

# Board of Trustees Meeting

Dec 3, 2020 8:30 AM - 10:00 AM EST

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# 5 THINGS TO KNOW

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



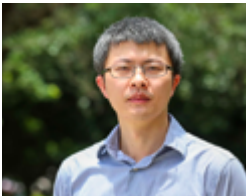
## **Working with Microsoft to Advance AI**

UCF is joining the Brookings Institution, CUNY, the Federal Reserve Bank of New York, Mastercard, NASDAQ, Plug and Play, and SUNY in the new National Council for Artificial Intelligence, led by Microsoft. The council aims to bring together financial services, technology and higher education to identify and solve significant societal and industrial barriers, such as research transfer and data access, through the adoption of AI.



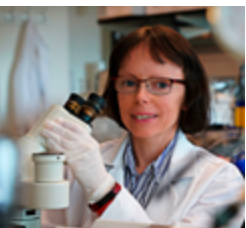
## **Leading in Solar Energy Research**

UCF researchers were selected for four awards from the U.S. Department of Energy's Solar Energy Technologies Office — the most of any university this year. The awards total \$9.64 million and will be used to fund projects ranging from securing our nation's power grids to optimizing solar panels and solar-thermal power.



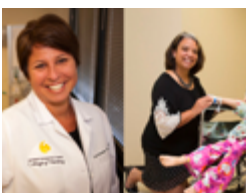
## **Building Cleaner Engines**

Assistant Professor Fudong Lui recently won the 2020 TechConnect Defense Innovation Award for his technology that removes 90% of engine exhaust pollutants. The technology has major implications not only for the environment and automakers — who need to meet increasingly stringent government emissions standards — but also for national security.



## **Leveraging Technology to Fight COVID-19**

Having licensed an immunity-boosting technology developed by a UCF cancer researcher, Kiadis Pharma has begun clinical trials using the therapy as a potential treatment for COVID-19 patients with weakened immune systems. The trial, backed by funding from the Department of Defense, will also test if the therapy protects high-risk patients against respiratory infections such as influenza, either alone or in combination with vaccines and antibodies.



## **Garnering National Recognition in Nursing**

Associate Professor Desiree Díaz and Clinical Associate Professor Laura Gonzalez were inducted as fellows of the prestigious American Academy of Nursing. Both are among only 50 certified advanced healthcare simulation educators in the world, and join 10 other UCF faculty members who have been inducted — the highest honor for the nursing profession.



UNIVERSITY OF CENTRAL FLORIDA

**Board of Trustees Meeting  
December 3, 2020  
Celeste Hotel, 4105 N Alafaya Trail  
8:30 a.m. – 10:00 a.m.**

**Livestream:** [https://youtu.be/7C\\_MtNH11es](https://youtu.be/7C_MtNH11es)

**AGENDA**

- |  |  |
|--|--|
| 1. Welcome and Call to Order               | Beverly Seay, <i>Chair, UCF Board of Trustees</i>                  |
| 2. Roll Call                               | Karen Monteleone, <i>Assistant Vice President, Board Relations</i> |
| 3. Public Comment                          | Karen Monteleone   |
| 4. Minutes of the October 22, 2020 Meeting | Chair Seay   |
| 5. Remarks                                 | Chair Seay   |
| 6. Reports (30-minutes)                    | Chair Seay   |
| Discussion                                 | President's Action Report<br>President Cartwright                  |
| 7. Committee Reports (45-minutes)          |  |
| Advancement                                | Chair Gaekwad  |
| Audit and Compliance                       | Chair Conte  |
| Compensation and Labor                     | Chair Sprouls  |
| Educational Programs                       | Chair Bradley  |
| EP – 1      Motion                         | Conferral of Degrees ( <i>Bradley</i> )                            |
| Executive Committee                        | Chair Seay   |

Finance and Facilities	Chair Martins
Governance	Chair Yeargin
8. Consent Agenda	Chair Seay
AUD – 1 Motion	Compliance and Ethics Program Plan ( <i>Conte</i> )
EP – 2 Motion	Approval of New Degree Program – Master of Science in Cyber Security and Privacy ( <i>Bradley</i> )
FF – 1 Motion	2015 Educational Plant Survey Revisions ( <i>Martins</i> )
FF – 2 Motion	Approval of the 2020 Campus Development Agreement ( <i>Martins</i> )
GOV – 1 Motion	Board Operating Procedures ( <i>Yeargin</i> )
GOV – 2 Motion	Amendments to University Regulation UCF-2.033 Copyright and Works ( <i>Yeargin</i> )
GOV – 3 Motion	Amendments to University Regulation UCF-2.036 College Credit for Nontraditional Courses Prior to Initial Enrollment ( <i>Yeargin</i> )
GOV – 4 Motion	Amendments to University Regulation UCF-3.044 Compensation ( <i>Yeargin</i> )
GOV – 5 Motion	Amendments to University Regulations UCF-5.008 Rules of Conduct and UCF-5.012 Organizational Rules of Conduct ( <i>Yeargin</i> )
9. New Business	Chair Seay
10. Announcements	Chair Seay
January 14, 2021	Board of Trustees Finance and Facilities Committee Meeting ( <i>virtual</i> )
January 26 – 27, 2021	Board of Governors Meeting <i>New College of Florida, Sarasota</i>
February 10, 2021	Board of Trustees Committee Meeting Day ( <i>virtual</i> )
February 18, 2021	UCF Board of Trustees Meeting <i>FAIRWINDS Alumni Center</i>



11. Adjournment

Chair Seay

**Minutes  
Board of Trustees Meeting  
University of Central Florida  
October 22, 2020**

Chair Beverly Seay called the meeting of the Board of Trustees to order at 8:32 a.m. in the *FAIRWINDS* Alumni Center.

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

**WELCOME**

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

The following board members attended the meeting in person: Chair Beverly Seay, Trustees Kenneth Bradley and Joseph Harrington.

The following board members attended the meeting virtually: Vice Chair Alex Martins, Trustees Joseph Conte, Sabrina La Rosa, Caryl McAlpin, Harold Mills, Michael Okaty, John Sprouls, David Walsh, and William Yeargin.

Trustee Danny Gaekwad was not in attendance.

**PUBLIC COMMENT**

There were three requests for public comment.

Elizabeth Horn commented on COVID-19 policies for the spring semester.

Maya Kamath commented on consistent and informative grading and that classes with consistent failing averages should be investigated.

Daniel Quezada commented on exam protocols across the economics department.

The trustees had the following comments:

- Seay requested that university administration address the issues raised during public comment. Bradley said he would request that Provost Johnson address these during the Educational Programs Committee meetings.
- Mills requested feedback on the question of requiring doctor notes and noted that the student's comment about breaking confidentiality is important to address.

- Conte requested that Provost Johnson add the HonorLock system and standardizing the administration of online protocols to his analysis.
- La Rosa said Student Government is currently collecting similar data and that survey should conclude soon.
- Harrington indicated these types of issues need to be handled with the departments, chairs, and provost.

## **MINUTES**

Seay called for approval of the meeting minutes of the August 20, 2020 and September 10, 2020 meetings, which were approved as presented.

## **REMARKS**

Seay provided updates on two partnership initiatives:

- **MCO Update** - Seay said that Dr. Tim Kotnour, director of UCF's Engineering Leadership & Innovation Institute (eli<sup>2</sup>) is assisting the Orlando airport through an organizational transformation process.
- **NSIN Update** - Seay reported that since the last Board of Trustees meeting, Chancellor Criser has signed a Memorandum of Understanding that creates the official partnership between the State University System, the National Security Innovation Network and the Florida Defense Alliance.

Seay said that Advancement Committee Chair Danny Gaekwad, the Office of Government & Community Relations and the Office of Alumni Engagement introduced a new platform – Phone2Action – to engage UCF alumni in advocating for UCF's state and federal priorities.

## **REPORTS**

### **President's Action Report**

Cartwright congratulated Chair Seay and Trustees Martins, Mills and Yeargin on being named to *Florida Trend* magazine's 2020 Florida 500 list.

Cartwright congratulated Dr. Ehasz and recognized her 26 years of exceptional leadership, friendships, and unrivaled impact at UCF. Cartwright stated that UCF has engaged Keeling & Associates, a leader in strategy and organizational effectiveness within student affairs, to conduct an external review of Student Development and Enrollment Service (SDES). Cartwright noted that in the coming months, as recommendations emerge from this external review, UCF will move forward with a national search for the next vice president.

Cartwright provided an update on the searches for UCF's next Senior Vice President for Administration and Finance and Vice President for Information Technology and CIO.

Cartwright provided an update on COVID and the spring semester, stating that UCF is working to find the right balance to support faculty, staff, and students. Cartwright said UCF does not know of any transmission in classrooms and that the increases that have been seen through contact tracing can be traced to other events outside of classes.

Cartwright stated that UCF will continue to emphasize CDC guidelines and recommendations for wearing face coverings and physical distancing will remain in place. Cartwright said UCF will continue to have the reduced capacity guidelines established for our classrooms and UCF will not increase the seating density in classrooms.

Cartwright said the university will transition in the spring semester to entirely remote instruction following spring break, which will be moved much later in the semester than usual, to April 11-18. He noted that residence halls and campus offices will remain open during that period of remote instruction.

Cartwright stated that UCF will remain in communication with health officials, updating guidance based on their recommendations, and will be prepared to pivot to more remote teaching at any time necessary.

Cartwright provided an update on progress toward inclusive excellence at UCF. He said UCF will join Crossing Latinidades; a new consortium of 16 universities that are designated both a Hispanic Serving Institution and a Research 1 institution.

Cartwright stated that UCF has engaged Roger Worthington, professor and founding Executive Director of the Center for Diversity and Inclusion in Higher Education at the University of Maryland, to assist with formalizing an action plan for equity, inclusion and diversity that supports the university's mission.

Cartwright noted that two student advisory groups were formed to help elevate student voices on equity, diversity, and inclusion issues on campus: the President's Student Advisory Council will advise on campus matters, first among them building a more inclusive culture at UCF and the Odyssey Ambassador Program will bring together student advisors and ambassadors to help develop programming and training on diversity and inclusion and help enrich the student-learning environment across UCF.

Cartwright concluded his report.

### **COMMITTEE REPORTS**

Seay called on Scott Cole, Vice President and General Counsel, to read any disclosures of conflict of interest from the trustees. Cole read Okaty's recusal from FF-1 into the record.

Bradley stated he will be recusing himself from FF-3.

#### **ADVANCEMENT COMMITTEE REPORT**

Conte, Vice Chair of the Advancement Committee, reported highlights from the committee meeting held on October 14, 2020.

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

Conte, Chair of the Audit and Compliance Committee, reported the committee had not met since the last Board of Trustees meeting.

#### **COMPENSATION AND LABOR COMMITTEE REPORT**

Sprouls, Chair of the Compensation and Compliance Committee, reported highlights from the committee meeting held on October 14, 2020. He reported that CL-1 was unanimously approved by the committee and placed on the consent agenda. Sprouls also noted the Segal Consulting proposal was approved to establish the Presidential Assessment criteria and the committee plans to review the criteria at their January meeting

#### **EDUCATIONAL PROGRAMS COMMITTEE REPORT**

Bradley, Chair of the Educational Programs Committee, reported highlights from the committee meeting held on October 14, 2020.

#### **EXECUTIVE COMMITTEE REPORT**

Seay, Chair of the Executive Committee, reported the committee had not met since the last Board of Trustees meeting.

#### **FINANCE AND FACILITIES COMMITTEE REPORT**

Martins, Chair of the Finance and Facilities Committee, reported on highlights from the meeting held on October 14, 2020.

FF-1 Approval of Enterprise Resource Planning (ERP) Vendor Contract

Martins moved to approve FF-1 with Harrington providing the second. The motion passed.

FF-2                      Approval of Enterprise Resource Planning (ERP) Software Implementation  
Partner Contract

Martins noted that ‘not to exceed’ terms and conditions were added to the contract.

Martins moved to approve FF-2 with Walsh providing the second. The motion passed.

Martins reported that FF-3 was unanimously approved by the committee and placed on the board’s consent agenda.

**GOVERNANCE COMMITTEE REPORT**

Yeargin, Chair of the Governance Committee, reported highlights from the committee meeting held on October 14, 2020.

GOV-1                      Resolution on the Delegation of Authority to the President

Yeargin moved to approve GOV-1 with Bradley providing the second.

Conte expressed three concerns that he would like addressed in the next Governance Committee meeting:

- Leases and contracts of affiliated organizations coming to the Board for approval.
- The question of 5 years or \$5 million versus 5 years and \$5 million regarding contracts.
- The inclusion of ‘self-insurance trust funds’ in the definition of ‘Affiliated Organizations.’

Yeargin withdrew his motion and indicated this item will be brought back to the committee.

After the break, Yeargin made a motion for approval of GOV-1 with the removal of ‘self-insurance trust funds’ in the Affiliated Organizations definition. Bradley provided the second and the motion passed.

GOV-2                      Ninth Amended and Restated Bylaws of the University of Central Florida  
Board of Trustees

Yeargin moved to approve GOV-2 with Martins providing the second. The motion passed.

Yeargin reported that GOV-3 through GOV-10 was unanimously approved by the committee and placed on the Board’s consent agenda.

**CONSENT AGENDA**

Harrington commented on GOV-6 indicating that the section on disclosure was not supported by the faculty but is already in force. The administration is working with the faculty to find language for a proposed revision to be brought to a future Board meeting.

Walsh requested clarification that the information on the suspension of GRE testing in GOV-7 would come back to the board for reconsideration, which was confirmed by Bradley and Yeargin. Yeargin also confirmed that the regulation is time limited, expiring by definition after Fall 2021, and could be reversed at any time.

Bradley moved to approve the consent agenda with McAlpin providing the second. The motion passed.

## **RESEARCH WORKSHOP**

### **INFO-1                      The Research Enterprise**

Provost Michael Johnson, Interim Provost and Vice President for Academic Affairs and Elizabeth Klonoff, Vice President for Research and Dean of the College of Graduate Studies presented on The Research Enterprise.

During the presentation, UCF professors Joshua Cowell and Sudipta Seal, student Jonathan Kessluk, and alumna Christina Drake discussed their research experience at UCF.

The trustees had the following comments:

- Walsh requested an explanation of the change in research data being presented as compared to data the Board received in 2016, specifically mentioning research data for the College of Business Administration and the Rosen School of Hospitality. He questioned the calculations of research spending, noting that it would be beneficial to understand the difference from the previous data given to the Board. Klonoff said when she arrived at UCF, an audit was performed that discovered some of the previous HERD data was incorrect, and the data was recalculated by NSF at the request of the university. Walsh also requested current research goals.
- Martins requested peer comparison data on UCF's Technology Transfer Office.

Cartwright stated the following next steps for research:

- Conduct a Research Impact Study.
- Consult with experts outside of UCF.
- Based on the recommendations, develop an action plan that identifies key areas of focus and the resources required.

Cartwright introduced Chancellor Rebecca Blank from the University of Wisconsin-Madison who presented on the Research Enterprise.

The trustees had the following comments:

- Bradley asked what were the top three things a trustee should worry about regarding research.
- Conte asked what the return on investment is on seed money and inquired on areas to invest.
- Harrington asked for information on the role of research universities in driving and changing regional economies.

### **ANNOUNCEMENTS**

Seay made several announcements regarding upcoming meetings.

### **ADJOURNMENT**

Seay adjourned the board meeting at 12:45 p.m.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Beverly Seay, Chair UCF Board of Trustees

Respectfully submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
Janet Owen, Associate Corporate Secretary



# FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <b>Bradley Kenneth Wayne</b>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>VCF Board of Trustees</b>	
MAILING ADDRESS <b>1612 Elizabeth's Walk</b>		NAME OF STATE AGENCY <b>VCF</b>	
CITY <b>Winter Park</b>	COUNTY <b>Orange</b>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	
DATE ON WHICH VOTE OCCURRED <b>October 22, 2020</b>			

## WHO MUST FILE FORM 8A

This form is for use by any person serving at the State level of government on an appointed or elected board, council, commission, authority, committee, or as a member of the Legislature. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

### ELECTED OFFICERS:

As a person holding elective state office, you may not vote on a matter that you know would inure to your special private gain or loss. However, you may vote on other matters, including measures that would inure to the special private gain or loss of a principal by whom you are retained (including the parent or subsidiary or sibling organization of a principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. If you vote on such a measure or if you abstain from voting on a measure that would affect you, you must make every reasonable effort to disclose the nature of your interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for you to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

A member of the Legislature may satisfy the disclosure requirements of this section by filing a disclosure form created pursuant to the rules of the member's respective house if the member discloses the information required by this subsection, or by use of Form 8A.

### APPOINTED OFFICERS:

As a person holding appointive state office, you are subject to the abstention and disclosure requirements stated above for Elected Officers. You also must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication, whether made by you or at your direction.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION OR VOTE AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.



### DISCLOSURE OF STATE OFFICER'S INTEREST

I, Kenneth W. Bradley, hereby disclose that on October 22, 20 20:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_;
- ☒ inured to the special gain or loss of Advent Health, by whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which is the parent, subsidiary, or sibling organization of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Consent Agenda Item FF-3 1st Ammendment to Promisory Note and Mortgage - UCF Lake Nona Cancer Center

As an employee, out of an abundance of caution, I am recusing myself from this vote as the UCF Lake Nona Cancer Center could be a competitor to my employer - Advent Health.

I also have spoken with General Counsel Cole about this counsel and he concurs.

Thank You.

KWB

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

October 22, 2020  
Date Filed

Kenneth W. Bradley  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

# FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <b>Okaty Michael A.</b>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>Board of Trustees</b>	
MAILING ADDRESS <b>1113 Shady Run Lane</b>		NAME OF STATE AGENCY <b>University of Central Florida</b>	
CITY <b>Maitland</b>	COUNTY <b>Orange</b>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	
DATE ON WHICH VOTE OCCURRED			

## WHO MUST FILE FORM 8A

This form is for use by any person serving at the State level of government on an appointed or elected board, council, commission, authority, committee, or as a member of the Legislature. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

### ELECTED OFFICERS:

As a person holding elective state office, you may not vote on a matter that you know would inure to your special private gain or loss. However, you may vote on other matters, including measures that would inure to the special private gain or loss of a principal by whom you are retained (including the parent or subsidiary or sibling organization of a principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. If you vote on such a measure or if you abstain from voting on a measure that would affect you, you must make every reasonable effort to disclose the nature of your interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for you to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

A member of the Legislature may satisfy the disclosure requirements of this section by filing a disclosure form created pursuant to the rules of the member's respective house if the member discloses the information required by this subsection, or by use of Form 8A.

\* \* \* \* \*

### APPOINTED OFFICERS:

As a person holding appointive state office, you are subject to the abstention and disclosure requirements stated above for Elected Officers. You also must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication, whether made by you or at your direction.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION OR VOTE AT THE MEETING:**

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

## DISCLOSURE OF STATE OFFICER'S INTEREST

I, Michael A. Okaty, hereby disclose that on \_\_\_\_\_, 20 \_\_\_\_ :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;  
☒ inured to the special gain or loss of my business associate, Foley & Lardner LLP ;  
☐ inured to the special gain or loss of my relative, \_\_\_\_\_ ;  
☐ inured to the special gain or loss of \_\_\_\_\_, by  
whom I am retained; or  
☐ inured to the special gain or loss of \_\_\_\_\_, which  
is the parent, subsidiary, or sibling organization of a principal which has retained me.

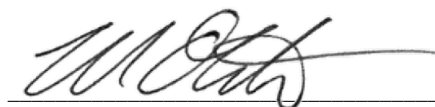
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

While there is no present matter before the Board and none may be forthcoming, I would like to disclose that AndCo Consulting is currently an active client of my firm, Foley & Lardner LLP. If in the unforeseen future a matter concerning AndCo Consulting should come before the Board, I will recuse myself.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

8/31/2020

Date Filed



Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A ( 16 ) ENALTY NOT TO EXCEED \$10,000.

# FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <b>Okaty Michael A</b>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>Board of Trustees</b>	
MAILING ADDRESS <b>1113 Shady Run Lane</b>		NAME OF STATE AGENCY <b>University of Central Florida</b>	
CITY <b>Maitland</b>	COUNTY <b>Orange</b>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	
DATE ON WHICH VOTE OCCURRED			

## WHO MUST FILE FORM 8A

This form is for use by any person serving at the State level of government on an appointed or elected board, council, commission, authority, committee, or as a member of the Legislature. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

### ELECTED OFFICERS:

As a person holding elective state office, you may not vote on a matter that you know would inure to your special private gain or loss. However, you may vote on other matters, including measures that would inure to the special private gain or loss of a principal by whom you are retained (including the parent or subsidiary or sibling organization of a principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. If you vote on such a measure or if you abstain from voting on a measure that would affect you, you must make every reasonable effort to disclose the nature of your interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for you to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

A member of the Legislature may satisfy the disclosure requirements of this section by filing a disclosure form created pursuant to the rules of the member's respective house if the member discloses the information required by this subsection, or by use of Form 8A.

\* \* \* \* \*

### APPOINTED OFFICERS:

As a person holding appointive state office, you are subject to the abstention and disclosure requirements stated above for Elected Officers. You also must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication, whether made by you or at your direction.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION OR VOTE AT THE MEETING:**

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

## DISCLOSURE OF STATE OFFICER'S INTEREST

I, Michael A. Okaty, hereby disclose that on \_\_\_\_\_, 20 \_\_\_\_ :

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;  
☒ inured to the special gain or loss of my business associate, Fred Ridley ;  
\_\_\_\_\_ inured to the special gain or loss of my relative, \_\_\_\_\_ ;  
\_\_\_\_\_ inured to the special gain or loss of \_\_\_\_\_, by  
whom I am retained; or  
\_\_\_\_\_ inured to the special gain or loss of \_\_\_\_\_, which  
is the parent, subsidiary, or sibling organization of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

In the abundance of caution, I would like to disclose to the Board that my law partner, Fred Ridley serves on an advisory committee of Workday, Inc. and receives advisory fees for such service, which fees are contributed by Mr. Ridley to the law firm I am a partner of, Foley & Lardner LLP. If a matter concerning Workday, Inc. should come before the Board, I will recuse myself.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

8/31/2020

Date Filed



Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A  
( ) ENALTY NOT TO EXCEED \$10,000.





# President's Action Report

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# Grad Walk



**Millie Muniz Delfin** Thank you for providing this opportunity for my sons! It was a joy to watch them walk across the stage Sunday and have our family their to acknowledge their achievements!! The professional pictures turned out great!!! Thank you UCF!! Go Knights!! 🎓💛💛💛💛

[Like](#) · [Reply](#) · [Message](#) · 3d



**Judi Halley Jundzil** This was a wonderful alternative and a cherished memory! Thank you for allowing us to share this with our knight! It's hard to believe she is going to be an alumni, seems like just yesterday we dropped her off for her freshman year!

