961	8,958,559
Employee compensation	13,983,010	14,641,541	15,431,158	16,374,714	16,878,468	17,424,514
Sport operations	5,982,299	6,284,761	7,740,859	8,693,060	8,953,852	9,312,006
Support operations	6,482,363	6,469,699	6,820,239	7,041,799	7,257,053	7,547,335
Non-recurring operations	786,999	644,167	1,633,728	1,435,992	1,534,056	1,649,341
Debt service	456,848	751,454	1,870,160	1,889,500	1,951,454	1,850,000
Net stadium transfers	2,355,486	1,330,207	2,154,897	2,263,068	2,519,557	2,784,914
Total Athletics Expenditures	\$ 36,554,370	\$ 37,494,010	\$ 43,389,781	\$ 45,823,810	\$ 47,626,401	\$ 49,526,669
Net	211,825	0	0	0	0	0

¹ - UCFAA does not have a true "fund balance" with the university. We have approximately \$10.3 million in outstanding loans that are currently being re-paid over a ten to fifteen year period (these payments are part of "Debt Service"). Approximately half of our revenue is deposited into a university account and the other half is deposited in a local bank. The university's account must always maintain a positive balance. UCFAA has a line of credit to help offset any negative balances (short term) with the local bank account.

Attachment F

University of Central Florida University Fee Committee Presentation **No Fee Increase for 2013-14** Parking and Transportation Services

	Actual \$9.00 10%	Budgeted \$9.10 1%	Projected Without Increase \$9.10 0%	Projected \$9.10 0%	Projected \$9.10 0%	Projected \$9.10 0%
Fee per SCH						
Fee Percent Increase						
SCH	1,266,248	1,293,973	1,333,685	1,382,164	1,442,526	1,514,154
Year	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Beginning Fund Balance	\$ 8,380,729	\$ 8,972,452	\$ 7,691,107	\$ 7,886,788	\$ 7,236,905	\$ 6,687,727
Fee Revenue:						
Fall						
Spring						
Summer						
Health Sciences Campus	59,296	101,920	131,040	152,880	167,440	174,720
Total Fee Revenue	\$ 11,618,363	\$ 11,877,074	\$ 12,267,574	\$ 12,730,572	\$ 13,294,427	\$ 13,953,521
Other Revenue:						
Decal Sales	4,870,068	4,967,469	5,066,819	5,320,159	5,586,167	5,865,476
Parking Fines	1,048,023	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Metered and Daily Parking	918,583	900,000	900,000	900,000	900,000	900,000
Miscellaneous and Interest	366,205	371,698	377,274	382,933	388,677	394,507
Total Unit Revenue	\$ 18,819,242	\$ 19,316,241	\$ 19,811,667	\$ 20,533,664	\$ 21,369,271	\$ 22,313,504
Expenditures:						
Operating Expenditures	3,280,042	3,444,044	3,616,246	3,797,058	3,986,911	4,186,257
Towers Operating and Lease Expenses (Garage E and G)	865,610	1,154,388	1,160,288	1,166,483	1,172,988	1,179,818
Shuttle Expenses	6,138,003	6,322,143	6,756,947	6,959,655	7,168,445	7,383,498
Debt Service Payments Garages 1 - 7	4,501,571	5,775,084	5,777,119	5,786,426	5,777,336	5,234,501
Lynx Transit Center Road Project		50,000				
University House Central Florida Second Shuttle		238,000				
New Shuttles (44) Graphic Installation			132,000			
Northview Apartments Shuttle (Former Winn-Dixie Lot)			262,500			
University Shoppes Shuttle				270,375	278,486	286,841
Libra Garage (VII) Digital Payment Machines		225,000				
Garage and Parking Lot Maintenance Projects		425,000		425,000	425,000	425,000
Down Payment - Garage Between C and D				1,000,000		
Debt Service Payment - Garage between C and D					1,300,000	1,325,000
Non-Operating Expenses	1,442,293	1,463,927	1,485,886	1,508,175	1,530,797	1,553,759
Downpayment on Libra Garage (VII)	2,000,000	1,500,000				
Total Unit Expenditures	\$ 18,227,519	\$ 20,597,586	\$ 19,615,986	\$ 21,183,547	\$ 21,918,449	\$ 21,861,515
Net	\$ 591,723	\$ (1,281,345)	\$ 195,681	\$ (649,883)	\$ (549,178)	\$ 451,989
Ending Fund Balance	\$ 8,972,452	\$ 7,691,107	\$ 7,886,788	\$ 7,236,905	\$ 6,687,727	\$ 7,139,716

**University of Central Florida
Board of Trustees**

SUBJECT: 2013-14 Capital Improvement Fee

DATE: January 31, 2013

PROPOSED BOARD ACTION

Approval to increase the Capital Improvement Fee for 2013-14.