[Love](#) · [Reply](#) · [Message](#) · 3d



**Kerry Sullivan Pierro** Thank you UCF💛💛 This was terrific and meant so much to us!

[Love](#) · [Reply](#) · [Message](#) · 2h



**Sandy Snider** So happy that they figured out a way to do this- our daughter in law will be getting to do this 12/12/2020 ( she graduated this past spring).

[Love](#) · [Reply](#) · [Message](#) · 2d



**Lillian Lopez Toro** It was so exciting to see the smile on our Knight's face and I just cried...

[Love](#) · [Reply](#) · [Message](#) · 3d



**Jo Ann Alcaide** Thank you for giving our family the opportunity to watch our daughter walk across the stage. We are so proud of her. UCF💛💛💛💛 Go Knights! 💛💛💛💛



**Clarissa Rodriguez Santini** We went yesterday and it meant a lot for all of us. Thank you.

[Love](#) · [Reply](#) · [Message](#) · 4d



**April Reinhart** We were able to celebrate with our Knight this afternoon. Thank you so much to UCF! Grad Walk was great! The university went above and beyond to give families the opportunity to safely see our Knight walk across the stage and to take pictures. We appreciate all that you did to provide graduates and their families this opportunity. Go Knights! Charge On! Congrats to the class of Fall 2020! 🎓💛💛💛

[Love](#) · [Reply](#) · [Message](#) · 5d



**Judi Halley Jundzil** Thank you UCF for making this memory for us! It wasn't the traditional graduation we always pictured but it was a wonderful way to celebrate with our graduate and will cherish this memory! Covid made her senior year much different from her past years but UCF made the end of her college career special!

[Love](#) · [Reply](#) · [Message](#) · 4d







# Fall 2020 Student Government Engagement



**25+ Virtual, In-Person, and Hybrid Events**

**3,000+ RSVPs for SG Fall Events**



- Away-Game Watch Parties
- Knugget & Nuggets
- South Florida Bus Trip
- Free Graduate Photos





**Created New  
mandatory  
RSVP System**

**Incentives for  
Students to stay  
home**



- Watch Party Packs
- Halloween Knight Inn
- Safety Trivia Knight
- Meetings with Members





# Thank You









et **student engineers**  
g on hands-on projects  
of the pandemic,



# UCF Student Places 2nd at National Cybersecurity Competition

Graduate student Michael Roberts '19 beat more than 450 students from across the nation in the U.S. Department of Energy's 2020 CyberForce Competition.

BY LAURA J. COLE | NOVEMBER 30, 2020



A digital forensics graduate student Michael Roberts '19 is a member of the Hack@UCF team that placed second at last year's CyberForce competition and first in the 2018 competition. (Photo by Kim Go '20)

**M**ichael Roberts '19 took second place at this year's U.S. Department of Energy's CyberForce Competition, held virtually Nov. 14.

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"Each individual competitor needed to possess the knowledge and skills and perform all the work typically spread among a six-member team."

— Tom Nedorost

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Due to the pandemic, this year's CyberForce competition shifted from an in-person test designed for teams to a virtual challenge designed for individual competitors. More than 450 college students from across the nation were selected to participate in the sixth annual competition, but only 201 students from 36 states earned points in the cybersecurity exercise intended to mimic the energy sector.

This year's scenario required competitors to secure and report on a fictitious wind energy company in charge of more than 20,000 megawatts of electricity generation that had been experiencing abnormal network activity.

**UCF BOARD OF TRUSTEES**  
**Agenda Item Summary**  
**December 3, 2020**

**Title:** Conferral of Degrees

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☐ Information      ☐ Information for upcoming action      ☒ Action

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

**Purpose and Issues to be Considered:**

Approval for Fall 2020 Commencement dates and number of graduates.

**Background Information:**

UCF expects to award the following degrees during the Fall 2020 virtual commencement ceremonies on December 19, 2020.

Baccalaureate Degrees:	5310
Master's Degrees:	850
Doctoral and Specialist:	110
Total:	6,270

**Recommended Action:**

Recommend approval of the conferral of degrees during the Fall 2020 Commencement.

**Alternatives to Decision:**

N/A

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

BOG 1.001 (4)(a)

UCF BOT EPC Charter 2.1

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

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

**Submitted by:** Brian Boyd, University Registrar

**Supporting**

**Documentation:** Attachment A: Graduation Count

**Facilitator:** Michael D. Johnson, Interim Provost and Vice President for Academic Affairs

## UCF Fall 2020 Commencement

<b>College</b>	<b>Bachelor</b>	<b>Master</b>	<b>Doctorate</b>	<b>CollegeTotals</b>
College of Arts and Humanities	305	25	1	331
College of Business Administration	792	66	1	859
College of Community Innovation and Education	632	313	13	958
College of Engineering and Computer Science	662	137	57	856
College of Graduate Studies	0	15	0	15
College of Health Professions and Sciences	523	122	0	645
College of Medicine	196	13	3	212
College of Nursing	186	21	10	217
College of Optics and Photonics	8	6	7	21
College of Sciences	1,284	101	18	1,403
College of Undergraduate Studies	397	0	0	397
Rosen College of Hospitality Management	325	31	0	356
<b>Degree level totals:</b>	<b>5,310</b>	<b>850</b>	<b>110</b>	<b>6,270</b>

**UCF BOARD OF TRUSTEES**  
**Agenda Item Summary**  
 December 3, 2020

**Title:** Compliance and Ethics Program Plan

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☐ **Information**

☐ **Information for upcoming action**

☒ **Action**

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

**Purpose and Issues to be Considered:**

The Program Plan has been revised and is now brought forward for this Committee's review and approval and subsequent review and approval by the Board of Trustees, to be submitted to the BOG in compliance with BOG Regulation 4.003. The Committee should carefully consider the intent and impact of the proposed changes to the Program Plan.

**Background Information:**

The Compliance and Ethics Program Plan (Program Plan) outlines and documents UCF's Compliance and Ethics Program and communicates roles and responsibilities. As required by Board of Governors (BOG) Regulation 4.003 State University System Compliance and Ethics Programs, the original Program Plan was approved by this Committee on October 11, 2017, approved by the Board of Trustees on October 26, 2017, and provided to the BOG. The Program Plan is intended to be a living document capable of keeping pace with the implementation of an effective compliance and ethics program, the university's mission, goals, and strategic initiatives, and the continually evolving regulatory landscape. It is the responsibility of the vice president for compliance and risk to enact modifications to this document and assure UCF's continued commitment to the highest ethical standards and the adherence to applicable federal, state, and local laws and regulations and university policies and procedures.

**Recommended Action:**

Approval of the revised Compliance and Ethics Program Plan.

**Alternatives to Decision:**

The Committee could elect to maintain the Program Plan's current language or propose additional revisions to those proposed by university staff.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

N/A

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

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

**Submitted by:**

Rhonda L. Bishop, Vice President for Compliance and Risk

**Supporting Documentation:**

Attachment A: Compliance and Ethics Program Plan

**Facilitators/Presenters:**

Rhonda L. Bishop, Vice President for Compliance and Risk



UNIVERSITY OF CENTRAL FLORIDA

# Compliance and Ethics Program Plan

## Introduction

UCF is committed to conducting research, instruction, business, and all other activities with the highest ethical standards and in compliance with applicable federal, state, and local laws and regulations. This Compliance and Ethics Program Plan (Plan) outlines and documents UCF's Compliance and Ethics Program (Program) and communicates roles and responsibilities in the Program. UCF's Program is reasonably designed to optimize its effectiveness in preventing or detecting noncompliance, unethical behavior, and criminal conduct. The Program is developed consistent with the Code of Ethics for Public Officers and Employees contained in [Part III, Chapter 112, Florida Statutes](#); other applicable codes of ethics; the [Federal Sentencing Guidelines Manual, Chapter 8, Part B, Section 2.1](#) ~~(Appendix A)~~; and as required by the [Florida Board of Governors Regulation 4.003](#) ~~(Appendix B)~~.

## Revisions

The Plan is intended to be a living document capable of keeping pace with the implementation of an effective compliance and ethics program, the university's mission, goals, and strategic initiatives, and the continually evolving regulatory landscape. As required by Board of Governors Regulation 4.003, the Plan and any subsequent changes will be approved by the UCF Board of Trustees and copy of the approved plan shall be provided to the Board of Governors. It is the responsibility of the ~~chief compliance and ethics officer~~ [vice president for compliance and risk, officer who serves as the chief compliance and ethics officer](#), to enact modifications to this document and assure UCF's continued commitment to the highest ethical standards and the adherence to applicable federal, state, and local laws and regulations and university policies and procedures.

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~~L. UCF Policy 4-504.2 Reporting a Potential Conflict of Interest or Conflict of Commitment  
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~~N. Regulation 3.0124 Discipline and Termination for Cause of Non-unit Faculty and A & P  
Staff Members~~

~~O. Regulation 3.0191 Disciplinary Action—University Support Personnel System~~



## **Elements of an Effective Compliance Program**

The elements of an effective compliance program are based on Chapter 8 of the Federal Sentencing Guidelines and serve as the foundation for Board of Governors Regulation 4.003. These requirements set forth an effective compliance and ethics program for organizations and require not only promoting compliance with laws, but also advancing a culture of ethical conduct. Federal agencies use these guidelines to determine the effectiveness of a compliance and ethics program, and to determine whether the existence of the program will provide safe harbor in the event of noncompliance.

These elements serve as the basis for UCF's Program and provide the objectives of the Program's work plan submitted annually to our Board of Trustees Audit and Compliance Committee. The Program is focused on projects and activities that will mitigate risks to the resources and reputation of UCF, as well as to the careers and professional reputations of its employees. The Plan is divided into eight elements and includes an overview of the projects and activities that have been developed to meet those requirements.

## **Benefits of a Comprehensive Compliance Program**

In response to the Federal Sentencing Guidelines and calls for increased accountability in public service, UCF took a proactive approach in 2011 to hire a chief compliance and ethics officer who was charged with developing an effective compliance and ethics program. In 2016, the Board of Governors approved Regulation 4.003 that requires all state university system schools to hire a chief compliance and ethics officer and implement a program by November 2018. The benefits of UCF's Program are that it:

- demonstrates appropriate stewardship over the resources entrusted to UCF
- commits the university to a culture of ethics and compliance, and to conducting all activities and business with the utmost integrity
- assures the UCF Board of Trustees, president, and senior leadership that programs are in place to conduct university activities in accordance with federal, state, and local laws and regulations, as well as institutional policies and procedures
- provides a mechanism to monitor performance and strengthen business practices
- mitigates fines or penalties that may be imposed on the university in the event of noncompliance.

## **Element I - Oversight of Compliance and Ethics and Related Activities**

The Federal Sentencing Guidelines require that an organization's governing authority be knowledgeable about the content and operation of the compliance and ethics program and that they exercise reasonable oversight with respect to the implementation and effectiveness of the compliance and ethics program. Board of Governors Regulation 4.003 requires that each Board of Trustees assign responsibility for providing governance oversight of the Program to the committee of the board responsible for audit and compliance.

## UCF Audit and Compliance Committee

The Audit and Compliance Committee is appointed by the UCF Board of Trustees and assists the board in discharging its oversight responsibilities. The committee oversees the following for UCF and its direct support organizations:

- internal control structure
- independence and performance of internal and external audits and corrective actions plans
- integrity of information technology infrastructure and data governance
- independence and effectiveness of the compliance and ethics program
- compliance with applicable laws and regulations
- standards for ethical conduct
- risk [identification and](#) mitigation
- internal investigation processes.

The full charge and responsibilities of the committee is communicated in the committee's [charter \(Appendix C\)](#). The committee's charter is reviewed annually, updated as appropriate, and discussed with and approved by our Board of Trustees.

## UCF President

The university president serves as the chief executive officer of the university and is responsible for the operation of the university. The president must be knowledgeable about the Program and shall exercise oversight with respect to its implementation and effectiveness. In coordination with the Board of Trustees, the president designates ~~a senior level administrator~~ [the vice president for compliance and risk](#) as the ~~university's~~ chief compliance and ethics officer, and is responsible for ensuring that the ~~chief compliance and ethics~~ [vice president for compliance and risk officer](#) has the independence and objectivity to perform the responsibilities of the position and has the adequate resources and appropriate authority, and that any imposed restriction or barrier that may impede the function of the ~~chief compliance and ethics~~ [vice president for compliance and risk officer](#) is removed.

## Vice Presidents and Senior Leadership

Vice presidents and members of the senior leadership team are responsible for fostering a culture of ethical conduct and compliance at UCF and for performing their roles in compliance with all applicable federal and state laws and regulations, as well as the policies and procedures of the university. In addition, all vice presidents and senior leadership team members are responsible for ensuring that any compliance programs under their area of supervision have adequate resources and are appropriately positioned to be effective, that the function of the program is not impeded, and that any imposed barriers to an effective Program are removed.

### Vice President for Compliance and Risk, Chief Compliance and Ethics Officer

The [vice president for compliance and risk who serves as the](#) chief compliance and ethics officer is assigned the overall responsibility for the compliance and ethics program and is delegated day-

to-day operational responsibility. The chief compliance and ethics officer reports functionally to the Audit and Compliance Committee of the Board of Trustees and administratively to the president and to the vice president and executive chief of staff. The chief compliance and ethics officer and staff members have organizational independence and objectivity to perform their responsibilities and all activities of the office free from influence.

The chief compliance and ethics officer oversees the University Compliance, Ethics, and Risk office and is responsible for developing the Program as required by this Plan. The full responsibilities of the chief compliance and ethics officer and office are detailed in the [University Compliance, Ethics, and Risk Charter](#) ~~(Appendix D)~~. The charter is reviewed at least every three years for consistency with applicable Board of Governors and university regulations, professional standards, and best practices. The charter is approved by the Board of Trustees and a copy of the approved charter and any subsequent changes are provided to the Board of Governors.

To ensure the Program is effectively developed, the chief compliance and ethics officer is responsible for the following:

- maintaining a professional staff with sufficient size, knowledge, skills, experience, and professional certifications
- utilizing third-party resources as appropriate to supplement the department's efforts
- performing assessments of the program and making appropriate changes and improvements
- routinely communicating to the Board of Trustees Audit and Compliance Committee and president on the effectiveness of the compliance and ethics program
- developing and updating this plan.

### **University Compliance, Ethics, and Risk ~~Office~~**

~~The~~ University Compliance, Ethics, and Risk ~~office~~ led by the [vice president for compliance and risk](#), chief compliance and ethics officer, is charged with implementing and sustaining the Program and the ongoing development of effective policies and procedures, education and training, monitoring, communication, risk assessments, and responding to reported issues. The office partners with responsible university personnel to monitor compliance and ensure appropriate corrective actions when necessary.

**Purpose Statement:** To provide oversight and guidance to university-wide ethics, compliance, and enterprise risk management activities, and foster a culture that embeds these disciplines in all university functions and activities.

### **Compliance and Ethics Advisory Committee**

The Compliance and Ethics Advisory Committee is comprised of subject matter experts who are responsible for compliance in their respective areas, as well as representatives from the Faculty

Senate and Staff Council, Office of the Provost, Office of the General Counsel, and University Audit. The compliance committee advises the chief compliance and ethics officer on the ~~implementation development of the~~ comprehensive compliance and ethics program and the mitigation of compliance and ethical risks at UCF. In addition, the purpose of the committee is to ensure ~~effective and~~ consistent communication ~~and development of compliance and ethics programs across the university and to ensure and~~ that the elements of the Plan are implemented at all levels of the institution. The committee members are charged with promoting a culture of ethics, accountability, and compliance at UCF.

## Compliance Partners

The key to the Program's success is fostering a culture of ethics, compliance, and accountability that weaves compliance into everyday business processes at UCF. To achieve this goal, the ~~Accountability Matrix (Appendix E)~~ identifies the compliance and ethics requirements, the individuals responsible for those areas, and the vice president accountable for compliance and ethical conduct, as well as for ensuring that those areas are appropriately staffed and supported.

These individuals, referred to as *compliance partners*, play an important role in ensuring that the Program is effectively implemented and that risks are mitigated. Each compliance partner has a dotted line of responsibility to the chief compliance and ethics officer. They are required to report any incidents of noncompliance or unethical conduct, external requests related to compliance and ethics activities, or any imposed restriction or barrier to the effectiveness of their function or the Program to University Compliance, Ethics, and Risk ~~the chief compliance and ethics officer~~. The compliance partners annually report the effectiveness of compliance and ethics initiatives within their area of responsibility to ~~the~~ University Compliance, Ethics, and Risk ~~office~~.

## Faculty, Staff, and Students

The responsibility for compliance with laws, regulations, policies, procedures, and standards of conduct rests with every member of the UCF community. Through this commitment, each of us is preserving the distinguished reputation of the university, as well as the careers, professional reputations, and future of all of the faculty, staff, and students. This expectation is communicated to employees through the UCF Employee Code of Conduct and to students through *The Golden Rule*.

## Exercise Due Diligence to Avoid Delegation of Authority to Unethical Individuals

UCF uses reasonable efforts not to include within the university and affiliated organizations individuals whom UCF knew, or should have known through the exercise of due diligence, to have engaged in conduct inconsistent with an effective compliance and ethics program. As part of these efforts, University Compliance, Ethics, and Risk provides guidance on appropriate disciplinary actions related to noncompliance or unethical conduct and recommends the removal of individuals from Program related roles as appropriate.

In addition, background checks serve as an important part of the selection process at UCF. This type of information is collected as a means of promoting a safe environment for students,

employees, and the public. UCF requires a background check [per UCF Policy 3-011 Background Checks](#) on all prospective employees as a condition of employment and follows Equal Employment Opportunity Commission guidelines when evaluating information obtained through the background check process. [UCF employs a third-party agency to perform background checks on all final candidates prior to an offer of employment. The type of background check performed is dependent upon job duties assigned to the position and can be one or more of the following:](#)

- ~~Level 1 background checks are performed on final candidates prior to an offer of employment and UCF employs a third-party agency. UCF Standard Background Check: Information collected can include an employment history, education, character, finances, and criminal history.~~
- [Consists of criminal history background check inclusive of a search of the following:](#)
  - [National Sex Offenders Registry](#)
  - [Statewide criminal history background check through the Florida Department of Law Enforcement \(FDLE\)](#)
  - [Local criminal records check through local law enforcement agencies](#)
  - [Federal criminal database](#)
  - [National criminal history records](#)
  - [Social security records available through credit bureaus](#)
  - [Driver's license records](#)
- [The Level 1 background check: Consists of criminal history background check inclusive of a search of the following:](#)
  - [National Sex Offenders Registry](#)
  - [Statewide criminal history background check through the FDLE](#)
  - [Local criminal records check through local law enforcement agencies](#) ~~collects information from federal criminal, county criminal, national criminal database, Transunion social security trace, driving records, and the National Sex Offender Registry.~~
- ~~Level 2 background check:~~ [This type of background check ~~are~~is performed on prospective and current employees where required by law or university policy. Checks conducted in accordance with the State of Florida level 2 standards, including fingerprinting for statewide criminal history records checks through the FDLE and national criminal history records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.](#)

## Element II - Standards of Conduct, Policies and Procedures

As part of an effective Program, UCF develops expectations for ethical conduct and compliance through several avenues. Codes of conduct, regulations, and policies and procedures set expectations for ethical conduct and compliance. Additionally, University Compliance, Ethics, and Risk serves as a resource for regulation and policy development and assists UCF faculty and staff in identifying and understanding policies applicable to their roles. The following standards, policies and procedures are core to UCF's effective Program:

## UCF Employee Code of Conduct

The purpose of the UCF Employee Code of Conduct (~~Appendix F~~) is to provide one guiding document that serves to communicate expectations and requirements and provides a resource for employees when faced with questions or ethical dilemmas. Embedded in the code are UCF's ethical standards of honesty and integrity, respect, responsibility and accountability, and stewardship, as well as the five tenets of the UCF Creed. Together they communicate the ethical principles and values of the university. The UCF Employee Code of Conduct is part of UCF's comprehensive compliance and ethics program, supported by the UCF Board of Trustees, the president, and senior leadership. All employees are required to follow the UCF Employee Code of Conduct.

## UCF Policy 2-001.5 – University Policy Development

UCF Policy 2-001.5 (~~Appendix G~~) establishes how university policy is developed, reviewed, approved, and maintained. The ~~chief compliance and ethics~~ vice president for compliance and risk officer administers the policy and provides guidance on the effective development of policies and procedures. The ~~chief compliance and ethics~~ vice president for compliance and risk officer also chairs the University Policies and Procedures Committee that is charged with reviewing policies and procedures and providing a recommendation of approval prior to review and approval by the university president. All policies are maintained online in the UCF Policies and Procedures Manual and must be reviewed annually by the responsible authority and every five years by the committee. New and revised policies are communicated to all employees of the university ~~community~~ through ~~the broadcast email distribution~~ policy listserv.

## UCF Policy 2-004 Prohibition of Discrimination, Harassment and Related Interpersonal Violence

UCF Policy 2-004 is administered by the vice president for compliance and risk and outlines the following specifically defined forms of prohibited conduct: discrimination, discriminatory harassment, sexual or gender-based harassment, sexual assault, sexual exploitation, relationship violence, stalking, complicity, and retaliation. Therein, UCF prohibits all students, employees, registered student organizations, direct support organizations' non-student employees), and third-parties affiliated with the university from engaging in "discrimination, as well as discriminatory harassment, sexual assault, sexual exploitation, relationship violence, stalking, sexual or gender-based harassment, complicity in the commission of any act prohibited by this Policy, retaliation against a person for reporting, in good faith, any of these forms of conduct or participating in or being a party to any investigation or proceeding under this Policy." This policy also sets forth UCF's commitment to cultivating a climate where all individuals are well-informed and supported in reporting Prohibited Conduct and providing a fair and impartial process for all parties in the investigation and resolution of such reports.

## UCF Policy 2-010 Whistle-blower Determination and Investigation



UCF Policy 2-010 is administered by the Chief Audit Executive and communicates the requirement that all potential whistle-blower complaints received by university or DSO employees be reported to University Audit for determination of whistle-blower status. When a whistle-blower investigation is necessary, University Audit is responsible for performing the investigation into the whistle-blower complaint and will refer other claims that do not meet the definition of a whistle-blower complaint to the appropriate department for investigation.

## **UCF Policy 2-101.1 – University Regulation Development**

UCF Policy 2-101.1 (Appendix H) establishes how a university regulation is developed. The policy and process isare administered by the vice president and general counsel in compliance with the procedures adopted by the Board of Governors. The Office of the General Counsel maintains the online regulation library and provides communication to the university community on new and revised regulations through the regulation listserv.

## **UCF Policy 2-700 – Reporting Misconduct and Protection from Retaliation**

UCF Policy 2-700 (Appendix I) is administered by the vice president for compliance and risk, chief compliance and ethics officer, and establishes how and where members of the university community, including companies that conduct business with the university, should report concerns. The policy statement includes three main expectations:

1. All members of the UCF community are expected and encouraged to make good faith reports of suspected misconduct.
2. An employee who knowingly makes a false report or provides false information during an investigation may be subject to disciplinary action up to and including termination.
3. Retaliation against anyone who, in good faith, reports misconduct, or who participates in an investigation of misconduct, is strictly prohibited.

The policy covers the avenues for reporting, including within an employee's department, to central offices, to ~~the~~ University Compliance, Ethics, and Risk ~~office~~, and through the UCF IntegrityLine (anonymous report line). The policy also covers the requirement to report possible fraud to University Audit and the requirements under Florida statute for reporting child abuse, neglect, and abandonment.

## **UCF Policy 2-800 - Fraud Prevention and Detection**

UCF Policy 2-800 (Appendix J) is administered by the Chief Audit Executive and communicates the requirement that suspected fraud, waste, or abuse be reported and investigated by University Audit. It is the policy of UCF to proactively exercise due diligence in the prevention and detection of fraud and objectively and independently investigate any misuse of university resources, as well as any suspected acts of fraud, theft, corruption, waste, or abuse, and to take appropriate disciplinary or legal action.

## **Element III – Effective Training and Education**

~~The~~ University Compliance, Ethics, and Risk ~~office~~ and compliance partners are responsible for developing and implementing training and education to support ethical conduct and compliance at UCF. University Compliance, Ethics, and Risk collaborates with compliance partners to assist in the development, evaluation, and delivery of training. All UCF employees are provided training to conduct university business with the highest ethical standards and in compliance with applicable laws, regulations, and policies and procedures.

Creating training modules and identifying need-based education is pivotal to the success of the Program. As part of the Program's core training regarding compliance and ethical conduct, ~~University Compliance, Ethics, and Risk developed and provides~~ the following on-line and in-person training to employees:

**UCF Employee Code of Conduct/Speak Up! Whistle-blower training** – ~~This course is a combined course of both the UCF Employee Code of Conduct training and the Speak Up! Whistle-blower training. The UCF Employee Code of Conduct is part of UCF's comprehensive compliance and ethics program, supported by the UCF Board of Trustees, the president, and senior leadership. The purpose of the Employee Code of Conduct is to provide one guiding document that highlights many of the laws, regulations, UCF policies, and ethical standards that employees are already expected to follow. It can also serve as a resource for employees when faced with questions or ethical dilemmas. The purpose of the UCF Speak Up! Whistle-blower training is to provide an overview of university policies on reporting misconduct, explain protection from retaliation and whistle-blower protections, and assist employees in understanding their responsibility to report concerns. This training is required to be completed by all newly hired employees within the first week of employment provided to new employees during orientation~~ and is available and promoted to current employees on a regular basis.

**UCF Code of Conduct Annual Refresher Training and Certifications** – ~~This is an annual 20-minute refresher training required for all non-student employees and contains a brief overview of the purpose of the Code, provides targeted training on three compliance topics that rotate annually, and reminds employee of their duty to report misconduct. At the end of the training, employees are required to certify to their understanding of the Code and their responsibilities.~~

***Ethical Leadership training*** – This training is encouraged for all employees and provided by University Compliance, Ethics, and Risk through the leadership development program and as requested. The training covers the ethical standards and values of the university and provides a framework for employees to navigate ethical dilemmas and decision-making. Employees who attend learn what it means to be an ethical leader and how leaders impact the culture of the university.

***Potential Conflicts – Florida Code of Ethics for Public Officers and Employees training*** – This training provides an overview of the state's ethics laws, assists employees with identifying prohibited actions or conduct, and communicates the reporting and disclosure requirements of the state and university. This training is required to be completed by all newly hired employees within the first 30 days of employment and is available and promoted to ~~new and~~ current employees on a regular basis.



***Gifts and Honoraria training*** – This training is based on the state’s ethics laws as it relates to employees soliciting and receiving gifts, applicable reporting requirements, and communicates the university’s [policy and](#) standards. This training is available and promoted to [both](#) new and current employees on a regular basis.

***Youth Protection training*** – [The Youth Protection Program training is intended to protect all faculty, staff, students, volunteers, and visitors of UCF, UCF DSOs, and third party organizations, as well as the minors they interact with, by providing education on UCF policies, and federal and state reporting requirements when participating in youth related activities. All youth program staff, either UCF affiliated or third party, who work with minors are required to complete this training every two years to remain compliant with university policy, and federal and state laws.](#)

***UCF Actions to Prevent and Correct Discrimination*** – [The Office of Institutional Equity is responsible for administering this online training. As required by applicable laws, regulations, and university policies, this course provides employees with information, resources, and rights and obligations of UCF employees on discrimination, harassment, and retaliation. Topics covered include discrimination and discriminatory harassment, the Americans with Disabilities Act and accommodations, interpersonal violence, amorous relationships, retaliation, and reporting duties. This training is required to be completed by all newly hired employees within the first week of employment and is available and promoted to all current employees on a regular basis.](#)

***Information Security Awareness Training*** – [This online course is administered by the Information Security Office and promotes the secure and responsible use of the University’s network. It helps employees become more skilled at detecting social engineering attacks, learn how to secure their data, and implement security best practices. This course is required to be completed by all newly hired employees within the first 30 days of employment and is available and promoted to all current employees on a regular basis.](#)

***SR FERPA Training*** – [This online training is designed to provide important information regarding the Family Educational Rights and Privacy Act \(FERPA\). This is the United States federal law that protects student records privacy review and disclosure rights. The law guarantees these rights for both current and former UCF students. FERPA affords students certain rights with respect to their education records. The course is administered by the University Registrar’s Office and is required to be completed by newly hired employees within the week of employment and must be completed every two years to remain in compliance with federal law.](#)

***Fraud Awareness*** – [The purpose of this online University Audit designated course is to promote fraud prevention and awareness across UCF. Completion of this course better prepares employees to recognize potential fraud and determine what actions should be taken when these situations are identified. This training is required for all newly hired employees within the week of employment and is mandatory for current employees who the following scenarios: when employees within a specific college, department, and/or unit are identified as primary contacts for an upcoming audit, when the results of an investigation related to a specific college, department, and/or unit indicate that this training course would be beneficial. The course is also](#)

promoted on a regular basis to all other current employees who do not meet the indicated scenarios.

~~University Compliance, Ethics, and Risk also provides t~~Targeted versions of the trainings listed above are also provided to departments and groups, as requested. In addition, training is developed or updated to meet the needs of the Program and to address areas of concern. As part of the Program, ~~the office~~University Compliance, Ethics, and Risk provides training on the Clery Act and federal research compliance requirements in collaboration with compliance partners from the UCF Police Department, ~~Office of Institutional Equity~~, and the Office of Research ~~and Commercialization~~. Compliance partners also develop and administer vital training to employees as part of UCF's effective Program and cover the large amount of ethical and compliance requirements applicable to the university.

## Website

In addition, the development and maintenance of the compliance website, which promotes UCF's policies and procedures, is a critical educational resource for university employees. Information on the website includes an overview of the Program, UCF Employee Code of Conduct, policies and procedures, the UCF IntegrityLine report line, UCF *IntegrityStar* newsletter, educational modules and videos, and links for additional resources. The training videos provided on the website and distributed to employees through other channels, cover the topics of retaliation, maintaining a safe and secure workplace, phishing, employment of relatives, responding to workplace violence, respecting others, and avoiding conflicts of interest.

## IntegrityStar

The *IntegrityStar* ~~N~~ewsletter is the official UCF Compliance and Ethics newsletter that is distributed to all employees three times per year (once per semester). Newsletter articles cover ethics and compliance topics, include articles by compliance partners, highlight new policies and regulations, and list upcoming training opportunities. The newsletter includes a recognition section in which employees are celebrated for demonstrating the values of the university. The newsletter provides guidance to employees and contains educational videos and cartoons that communicate ethical conduct and compliance requirements. Each newsletter provides a link to the IntegrityLine and reminds employees to report suspected misconduct.

## Educational Outreach

University Compliance, Ethics, and Risk also educates the university community on ethical and compliance requirements through correspondence such as employee-specific and ~~all-~~employee emailsbroadcast email distribution, direct mailing to departments or employees, and distribution of the UCF Compliance and Ethics brochure. The brochure provides an overview of the office and Program at UCF and is distributed as part of new employee orientation, outreach events, and national Compliance and Ethics Week activities.

## Compliance and Ethics Week

Annually UCF celebrates national Compliance and Ethics Week through activities promoted and hosted by University Compliance, Ethics, and Risk. As part of the outreach activities, ~~lunch and learn~~ training sessions are either conducted by compliance partners or sent through broadcast email distribution on compliance and ethical hot topics. During the week, the values of the university are celebrated, and the elements of the Program are promoted to all employees.

### **Compliance and Ethics Training for BOT Members**

Board of Trustee members receive training regarding their responsibility and accountability for ethical conduct and compliance with applicable laws, regulations, rules, policies, and procedures as part of the orientation process and as requested by the chair. The ~~chief compliance and ethics~~ vice president for compliance and risk officer regularly educates the Board of Trustees Audit and Compliance Committee regarding applicable federal and state compliance requirements and the Program during committee meetings.

### **Element IV – Effective Lines of Communication**

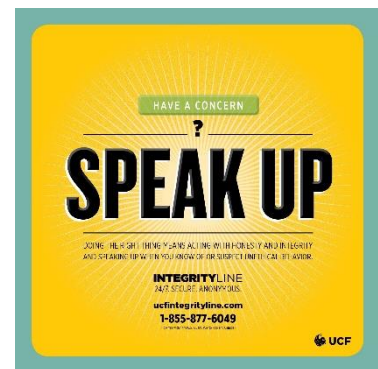
As part of an effective program, organizations are required to have and publicize a system that allows for anonymity or confidentiality, whereby members of the university community can report or seek guidance regarding potential or actual misconduct without the fear of retaliation. All members of the UCF community are expected and encouraged to make good faith reports of suspected misconduct. These expectations are communicated in UCF Policy 2-700, Reporting Misconduct and Protection from Retaliation. The policy includes procedures for when to report and the communication lines that are available for reporting. As part of the options for reporting, the UCF IntegrityLine, the anonymous reporting line, is provided and publicized to all members of the university community.

The UCF IntegrityLine is a secure reporting system administered by an independent third-party, NAVEX Global. The IntegrityLine is available 24 hours a day, 365 days a year, and is located at [ucfintegrityline.com](http://ucfintegrityline.com), or by calling 1-855-877-6049 toll-free. NAVEX Global uses their case management system, EthicsPoint, to provide an anonymous way for individuals who may be reluctant to report suspected misconduct through university administrative or central offices. The internet portal never identifies a visitor and deletes the internet address so that anonymity is preserved. Callers are not traced or recorded.

IntegrityLine reports are processed by EthicsPoint and sent to ~~the~~ University Compliance, Ethics, and Risk ~~office~~ to address appropriately. All reports are reviewed, investigated, and responded to as discreetly and promptly as possible. Reports received through the UCF IntegrityLine are triaged ~~in a joint meeting~~ between the ~~chief compliance and ethics~~ assistant vice president for compliance and ethics officer and the chief audit executive. Based on the nature of the report, they are either investigated by ~~the~~ University Compliance, Ethics, and Risk ~~office~~, ~~or~~ University Audit, ~~or~~ investigated jointly by both offices, or they may be referred to the appropriate compliance partner for review. When reports are received through the UCF IntegrityLine that involve behavior involving students under the UCF *Golden Rule*, the cases are referred to the Office of Student Rights and Responsibilities. When reports are criminal in nature, the reports are referred to the UCF Police Department.

If employees decide to provide their identity, [University Audit will conduct a whistle-blower determination in accordance with UCF Policy 2-010 Whistle-blower Determination and Investigation and will notify the employee of their eligibility for whistle-blower status. Should an employee not be granted whistle-blower status, they are still protected from retaliation under UCF Policy 2-700 – Reporting Misconduct and Protection from Retaliation. every effort is made by the University Compliance, Ethics, and Risk office to keep their identity confidential.](#) The university does not tolerate retaliation and will take all reasonable and necessary actions to protect members of the university community who have filed good faith reports of misconduct. If someone who has filed a report or participated in an investigation feels as if they are experiencing retaliation, they are directed to contact ~~the~~ University Compliance, Ethics, and Risk ~~office~~ immediately. Reports of retaliation are investigated by University Compliance, Ethics, and Risk and include the appropriate compliance partners based on the allegations.

The UCF IntegrityLine is publicized through multiple channels to the university community. The image to the right is the poster that is distributed to all building managers and placed throughout buildings on all UCF campuses. The IntegrityLine logo and link are also placed on all University Compliance, Ethics, and Risk web pages, compliance partner websites, *IntegrityStar* ~~N~~ewsletter editions, UCF Employee Code of Conduct, and training modules. In addition, wallet cards are distributed to all new employees during orientation, training sessions, and during outreach events.



Marketing materials with the IntegrityLine information, such as ear buds, are also distributed to employees during outreach events and training.

## Element V – Routine Monitoring, Auditing, and Identification of Risks

To ensure that the Program is followed, routine monitoring, risk assessments, and audits are performed. Through these efforts weaknesses and risks are identified and steps are taken to improve the program, strengthen internal controls, and mitigate the risks of misconduct and noncompliance. To fulfill the requirements of this element, the following activities are included in the Program:

### Conflicts of Interest Disclosure

As a state institution and recipient of federal funds, UCF must comply with both state and federal requirements regarding the disclosure and management of conflicts of interest and commitment. Additionally, the university is committed to conducting university business and activities with integrity and has developed policies and procedures to identify, manage, and, when appropriate, remove potential and actual conflicts of interest and commitment. University Compliance, Ethics, and Risk provides oversight and management of the university's conflicts of interest and commitment reporting process. At each committee meeting, annually the office provides the Board of Trustees Audit and Compliance Committee updates on the a-report-based-on-office's monitoring efforts of the disclosure process and policies for the university, UCF direct support

organizations and component units. Every five years the office conducts a full review of the conflicts of interest and commitment policies and procedures, disclosure process, monitoring efforts, and corrective actions or management plans for the university, UCF direct support organizations, and component units.

Each academic year, a potential conflict of interest and commitment disclosure is required of all faculty, executive staff, post-doctoral employees, and select individuals in university positions of trust, or other employees engaged in the design, conduct, and reporting of research at UCF. [Through this process, employees report all outside activities for review and approval in advance of engaging in the outside activity and University Compliance, Ethics, and Risk serves as the final reviewer of all outside activities disclosed through this process.](#) All other employees must submit a report prior to the initiation of any outside activity or employment and when a potential conflict of interest exists. An amended disclosure must be submitted within 30 days of any change in circumstances.

University Compliance, Ethics, and Risk<sup>s</sup> provides training modules, guidance, review and approval of disclosures, reviews and monitors management plans, and performs investigations into conflicts of interest and commitment. The process of disclosing all outside activities for review and approval protects employees from unknowingly violating a state or federal law, and protects the credibility and reputations of employees and the university by providing a transparent system of disclosure, approval, and documentation of outside activities that might otherwise raise concerns of a conflict of interest or commitment. [Through this review process, the office is continually assessing risk exposures and taking proactive steps to address those risks before they develop into misconduct.](#) The following regulation and policy communicate the expectations for disclosure and compliance:

[UCF Regulation 3.018 Conflict of Interest or Commitment; Outside Activity or Employment \(Appendix K\)](#) is a longstanding university regulation that outlines the conflict of interest and commitment disclosure process at UCF and includes state and federal reporting requirements.

[UCF Policy 4-504.2 Reporting a Potential Conflict of Interest or Conflict of Commitment in Research \(Appendix L\)](#) communicates the federal disclosure requirements and procedures for faculty and staff who engage in federally funded research.

[UCF Policy 2-009 Gifts and Honoraria](#) [specifies the procedures for employees to identify allowable gifts and honoraria in compliance with state ethics laws and university standards, as well as communicates the reporting requirements when accepting certain gifts and honoraria. In accordance with Florida Statutes Chapter 112, part III Code of Ethics for Public Officers and Employees, the policy also includes restrictions on soliciting and receiving gifts and honoraria.](#)

### **Youth Protection Program**

[The university hosts a variety of academic, recreational, and service programs that engage non-enrolled minors. All youth programs vary significantly, and UCF is committed to providing a safe and healthy environment for all programs associated with the university. The Youth](#)



Protection Program sets forth standards and expectations for providing a safe environment for all minors and to ensure all persons understand how to minimize the threat of child abuse and neglect, recognize the signs of child abuse and neglect, and respond promptly and effectively should child abuse and neglect be observed, suspected, or disclosed. University Compliance, Ethics, and Risk is responsible for overseeing compliance with the university's Youth Protection Program policy requirements, including processing and tracking registrations for applicable campus activities or programs involving non-enrolled minors, tracking mandatory program staff training and background checks in accordance with state law, and ensuring mandatory reporting of any known or suspected child abuse, abandonment or neglect.

UCF Policy 2-005 Youth Protection communicates UCF's expectations for the protection of minors and outlines the required procedures for background screenings, training, and registration of programs involving minor participants.

### **Department Database Review**

University Compliance, Ethics, and Risk tracks inquiries and requests made to the office in a reporting database by topic and location. Annually this data is reviewed and analyzed to identify potential trends or compliance risk areas that could benefit from proactive measures such as training or outreach.

### **IntegrityLine Case Review**

Twice a month University Compliance, Ethics, and Risk reviews open investigations to ensure issues are being addressed in a timely manner, and assesses the reports received for trends of noncompliance or risks. Annually, the office performs an analysis on data for the year and provides a report and overview to the board's Audit and Compliance Committee, president, and vice presidents. In response to trends identified through both the monthly and annual analyses, University Compliance, Ethics, and Risk provides guidance on noncompliance or risks identified and makes changes to the Program, provides targeted training and education, provides targeted communications and guidance, and collaborates with compliance partners to address issues as appropriate.

### **Risk Assessment**

University Compliance, Ethics, and Risk performs an enterprise-wide risk assessment of university activities every three years. This assessment identifies and ranks risks and evaluates the existence of appropriate internal controls to mitigate risks. The assessment, in conjunction with the elements of an effective compliance program, is the basis for the annual compliance work plan. The work plan stipulates development, review, training, monitoring or other activities that University Compliance, Ethics, and Risk will conduct during the year.

### **External Compliance Requests or Investigations**

University Compliance, Ethics, and Risk provides oversight and coordination of external inquiries into compliance with federal and state laws or NCAA requirements and takes

appropriate steps to ensure safe harbor for the university in instances of non-compliance. As part of this responsibility, the office provides guidance to compliance partners, conducts investigations, and provides the university's response as appropriate. Based on the issues that are identified, the office ensures that appropriate changes are made to the Program to support compliance, ethical conduct, and mitigation of risks.

### **Coordination with Internal Audit**

University Audit serves as the university's internal auditor, providing internal audits and reviews, management consulting and advisory services, investigations of fraud and abuse, follow-up of audit recommendations, evaluation of the processes of risk management and governance, and coordination with external auditors. University Compliance, Ethics, and Risk provides guidance to University Audit on compliance-related audits and matters. Based on audit findings, University Compliance, Ethics, and Risk provides guidance, training, or assists departments with policy and procedure development. Fraud or other issues requiring investigation, or an audit identified by University Compliance, Ethics, and Risk, are referred to University Audit for appropriate response. As appropriate, both offices work together to evaluate or investigate misconduct or risks.

### **External Audits**

The UCF Audit and Compliance Committee is assigned oversight responsibility to:

- receive and review audits by the State of Florida Auditor General;
- receive and review audits of the direct support organizations and component units; and
- review and contract with external auditors for special audits or reviews related to the university's affairs and report the results of any such special projects to the board.

Serving as the internal auditor, University Audit provides coordination and guidance to the board and senior leadership for external audits or investigative matters related to fraud, waste, and abuse of resources, and other matters as requested.

### **Element VI - Respond Promptly to Detected Problems and Undertake Corrective Action**

When non-compliance, unethical behavior, or criminal conduct is detected, the university takes the appropriate steps to prevent further similar behavior, including making any necessary modifications to the Program. University Compliance, Ethics, and Risk provides guidance on compliance, ethics, and risk related matters to the university community. The office collaborates with compliance partners and senior leadership to review and resolve compliance and ethics issues, accomplish objectives, and facilitate the resolution of problems. As part of this responsibility, the office performs the following:

## Investigations

The University Compliance, Ethics, and Risk ~~office~~ receives allegations of misconduct or noncompliance through multiple channels including direct reports from employees, compliance partners, individuals or entities external to the university, and the UCF IntegrityLine. Allegations of misconduct or noncompliance may also be identified through monitoring and other Program activities. The office initiates, conducts, supervises, coordinates, or refers to other appropriate offices investigations of misconduct or noncompliance, or performs reviews deemed appropriate in accordance with university regulations and policies, state statutes, and federal regulations.

## Corrective Actions

When problems are detected, University Compliance, Ethics, and Risk makes the appropriate modifications to the Program and updates the Plan to reflect those changes. When appropriate, the office provides oversight and guidance to compliance partners to make changes to the Program within their area of responsibility. In addition, the office provides recommendations to colleges, departments, or units for corrective actions to resolve and correct issues related to misconduct or noncompliance identified through investigations, monitoring, or other activities.

It is the responsibility of each college, department, or unit's executive officer to implement recommended corrective actions. The office monitors the completion of recommended corrective actions and escalates issues as appropriate to senior leadership, the president, and the board's Audit and Compliance Committee. These efforts serve to ensure that the Program remains effective and that the university is taking steps to prevent the reoccurrence of misconduct, noncompliance, or criminal activity.

## Element VII – Enforce and Promote Standards through Appropriate Incentives and Disciplinary Guidelines

The Program is promoted and enforced consistently through the application of appropriate incentives and, when necessary, appropriate disciplinary measures resulting ~~, for example, for~~ from instances such as employees engaging in misconduct or noncompliance and failing to take reasonable steps to prevent or detect misconduct, noncompliance, and criminal conduct. University Compliance, Ethics, and Risk, in consultation with the president and the board's Audit and Compliance Committee, provides guidance and recommendations for appropriate incentives and disciplinary measures to encourage a culture of compliance and ethics. When failures in compliance and ethics are identified, the Program requires that issues are addressed in a timely manner through appropriate measures, including education or disciplinary action.

## Employee Performance

Annually, all employees receive performance appraisals. Employees are evaluated on the performance of their duties as communicated through job descriptions, whether they met expected goals and objectives and whether they performed in a manner consistent with UCF



values.

### **Incentive Program**

University Compliance, Ethics, and Risk implemented a process for identifying and recognizing employees who exemplify the expectations of the Program and the values of the university. Three times per year, employees are recognized in an article in the *IntegrityStar* newsletter. In addition, incentives are offered to employees who participate in the annual Compliance and Ethics Week activities.