BACKGROUND INFORMATION

As required by HB 5201, any increase in the Capital Improvement Fee must first be recommended by a Capital Improvement Fee Committee, at least half of whom are students appointed by the student body president, the remaining half appointed by the university president and a chair, jointly appointed by the university and student body presidents. The fee is to be limited to an increase of \$2.00 per credit hour over the prior year, and any proposed fee increases or decreases must be approved by the Board of Governors.

The Capital Improvement Fee Committee recommends a fee increase of \$2.00 per credit hour effective for fall 2013 to continue the renovation of the John C. Hitt Library and to support other planned student services building projects. The current fee of \$6.76 would increase to \$8.76 per credit hour.

Supporting documentation: None

Prepared by: Maribeth Ehasz, Vice President for Student Development
and Enrollment Services

Submitted by: William F. Merck II, Vice President for Administration and Finance
and Chief Financial Officer

**University of Central Florida
Board of Trustees**

SUBJECT: 2013-14 Orientation Program Fee

DATE: January 31, 2013

PROPOSED BOARD ACTION

Approval to increase the Orientation Program Fee for spring 2014.

BACKGROUND INFORMATION

At the University of Central Florida, all new undergraduate students are required to participate in orientation, while families are highly encouraged to attend. Orientation at UCF has experienced significant growth in the participation of first time in college and transfer students since 2003 when the university's orientation fee was last increased to \$35. In 2003, there were 12,245 FTIC and transfer students who participated in orientation in comparison to 17,684 in 2012.

Orientation depends on thirty-five student orientation leaders who mentor, guide, and support both new students and parents throughout the year. Their pay of \$2,100 for the year to facilitate 31 orientation sessions has not been increased since 2003.

Given the significant growth in orientation participants, as well as the importance of providing all participants with a meaningful and high-quality experience, an increase in the student orientation fee from \$35 to \$50 is requested.

Supporting documentation:

Statement of Revenues, Expenditures, Available Balances (Attachment A)
General Description of the UCF Orientation Operation (Attachment B)
Current Practice for UCF Orientation Sessions (Attachment C)

Prepared by: Maribeth Ehasz, Vice President for Student Development
and Enrollment Services

Submitted by: William F. Merck II, Vice President for Administration and Finance
and Chief Financial Officer

Attachment A
University of Central Florida
Fee Request Presentation
Fee Increase for 2013-14
Orientation Program