### **Disciplinary Procedures for Employees**

~~Additionally~~, University Compliance, Ethics, and Risk provides guidance to supervisors and members of the senior leadership team on appropriate disciplinary action up to and including termination when misconduct, noncompliance, or criminal conduct is identified. As part of this process, University Compliance, Ethics, and Risk collaborates with Human Resources and General Counsel to ensure that supervisors provide disciplinary action consistently and in compliance with applicable laws, regulations, and policies. It is the responsibility of the supervisor or appropriate senior leader to ensure that disciplinary action is implemented, including criminal charges when appropriate, and that other corrective actions are completed. The following policies communicate the expectations and procedures for disciplinary action:

UCF Board of Trustees – United Faculty of Florida Collective Bargaining Agreement, Article 16 ~~(Appendix M)~~ provides the negotiated policy and procedures for disciplinary action for in-unit faculty.

Regulation 3.0124 Discipline and Termination for Cause of Non-unit Faculty and A & P Staff Members ~~(Appendix N)~~ communicates the policy and procedures for disciplinary action for non-unit faculty and Administrative & Professional employees.

Regulation 3.0191 Disciplinary Action – University Support Personnel System ~~(Appendix O)~~ provides the policy and procedures for disciplinary action for University Support Personnel System employees of the university with regular status.

### **Element VIII – Measure Compliance Program Effectiveness**

The Program is evaluated periodically to assess its effectiveness in promoting a culture of compliance and ethical conduct and for compliance with Chapter 8 of the Federal Sentencing Guidelines and Board of Governors Regulation 4.003. The following are the activities performed to assess the effectiveness of the Program:

#### **Annual Effectiveness Reports**

~~Annually~~ University Compliance, Ethics, and Risk provides an annual report on the effectiveness of the Program to the board's Audit and Compliance Committee and the president. To assess the program, compliance partners are required to report annually on their activities and efforts for

meeting the requirements of the Plan through a survey developed by University Compliance, Ethics, and Risk. These reports, as well as the activities and efforts of the office, are assessed and included in the annual report. Based on this process any identified deficiencies are addressed and appropriate modifications are made to the Plan. As required by Board of Governors Regulation 4.003, any Plan revisions based on the report are approved by the Board of Trustees. A copy of the report and revised Plan is provided to the Board of Governors.

### **Culture Survey**

University Compliance, Ethics, and Risk conducts an anonymous survey every two years to evaluate the compliance and ethics culture at UCF. The results from the initial survey served as a benchmark for future surveys. The survey serves as a mechanism to identify opportunities to strengthen the compliance and ethics culture and to measure the compliance and ethics Program's progress. The survey is distributed by email to all university employees, including hourly and student employees. The survey includes questions related to an employee's knowledge of the Program, thoughts on the university's culture, view of leadership, how comfortable they are raising concerns, and if they feel protected from retaliation.

### **Institutional Effectiveness Assessment Process**

As part of the university's Institutional Effectiveness Assessment Process, University Compliance, Ethics, and Risk annually develops an assessment plan that targets specific components of the Program to evaluate, measure, and improve. The process includes the annual setting of outcomes and measures, collecting data, reporting results, and developing a new assessment plan to measure the impact of the improvements made to the Program. Using this process allows the office to evaluate Program effectiveness and make improvements as necessary.

### **Program Effectiveness Review**

As required by Board of Governors Regulation 4.003, each university will obtain an external review of the Program's design and effectiveness at least once every five years. The review and any recommendations for improvement will be provided to the university president and Board of Trustees. The assessment will be approved by the Board of Trustees and a copy provided to the Board of Governors. The first review will be conducted within five years of the implementation of Regulation 4.003 and will be performed consistent with guidance from the Board of Governor's Inspector General's office.

## UCF BOARD OF TRUSTEES

## Agenda Item Summary

December 3, 2020

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**Title:** Approval of New Degree Program – Master of Science in Cyber Security and Privacy
 

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☐ Information                      ☐ Information for upcoming action                      ☒ Action  
 Meeting Date for Upcoming  
 Action: \_\_\_\_\_

**Purpose and Issues to be Considered:**

The College of Engineering and Computer Science (CECS) (Department of Computer Science); College of Business Administration; the College of Graduate Studies (School of Modeling, Simulation & Training (SMST)); College of Sciences (Department of Psychology); and College of Community Innovation and Education (Department of Criminal Justice) have designed a new M.S. degree program in Cyber Security and Privacy for the Board of Trustees' consideration of approval. Due to its requirement for students with primarily STEM backgrounds, this degree program will be housed in CECS. UCF is designated as both the National Centers of Academic Excellence in Cyber Defense (CAE-CD) since 2016 and National Centers of Academic Excellence in Research (CAE-R) since 2017. The proposed M.S. degree program will build upon this reputation and provide a broader in-depth education in Cyber Security and Privacy, providing an even more significant impact on the region.

**Background Information:**

The scale and quantity of cybercrimes have been increasing over the years. Fighting cybercrimes is among the FBI's top three priorities behind terrorism and counterintelligence. For example, *Forbes* reported four significant breaches in 2018, and Facebook suffered several breaches in 2018, the worst affecting at least 50 million users. In November 2018, Marriott admitted that they leaked the records of up to 500 million customers. In December 2018, Quora leaked up to 100 million users' information, including their names, email addresses, IP addresses, user IDs, encrypted passwords, personalization data, and others. On September 6, 2018, British Airways announced that around 380,000 booking transactions had leaked, including customer bank card numbers, expiration dates, and security codes. According to Symantec, a global leader in cyber security, credit cards can be sold for up to \$45 each on black markets. The extensive data leaks have affected all sectors of society.

The ever-evolving cyber-attacks are now demanding highly skilled cyber security workforce than ever. There is a vast and growing shortage in cyber security talent. According to (ISC)2, there are 3 million shortages in cyber security specialists around the globe. According to ESG, in 2018, 53% of organizations reported a problematic shortage of cyber security skills, with a 42% growth in 2015. U.S. employers posted 313,735 job openings between September 2017 and August 2018, according to the U.S. Department of Commerce's National Institute of Standards and Technology

(NIST), Burning Glass, and CompTIA.. The M.S. in Cyber Security and Privacy is part of UCF's initiative to train advanced cyber security professionals.

**Recommended Action:**

Approve the proposed Master of Science in Cyber Security and Privacy.

**Alternatives to Decision:**

Not approve the proposed Master of Science in Cyber Security and Privacy or make alternative recommendations.

**Fiscal Impact and Source of Funding:**

The fiscal impact is minimal for a STEM graduate program as all but two elective courses in the program already exist and are being taught regularly now. This program's enrollment potential is demonstrated in the cover page table, and three departments have re-allocated funds for this program based on these estimates, as illustrated in Appendix A.

**Authority for Board of Trustees Action:**

UCF Regulation 2.040 Development, Approval, Termination, and Suspension of Degree Programs

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

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

**Submitted by:** Michael D. Johnson, Interim Provost and  
Vice President of Academic Affairs

**Supporting**

**Documentation:** Attachment A: Analysis Summary for New Degree Authorization  
M.S. in Cyber Security and Privacy

*Please click the link below to view the full proposal:*

<https://bot.ucf.edu/files/2020/11/New-Degree-Proposal-MS-Cybersecurity-and-Priviacy.pdf>

**Facilitators/**

**Presenters:** Timothy D. Letzring, Senior Associate Provost for Academic Affairs  
Gary Leavens, Professor, Computer Science  
Changchun Zou, Associate Professor, Computer Science

**Analysis Summary for New Degree Authorization**  
**Program Name: Cybersecurity and Privacy MS**

	Criteria	Proposal Response to Criteria
1.	The goals of the program are aligned with the university's mission and relate to specific institutional strengths.	<p><b>Met with Strength</b></p> <p>The field of Cybersecurity is a strength of UCF – UCF has been designated as a National Center of Academic Excellence in both Cyber Defense (CAE-CD) and in Research (CAE-R). The University has established a strong interdisciplinary faculty cluster in this field as part of its Faculty Cluster Initiative (FCI). The proposed program will enable UCF to meet the high regional demand in Cybersecurity, providing highly trained graduates that address the increased workforce need in the cybersecurity industry. This program will further enhance UCF's goals of international prominence in research and graduate study and to become a leading partnership university.</p>
2.	If there have been program reviews or accreditation activities in the discipline or related disciplines pertinent to the proposed program, the proposal provides evidence that progress has been made in implementing the recommendations from those reviews.	<p><b>Met</b></p> <p>There are currently no accrediting bodies for complimentary graduate programs at UCF. The undergraduate programs are accredited by ABET and have been responsive to accreditor feedback. Program reviews of related graduate programs in 2018-2019 were strong. One suggestion from the review was that more support staff was needed. The program has put forth efforts to address this concern, despite the added complications from the pandemic. Also, in response to the program reviews, the CS department is pursuing an accelerated BS to MS pathway for Computer Science undergraduates.</p>
3.	The proposal describes an appropriate and sequenced course of study. Admissions and graduation criteria are clearly specified and appropriate. The course of study and credit hours required may be satisfied within a reasonable time to degree. In cases in which accreditation is available for existing bachelor's or master's level programs, evidence is provided that the programs are accredited or a rationale is provided as to the lack of accreditation.	<p><b>Met with Strength</b></p> <p>All courses listed in the program curriculum currently exist. The program offers numerous elective options to allow students flexibility and includes two tracks with a thesis option. The program proposal has outlined a detailed sequenced course of study for both proposed tracks that will allow full-time and part-time students to complete the program within a reasonable time to degree. The program has obtained letters of support from interdisciplinary units that will participate in the program. Related undergraduate programs at UCF have been successful and are ABET accredited.</p>
4.	Evidence is provided that a critical mass of faculty members is available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty members in later years, based on estimated enrollments. For doctoral programs, evidence is provided that the faculty members in aggregate have the necessary experience and research activity to sustain a doctoral program.	<p><b>Met with Strength</b></p> <p>The program leverages the success and strength of the existing Faculty Cluster in the area of Cybersecurity. A strong critical mass of experienced faculty members is already in place with all courses in the curriculum currently being taught by existing faculty. The program has included letters of support from the deans of collaborating colleges to verify their participation.</p>

	Criteria	Proposal Response to Criteria
5.	Evidence is provided that the necessary library volumes and serials; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; appropriate fellowships, scholarships, and graduate assistantships; and appropriate clinical and internship sites are sufficient to initiate the program.	<b>Met with Strength</b> All resources required for the program are in place and no new physical space is needed. Existing library resources are strong, and funding for new library resources to support the program has been budgeted annually. Recurring fellowship support (\$30k annually) for students has been included. The program anticipates strong interaction with local industry partners to provide opportunities for students to complete research and capstone projects.
6.	Evidence is provided that there is a need for more people to be educated in this program at this level. For all degree programs, if the program duplicates other degree programs in Florida, a convincing rationale for doing so is provided. The proposal contains realistic estimates of headcount and FTE students who will major in the proposed program and indicates steps to be taken to achieve a diverse student body.	<b>Met with Strength</b> In 2019, the Bureau of Labor Statistics predicted that the information security analyst jobs will grow by 31% by 2029, which is much faster than average job growth (4%), and the 2019 median pay in this field is \$99,730 per year. A survey of UCF CS and IT undergraduate in 2019 demonstrated strong interest among undergraduates in pursuing an MS degree in cybersecurity, with > 60% very/somewhat interested. The program is differentiated from similar programs within the state by focusing on hardware and software elements rather than the communication aspect of Cybersecurity. The proposal contained a very detailed description of the differentiation of the proposed program from existing similar SUS programs. The program is projecting a diverse student body – existing complimentary programs, such as the current computer science program, include a high percentage of minority and underrepresented students.
7.	The proposal provides a complete and realistic budget for the program, which reflects the text of the proposal, is comparable to the budgets of similar programs, and provides evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have a negative impact on undergraduate education. The proposal demonstrates a judicious use of resources and provides a convincing argument that the output of the program justifies the investment.	<b>Met with Strength</b> The budget is realistic and aligns with those of the existing successful MS programs in Computer Science and Digital Forensics. The necessary infrastructure for the proposed program is in place and there are no anticipated negative effects on existing programs. Participating units have provided letters of support to demonstrate their planned participation and resource allocation to the proposed degree program.
8.	The proposal provides evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service.	<b>Met with Strength</b> The program has received strong support from associated academic units across campus including CECS (Computer Science), CoB (Management), SMST, CoS (Psychology), CCIE (Criminal Justice). The proposal provides a detailed description of the productivity and quality of these academic units and their associated faculty in teaching, research, and service (see Section IX.D).

**UCF BOARD OF TRUSTEES**  
**Agenda Item Summary**  
 December 3, 2020

**Title:** 2015 Educational Plant Survey Revisions

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☐ **Information**

☐ **Information for upcoming action**

☒ **Action**

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

**Purpose and Issues to be Considered:**

UCF is working to facilitate all of the capital project approvals required by Florida Statutes and BOG Regulations. BOG regulation 14.0025(1) states “No new construction or remodeling project shall be requested by a university for inclusion on the first year of the 3 year, PECO-eligible priority list without being recommended in an educational plant survey.”

**Background Information:**

The 2015 UCF Educational Plant Survey (EPS) was approved by the Board of Trustees on January 28, 2016; The Board of Governors (BOG) approved the EPS on June 23, 2016.

The Learning Laboratory was added to the Capital Improvement Plan (CIP) and approved by the BOG on July 19, 2018. The Downtown Parking Garage, Howard Phillips Hall Renovation, Florida Solar Energy Center Renovation, Biological Sciences Renovation and Theatre Renovation were listed on the CIP in 2019.

A minor amendment to add the Learning Laboratory to the 2015 Campus Master Plan (CMP) Update was approved by the Finance and Facilities Committee on August 15, 2018. The minor amendment moved forward to the full Board of Trustees on January 24, 2019.

The Howard Phillips Hall Renovation, Biological Sciences Renovation and Theatre Renovation were previously listed in the 2015 CMP Schedule of Capital Projects (SCP). The Florida Solar Energy Center Renovation was previously listed in the 2015 CMP SCP – Satellite Campus Chart.

In December 2018, UCF requested a Spot Survey from the BOG to add the Learning Laboratory and in May 2019, UCF requested another Spot Survey from the BOG to add the Downtown Parking Garage, Howard Phillips Hall Renovation, Florida Solar Energy Center Renovation, Biological Sciences Renovation and Theatre Renovation. UCF was advised that these changes could be made to the Form B of the 2015 EPS as all space categories indicated sufficient need.

**Recommended Action:**

Approve revisions to the 2015 EPS to facilitate the addition of the Learning Laboratory, Downtown Parking Garage, Howard Phillips Hall Renovation, Florida Solar Energy Center Renovation, Biological Sciences Renovation and Theatre Renovation.

**Alternatives to Decision:**

The project must be added to the current EPS by means of a “Spot Survey” approved by the Board of Governors staff; and the change must be approved by the UCF Board of Trustees.

**Fiscal Impact and Source of Funding:**

Learning Laboratory replaces the Multidisciplinary Education and Research Facility.

- Multidisciplinary Education and Research Facility has been on the 5-Year Capital Improvements Plan (CIP) for over 5 years. In 2018, it was expected to cost \$36,402,449.
- The Learning Laboratory is currently listed on the 2020-2021 CIP - estimated cost \$56,416,055.



The Downtown Parking Garage, Howard Phillips Hall Renovation, Florida Solar Energy Center Renovation, Biological Sciences Renovation and Theatre Renovation were added to the EPS Form B. No replacements were necessary.

**Authority for Board of Trustees Action:**

Delegation of Authority to the President, Items requiring specific authority of the Board (37). All items required by the BOG or Florida Legislature to be approved by the Board.

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**Contract Reviewed/Approved by General Counsel:** ☐ N/A ☒

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

**Submitted by:**

Misty Shepherd, Interim Vice President for Administrative Affairs and Chief Operating Officer

**Supporting Documentation:**

Attachment A: 2015 Educational Plant Survey

Attachment B: 2015 EPS Revised Form B

**Facilitators/Presenters:**

Misty Shepherd, Interim Vice President for Administrative Affairs and Chief Operating Officer

Christy Miranda, Director, Space Administration

# UNIVERSITY OF CENTRAL FLORIDA



## 2015 EDUCATIONAL PLANT SURVEY

FACILITIES INVENTORY VALIDATION: OCTOBER 6, 2015  
SPACE NEEDS ASSESSMENT: OCTOBER 7, 2015

EFFECTIVE JULY 1, 2016 – JUNE 30, 2021

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## Educational Plant Survey Team

Survey team members participating in the 2015 Educational Plant Survey at University of Central Florida are as follows:

### **Facilities Inventory Validation**

October 6, 2015

#### **Survey Leader**

Robin Anderson, Space Coordinator  
Facilities Planning and Construction  
University of West Florida

#### **Team Members**

Patricia Pasden, Coordinator  
Facilities Planning  
Florida Gulf Coast University

Tina D'Auria, Space Coordinator  
Facilities Planning  
University of Florida

Mary Mory, Coordinator  
Facilities Planning  
University of North Florida

Kenneth Ogletree, Senior Architect  
Florida Board of Governors

Teira E. Farley  
Capital Programs and Finance Specialist  
Florida Board of Governors

#### **Inventory Validation Facilitators**

Christy Collier, Assistant Director  
Space Planning Analysis and Administration, UCF

Stephen Villiotis, Coordinator  
Space Planning Analysis and Administration, UCF

Bruce Mink, Building Specialist  
Facilities & Safety, Office of AVP, UCF

John Siler, Assistant Director  
Utilities and Energy Management, UCF

Dave Farrar, Vice President of Operations  
Clancy & Theys Construction

Dan Tarczynski, Partner  
Schenkel Shultz Architecture

### **Space Needs Assessment**

October 7, 2015

#### **Survey Leader**

Robin Anderson, Space Coordinator  
Facilities Planning and Construction  
University of West Florida

#### **Team Members**

Patricia Pasden, Coordinator  
Facilities Planning  
Florida Gulf Coast University

Tina D'Auria, Space Coordinator  
Facilities Planning  
University of Florida

Mary Mory, Coordinator  
Facilities Planning  
University of North Florida

Kenneth Ogletree, Senior Architect  
Florida Board of Governors

Teira E. Farley  
Capital Programs and Finance Specialist  
Florida Board of Governors

#### **Needs Assessment Facilitators**

Dr. Joel L. Hartman, Vice President  
Information Technologies & Resources, UCF

Lee Kernek, Associate Vice President  
Finance & Administration, Facilities & Safety, UCF

Bill Martin, Director  
Facilities Planning and Construction, UCF

Montel Watson, Director  
Resource Management, UCF

Christy Collier, Assistant Director  
Space Planning Analysis and Administration, UCF

Stephen Villiotis, Coordinator  
Space Planning Analysis and Administration, UCF

# I. Introduction

An Educational Plant Survey (Survey) is required by Florida Statutes for all public educational entities. The State University System requires that, at a minimum of every five years, each university report on its existing facilities and also project its future facilities needs for the next five years.

## Definitions and Requirements for the Educational Plant Survey

An Educational Plant Survey is defined in s.1013.01(8) Florida Statutes, as a “systematic study of present educational and ancillary plants and the determination of future needs to provide an appropriate educational program and services for each student based on projected capital outlay FTEs approved by the Department of Education.”

The term “educational plant” is defined in s.1013.01(7) F.S., as those areas comprising “the educational facilities, site, and site improvements necessary to accommodate students, faculty, administrators, staff, and the activities of the educational program of each plant.”

The term “ancillary plant” is defined in s.1013.01(1) F.S., as an area comprising “the building, site, and site improvements necessary to provide such facilities as vehicle maintenance, warehouses, maintenance, or administrative buildings necessary to provide support services to an educational program.

A Survey is required at least every five years pursuant to s.1013.31 (1) F.S. In addition, 1013.64(4)(a) F.S. requires that each remodeling and/or renovation project, included in the 3-year priority list, submitted to the legislature by the Florida Board of Governors be recommended pursuant to 1013.31 or be for the purpose of correcting health and safety deficiencies, and that the educational specifications be approved by the Florida Board of Governors in order for new construction to be included in the first year of the list.

PECO (Public Education Capital Outlay) Funds are the primary source available to universities for academic and support facilities. By definition, as found in Section 1013.01(16) Florida Statute, a PECO Funded Project is any “site acquisition, renovation, remodeling, construction projects, and site improvements necessary to accommodate buildings, equipment, other structures, and educational use areas that are built, installed, or established to serve primarily the educational instructional program of the district school board, Florida College System institution board of trustees, or university board of trustees.”

Surveys may be amended if conditions warrant a change in the construction program. Each *revised* Educational Plant Survey and each *new* Educational Plant Survey supersedes previous Surveys. This report may be amended, if conditions warrant, at the request of the department of the commissioner (s.1013.31(1)(a) F.S.). Recommendations contained in a Survey report are null and void when a new Survey is completed.

## **II. Overview of the Survey Process**

### **The Purpose of the Educational Plant Survey**

The purpose of the Survey is to aid in the formulation of five-year plans to house the educational programs and student population, faculty, staff, and auxiliary and ancillary services of the campus. Specific recommendations are provided to assist in the facilities planning process. The Survey should be considered as one element in the overall facilities planning process, which begins with the master planning process, and includes the capital improvement element of the Campus Master Plan for the long term physical development of the university, the shorter term Five-Year Capital Improvement Program, and the development of specific building programs prior to submitting a request for funding.

### **Types of Facilities Addressed in the Survey**

The following nine categories of space have been identified as those needed to meet educational program requirements: Classroom, Teaching Laboratory, Study, Research Laboratory, Office, Auditorium/Exhibit, Instructional Media, Gymnasium, and Campus Support Services. These categories are included within the nationally recognized space classifications, as identified within the Postsecondary Education Facilities Inventory and Classification manual, dated May 2006. The need for merchandising facilities, residential facilities, and special purpose non-credit facilities, such as demonstration schools, continuing education centers, or dedicated intercollegiate athletic facilities, are not addressed within this report. An evaluation of facilities needs associated with these activities would require a separate analysis of demand measures and program requirements.

### **The Survey Process**

The Survey process comprises two main components: the Facilities Inventory Validation component and the Needs Assessment component. The fieldwork portion of the process is carried out by a Survey team, which is directed by the Survey leader from one of the university's sister institutions. Other survey team members include an architect from the Florida Board of Governors and professional staff from other universities. A survey facilitator is assigned by the subject university to facilitate logistics, collection of data for inventory validation, development of the Survey workbook used by the Survey Team, coordination of university activities, and final preparation and publication of this document. Significant preparation is necessary before each of the two Survey components is conducted. Table 1 identifies the main Survey activities and lead responsibilities.



**Table 1**  
**Educational Plant Survey Activities**

Activity	Responsibility		
	University	Board of Governors	Survey Team
Establish schedule	✓	✓	
Letter to president		✓	
Dates, procedures, responsibilities, designation of University representatives; determine inventory sample for validation	✓		
Identification of existing/proposed “ineligible” space	✓		
Prepare facilities inventory reports (site/building/room reports)	✓		
Coordinate logistics for validation field work	✓		
Perform validation (on-site field work)	✓		✓
Update inventory based on validation	✓		
Provide established enrollment projections		✓	
Perform formula space needs analysis	✓		
Develop proposed projects & justification	✓		
Develop survey workbook: schedule, mission statement, site data, academic programs, enrollment, space needs, inventory data, project summaries & justifications	✓		
Develop comments regarding degree program facility needs	✓		
Develop comments regarding proposed projects (CIP & Master Plan)	✓		
Coordinate logistics for needs assessment field work	✓		
Perform needs assessment (on-site field work): review proposed projects in relation to programs, space needs, data, current inventory, and any special justification	✓		✓
Exit meeting	✓		✓
Prepare initial summary of survey recommendations			✓
Prepare final summary of survey recommendations	✓		
Prepare written report	✓		
Validate survey		✓	

### **III. Facilities Inventory Validation**

#### **Purpose of Validation**

The main purpose of the Inventory Validation component is to ensure that the facilities inventory data, used in the subsequent Space Needs Assessment component, fairly represents the existing facilities available to support educational programs.

#### **Sampling Technique**

The Inventory Validation component of the Survey is accomplished by a sampling technique. The sample of buildings and rooms is selected from the Physical Facilities Inventory Report, a mainframe-based inventory system that contains data about sites, buildings, and rooms. Annually, in July, changes in the Space File are reconciled to specific project activity and submitted to the Board of Governors. The buildings selected for Inventory Validation include all buildings constructed since the last Survey, all buildings affected by major renovation or remodeling, all buildings for which the university desires to change the designated condition to a satisfactory or unsatisfactory status, and additional buildings necessary to achieve a reasonable representation of all space categories (see [Table 2](#)).

An analysis of past legislative appropriations is conducted to ensure that all new buildings and buildings affected by major renovation are included. Table 2 identifies the buildings included in the sample for validation. Facilities inventory reports, with room details and schematic floor plans, are prepared to aid the Survey Team as it inspects rooms within the selected buildings.

#### **Functions of Survey Team during Validation**

The main function of the Survey Team is to compare existing conditions, identified by viewing the space, with the reported inventory data. Identification of condition changes, variance in room sizes, and proper room use or space category classifications are the objective of the team. A list of variances is prepared and used to update the facilities inventory. If significant classification errors are detected, a complete inventory validation is scheduled. There were no significant variances identified during this validation process.

#### **The Resulting Adjusted Inventory Data**

The resulting inventory file, with any required adjustments, enables preparation of reports used in the Needs Assessment portion of the Survey. Summary reports of building and net assignable space information are included in Section VIII of this report.

**Table 2**  
**Buildings Included in Inventory Validation**

<b>Building #</b>	<b>Building Name</b>	<b>GSF</b>
	<u>Site 1 - Main Campus</u>	
	<b>Remodel/Renovation</b>	
0012	Mathematical Sciences	106,523
0018	Colbourn Hall	83,957
0040	Engineering I	130,885
	<b>New Construction</b>	
0098	Classroom II	79,998
	<b>Demolition</b>	
0039	Wayne Densch II	15,876
0042	Utility Building 8	1,500
0046	Utility Building 9	592
0630	Band Trailer	3,648
	<u>Site 2 – South Orlando</u>	
	<b>Demolition</b>	
0701	South Orlando I	6,690
0702	South Orlando II	5,167
	TOTAL	434,836

# IV: The Space Needs Assessment

## Objective

The objective of the Survey Team during the Space Needs Assessment component is to develop specific project recommendations consistent with approved programs in the Campus Master Plan. The Space Needs Assessment activity includes an evaluation of the following elements:

- 1- projects proposed by the university
- 2- the results of applying a quantitative space needs model
- 3- any special justification presented by the university

University officials provide supporting information and any special justification for the proposed projects to the Survey Team in the form of a Survey workbook and presentations.

## Types of Recommendations

The projects proposed by the university include site acquisition, site improvements, renovation, remodeling, and new construction. The projects are presented as part of an overall development plan that include identification of proposed uses of spaces to be vacated as a result of occupying new buildings and the remodeling of existing buildings.

## Space Needs Formula

The Space Needs model applied is the State University System Space Needs Generation Formula. The formula was designed to recognize space requirements for a site based on academic program offerings, student enrollment by level, and research programs. A more complete explanation of the formula is provided in Appendix B. The most important measure in the formula is full-time-equivalent (FTE) student enrollment. Other important measures include positions, research activity, and library materials. The following space categories are included in the formula:

### Instructional/Research

Classrooms  
Teaching Laboratories  
Research Laboratories

### Academic Support

Study Facilities  
Instructional Media  
Auditorium/Exhibition  
Teaching Gymnasium

### Institutional Support

Office/Computer  
Campus Support

Application of the formula results in unmet space needs that are then compared to the effect of proposed projects on the facilities inventory. In cases where the formula does not support a proposed project, the justification provided by the university is considered. Such justification may include the unique space requirements associated with a particular program. In some cases, the proposed facilities meet program requirements that are not addressed in the formula. An example of such a case is a large wind tunnel facility or linear accelerator facility that far exceeds the space allowances provided in the formula. This type of space is regarded as ineligible to meet the space needs generated by the formula. Similar treatment is given to unique facilities within the existing facilities inventory, to ensure that formula space needs are compared to facilities designed to meet those needs. The results of applying the formula for the UCF Survey are identified within Section IX of this report.

## V. Overview of the University

### President

John C. Hitt, Ph.D.

### Accreditation

University of Central Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctoral degrees.

### Degree Programs

- 93 undergraduate degree programs
- 84 graduate degree programs
- 3 specialist programs
- 31 doctorate degree programs
- 1 professional (medicine) degree program

### Colleges

- College of Arts and Humanities
- The Burnett Honors College
- College of Business Administration
- College of Education and Human Performance
- College of Engineering and Computer Science
- College of Graduate Studies
- College of Health and Public Affairs
- College of Medicine
- College of Nursing
- College of Optics and Photonics
- Rosen College of Hospitality Management
- College of Sciences
- Undergraduate Studies

### Students

- Number of students: 54,513 undergraduate, 8,489 graduate
- Of all students, 24% are from Orange County; 69% are from other Florida counties; 7% are from other US states or are international
- Average SAT score for new students is 1256
- Average high school grade point average (GPA) for incoming UCF students is 3.92
- \$145.6 million received in research funding in 2013-2014
- 7,883 students reside in on-campus housing

### Campus Sites

#### Site 1 – Main Campus

- 1,415 acres
- 1/3 of campus is managed for conservation
- 165 completed buildings
- 7,862,933 square feet

#### Site 2 – UCF South Orlando

- 20 acres
- 11,857 square feet
- 2 unoccupied buildings

#### Site 3 – UCF Cocoa

- 1 acre
- 71,940 square feet
- 2 joint-use facilities with Eastern Florida State College
- Florida Solar Energy Center secondary site



Site 4 – Daytona Beach #1

- 21 acres
- 1 building
- No UCF presence at this site

Site 6 – Daytona Beach #2

- 1 acre
- 90,103 square feet
- 1 joint-use building

Site 7 – Florida Solar Energy #1

- 1 acre
- Originally leased from the Port Canaveral Authority
- No UCF presence at this site

Site 8 – Florida Solar Energy #2

- 10 acres
- 13,645 square feet
- 2 permanent and 20 relocatable buildings
- Florida Solar Energy Center auxiliary site

Site 9 – McKay Tract

- 133.5 acres
- Undeveloped site

Site 10 – Florida Solar Energy #3

- 20 acres
- 94,600 square feet
- 11 UCF-owned buildings
- Site leased from Eastern Florida State College
- Florida Solar Energy Center primary site

Site 11 – UCF Executive Development Center

- 0.3 acres
- 32,693 square feet
- 1 building
- Historical site

Site 12 – Orlando Metro Area

- 0.1 acres
- 300,760 square feet
- 8 buildings
- Consists of various leased spaces

Site 13 – UCF Palm Bay

- 173.9 acres
- 139,014 square feet
- 2 buildings
- Joint-Use Library with Eastern Florida State College

Site 14 – Research Park

- 0.1 acres
- 403,794 square feet
- 11 buildings, 6 UCF-owned
- Consists of various leased administrative and research spaces

Site 15 – Rosen College of Hospitality Management

- 20 acres
- 305,770 square feet
- 1 educational building, 2 housing buildings

Site 16 – Health Sciences Campus

- 75.2 acres
- 374,100 square feet
- College of Medicine campus
- 2 educational buildings, 1 facilities building

## **University of Central Florida - Vision**

UCF has embarked on a bold venture to become a new kind of university that provides leadership and service to the Central Florida city-state. While sustaining bedrock capabilities in the future, the university will purposely pursue new strengths by leveraging innovative partnerships, effective interdisciplinarity, and a culture of sustainability highlighted by a steadfast commitment to inclusiveness, excellence, and opportunity for all.

*Approved by the UCF Board of Trustees, May 21, 2009.*

## **University of Central Florida - Mission**

The University of Central Florida is a public, multi-campus, metropolitan research university that stands for opportunity. The university anchors the Central Florida city-state in meeting its economic, cultural, intellectual, environmental, and societal needs by providing high-quality, broad-based education and experience-based learning; pioneering scholarship and impactful research; enriched student development and leadership growth; and highly relevant continuing education and public service initiatives that address pressing local, state, national, and international issues in support of the global community.

*Approved by the UCF Board of Trustees, May 21, 2009.*

## **University of Central Florida Values**

The University of Central Florida's values comprise the foundational principles that guide the conduct, performance, and decisions of the university, its students, and its employees.

- **Integrity**

I will practice and defend academic and personal honesty.

- **Scholarship**

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

- **Community**

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

- **Creativity**

I will use my talents to enrich the human experience.

- **Excellence**

I will strive toward the highest standards of performance in any endeavor I undertake.

UCF will cultivate an engaging attitude of awareness, innovation, courage, and agile responsiveness in its members to promote discovery and address emerging needs within the university and the Central Florida city-state. The entire university community is empowered to identify, seek, develop, and capitalize on opportunities that arise in the future and meet the vision of the university.

## **Statement of Strategy**

UCF will pursue its goals by favoring tactics that feature partnerships and interdisciplinary approaches to problems of significance to the university and the Central Florida city-state. We will sustain our abiding commitments to inclusiveness, excellence in all endeavors, and opportunity for all. UCF plans to sustain programs in its areas of historic strength – such as engineering, business, computer science, the natural sciences, and teacher education – and have the confidence and nimbleness to exploit strategic opportunities in areas as diverse as medicine, the performing arts, and emerging fields.

## **University of Central Florida – Guiding Principles**

Goal 1: Offer the best undergraduate education available in Florida.

Goal 2: Achieve international prominence in key programs of graduate study and research.

Goal 3: Provide international focus to our curricula and research programs.

Goal 4: Become more inclusive and diverse.

Goal 5: Be America's leading partnership university.

## University of Central Florida - Historical Perspective

The university was founded by the Florida Legislature on June 10, 1963, and opened in 1968 as the Florida Technological University. The university's mission included educating current and future students for promising space-age careers in engineering, electronics and other technological professions to support the growing U.S. space programs at the Kennedy Space Center and Cape Canaveral Air Force Station on Florida's Space Coast. The official university seal, Pegasus, the winged horse of the muses in Greek mythology was selected, with a single star, and the motto "Reach for the Stars" was introduced. The motto was a challenge and admonition to students always to aim high, try harder and go beyond what they believed possible.

On December 6, 1978, the Florida Legislature changed the institution's name to University of Central Florida. This name change reflected the changing role of the University in the Central Florida area. Initially, the university was developed as a "Space University," but as the academic scope expanded beyond its original focus on engineering and technology, the University began to acquire a broader educational mission.

Also in 1978, the Central Florida Research Park, the first of its kind in the state, was founded. Created by UCF in partnership with Orange County, the site is 1,400 acres of land contiguous to the campus and is home to the U.S. Naval Training Systems Center, Harris Corporation's Government Support Systems Division, and more than 60 other research and development tenants. The Central Florida Research Park is the seventh largest research park in the nation and the largest in Florida.

Presently the university's assigned role within the Florida Board of Education – Division of Colleges and Universities, is that of a general-purpose institution offering degree programs at all levels of instruction. In addition, the university has the responsibility of assisting in the economic development of the Central Florida region, especially in the areas of high technology and tourism. The University offers educational and research programs, which complement a diverse economy with strong components in such fields as aerospace, finance, electronics, health, and tourism.

Enrollment has increased substantially since the university opened in 1968. When classes began, 1,948 students were enrolled. Today, there are 63,002 students attending classes on the main campus and eleven area campuses. There are thirteen colleges offering over 212 academic programs. More than 281,389 degrees have been awarded since the first commencement on June 10, 1970.

## **Organization of University of Central Florida**

The University of Central Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of University of Central Florida.

## **Professional Accreditations/Specialized Programs**

Accreditation Committee of the Human Factors and Ergonomics Society

American Chemical Society (ACS) Committee on Professional Training

American Medical Association

American Psychological Association (APA)

Association of University Programs in Health Administration (AUPHA)

Commission on Accreditation of Athletic Training Education (CAATE)

Commission on Accreditation of Healthcare Management Education (CAHME)

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Commission on Accreditation in Physical Therapy Education (CAPTE)

Commission on Collegiate Nursing Education (CCNE)

Computing Accreditation Commission (CAC) of ABET

Council on Academic Accreditation in Audiology and Speech Language Pathology (CAA)

Council for Accreditation of Counseling and Related Educational Programs (CACREP)

Council on Social Work Education (CSWE)

Engineering Accreditation Commission (EAC) of ABET Inc.

Florida Department of Education

Florida Board of Nursing

Liaison Committee on Medical Education Association of American Medical Colleges

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

National Association of Schools of Music (NASM)

National Association of Schools of Public Affairs and Administration/Commission on Peer Review and Accreditation (NASPAA)



National Association of School Psychologists (NASP)

National Council for Accreditation of Teacher Education (NCATE)

Southern Association of Colleges & Schools Commission on Colleges (SACSCOC)

The Accreditation Council for Cooperative Education

The Association to Advance Collegiate Schools of Business (AACSB International)

The Commission on English Language Program Accreditation

## **University of Central Florida - Campuses and Other Locations**

### **Main Campus (Site 1)**

The University of Central Florida (UCF) is located in East Central Florida (Orange County), a region with a population of about two million people. Known principally for its tourist attractions, the area is one of the fastest growing regions in the nation. The Main Campus, Site 1, is located in the Orlando suburbs, 13 miles east of downtown Orlando, on 1,415 acres of land. The campus currently supports 165 buildings.

### **UCF South Orlando (Site 2)**

The South Orlando Center (Orange Co.), Site 2, known as “UCF South Orlando Campus,” is located at 7300 Lake Eleanor Drive. The center consists of two permanent buildings set on 20 acres of land. The site was used primarily for non-credit courses; conferences; seminars; short courses; workshops; and undergraduate, graduate, and Florida Engineering Education delivery System credit courses. Currently, the site is closed.

### **UCF Cocoa and UCF Palm Bay (Sites 3 and 13)**

The UCF Cocoa campus, Site 3, houses two joint-use facilities and is located at 1519 Clearlake Road in the northwest part of Cocoa (Brevard Co.). The Cocoa campus is the oldest and largest of the Eastern Florida State College (EFSC) campuses. The UCF Cocoa faculty also delivers programs and courses at the Palm Bay, Site 13, campus. The UCF Palm Bay campus is located at 250 Community College in Palm Bay (Brevard Co.). The UCF Palm Bay Campus offers several baccalaureate programs, including Early Childhood Education, Psychology, and Business.

### **Daytona Beach #1 (Site 4)**

The Daytona State College Campus (DSCC) (Volusia Co.) is located in the west-central part of Daytona Beach. The Daytona Beach Center, Site 4, is located at 215 South Clyde Morris Boulevard on 21 acres of land. This special purpose center site is no longer used by UCF.

### **Daytona Beach #2 (Site 6)**

The Daytona State College Campus (Volusia Co.) houses a joint-use facility in the west-central part of Daytona Beach. The joint-use facility, Site 6, known as the “Higher Education Center,” is located at 1200 W. International Speedway Blvd., is housed on 1 acre of land, and was established in 1987. The UCF Daytona State College allows students to earn an associate of arts degree at DSCC and a baccalaureate degree at UCF.

### **Florida Solar Energy #1 (Site 7)**

This site was an off-site, leased property in Port Canaveral owned by the Port Canaveral Authority. It was used temporarily to offer credit, non-credit, and CEU classes, but has been inactive since the Florida Solar Energy Center was relocated to its main site (Site 10) in Cocoa.

### **Florida Solar Energy #2 and #3 (Sites 8 and 10)**

The Florida Solar Energy Center (Brevard Co.) has two sites. The first site, Site 8 is owned by the university and is located at 800 Greensboro Road in Brevard County. This site, approximately 2.05 miles from Eastern Florida State Campus on ten acres of land, consists of two permanent and 20 relocatable buildings used for offices, labs, and the Central Energy Plant. The second site, Site 10, is located at Eastern Florida State Campus on 20 acres of land. This site consists of five permanent buildings which house the administration offices and test laboratories.

### **UCF Executive Development Center (Site 11)**

The UCF Executive Development Center (The Center) (Orange Co.), a historical site, is located at 36 West Pine Street in Downtown Orlando, half a block from Orlando's main street, Orange Avenue. The Center is within easy walking distance from City Hall, the Federal Building, and the County Courthouse, making it particularly convenient to employees who work downtown. The two-story, brick building was built in 1920. The City of Orlando purchased the building in 1995 and donated it to the university. The Center offers courses including executive and professional master's degree programs in Business Administration, as well as specialized executive education programs for individuals and organizations in the local, state, national, and international business communities. The facility consists of one permanent building on a 0.3-acre parcel of land.

### **Orlando Metro Area (Site 12)**

The Orlando Metro Area site includes various leased spaces in Orange and Seminole Counties, including: McKnight Center, Center for Emerging Media, UCF Health at Quadrangle, and University Tower. These facilities house programs in the School of Visual Arts and Design, Business, and Health Sciences.

### **Research Park (Site 14)**

This Orange County-area site includes various leased space, including: Research Pavilion, Burnett Biomedical Research Annex, Orlando Tech Center (100-700), University Tower and Innovative Center. Buildings owned by UCF include: Bennett Buildings III and IV; and Partnership I, II, and III.

### **Rosen College of Hospitality Management (Site 15)**

This Orlando-area site is home to the Rosen College of Hospitality Management. The site includes an educational building and two residential housing buildings. The educational building includes classrooms, an executive education center, a training dining room and bar, a beer and wine laboratory, test kitchens, an auditorium, a library, a café, and a bookstore. Rosen College's campus is the largest, most modern facility ever built for hospitality management education.

### **Health Sciences Campus (Site 16)**

This Lake Nona-area site includes various health-related facilities including the University of Florida Research and Academic Center, the Veteran's Administration Hospital, the UCF College of Medicine, and Burnett Biomedical Sciences, as well as Nemours Children's Hospital, Sanford-Burnham Medical Research Institute, and the M.D. Anderson Cancer Research Institute. UCF was originally gifted 50 acres by a private land developer, and has added 25.2 additional acres.

## VI. Academic Degree Programs

The academic degree programs of the university and student enrollment within the programs generate the primary demand for facilities. The approved programs for the university are identified within Table 3.