	Actual (\$35) 2011-12 [1]	Budget (\$35) 2012-13	Projected(\$35) 2013-14	Projected (\$50) 2013-14	Projected (\$35) 2014-15	Projected (\$50) 2014-15
Orientation Revenue:						
Program fee collections - as of October 1	\$ 611,975	\$ 599,690	\$ 637,455	\$ 910,650	\$ 655,725	\$ 936,750
Student fees - food	\$ 335,938	\$ 327,145	\$ 337,866	\$ 337,866	\$ 342,345	\$ 342,345
Guest fees	\$ 282,765	\$ 291,558	\$ 302,279	\$ 302,279	\$ 306,758	\$ 306,758
Lodging fees	\$ 47,047	\$ 55,840	\$ 66,561	\$ 66,561	\$ 71,040	\$ 71,040
Miscellaneous - credit card fees, advertising, etc.	\$ 78,738	\$ 90,000	\$ 101,500	\$ 101,500	\$ 113,000	\$ 113,000
Operating Surplus from previous FY	\$ 75,346	\$ 177,439	\$ 95,906	\$ 95,906	\$ 105,031	\$ 103,638
Total Orientation Revenue	\$ 1,431,809	\$ 1,541,672	\$ 1,541,567	\$ 1,814,762	\$ 1,593,899	\$ 1,873,531
Expenditures:						
Salaries and benefits	\$ (248,587)	\$ (410,000)	\$ (371,500)	\$ (521,500)	\$ (383,000)	\$ (571,500)
Other Personal Services - OPS	\$ (189,496)	\$ (200,000)	\$ (210,500)	\$ (285,500)	\$ (221,000)	\$ (285,500)
Expenses	\$ (318,306)	\$ (330,000)	\$ (320,000)	\$ (345,000)	\$ (340,000)	\$ (360,000)
Operating capital overlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student financial assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Food costs	\$ (335,938)	\$ (327,145)	\$ (337,866)	\$ (337,866)	\$ (342,345)	\$ (342,345)
Lodging costs	\$ (47,047)	\$ (55,840)	\$ (66,561)	\$ (66,561)	\$ (71,040)	\$ (71,040)
Expended from carry forward balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary overhead charge 9%	\$ (114,995)	\$ (122,781)	\$ (130,109)	\$ (154,697)	\$ (133,998)	\$ (159,290)
Total Orientation Expenditures	\$ (1,254,370)	\$ (1,445,766)	\$ (1,436,536)	\$ (1,711,124)	\$ (1,491,383)	\$ (1,789,675)
Operating Surplus (Deficit)	\$ 177,439	\$ 95,906	\$ 105,031	\$ 103,638	\$ 102,516	\$ 83,856

Attachment B

General Description of the UCF Orientation Operation

FTIC and transfer student orientations are structured differently, though they have a few similar components. The size of each orientation session ranges from 400 to 1,000 participants. There are a total of 35 undergraduate students who serve as orientation leaders and deliver orientation sessions to FTIC and transfer students, as well as their family members. These students are provided a \$2,100 stipend for their work. It is important to note that because of funding constraints, the amount of the stipend has remained stagnant since 2003 although there has been a significant increase in the cost of living. These students are required to attend trainings in order to prepare for their positions. Due to the significant increase in enrollment and restrictive funding, student orientation leaders have had to take on additional responsibilities -- such as larger groups, more trainings, and increased hours -- to meet the demands of the program.

FTIC sessions have an average of 800 participants per session. These sessions are two-days long and provide incoming first-year students with a wide-array of academic and co-curricular resources and guidance. During FTIC orientation sessions, 25-28 orientation leaders work with small groups, while the remaining orientation leaders work with family members. The small groups allow for the effective delivery of important information regarding policies and expectations of the university, as well as for personalized assistance in preparation of advising and registration. In addition, the small groups promote meaningful connections among students, as well as between students and their small group leaders. At a large institution like UCF, making connections with other students, staff members, and faculty is critical to retention and success.

The transfer sessions focus on providing students appropriate advising before enrolling in classes, thus ensuring that students choose courses to successfully continue their academic pathway. Transfer orientation sessions are significantly larger than FTIC orientation sessions. In 2012, there were 6,471 FTIC students compared to 11,014 transfer students who participated in orientation. Using all available student staff members, breaking the large group into manageable small groups, and creating a personalized experience for transfer students and their families is challenging. The First Year Experience office has received feedback that transfer students would like more emphasis on UCF culture and expectations, as well as more personalized connections during orientation. In order for the UCF orientation program to be able to provide transfer students with the experience they are seeking, there must be an increase in the number of orientation student staff members that can meet those needs. Currently, the revenue received through orientation fees does not allow for an increase in the number of orientation student staff members.

Attachment C

Current Practice for UCF Orientation Sessions

Component	FTIC (average of 800 people per session)	Transfer (average of 950 people per session)
Welcome session	Students and families	Students and families
Small groups throughout two days led by Orientation Leader – tour, prep for advising, make connections, registration, UCF expectations	Students in small groups throughout; families meet in a small group with an orientation leader to discuss their concerns and interests about UCF	None for students; families meet in a small group with an orientation leader to discuss their concerns and interests about UCF
Lunch	Students in small groups	Students are served in large group
Advising	Breakouts by majors and colleges, build schedule for first semester, smaller groups with multiple staffing support	Breakouts by majors and colleges, build schedule for first semester on campus and lay out remainder of academic career; groups are larger and have fewer advisors per session
Registration	Same as advising	Same as advising
Information sessions and expos for campus resources and services	Student social in the evening of the first day, family sessions throughout two days	Basic presentations to students in large group, family sessions throughout one day
Orientation leader involvement	Small group ratio is approximately 17 to 1	No small group for students; orientation leaders are organized by colleges to support advising and registration sections
Materials	Students receive a handbook, planning materials, schedule of events; families receive a calendar, handbook on college transitions, schedule	Students receive a schedule; families receive a calendar and schedule.
Virtual Orientation modules for UCF culture, student responsibility, and student expectations	None	All students must complete the virtual component of orientation before attending the on-site orientation.