**Table 3**  
**Academic Degree Programs**

<b><u>CIP</u></b>	<b><u>CIP TITLE</u></b>	<b><u>UCF</u></b>
4.0201	Architecture	B
4.0301	City/Urban, Community and Regional Planning	M
5.0107	Latin American Studies	B
9.0101	Speech Communication and Rhetoric	BM
9.0401	Journalism	B
9.0701	Radio and Television	B
9.0903	Advertising	B
11.0101	Computer and Information Sciences, General	BMR
11.0103	Information Technology	B
11.0199	Computer and Information Sciences, Other	M
13.0101	Education, General	MSR
13.0301	Curriculum and Instruction	M
13.0401	Educational Leadership and Administration, General	MSR
13.0404	Educational, Instructional, and Curriculum Supervision	M
13.0501	Educational/Instructional Technology	M
13.1001	Special Education and Teaching, General	BM
13.1101	Counselor Education/School Counseling and Guidance Services	M
13.1202	Elementary Education and Teaching	BM
13.121	Early Childhood Education and Teaching	BM
13.1299	Teacher Education and Professional Development, Specific Levels and Methods, Other	M
13.1302	Art Teacher Education	B
13.1305	English/Language Arts Teacher Education	B
13.1306	Foreign Language Teacher Education	B
13.1311	Mathematics Teacher Education	B
13.1312	Music Teacher Education	B
13.1314	Physical Education Teaching and Coaching	BM

13.1315	Reading Teacher Education	M
13.1316	Science Teacher Education/General Science Teacher Education	B
13.1317	Social Science Teacher Education	B
13.132	Trade and Industrial Teacher Education	BM
13.1399	Teacher Education and Professional Development, Specific Subject Areas, Other	M
13.1401	Teaching English as a Second or Foreign Language/ESL Language Instructor	M
14.0201	Aerospace, Aeronautical and Astronautical/Space Engineering	BM
14.0801	Civil Engineering, General	BMR
14.0803	Structural Engineering	B
14.0901	Computer Engineering, General	BMR
14.1001	Electrical and Electronics Engineering	BMR
14.1003	Laser and Optical Engineering	BMR
14.1401	Environmental/Environmental Health Engineering	BMR
14.1801	Materials Engineering	MR
14.1901	Mechanical Engineering	BMR
14.3501	Industrial Engineering	BMR
15.1501	Engineering/Industrial Management	M
15.1601	Nanotechnology	M
16.0101	Foreign Languages and Literatures, General	B
16.0901	French Language and Literature	B
16.0905	Spanish Language and Literature	BM
22.0302	Legal Assistant/Paralegal	B
23.0101	English Language and Literature, General	BM
23.1302	Creative Writing	M
23.1303	Professional, Technical, Business, and Scientific Writing	R
23.1304	Rhetoric and Composition	B
24.0102	General Studies	B
24.0103	Humanities/Humanistic Studies	B
26.0101	Biology/Biological Sciences, General	BM
26.0102	Biomedical Sciences, General	BMR
26.1201	Biotechnology	BM
26.1307	Conservation Biology	MR
27.0101	Mathematics, General	B



27.0301	Applied Mathematics, General	MR
27.0501	Statistics, General	BM
30	Multi-/Interdisciplinary Studies, General	BM
30.0601	Systems Science and Theory	MR
30.2001	International/Global Studies	B
31.0504	Sport and Fitness Administration/Management	M
38.0101	Philosophy	B
38.0201	Religion/Religious Studies	B
40.0501	Chemistry, General	BMR
40.0801	Physics, General	BMR
42.0101	Psychology, General	BMR
42.2801	Clinical Psychology	M
42.2804	Industrial and Organizational Psychology	M
42.2805	School Psychology	S
43.0104	Criminal Justice/Safety Studies	BMR
43.0106	Forensic Science and Technology	BM
44.0401	Public Administration	BM
44.0701	Social Work	BM
44.9999	Public Administration and Social Service Professions, Other	MR
45.0101	Social Sciences, General	B
45.0201	Anthropology	BM
45.0601	Economics, General	BR
45.0999	International Relations and National Security Studies, Other	R
45.1001	Political Science and Government, General	BM
45.1101	Sociology	BMR
50.0102	Digital Arts	BM
50.0501	Drama and Dramatics/Theatre Arts, General	BM
50.0602	Cinematography and Film/Video Production	BM
50.0605	Photography	B
50.0701	Art/Art Studies, General	B
50.0702	Fine/Studio Arts, General	BM
50.0901	Music, General	M
50.0903	Music Performance, General	B
51	Health Services/Allied Health/Health Sciences, General	BM

51.0204	Audiology/Audiologist and Speech-Language Pathology/Pathologist	BM
51.0701	Health/Health Care Administration/Management	B
51.0706	Health Information/Medical Records Administration/Administrator	BM
51.0913	Athletic Training/Trainer	B
51.1005	Clinical Laboratory Science/Medical Technology/Technologist	B
51.1201	Medicine	P
51.1505	Marriage and Family Therapy/Counseling	M
51.2308	Physical Therapy/Therapist	P
51.3801	Registered Nursing/Registered Nurse	BM
51.3808	Nursing Science	R
51.3818	Nursing Practice	P
52.0101	Business/Commerce, General	BM
52.0201	Business Administration and Management, General	BMR
50.0206	Non-Profit/Public/Organizational Management	M
52.0301	Accounting	BM
52.0601	Business/Managerial Economics	BM
52.0801	Finance, General	B
52.0901	Hospitality Administration/Management, General	BMR
52.0903	Tourism and Travel Services Management	M
52.0905	Restaurant/Food Services Management	B
52.0907	Meeting and Event Planning	B
52.1304	Actuarial Science	B
52.1401	Marketing/Marketing Management, General	B
52.1501	Real Estate	BM
52.1601	Taxation	M
54.0101	History, General	BM
Legend: B-Bachelors; M-Masters; A-Advanced Master; E-Engineering; S-Specialist; P-Professional Doctorate; R-Research Doctorate <i>From State University System of Florida Academic Program Inventory</i>		

## VII. Analysis of Student Enrollment

Student enrollment is the single-most important measure used to develop facility requirements for a university. Enrollment is measured using full-time equivalent (FTE) enrollment. Each FTE is equivalent to 40 credit hours per academic year for undergraduates and 32 credit hours for graduates. First, FTE enrollment is reported by site, and then all enrollment not requiring facilities is deducted to determine the Capital Outlay FTE (COFTE). The level of enrollment used for Survey purposes is the level for the fifth year beyond the year the Survey is conducted. For this Survey, the projected enrollment used is for academic year 2019-2020.

The university's Board of Trustees approved the University Work Plan which includes planned enrollments for the next five years. This data was provided to the Survey Team and was used in the Survey. [Table 4](#) identifies the Statutorily Required Enrollment Plan (based on State-Fundable Florida FTE), taken from Page 18 of the [2014-15 University Work Plan](#).

**Table 4**  
**Enrollment Plan**

Level	Funded	Planned Enrollment					
	2015-16	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
<u>Florida Resident</u>							
Lower FTEs	n/a	11,355	11,637	11,896	12,123	12,384	12,615
Upper FTEs	n/a	21,623	22,152	22,650	23,083	23,576	24,015
Grad I FTEs	n/a	2,316	2,302	2,304	2,314	2,349	2,403
Grad II FTEs	n/a	595	615	632	661	685	709
<b>Total</b>	<b>x,xxx</b>	<b>35,889</b>	<b>36,708</b>	<b>37,482</b>	<b>38,182</b>	<b>38,994</b>	<b>39,742</b>
<u>Non-Resident</u>							
Lower FTEs	n/a	560	574	587	598	611	622
Upper FTEs	n/a	667	684	699	712	728	741
Grad I FTEs	n/a	375	373	373	375	381	390
Grad II FTEs	n/a	477	493	506	529	548	567
<b>Total</b>	<b>x,xxx</b>	<b>2,079</b>	<b>2,123</b>	<b>2,165</b>	<b>2,214</b>	<b>2,267</b>	<b>2,320</b>
<u>TOTALS</u>							
Lower FTEs	10,758	11,914	12,211	12,483	12,721	12,994	12,994
Upper FTEs	16,481	22,290	22,836	23,349	23,796	24,303	24,303
Grad I FTEs	2,899	2,691	2,676	2,677	2,689	2,730	2,730
Grad II FTEs	702	1,072	1,108	1,137	1,191	1,234	1,234
<b>Total</b>	<b>30,840</b>	<b>37,968</b>	<b>38,831</b>	<b>39,647</b>	<b>40,396</b>	<b>41,261</b>	<b>42,062</b>

\*Note: Full-time Equivalent (FTE) student is a measure of instructional effort (and student activity) that is based on the number of credit hours for which a student enrolls. FTE is based on the Florida definition, which divides undergraduate credit hours by 40 and graduate credit hours by 32.

**Medical Student Headcount Enrollment**

Medical Doctorate Headcounts							
Resident	460	348	363	363	363	363	363
Non-Resident	xxx	112	117	117	117	117	117
<b>Total</b>	<b>460</b>	<b>460</b>	<b>480</b>	<b>480</b>	<b>480</b>	<b>480</b>	<b>480</b>

# VIII. Inventory of Existing Sites and Buildings

The overview of the university includes a general description of the sites where educational program activity is carried out by the university. This section provides information about buildings located at the sites. Building numbering follows prescribed protocols; some numbers have not been assigned or have been removed due to facility removal from inventory.

The building information provided in Table 5 includes Status, Condition, Assignable Square Feet (ASF), and Gross Square Feet (GSF). Status identifies a building as permanent or temporary based on structural materials and life expectancy. A permanent building is a facility of either non-combustible or fire-resistive construction designed for a fixed location, with a life expectancy of more than 20 years. A temporary building is usually of wood frame type construction, with a life expectancy of less than 20 years.

Building condition identifies whether a building is satisfactory or unsatisfactory for its intended use. Determination of condition is based on the last Survey validation and any changes proposed by the university and concurred with by the Survey Team. Buildings considered satisfactory are classified as either satisfactory or in need of remodeling. Buildings considered unsatisfactory are classified as those to be terminated for use or scheduled for demolition, including modular and portable structures. Buildings found to be unsatisfactory during this Survey will be reflected in future reports.

The size of building spaces is provided as Assignable Square Feet (ASF), Non-ASF or Gross Square Feet (GSF). Building ASF refers to the sum of all areas on all floors assigned to, or available to be assigned to, and functionally usable by, an occupant, or equipment to support directly the program activities of the occupant. Building Non-ASF refers to the sum of all areas on all floors that are not available for program activities, such as circulation areas, custodial space, and mechanical areas. GSF is the sum of all floor areas included within the outside faces of exterior walls and other areas which have floor surfaces. All of the square footages that are listed in this document are based on the Physical Facilities submission to the BOG for FY 14-15.

The assignable space within educational buildings accommodates instructional, academic support, and institutional support functions of the university. As indicated within the Space Needs Assessment section, the following types of assignable spaces accommodate these functions:

**Instructional/Research**

Classrooms  
Teaching Laboratories  
Research Laboratories

**Academic Support**

Study Facilities  
Instructional Media  
Auditorium/Exhibition  
Teaching Gymnasium

**Institutional Support**

Office/Computer  
Campus Support

Table 6 identifies the amount of satisfactory eligible space, by space type, for each building that supports the above-stated functions. As stated within the Space Needs Assessment section, eligible space refers to whether the space meets a need identified as a formula-generated space need. The buildings included within these tables are only those located on land the university leases from the State of Florida or land leased for a long term to the university and on which buildings have been constructed by the university. Title to State land is vested in the Internal Improvement Trust Fund for the State of Florida.



**Table 5**  
**Building Inventory Report**

<b>SITE 1 - MAIN CAMPUS</b>					
<b>Bldg. Name</b>	<b>Site</b>	<b>Bldg. Status</b>	<b>Bldg. Condition</b>	<b>GSF</b>	<b>NASF</b>
1 Millican Hall	1	1	1	87,742	56,178
2 John C. Hitt Library	1	1	1	226,506	144,097
3 Utility Building I	1	1	1	14,420	13,979
4 Storm Water Research Lab	1	1	1	2,685	1,957
5 Chemistry Building	1	1	1	49,073	29,336
6 Theatre	1	1	1	29,469	14,269
7 Jimmie Ferrell Stud Serv Commons	1	1	1	93,860	61,433
8 Volusia Hall	1	1	0	24,456	14,596
9 Lake Hall	1	1	0	24,456	14,596
10 Osceola Hall	1	1	0	24,456	14,596
11 Polk Hall	1	1	0	24,456	14,556
12 Mathematical Sciences Building	1	1	1	106,523	63,038
13 Technology Commons I	1	1	1	10,779	5,615
14 Howard Phillips Hall	1	1	1	64,619	35,638
16 Facilities & Safety	1	1	1	103,286	89,300
18 Colbourn Hall	1	1	1	83,957	41,119
19 Rehearsal Hall	1	1	1	10,743	6,008
20 Biological Sciences Building	1	1	1	116,607	67,154
21 Educational Complex & Gym	1	1	1	110,272	70,831
22 Print Shop	1	1	1	12,515	10,680
24 Creative School for Children 1	1	1	1	5,751	4,729
25 Recreation Support Building	1	1	1	3,025	2,063
26 John T. Washington Center	1	1	1	59,071	36,622
27 Counseling & Psychological Ser	1	1	1	15,250	8,367
28 Early Childhood Center	1	1	1	3,627	2,419
29 Technology Commons II	1	1	0	33,370	17,908
30 Brevard Hall	1	1	0	27,926	17,223
31 Orange Hall	1	1	0	37,241	23,065
32 Seminole Hall	1	1	0	37,241	23,048
33 Libra Community Center	1	1	0	4,698	2,646
35 Bike Storage 1	1	2	1	840	-
36 Outdoor Study Pavilion	1	2	1	330	-
38 Wayne Densch 1	1	1	1	18,860	13,395
39 Wayne Densch 2	1	1	1	15,876	11,240
40 Engineering I	1	1	1	130,885	78,113
41 Utility Building 4	1	1	1	96	85
42 Utility Building 8	1	1	1	1,500	1,473

44 Siemens Energy Center	1	1	1	10,932	10,297
45 Business Administration I	1	1	1	121,074	70,662
46 Utility Building 9	1	1	1	592	564
47 Utility Building 5	1	1	1	1,432	0
48 Lab & Environmental Support	1	1	1	9,569	6,009
50 UCF Arena	1	1	1	7,043	4,731
51 Visual Arts Building	1	1	1	370,773	60,808
52 Student Union	1	1	1	85,000	56,092
53 CREOL Building	1	1	1	161,755	90,903
54 College of Sciences Building	1	1	1	111,891	56,386
55 Lake Claire Building 55	1	1	0	54,644	32,785
56 Lake Claire Building 56	1	1	0	14,652	9,568
57 Lake Claire Building 57	1	1	0	14,652	9,568
58 Lake Claire Building 58	1	1	0	14,652	9,568
59 Lake Claire Building 59	1	1	0	14,652	9,568
60 Lake Claire Building 60	1	1	0	14,652	9,568
61 Lake Claire Building 61	1	1	0	14,652	9,568
62 Lake Claire Building 62	1	1	0	14,652	9,568
63 Lake Claire Building 63	1	1	0	14,652	9,568
64 Lake Claire Building 64	1	1	0	14,652	9,568
65 Lake Claire Building 65	1	1	0	14,652	9,568
66 Lake Claire Building 66	1	1	0	3,788	9,568
67 Lake Claire Building 67	1	1	0	14,652	9,568
68 Lake Claire Building 68	1	1	0	14,652	9,568
69 Lake Claire Building 69	1	1	0	14,652	9,568
70 Lake Claire Building 70	1	1	0	14,652	9,568
71 Barbara Ying Center	1	1	1	5,789	2,908
72 Utility Building 2	1	1	1	11,500	3,446
73 Housing Administration Bldg.	1	1	0	6,675	3,546
74 Robinson Observatory	1	1	1	2,070	1,100
75 Nicholson School Communication	1	1	1	81,576	47,831
76 Engine Research Lab	1	1	1	3,569	3,198
77 Wayne Densch Sports Center	1	1	1	45,330	30,611
78 Parking Garage I	1	1	1	387,638	197,822
79 Classroom Building I	1	1	1	79,998	53,934
80 Siemens Energy Center	1	1	1	97,129	53,072
81 Barbara Ying Center - CMMS	1	1	1	23,685	12,543
82 Jay Bergman Field	1	1	1	26,944	23,064
83 Parking Garage C	1	1	1	387,638	324,135
84 Sumter Hall	1	1	0	59,200	35,480
85 Citrus Hall	1	1	0	37,100	22,537
86 Flagler Hall	1	1	0	59,200	35,480
87 College of Arts & Humanities	1	1	1	12,243	7,016

88 Recreation and Wellness Cntr	1	1	1	156,111	103,191
89 Parking Garage B	1	1	1	387,638	240,374
90 Health & Public Affairs II	1	1	1	61,904	35,946
91 Engineering II	1	1	1	105,545	62,398
92 Biology Field Research Center	1	1	1	8,000	6,813
93 Teaching Academy	1	1	1	68,094	38,145
94 Business Administration II	1	1	1	60,809	34,381
95 Burnett Honors College	1	1	1	22,220	8,728
96 University Welcome Center	1	1	1	18,717	11,543
97 Parking Garage D	1	1	1	387,638	197,704
98 Classroom Building II	1	1	0	86,250	40,609
99 Psychology Building	1	1	1	76,257	44,380
100 Burnett House	1	1	0	14,393	7,352
101 Nike Building 101	1	1	0	38,686	26,830
102 Nike Building 102	1	1	0	42,731	29,514
103 Nike Building 103	1	1	0	41,617	30,564
104 Nike Building 104	1	1	0	53,130	40,576
105 Nike Building 105	1	1	0	4,856	4,082
106 Nike Building 106	1	1	0	53,130	41,561
107 Nike Building 107	1	1	0	4,856	4,082
108 Hercules Building 108	1	1	0	38,686	26,825
109 Hercules Building 109	1	1	0	42,731	29,454
110 Hercules Building 110	1	1	0	41,617	30,114
111 Hercules Building 111	1	1	0	53,130	40,495
112 Hercules Building 112	1	1	0	4,856	4,282
113 Hercules Building 113	1	1	0	53,130	40,574
114 Hercules Building 114	1	1	0	4,856	4,082
115 Academic Village Mail Center	1	1	0	961	502
116 Harris Corp Engineering Center	1	1	1	113,866	64,886
117 Ara Drive Research Facility	1	1	1	2,720	1,445
118 Leisure Pool Services	1	1	0	5,326	798
119 Performing Arts Center	1	1	1	83,670	39,457
121 Physical Sciences Building	1	1	1	128,887	66,581
122 Morgridge Int'l Reading Center	1	1	0	16,726	9,816
124 Bio Transgenic Greenhouse	1	1	1	6,111	5,664
125 Softball Stadium	1	1	0	6,412	3,881
126 Fairwinds Alumni Center	1	1	1	26,953	12,998
127 Health Center	1	1	0	48,392	28,163
128 Nicholson Field House	1	1	0	81,337	79,848
129 Tower 1	1	1	0	200,933	93,680
130 Tower 2	1	1	0	200,933	94,546
131 Parking Garage G	1	1	1	387,638	239,239
132 Tower 3	1	1	0	187,647	115,821

133 Tower 4	1	1	0	200,933	93,946
134 Parking Garage E	1	1	1	387,638	239,239
135 UCF Bright House Network Stad.	1	1	0	76,527	27,457
137 Knights Plaza	1	1	0	31,666	-
140 Career Serv & Exp Learning	1	1	0	27,000	12,294
141 Parking Garage F	1	1	1	387,638	239,239
142 Track/Soccer Stadium	1	1	0	7,607	6,753
147 Parking Garage A	1	1	0	487,433	196,791
150 Public Safety Building	1	1	1	36,240	18,807
151 Parking Garage H	1	1	0	400,200	374,668
152 AMPAC Research Facility	1	1	0	7,432	2,152
153 Visitor and Parking Inf.	1	1	1	2,260	1,476
154 MAE/OM Laboratory	1	1	0	10,692	7,092
156 Neptune Building 156	1	1	0	60,088	33,209
157 Neptune Building 157	1	1	0	65,359	35,980
158 Neptune Building 158	1	1	0	83,379	45,698
159 Housing Administrative Service	1	1	0	12,769	4,211
160 Libra Garage	1	1	0	345,624	337,489
301 Water Tower	1	1	0	0	0
302 Lynx Transit Station	1	1	0	0	0
303 Electric Substation 1	1	1	0	0	0
304 South Telecom Switch Building	1	1	1	742	0
305 Housing Water Heater Building	1	1	1	1,073	0
306 Electric Substation 2	1	1	0	0	0
307 Utility Building 6	1	1	1	1,656	0
308 WUCF Antenna Tower	1	1	0	360	304
310 Kiosk	1	1	1	283	139
311 Lake Claire Restroom Bldg.	1	1	6	386	0
312 Utility Building 6	1	1	6	163	0
317 Recreation Svcs. Soccer Field	1	2	0	400	0
318 Recreation Service Pavilion	1	2	0	504	504
319 Engineering Research Pavilion	1	2	6	1,250	1,056
320 Recreation Svcs Field Restrnm	1	1	0	2,290	51
321 Recreation Svcs. Field Maint.	1	1	0	3,918	3,232
322 EH&S Storage	1	2	6	207	191
323 Facilities & Safety Storage	1	2	6	207	191
324 Facilities & Safety Bulk Stora	1	2	6	207	191
326 Communication Storage Shed	1	2	0	3,600	0
327 Recycling Center Shed	1	2	0	3,600	0
328 Master Lift Station	1	1	0	933	0
329 Timothy R. Newman Pavilion	1	2	0	2,961	-
331 Lake Claire Pavilion 1	1	2	0	600	600
332 Lake Claire Pavilion 2	1	2	0	2,750	2,700

333 Lake Claire Pavilion 3	1	2	0	144	144
334 Lake Claire Boathouse	1	2	0	3,600	3,500
335 Lake Claire Pavilion 4	1	2	0	600	600
336 Lake Claire Utility	1	1	0	700	0
341 Biology Electrical Room	1	1	0	320	0
350 Emergency Svcs Training Bldg.	1	1	0	987	755
351 Fire Station No. 65	1	1	1	5,978	0
354 Utility Building 3 (CHP)	1	1	0	6,140	4,871
401 Zeta Tau Alpha	1	1	0	10,230	3,525
402 Scholarship House	1	1	0	4,038	2,913
403 Delta Delta Delta	1	1	0	9,470	0
404 Alpha Xi Delta	1	1	0	5,200	0
405 Pi Beta Phi	1	1	0	8,450	0
406 Alpha Delta Pi	1	1	0	5,477	0
407 Kappa Delta	1	1	0	4,969	0
409 Theta Chi	1	1	0	13,151	6,764
410 Alpha Tau Omega	1	1	0	10,000	0
411 Kappa Alpha Theta	1	1	0	11,518	7,062
412 Sigma Chi	1	1	0	6,000	0
413 Kappa Sigma	1	1	0	6,000	0
415 Fraternity and Sorority Life	1	1	0	4,314	1,806
416 Chi Omega	1	1	0	12,950	7,816
417 Kappa Kappa Gamma	1	1	0	12,950	7,063
525 Arboretum Portable	1	3	6	1,440	981
529 Creative School 1 <sup>st</sup> Grade	1	3	6	1,200	864
540 Creative School Module 2	1	3	6	1,440	1,099
541 Arts & Humanities Annex	1	3	6	5,376	3,313
546 Orange Co. Schools Systems	1	3	0	840	721
548 ICA Football Storage	1	2	0	240	220
630 Band Trailer	1	3	6	3,648	2,065
8111 Ctr Pub Saty/Forensic Sic/Secu	1	1	0	67,687	41,213
8119 Partnership 2	1	1	0	116,771	75,238
8126 Partnership 3	1	1	1	117,442	69,207
W001 Administration Bldg Walkways	1	7	0	6,268	0
W002 Library Walkways	1	7	0	4,400	0
W005 Chemistry Walkways	1	7	0	190	0
W006 Theatre Walkways	1	7	0	464	0
W007 Stdt Resource Ctr Walkways	1	7	0	1,721	0
W012 Health & Physics Walkways	1	7	0	1,475	0
W013 Computer Center Walkways	1	7	0	768	0
W014 Howard Phillips Hall Walkways	1	7	0	854	0
W016 Physical Plant Walkways	1	7	0	643	0
W017 Bldg. Services Bldg. Walkways	1	7	0	643	0



W019 Rehearsal Walkways	1	7	0	368	0
W020 Biological Sci Bldg. Walkways	1	7	0	704	0
W021 Ed Complex & Gym Walkways	1	7	0	850	0
W022 Print Shop Walkways	1	7	0	73	0
W023 Visitor Info Ctr Walkways	1	7	0	10	0
W024 Creative for Child 1 Walkways	1	7	0	1,202	0
W026 Stdtd Services Bldg. Walkways	1	7	0	294	0
W027 Stdtd Health Ctr Walkways	1	7	0	207	0
W028 Early Childhood Ctr Walkways	1	7	0	774	0
W029 Computer Center 2 Walkways	1	7	0	502	0
W033 Commons Bldg. Walkways	1	7	0	598	0
W038 WDSC1 Walkways	1	7	0	3,358	0
W039 WDSC2 Walkways	1	7	0	866	0
W040 Engineering Walkways	1	7	0	1,388	0
W043 Health Resource Ctr Walkways	1	7	0	32	0
W044 Engineering Field Lab Walkways	1	7	0	256	0
W045 Business Admin Walkways	1	7	0	2,965	0
W049 Campus Police Walkways	1	7	0	296	0
W050 UCF Arena Walkways	1	7	0	5,340	0
W051 Visual Art Walkways	1	7	0	5,761	0
W071 Intl Stdtd Ctr Walkways	1	7	0	828	0
W075 Communication Bldg. Walkways	1	7	0	652	0
W310 Kiosk Walkways	1	7	0	78	0
W515 Portable Classroom 2 Walkways	1	7	0	613	0
W518 Band Trailer Walkways	1	7	0	12	0
W528 Portable Classroom 3 Walkways	1	7	0	417	0
W533 Insurance/Crime Walkways	1	7	0	55	0
W534 Health Phy Therapy Walkways	1	7	0	86	0
<b>SITE 2 – SOUTH ORLANDO CAMPUS</b>					
701 South Orlando Campus Bldg. 1	2	1	1	6,690	4,542
702 South Orlando Campus Bldg. 2	2	1	1	5,167	3,467
<b>SITE 3 – UCF COCOA</b>					
1999 Brevard Lifelong Education	3	1	1	71,940	39,343
<b>SITE 4 – UCF DAYT BCH #1</b>					
801 Daytona Bch Campus Building	4	1	1	5,663	3,904

<b>SITE 6 – UCF DAYT BCH #2</b>					
803 Daytona Joint Use Facility 1	6	1	0	47,133	26,993
804 Daytona Joint Use Facility 2	6	1	0	42,970	14,386
<b>SITE 8 – FLA SOLAR EN #2</b>					
1910 FSEC Office Trailer	8	3	1	1,680	1,111
1913 FSEC Storage 2	8	3	1	288	276
1914 FSEC Storage 3	8	3	1	200	190
1915 FSEC Storage 4	8	3	1	200	190
1919 FSEC Storage 5	8	3	1	288	279
1924 FSEC A/C Test Trailer	8	33	1	335	309
1925 FSEC Appliance Lab & Train 1	8	3	1	1,680	1,603
1926 FSEC Appliance Lab & Train 2	8	3	1	1,680	1,603
1927 FSEC Appliance Lab & Train 3	8	3	1	1,680	1,603
1931 FSEC Alt Storage	8	3	0	200	200
1933 FSEC PV Testing	8	3	1	192	192
1939 Power/Comm Utility	8	1	0	320	0
1940 FSEC Application Test Facility	8	1	0	3,750	3,340
1950 FSEC Radiant Barrier Systems	8	3	1	1,152	1,092
<b>SITE 10 – FLA SOLAR EN #3</b>					
1941 Night Cool Test Shed 1	10	2	1	192	176
1942 Night Cool Test 2	10	2	1	192	192
1943 Tank Shed	10	2	1	160	160
1944 PV Data Test Shed	10	2	0	228	227
2001 FSEC Office Building	10	1	1	56,666	34,813
2002 FSEC Lab Building	10	1	1	27,482	22,816
2003 FSEC Mechanical Building	10	1	1	2,080	0
2004 Science Lab & training Facilit	10	1	1	2,000	1,530
2005 Manufacturing Housing Lab	10	2	1	1,600	1,458
2006 Flex Res Test Home – East	10	1	0	2,000	1,936
2007 Flex Res Test Home – West	10	1	0	2,000	1,936
<b>SITE 11 – UCF EXEC DEV CT</b>					
902 UCF Downtown	11	1	0	32,693	17,415
<b>SITE 12 – ORLANDO AREA</b>					
820 Lake Sumter Community College	12	4	0	100	100
906 Center for Emerging Media	12	1	1	130,000	64,979

1025 UCF Health at Quadrangle	12	1	0	32,693	17,415
8106 Housing Storage (Leased)	12	1	0	9,001	9,000
8109 McKnight Center (Leased)	12	1	0	2,222	288
8118 University Tower (Leased)	12	1	0	105,744	55,700
8301 Lucent Technologies Inc.	12	1	0	21,000	0
<b>SITE 13 – UCF PALM BAY</b>					
1980 Fl. Advanced Technology Center	13	1	0	134,000	1,489
1982 BCC/Palm Bay Classroom Bldg. 3	13	1	0	5,014	4,271
<b>SITE 14 – RESEARCH PARK</b>					
8102 Research Pavilion (Leased)	14	1	1	150,000	56,314
8108 Hazardous Materials Building	14	1	1	1,400	1,015
8110 University Tech Center (Leased)	14	1	0	83,454	11,671
8112 Innovative Center (Leased)	14	1	0	37,869	37,869
8113 Orlando Tech Center (300) (Leased)	14	1	0	2,222	1,044
8114 Biomolecular Research Annex (Leased)	14	1	0	6,001	6,000
8116 Bennett Building 2	14	1	0	83,454	9,351
8120 Orlando Tech Cntr (500) (Leased)	14	1	0	10	1
8121 Orlando Tech Center (Bldg 600) (Leased)	14	1	0	0	0
8129 Bennett Building 3	14	1	0	23,256	14,569
8130 Bennett Building 4	14	1	0	16,128	14,108
<b>SITE 15 – ROSEN COL HOSPI</b>					
903 Rosen College of Hospitality	15	1	0	158,980	100,545
904 Rosen College Housing 1	15	1	0	73,599	54,624
905 Rosen College Housing 2	15	1	0	73,191	49,596
<b>SITE 16 – HEALTH SCIENCES</b>					
1001 Burnett Biomedical Sciences	16	1	1	198,200	105,900
1002 College of Medicine	16	1	1	175,000	75,871
1010 Lake Nona Maintenance Buil	16	1	0	900	810

**Legend:**

Building Status: 1 = Permanent, 2 = Temporary Non-Relocatable, 3 = Temporary Relocatable, 4 = Under Construction, 7 = Covered Walkway

Building Condition: 0 = Building not surveyed, 1 = Satisfactory, 6 = Termination

**Table 6****Eligible Assignable Square Footage of Satisfactory Space, by Category, by Building**

	Classroom	Teach Lab	Study	Res Lab	Ofc EDP	Aud Exh	Inst Media	Stu Acad Support	Gym	Campus Sup Service	Res & Other	Total
Site 1 - Main Campus	203,798	264,826	154,649	274,329	683,904	27,143	9,727	0	14,438	101,078	192,977	1,926,869
Site 2 - So Orlando	3,937	1,252	0	0	2,125	0	0	0	0	0	451	7,765
Site 7 - Fla Solar En #1	0	0	0	0	0	0	0	0	0	0	0	0
Site 8 - Fla Solar En #2	0	0	0	3,340	0	0	0	0	0	0	0	3,340
Site 9 - Mckay (Undev)	0	0	0	0	0	0	0	0	0	0	0	0
Site 10 - Fla Solar En #3	0	0	0	4,627	0	0	0	0	0	0	0	4,627
Site 11 - UCF Exec Dev Ct	0	0	0	0	2,303	0	0	0	0	0	0	2,303
Site 12 - Orlando Metro Area	0	0	0	0	0	0	0	0	0	0		0
Site 14 - Research Park	0	4,320	0	20,450	13,990	0	0	0	0	0	0	38,760
Site 15 - Rosen Col Hospi	32,605	23,869	8,499	0	22,482	1,119	0	0	0	0	1,510	90,084
Site 16 - Health Sciences	11,383	12,372	11,231	75,293	63,642	0	0	0	1,943	810	4,849	181,523
<b>TOTAL</b>	<b>257,297</b>	<b>309,770</b>	<b>186,027</b>	<b>418,915</b>	<b>1,020,913</b>	<b>51,920</b>	<b>11,467</b>	<b>1,501</b>	<b>159,243</b>	<b>1,972,666</b>	<b>1,308,963</b>	<b>5,698,682</b>

**Note:** Sites 3, 4, 5, 6, and 13 are not reflected, as there is no eligible assigned square footage included at those locations in the State University Database System.

## IX. Quantitative (Formula) Space Needs

The basic method used to determine the facilities required by a university to accommodate educational programs, student enrollment, personnel, and services, is the Fixed Capital Outlay Space Needs Generation Formula (formula). The formula provides the three general classifications of space: instructional, academic support, and institutional support. Within these classifications, nine categories of space are included: classroom, teaching laboratory, research laboratory, study, instructional media, auditorium and exhibition, gymnasium, office, and campus support services. While the FTE enrollment projection acts as primary generator, the formula recognizes variations in space requirements derived from discipline grouping, course levels, research programs, and library holdings, as well as faculty, staff, and contract and grant positions. The outcome of running the formula is a campus-wide aggregate of the nine categories of space, based on each individual university's make-up of students, programs, faculty, and staff.

Table 7 reports the results of comparing the generated space needs to the existing satisfactory and eligible facilities inventory for the main campus.

Table 8, also known as the "Form B," shows the details of these comparison results.

**Table 7**  
**Formula Generated Net Assignable Square Feet by Category**

Space Category		Space Needs By Space Type	Satisfactory Space Inventory	Unmet Need
<b><u>Instructional</u></b>				
	Classroom	324,244	240,340	83,904
	Teaching Laboratory	618,915	296,831	324,648
	Research Laboratory	932,086	303,335	629,057
<b><u>Academic Support</u></b>				
	Study	682,870	163,148	519,722
	Instructional Media	82,522	9,727	72,795
	Auditorium/Exhibition	123,783	28,262	95,521
	Teaching Gymnasium	172,058	14,438	157,620
<b><u>Institutional Support</u></b>				
	Student Academic Support	0	0	0
	Office/Computer	996,247	726,834	271,443
	Campus Support Services	205,181	101,651	104,103
	<b>Total</b>	<b>4,137,906</b>	<b>1,884,566</b>	<b>2,258,813</b>



**Table 8**  
**Analysis of Space Need by Category (Form B)**

ANALYSIS OF SPACE NEEDS BY CATEGORY - FORM B											
University of Central Florida											
All Campuses (except Health Sciences - Site 16)											
Net Assignable Square Feet Eligible for Fixed Capital Outlay Budgeting											
Prepared 02-Oct-15											
<div> TOTAL FTE= 41,261  On-Line FTE= 14,241  Total Less On Line FTE= 27,020 </div>											
		Class- room**	Teaching Lab	Study	Research Lab	Office	Audi/ Exhib.	Instruct. Media	Student Academic Support	Campus Gym Support Services	Total NASF
Space Needs by Space Type*:	2020-2021	324,244	618,915	682,870	932,086	996,247	123,783	82,522	0	172,058	4,137,906
1) Current Inventory as of:	June-15										
A)	Satisfactory Space	240,340	294,267	163,148	303,029	724,804	28,262	9,727	0	14,438	1,879,093
B)	Unsatisfactory Space to be Remodeled	0	0	0		0	0	0	0	0	0
C)	Unsatisfactory Space to be Demolished/Terminated (Utility Bldg. 8 & 9, Band Bldg., and South Orlando Bldg. 1 & 2)	0	2,564	0	306	2,030	0	0	0	573	5,473
D)	Total Under Construction	0	0	0	0	0	0	0	0	0	0
											0
											0
											0
TOTAL CURRENT INVENTORY:		240,340	296,831	163,148	303,335	726,834	28,262	9,727	0	14,438	1,884,566

2) Projects Funded for Construction thru:		June-15										
									0			
									0			
Total Funded Construction:		0	0	0	0	0	0	0	0	0	0	0
Plus: Total Planned Demolition		0	2,564	0	306	2,030	0	0	0	0	573	5,473
Net Space Needs		83,904	324,648	519,722	629,057	271,443	95,521	72,795	0	157,620	104,103	2,258,813
Percent of:		Current Inventory and Funded Projects Minus Demolition										
Space Needs		74%	48%	24%	33%	73%	23%	12%	0%	8%	49%	45%
(**Online FTE excluded from Classroom needs.)												
University of Central Florida 2020-2021		Class-room	Teaching Lab	Study	Research Lab	Office	Aud/Exhibition	Instruct. Media	Student Academic Support	Campus Gym	Support Services	Total NASF
Space Needs by Space Type		324,244	618,915	682,870	932,086	996,247	123,783	82,522	0	172,058	205,181	4,137,906
Net Space Needs from Form B		83,904	324,648	519,722	629,057	271,443	95,521	72,795	0	157,620	104,103	2,258,813
Percent of Space Needs		74.12%	47.55%	23.89%	32.51%	72.75%	22.83%	11.79%	0.00%	8.39%	49.26%	45.41%
3) Projects Funded for Planning												
Proj. 1)		0	0	0	0	0	0	0	0	0	0	0
Sub Total Net Space Needs		83,904	324,648	519,722	629,057	271,443	95,521	72,795	0	157,620	104,103	2,258,813
Sub Total Percent		74.12%	47.55%	23.89%	32.51%	72.75%	22.83%	11.79%	0.00%	8.39%	49.26%	45.41%
Proj. 2)		0	0	0	0	0	0	0	0	0	0	0
Sub Total Net Space Needs		83,904	324,648	519,722	629,057	271,443	95,521	72,795	0	157,620	104,103	2,258,813
Sub Total Percent		74.12%	47.55%	23.89%	32.51%	72.75%	22.83%	11.79%	0.00%	8.39%	49.26%	45.41%

#### 4) CIP Projects

Proj. 1)		0	0	0	0	0	0	0	0	0	0	0
Util./Infras./Cap.	Sub Total Net Space Needs	83,904	324,648	519,722	629,057	271,443	95,521	72,795	0	157,620	104,103	2,258,813
Renewal Roofs	Sub Total Percent	74.12%	47.55%	23.89%	32.51%	72.75%	22.83%	11.79%	0.00%	8.39%	49.26%	45.41%
Proj. 2)		0	0	0	22,850	12,930	0	0	0	0	0	35,780
Interdisciplinary	Sub Total Net Space Needs	83,904	324,648	519,722	606,207	258,513	95,521	72,795	0	157,620	104,103	2,223,033
Research and Incubator Facility	Sub Total Percent	74.12%	47.55%	23.89%	34.96%	74.05%	22.83%	11.79%	0.00%	8.39%	49.26%	46.28%
Proj. 3)		0	0	0	0	0	0	0	0	0	0	0
Colbourn Hall	Sub Total Net Space Needs	83,904	324,648	519,722	606,207	258,513	95,521	72,795	0	157,620	104,103	2,223,033
Renovation	Sub Total Percent	74.12%	47.55%	23.89%	34.96%	74.05%	22.83%	11.79%	0.00%	8.39%	49.26%	46.28%
Proj. 4)		5,000	3,750	0	0	39,550	0	0	0	0	12,250	60,550
Trevor Colbourn Hall	Sub Total Net Space Needs	78,904	320,898	519,722	606,207	218,963	95,521	72,795	0	157,620	91,853	2,162,483
	Sub Total Percent	75.67%	48.15%	23.89%	34.96%	78.02%	22.83%	11.79%	0.00%	8.39%	55.23%	47.74%
Proj. 5)		0	0	41,000	0	0	0	0	0	0	0	41,000
John C. Hitt Library Renovation, Phase II	Sub Total Net Space Needs	78,904	320,898	478,722	606,207	218,963	95,521	72,795	0	157,620	91,853	2,121,483
	Sub Total Percent	75.67%	48.15%	29.90%	34.96%	78.02%	22.83%	11.79%	0.00%	8.39%	55.23%	48.73%
Proj. 6)		28,000	28,000	10,714	0	17,333	8,333	20,000	0	0	0	112,380
UCF Downtown Campus Bldg. 1	Sub Total Net Space Needs	50,904	292,898	468,008	606,207	201,630	87,188	52,795	0	157,620	91,853	2,009,103
	Sub Total Percent	84.30%	52.68%	31.46%	34.96%	79.76%	29.56%	36.02%	0.00%	8.39%	55.23%	51.45%
Proj. 7)		2,000	36,991	0	0	4,000	63,804	0	0	0	0	106,795
Arts Complex Phase II Performance	Sub Total Net Space Needs	48,904	255,907	468,008	606,207	197,630	23,384	52,795	0	157,620	91,853	1,902,308
	Sub Total Percent	84.92%	58.65%	31.46%	34.96%	80.16%	81.11%	36.02%	0.00%	8.39%	55.23%	54.03%
Proj. 8)		0	0	0	0	0	0	0	0	0	0	0
Millican Hall	Sub Total Net Space Needs	48,904	255,907	468,008	606,207	197,630	23,384	52,795	0	157,620	91,853	1,902,308
Renovation	Sub Total Percent	84.92%	58.65%	31.46%	34.96%	80.16%	81.11%	36.02%	0.00%	8.39%	55.23%	54.03%

Proj.	9)		0	0	0	0	0	0	0	0	0	0	0
Business		Sub Total Net Space Needs	48,904	255,907	468,008	606,207	197,630	23,384	52,795	0	157,620	91,853	1,902,308
Administration		Sub Total Percent	84.92%	58.65%	31.46%	34.96%	80.16%	81.11%	36.45%	0.00%	8.39%	55.23%	54.03%
Renovation													
Proj.	10)		0	0	0	0	0	0	0	0	0	0	0
Chemistry		Sub Total Net Space Needs	48,904	255,907	468,008	606,207	197,630	23,384	52,795	0	157,620	91,853	1,902,308
Renovation		Sub Total Percent	84.92%	58.65%	31.46%	34.96%	80.16%	81.11%	36.45%	0.00%	8.39%	55.23%	54.03%
Proj.	11)		0	0	0	0	0	0	0	0	0	0	0
Facilities & Safety		Sub Total Net Space Needs	48,904	255,907	468,008	606,207	197,630	23,384	52,795	0	157,620	91,853	1,902,308
Complex		Sub Total Percent	84.92%	58.65%	31.46%	34.96%	80.16%	81.11%	36.45%	0.00%	8.39%	55.23%	54.03%
Renovation													
Proj.	12)		0	0	0	0	0	0	0	0	0	0	0
Visual Arts		Sub Total Net Space Needs	48,904	255,907	468,008	606,207	197,630	23,384	52,795	0	157,620	91,853	1,902,308
Renovation		Sub Total Percent	84.92%	58.65%	31.46%	34.96%	80.16%	81.11%	36.45%	0.00%	8.39%	55.23%	54.03%
Proj.	13)		0	10,696	2,572	0	2,579	5,344	0	0	0	0	21,191
Visual Arts		Sub Total Net Space Needs	48,904	245,211	465,436	606,207	195,051	18,040	52,795	0	157,620	91,853	1,881,117
Expansion		Sub Total Percent	84.92%	60.38%	31.84%	34.96%	80.42%	85.43%	36.45%	0.00%	8.39%	55.23%	54.54%
Proj.	14)		0	8,000	0	26,117	20,000	0	5,000	0	0	0	59,117
Multi-purpose		Sub Total Net Space Needs	48,904	237,211	465,436	580,090	175,051	18,040	47,795	0	157,620	91,853	1,822,000
Research and Education Bldg		Sub Total Percent	84.92%	61.67%	31.84%	37.76%	82.43%	85.43%	42.08%	0.00%	8.39%	55.23%	55.97%
Proj.	15)		0	78,130	4,800	5,000	40,105	8,150	0	0	0	4,800	140,985
College of Nursing		Sub Total Net Space Needs	48,904	159,081	460,636	575,090	134,946	9,890	47,795	0	157,620	87,053	1,681,015
		Sub Total Percent	84.92%	74.30%	32.54%	38.30%	86.45%	92.01%	42.08%	0.00%	8.39%	57.57%	59.38%
Proj.	16)		10,600	0	0	17,950	10,000	0	0	0	0	0	38,550
Interdisciplinary		Sub Total Net Space Needs	38,304	159,081	460,636	557,140	124,946	9,890	47,795	0	157,620	87,053	1,642,465
Research Building II		Sub Total Percent	88.19%	74.30%	32.54%	40.23%	87.46%	92.01%	42.08%	0.00%	8.39%	57.57%	60.31%

Proj. 17)		30,000	1,000	0	0	11,857	0	0	0	0	1,000	43,857
Classroom III	Sub Total Net Space Needs	8,304	158,081	460,636	557,140	113,089	9,890	47,795	0	157,620	86,053	1,598,608
	Sub Total Percent	97.44%	74.46%	32.54%	40.23%	88.65%	92.01%	42.08%	0.00%	8.39%	58.06%	61.37%
Proj. 18)		2,544	20,456	0	0	6,000	4,450	0	0	0	0	33,450
Civil and Environmental Engineering	Sub Total Net Space Needs	5,760	137,625	460,636	557,140	107,089	5,440	47,795	0	157,620	86,053	1,565,158
	Sub Total Percent	98.22%	77.76%	32.54%	40.23%	89.25%	95.61%	42.08%	0.00%	8.39%	58.06%	62.18%
Proj. 19)		0	1,200	500	850	1,000	0	0	0	1,200	4,750	9,500
Coastal Biology Station	Sub Total Net Space Needs	5,760	136,425	460,136	556,290	106,089	5,440	47,795	0	156,420	81,303	1,555,658
	Sub Total Percent	98.22%	77.96%	32.62%	40.32%	89.35%	95.61%	42.08%	0.00%	9.09%	60.37%	62.40%
Proj. 20)		0	0	0	0	7,000	4,000	0	0	0	650	11,650
Welcome Center	Sub Total Net Space Needs	5,760	136,425	460,136	556,290	99,089	1,440	47,795	0	156,420	80,653	1,544,008
Expansion	Sub Total Percent	98.22%	77.96%	32.62%	40.32%	90.05%	98.84%	42.08%	0.00%	9.09%	60.69%	62.69%
Proj. 21)		0	0	0	0	0	0	0	0	0	0	0
Center for Emerging Media Renovation	Sub Total Net Space Needs	5,760	136,425	460,136	556,290	99,089	1,440	47,795	0	156,420	80,653	1,544,008
	Sub Total Percent	98.22%	77.96%	32.62%	40.32%	90.05%	98.84%	42.08%	0.00%	9.09%	60.69%	62.69%
Proj. 22)		0	8,867	0	0	0	0	0	0	0	0	8,867
Band Building	Sub Total Net Space Needs	5,760	127,558	460,136	556,290	99,089	1,440	47,795	0	156,420	80,653	1,535,141
Phase II	Sub Total Percent	98.22%	79.39%	32.62%	40.32%	90.05%	98.84%	42.08%	0.00%	9.09%	60.69%	62.90%
Proj. 23)		0	0	0	0	2,000	0	0	0	0	21,056	23,056
Facilities and Safety Support Bldg at Lake Nona	Sub Total Net Space Needs	5,760	127,558	460,136	556,290	97,089	1,440	47,795	0	156,420	59,597	1,512,085
	Sub Total Percent	98.22%	79.39%	32.62%	40.32%	90.25%	98.84%	42.08%	0.00%	9.09%	70.95%	63.46%
Proj. 24)		0	0	0	0	0	0	0	0	0	10,000	10,000
UCF Downtown	Sub Total Net Space Needs	5,760	127,558	460,136	556,290	97,089	1,440	47,795	0	156,420	49,597	1,502,085
CHP Plant	Sub Total Percent	98.22%	79.39%	32.62%	40.32%	90.25%	98.84%	42.08%	0.00%	9.09%	75.83%	63.70%
Total Net Space Needs		5,760	127,558	460,136	556,290	97,089	1,440	47,795	0	156,420	49,597	1,502,085
Total Percent of Net Space Needs		98.22%	79.39%	32.62%	40.32%	90.25%	98.84%	42.08%	0.00%	9.09%	75.83%	63.70%