**University of Central Florida
Board of Trustees**

SUBJECT: Education Planning Fee

DATE: January 31, 2013

PROPOSED BOARD ACTION

Approval to implement an Education Planning Fee.

BACKGROUND INFORMATION

Pursuant to Regulation 7.003, a university board of trustees may submit a proposal to the Board of Governors' budget committee for a new fee not currently authorized in Board regulation or statute.

This request is for a new Educational Planning Fee of \$10 per semester for all undergraduate students. This fee will support participation in a new multi-university and multi-college effort in predictive analytics to guide individualized student course success and persistence to graduation. In supportive of the predictive analytics initiative, the fee will also allow the implementation of an enhanced advising system designed to keep students on track with their academic plan, thereby increasing retention rates and graduation rates while decreasing time-to-degree rates.

Supporting documentation:

Request to Implement a New Fee – Regulation 7.003(24) (Attachment A)
State University System of Florida, Statement of Revenues, Expenditures, and Available
Balances University of Central Florida, Fiscal Year 2012-13 and 2013-14 (Attachment B)

Prepared by: Tony G. Waldrop, Provost and Executive Vice President

Submitted by: William F. Merck II, Vice President for Administration and Finance
and Chief Financial Officer

**State University System
Florida Board of Governors
Request to Implement a New Fee – Regulation 7.003(24)**

University of Central Florida

Date	
University Board of Trustees approval date:	
Proposed fall implementation date (year):	Fall 2013
Description	
New fee title:	Education Planning Fee
Amount of new fee (per credit hour if applicable):	\$10 per semester (flat fee for all Undergraduate students)
Proposed new fee as a percentage of tuition: ¹	Term – Represents less than 0.5% of average Fall 2012 tuition bill
Purpose	
<p>Describe the purpose to be served or accomplished with this fee:</p> <p>This fee will support participation in a new multi-university and college effort in predictive analytics to guide individualized student course success and persistence to graduation. Funds from the fee will also support the implementation of an enhanced advising system designed to keep students on track with their academic plan, thereby increasing retention rates and graduation rates, while decreasing time-to-degree rates.</p>	
Demonstrable Student-Based Need / Involvement	
<p>Describe the student-based need for the fee that is currently not being met through existing services, operations, or another fee:</p> <p>The individualized recommendations will provide students with a path to success that accommodates their unique situations. The course completion and persistence recommendations will direct students along the fastest path to graduation within their chosen major, thereby reducing excess hours and the accumulation of student loan debt.</p>	
<p>Describe the process used to assure substantial student input or involvement:</p> <p>Students will participate during the implementation phase and will be directly impacted by the individualized recommendations. Student focus groups will assist the implementation teams by piloting new systems, providing detailed feedback, and ensuring proper testing from a student perspective. Once fully implemented, the resulting systems will provide detailed, student-specific interventions designed to directly facilitate student success.</p>	

¹ If a student is required to pay this fee as a part of registration for a course, the fee shall not exceed 10 percent of tuition. See Regulation 7.003(24)(b).

**State University System
Florida Board of Governors
Request to Implement a New Fee – Regulation 7.003(24)**

Student Impact													
<p>Explain the financial impact of the fee on students, including those with financial need:</p> <p>The requested fee represents less than a 0.5% increase on the average Fall 2012 tuition bill.</p>													
Restrictions / Limitations													
<p>Identify any proposed restrictions, limitations, or conditions to be placed on the new fee:</p> <p>None</p>													
Revenues / Expenditures													
Annual estimated revenue to be collected:	\$1.29 million												
<p>Describe the service or operation to be implemented and estimated expenditures (attach operating budget expenditure form).</p> <p>The goals of UCF's Educational Planning activities are to increase the number of graduates, shorten the time-to-degree, and reduce the volume of excess hours. The initial phase of the projects relate to new predictive analytics (both internal development and external vendor solutions), the implementation of a new undergraduate student advising system (with support from external consultants), and the development of a series of new student-specific, individualized interventions (requiring the reallocation of some current personnel and the creation of a new cadre of professional advisors).</p> <p>Over time, the majority of expenses will be related to salary and benefits, rather than on-going external support.</p>													
Accountability Measures													
<p>Indicate how the university will monitor the success of the new fee. Provide specific performance metrics that will be used.</p> <p>Initial metrics are all based upon project development and implementation.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Project</th> <th style="width: 50%;">Estimated Completion Date</th> </tr> </thead> <tbody> <tr> <td>Civitas Learning</td> <td>Summer 2013</td> </tr> <tr> <td>Personalized, Student-Specific Interventions</td> <td>Starting in Summer 2013</td> </tr> <tr> <td>PAR Framework</td> <td>Spring 2014</td> </tr> <tr> <td>Program Mapping</td> <td>Fall 2014</td> </tr> <tr> <td>Advisement Module</td> <td>Spring 2015</td> </tr> </tbody> </table>		Project	Estimated Completion Date	Civitas Learning	Summer 2013	Personalized, Student-Specific Interventions	Starting in Summer 2013	PAR Framework	Spring 2014	Program Mapping	Fall 2014	Advisement Module	Spring 2015
Project	Estimated Completion Date												
Civitas Learning	Summer 2013												
Personalized, Student-Specific Interventions	Starting in Summer 2013												
PAR Framework	Spring 2014												
Program Mapping	Fall 2014												
Advisement Module	Spring 2015												

Attachment A

**State University System
Florida Board of Governors
Request to Implement a New Fee – Regulation 7.003(24)**

Metric	2011-12 Actual	Projected Improvement
FTIC Retention (1-year)	87.3% (2010-11 Cohort)	88.8% (2013-14 Cohort)
FTIC Graduation (6-year)	62.8% (2005-06 Cohort)	70% (2011-12 Cohort)
Baccalaureate Degrees Without Excess Credit Hours	65%	70%
AA Transfer Retention (1-year)	82.3% (2010-11 Cohort)	83.6% (2013-14 Cohort)
AA Transfer Graduation Rate (4-year)	75.5% (2007-08 Cohort)	76.8% (2013-14 Cohort)

Definition: FTIC Cohorts based on the Summer-Fall Full-Time student population. AA Transfer Cohort based on the Summer-Fall Full-Time student population transferring with an AA from a Florida State College-system institution.

Other Information

STATE UNIVERSITY SYSTEM OF FLORIDA
Statement of Revenues, Expenditures, and Available Balances
University: University of Central Florida
Fiscal Year 2012-13 and 2013-14

Fee Title:

	² Estimated Actual 2012-13 <u> </u>	Estimated 2013-14 <u> </u>
<u>Balance Forward from Prior Periods</u>		
Balance Forward	\$ -	\$ -
Less: Prior-Year Encumbrances	-	-
Beginning Balance Available:	<u>\$ -</u>	<u>\$ -</u>
<u>Receipts / Revenues</u>		
Fee Collections	\$ -	1,291,910
Interest Revenue - Current Year	-	-
Interest Revenue - From Carryforward Ba	-	-
Total Receipts / Revenues:	<u>\$ -</u>	<u>\$ 1,291,910</u>
<u>Expenditures</u>		
Salaries & Benefits	\$ -	\$ 271,910
Other Personal Services	-	40,000
Expenses	-	950,000
Operating Capital Outlay	-	30,000
Student Financial Assistance	-	-
Expended From Carryforward Balance	-	-
¹ Other Category Expenditures:	-	-
Total Expenditures:	<u>\$ -</u>	<u>\$ 1,291,910</u>
Ending Balance Available:	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

¹Provide details for "Other Categories" used.²Column not needed if a request for a new fee.

To be attached to new or increased fee requests or block tuition proposals.

For block tuition proposals only the incremental revenue should be reported.