	PROJECTED FTE 2020-2021			Year	Current Inventory as of:	Current Funded for Construction
	Total	On-Line	Main			
UCF	41,261	14,241	27,020	2020-2021	June-15	June-15

**FTE Assumptions (Main Campus)**

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>
Lower Division	11,914	12,211	12,483	12,721	12,994	12,994
Upper Division	22,290	22,836	23,349	23,796	24,303	24,303
Grad I	2,691	2,676	2,677	2,689	2,730	2,730
Grad II	1,072	1,108	1,137	1,191	1,234	1,234
<b>TOTAL MAIN FTE <sup>1</sup></b>	<b>37,967</b>	<b>38,831</b>	<b>39,646</b>	<b>40,397</b>	<b>41,261</b>	<b>41,261</b>
<b>Avg Annual Growth Rate <sup>2</sup></b>		<b>2.07%</b>	<b>2.07%</b>	<b>2.07%</b>	<b>2.07%</b>	<b>2.07%</b>
<b>TOTAL FTE</b>						<b>41,261</b>

**NOTES**

1 Total Main FTE source - 2015-16 University Work Plan, page 15

2 Five Year projected average annual growth rate taken from - 2015-16 University Work Plan, pg. 15

All Campuses, unless otherwise noted

Medical Headcounts excluded (if applicable)

### SUS SPACE NEED FACTORS - 2014 Forward

The 2014 factors for classroom, teaching lab, auditorium, and instructional media have been standardized, and reflect values from the 1995 Spaces Needs Generation Formula. The standard .6 FTE for Student Academic Support has been moved to Study, as this space category has been eliminated

		Class room	Teach Lab	Study	Res Lab	Office	Audit/ Exhib	Instr. Media	Stu. Sup.	Acad. Gym	Camp Sup.	Total
UF	2014	12	15	27	53	54	3	2	0	4	8	178
	2012	11.30	15.46	26.40	52.64	54.04	3.00	0.73	0.60	4.01	8.41	176.59
FSU	2014	12	15	22	30	37	3	2	0	4	6	131
	2012	11.60	15.40	21.07	29.99	36.77	3.00	0.79	0.60	4.26	6.17	129.66
FAMU	2014	12	15	19	26	37	3	2	0	7	6	127
	2012	11.62	14.36	18.37	25.70	36.60	3.01	1.46	0.60	7.22	5.95	124.88
USF	2014	12	15	18	32	40	3	2	0	4	6	132
	2012	11.66	14.02	17.37	31.99	39.63	3.00	0.79	0.60	4.26	6.17	129.49
FAU	2014	12	15	22	23	30	3	2	0	5	6	117
	2012	11.78	16.35	21.39	22.65	29.67	3.00	1.04	0.60	5.37	5.59	117.44
UWF	2014	12	15	24	14	30	3	2	0	9	5	115
	2012	11.78	12.68	23.86	14.45	29.91	4.21	1.85	0.60	8.89	5.41	113.64
UCF	2014	12	15	17	23	24	3	2	0	4	5	105
	2012	11.70	14.41	15.95	22.59	24.15	3.00	0.77	0.60	4.17	4.87	102.20
FIU	2014	12	15	18	20	27	3	2	0	4	5	107
	2012	11.91	14.98	17.54	20.18	26.70	3.00	0.83	0.60	4.42	5.01	105.16
UNF	2014	12	15	20	14	26	3	2	0	6	5	104
	2012	11.97	13.77	19.47	14.25	26.38	3.00	1.29	0.60	6.45	4.86	102.04
FGCU	2014	12	15	20	30	28	3	2	0	10	6	126
	2012	12.02	9.79	19.47	29.94	28.14	4.98	2.09	0.60	9.97	5.85	122.85
NCF	2014	12	15	16	10	63	3	2	0	3	6	130
	2012	10.49	0.00	9.40	10.17	63.14	39.75	15.90	0.60	79.49	11.45	240.39
AVG	2014	12	15	20	25	36	3	2	0	6	6	125
	2012	11.62	12.84	19.12	24.96	35.92	6.63	2.50	0.60	12.59	6.34	133.12

## **X. Recommendations of Survey Team – October 8, 2015**

**Survey Team Members:** Robin Anderson, Team Leader (UWF); Kenneth Ogletree (BOG); Teira E. Farley (BOG); Tina D'Auria (UF); Mary Mory (UNF); Patricia Pasden (FGCU)

### **Site Improvements Recommendations:**

1.1 Land Acquisition – This project allows the university to continue purchasing properties surrounding all campuses as identified in the adopted Campus Master Plan.

1.2 Landscaping and Site Improvements – This is a general recommendation to continue landscaping, road, and site improvements, consistent with the adopted Campus Master Plan.

1.3 Utility Infrastructure – This is a general recommendation for modifications to, or expansion of, utility infrastructure, capital renewal, and roofs, consistent with the adopted Campus Master Plan.

### **Remodeling/Renovation Recommendations:**

Remodeling/renovation recommendations are in accordance with the net square footage as described in the Form B. As presented, remodeling/renovation recommendations yield no significant changes to existing space use categories. Any changes to remodeling/renovation projects that exceed 100% of any space use categories will require a supplemental Survey. The following projects are recommended:

#### *Main Campus*

- 2.1 Colbourn Hall Renovation
- 2.2 John C. Hitt Library Renovation, Phase II
- 2.3 Business Administration Renovation
- 2.4 Millican Hall Renovation
- 2.5 Chemistry Renovation
- 2.6 Facilities and Safety Complex Renovation
- 2.7 Visual Arts Renovation

#### *UCF Downtown*

- 2.8 Center for Emerging Media Renovation

### **New Construction Recommendations:**

New construction recommendations are in accordance with the presented net square footage and as described in the Form B. The following projects are recommended:

#### *Main Campus*

- 3.1 Interdisciplinary Research and Incubator Facility
- 3.2 John C. Hitt Library Renovation (Addition), Phase II

- 3.3 Trevor Colbourn Hall
- 3.4 Arts Complex, Phase II
- 3.5 Multi-Purpose Research and Education
- 3.6 Visual Arts Addition
- 3.7 Interdisciplinary Research, Building II
- 3.8 Classroom III
- 3.9 Civil and Environmental Engineering
- 3.10 Welcome Center Addition
- 3.11 Band Building

*<sup>1</sup>UCF Downtown*

- 3.12 Building I
- 3.13 Central Energy Plant

*Lake Nona*

- 3.14 College of Nursing
- 3.15 Facilities and Safety Support Building

**Demolition Recommendations:**

Persuant to Board of Governors' Regulation 9.004, Razing of Buildings, demolition projects beneath the \$1,000,000 threshold do not require an Educational Plant Survey recommendation; however, all reductions in space categories should be appropriately reflected in the Form B.

The following demolitions are recommended:

- 4.1 Utility Building 8 (Building 42), 1,500 sq. ft.
- 4.2 Utility Building 9 (Building 46), 592 sq. ft.
- 4.3 Wayne Densch II (Building 39), 15,876 sq. ft.
- 4.4 Band Trailer (Building 630), 3,658 sq. ft.
- 4.5 South Orlando Building I (Building 701), 6,690 sq. ft.
- 4.6 South Orlando Building II (Building 702), 5,167 sq. ft.

**Projects Based on Exception Procedure (New Construction):**

- 5.1 N/A

**Special Purpose Center Recommendations:**

The following projects are recommended:

- 6.1 Coastal Biology Station at Brevard County

**Standard University-wide Recommendations:**

SR1. Projects for safety corrections are recommended.

SR2. Projects for corrections or modifications necessary to comply with the Americans with Disabilities Act are recommended.

SR3. Projects required to repair or replace a building's components are recommended provided that the total cost of the project does not exceed 25% of the replacement cost of the building.

SR4. Expansion, replacement, and upgrading of existing utilities/infrastructure systems to support projects identified within this Educational Plant Survey are recommended.

SR5. Projects requiring renovations to space vacated in conjunction with new construction that result in no significant changes in space categories, are recommended.

**Notes:**

A. The university is to write recommendation text in accordance with current Educational Plant Survey format criteria.

B. The Survey Team requires that projects recommended for approval are to be incorporated into the Campus Master Plan Update(s).

C. The Survey Team recommendations to the Board of Governors cannot exceed 100% utilization in any of the nine (9) space categories. Any project that exceeds 100% utilization must be modified to ensure approval by the Survey Team. The 100% threshold options are as follows:

1. Re-verify classification /utilization
2. Delete project or space utilization category
3. Reduce space utilization category
4. Trade with other space category within the project
5. Shift project priorities
6. Provide sufficient data to support any overage

D. Supplemental Surveys are required if any changes to project scope result in a space category exceeding 100% of formula-driven need.

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<sup>1</sup> Recommendations are subject to the approval by the Board of Governors of the Type I Campus site designation of the UCF Downtown Campus. The University of Central Florida previously obtained approval from its Board of Trustees and acquired the required subsequent approval by the Board of Governors on March 2, 2016.

## XI: Funding of Capital Projects

The projects recommended by the Survey Team may be funded based on the availability of funds authorized for such purposes. The primary source available to the university is Public Education Capital Outlay (PECO). PECO funds are provided pursuant to Art. XII, § 9(a)(2), Fla. Const., as amended. These funds are appropriated to the State University System pursuant to § 1013.64(4), Fla. Stat., which provides that a list of projects is submitted to the Commissioner of Education for inclusion within the Commissioner's Fixed Capital Outlay Legislative Budget Request. In addition, a lump sum appropriation may be provided for remodeling, renovation, maintenance, repair, and site improvements for existing satisfactory facilities. This lump sum appropriation is then allocated to the universities. The projects funded from PECO are normally for instructional, academic support, or institutional support purposes.

Another source for capital projects is Capital Improvement Fees. University students pay Building Fees and Capital Improvement Fees, for a total of \$6.76 per credit hour per semester. This revenue source is commonly referred to as Capital Improvement Fees and is used to finance university capital projects or debt service on bonds issued by the State University System. The projects financed from this revenue source are primarily student-related, meaning that the projects provide facilities such as student unions, outdoor recreation facilities, and athletic facilities. Periodically, a funding plan is developed for available and projected revenues. Universities receive an allocation and develop a list of projects that are submitted to the Division of Colleges and Universities for inclusion within a request to the Legislature for appropriation authority.

The Facilities Enhancement Challenge Grant, "Courtelis Program," established pursuant to § 1013.79, Fla. Stat., provided for the state matching of private donations for facilities projects that support instruction or research. Under this program, each private donation for a project is matched by state funds. The program is inactive at this time.

Section 1013.74, Fla. Stat., provides authority to accomplish capital projects from grants, and private gifts. In addition, authority is provided within this section to finance facilities to support auxiliary enterprises from the issuance of bonds supported by university auxiliary revenues. Legislative approval of the proposed projects is required.

A limited amount of general revenue funds has been appropriated for university capital projects.

Table 9 identifies the specific project appropriations made available to the university over the last ten years.



**Table 9**  
Capital Outlay Allocations  
State Appropriations  
From 2006-07 through 2015-16

Project	Location	Phase *	Source	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	Total
UTIL/ INFRASTRUCTURE	MAIN CAMPUS	P,C,E	PECO	8,000,000										
BIO-MED SCIENCE CTR	COM CAMPUS	P,C,E	PECO	11,868,952										
SCC-JOINT USE FACILITY	SCC CAMPUS	P,C	PECO	7,875,000										
PHYSICAL SCIENCE BLDG	MAIN CAMPUS	P,C,E	PECO	18,816,566										
PSYCHOLOGY CENTER	MAIN CAMPUS	E	PECO	2,500,000										
ENGINEERING BUILDING III	MAIN CAMPUS	E	PECO	3,797,800										
REM, REN, MAINT.REP. & SITE IMPR	MAIN CAMPUS	P,C,E	PECO	2,361,737										
PSYCHOLOGY BLDG	MAIN CAMPUS	E	LOTTERY	53,300										
COLLEGE OF OPTICS & PHONICS	MAIN CAMPUS	E	LOTTERY	68,970										
ENGINEERING III ENH	MAIN CAMPUS	E	LOTTERY	674,463										
BIOMEDICAL SCI CTR	COM CAMPUS	P,C,E	LOTTERY	6,423,500										
ALUMNI CENTER	MAIN CAMPUS	E	LOTTERY	20,677										
READING CENTER	MAIN CAMPUS	P,C	LOTTERY	500,000										
SIEMENS ENERGY CENTER	MAIN CAMPUS	E	LOTTERY	185,000										
PSYCHOLOGY BLDG	MAIN CAMPUS	E	CMTF	53,300										
COLLEGE OF OPTICS & PHONICS	MAIN CAMPUS	E	CMTF	68,970										
ENGINEERING III ENH	MAIN CAMPUS	E	CMTF	674,463										
BIOMEDICAL SCI CTR	COM CAMPUS	P,C,E	CMTF	6,423,500										
ALUMNI CENTER	MAIN CAMPUS	E	CMTF	20,677										
READING CENTER	MAIN CAMPUS	P,C	CMTF	500,000										
SIEMENS ENERGY CENTER	MAIN CAMPUS	E	CMTF	185,000										
UTIL/ INFRASTRUCTURE	MAIN CAMPUS	P,C,E	PECO		8,000,000									
PHYSICAL SCIENCES BUILDING	MAIN CAMPUS	E	PECO		2,565,895									
VCC-UCF JOINT USE FACILITY	VCC CAMPUS	P,C	PECO		10,125,000									
HAZARDOUS WASTE EXPANSION	MAIN CAMPUS	P,C,E	PECO		2,045,682									
ARTS COMPLEX II - PERFORMANCE	MAIN CAMPUS	P,C	PECO		17,611,071									
PUBLIC SAFETY BUILDING	MAIN CAMPUS	P,C,E	PECO		10,619,373									
REM, REN, MAINT.REP. & SITE IMPR	MAIN CAMPUS	P,C,E	PECO		3,038,848									
ALUMNI CTR- J&M HIT	MAIN CAMPUS	E	GEN REV		20,505									
ENGINEERING III	MAIN CAMPUS	E	GEN REV		694,420									
COLLEGE OF OPTICS & PHONICS	MAIN CAMPUS	E	GEN REV		78,930									
PSYCHOLOGY BUILDING	MAIN CAMPUS	E	GEN REV		58,175									
BURNETT BIO-MED SCI	COM CAMPUS	E	GEN REV		1,106,430									
LAB INSTRUCTION BUILDING	MAIN CAMPUS	P,C,E	GEN REV		16,609,016									
UTIL/ INFRASTRUCTURE	MAIN CAMPUS	P,C,E	PECO			12,500,000								
VCC-UCF JOINT USE FAC	VCC CAMPUS	P,C	PECO			1,125,000								
ARTS COMPLEX II- PERFORMANCE	MAIN CAMPUS	P,C,E	PECO			7,428,749								
PHYSICAL SCIENCE BLDG	MAIN CAMPUS	P,C,E	PECO			25,773,704								
PARTNERSHIP III BUILDING	MAIN CAMPUS	P,C,E	PECO			20,000,000								
REM, REN, MAINT.REP. & SITE IMPR	MAIN CAMPUS	P,C,E	PECO			1,976,499								
REC & WELLNESS CT EXPAN-INDOOR	MAIN CAMPUS	P,C,E	CIF			10,150,000								
REC & WELLNESS CT EXPAN-OUTDOOR	MAIN CAMPUS	P,C,E	CIF			4,000,000								
UCF HEALTH SERV-DENTAL CLINIC	MAIN CAMPUS	P,C	CIF			550,000								
STU UNION BOARD WALK REPLACEMNT	MAIN CAMPUS	P,C	CIF			500,000								
FOUNDATION STATUE PROJECT	MAIN CAMPUS	C	CIF			50,000								
CAREER SRV EXPR LEARN CTR	MAIN CAMPUS	P,C,E	CIF			6,800,000								
SGA AND OSI EXPANSION	MAIN CAMPUS	C	CIF			600,000								
STU UNION MASTR PLAN/MINOR PRJ	MAIN CAMPUS	C	CIF			347,156								
UTIL/ INFRASTRUCTURE	MAIN CAMPUS	P,C,E	PECO				5,251,319							
PHYSICAL SCIENCE BLDG PH II	MAIN CAMPUS	E	PECO				3,285,500							
PARTNERSHIP III BUILDING	RESEARH PARK	C,E	PECO				1,205,554							

**Table 9**  
Capital Outlay Allocations  
State Appropriations  
From 2006-07 through 2015-16

Project	Location	Phase *	Source	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	Total
REM. REN, MAINT, REP, & SITE IMPR UTIL/ INFRASTRUCTURE	MAIN CAMPUS	P,C,E	PECO				1,815,040							
PHYSICAL SCIENCE BLDG PH II	MAIN CAMPUS	E	PECO					7,844,870						
PARTNERSHIP III BUILDING	MAIN CAMPUS	E	PECO					1,714,500						
CLASSROOM BLDG	MAIN CAMPUS	P,C,E	PECO					16,234,156						
INTERDISCIPLINARY RSCH/INCUBATOR	MAIN CAMPUS	P,C,E	PECO					5,924,183						
FAC REM. REN, MAINT, REP, & SITE IMPR	MAIN CAMPUS	P,C,E	PECO					3,572,336						
IMPR CLASSROOM BLDG	MAIN CAMPUS	C,E	PECO						605,158					
INTERDISVISC RSCH/INCUBATOR FAC	MAIN CAMPUS	P,C,E	PECO							5,857,183				
REM. REN, MAINT, REP, & SITE IMPR	MAIN CAMPUS	P,C,E	PECO							(5,857,183)				
UCF MATH & PHYSICS BD REN/REM	MAIN CAMPUS	P,C,E	LOTTERY							305,900				
UCF ENGINEERING BUILDING 1 REN	MAIN CAMPUS	P,C,E	LOTTERY							3,877,895				
CLASSROOM BUILDING II	MAIN CAMPUS	E	PECO							3,620,723				
REM. REN, MAINT, REP, & SITE IMPR	MAIN CAMPUS	P,C,E	PECO								1,317,262			
UCF JOHN C. HITT LBR REN/PHI	MAIN CAMPUS	P,C,E	CIF								3,310,549			
UCF-PARTNERSHIP COMPLEX PH IV	RESEARH PARK	P,C,E	PECO								12,457,801			
CRITICAL DEFERRED MAINTENANCE	MAIN CAMPUS	P,C,E	PECO									8,000,000		
REM. REN, MAINT, REP, & SITE IMPR	MAIN CAMPUS	P,C,E	PECO									2,185,937		
UCF JOHN C. HITT LBR REN/PHI	MAIN CAMPUS	C,E	CIF									2,925,357		
PARTNERSHIP IV	RESEARH PARK	P,C,E	PECO									6,855,331		
REM. REN, MAINT, REP, & SITE IMPR	MAIN CAMPUS	P,C,E	PECO										20,000,000	
JOHN C HITT LIBRARY RENOV PHASE I	MAIN CAMPUS	C,E	CIF										2,671,659	
													5,770,635	
				71,071,875	72,573,345	91,801,108	11,557,413	37,169,150	605,158	7,804,518	17,085,612	19,965,625	28,442,294	358,077,098

# Appendices

## A. Overview of the Educational Plant Survey Process

### EDUCATIONAL PLANT SURVEY PROCESS OVERVIEW

BOARD OF GOVERNORS  
Office of Finance & Facilities  
Chris Kinsley, Director

FOR THE STATE UNIVERSITY SYSTEM OF FLORIDA

*Revised: January 25, 2011*

Section 1013.31, Florida Statutes, requires that, at least once every five years, each University Board of Trustees shall arrange for an Educational Plant Survey to aid in providing physical facilities necessary to accommodate its academic programs, students, faculty, staff, and services during the next five-year period.

#### 1. Designation of Responsibility

The University to be surveyed (the “University”) appoints the **Survey Team Coordinator**. The Survey Team Coordinator correlates information provided by the Survey Team Leader, the University Survey Team Facilitator, and the Board of Governors (the “Board”) staff during the Survey process. It is recommended in order to expedite the overall process and to maintain consistency and quality that the coordinator be a staff person from the Board.

It is recommended that the **Survey Team Leader** be requested from a university not being surveyed in the same year. In conjunction with the Survey Team Coordinator, the Survey Team Leader coordinates the work of the Survey Team members. All team members are also recommended to come from staff of other universities not being surveyed in that same year. The Survey Team Leader maintains contact with the Survey Team Coordinator and coordinates all activities with the Survey Team Facilitator at the University during the entire Survey process.

The University President appoints the **Survey Team Facilitator** for its University from its own staff. The Survey Team Facilitator maintains contact with the Survey Team Leader and coordinates personnel at the University during the Survey process. The Survey Team Facilitator will also coordinate the University activities for the team during the Survey process at the University.

For continuity and consistency of the final report, **Survey Team Members** will consist of staff from universities not being surveyed that year and should include a representative from a university to be surveyed in the next fiscal year, as well as a representative from a university surveyed in the previous fiscal year. Board staff should also be included.

#### 2. Student Enrollment Projections

The Survey uses capital outlay full-time-equivalent student enrollment projections based on the work plans submitted annually to the Board by the universities pursuant to Board regulation 2.002. One undergraduate capital outlay full-time-equivalent represents enrollment in 40 credit hours during the academic year, while

one graduate capital outlay full-time-equivalent represents 32 credit hours. Projections are provided for all credit activity at each officially designated site for which facilities are required. Enrollments are identified by discipline group within level of student.

### 3. Educational Programs and Services

The Survey uses projections for programs approved by the Board of Governors through the academic program review process for the State University System. Staff of the University prepare a list of programs for the Survey, indicating which existing programs the University wishes to continue, expand and delete during the five-year period of the Survey, as well as those for which planning authorization or program approval has been granted.

The basic mechanism used to determine the facilities required to accommodate educational programs and services is the SUS Space Needs Generation Formula (the "Formula"). The Formula identifies space needs for instructional and research programs, and for academic and institutional support services.

While the capital outlay full-time-equivalent projection acts as primary generator, the Formula recognizes variations in space requirements derived from discipline groupings, course levels, research fields, library holdings, faculty, staff, contract & grant positions, as well as, minimum space allowances. Thus, the Formula results in aggregate space generations for nine (9) standard space categories based on the combination of students, programs, faculty and staff unique to the University.

### 4. Inventory Validation Segment of Survey

The first segment of the Survey is the Inventory Validation, whereby the physical facilities inventory is evaluated by the Survey team. The Inventory Validation is scheduled three (3) to four (4) months before the Needs Assessment segment of the Survey.

The validation segment entails visits to all sites of the University for the purpose of confirming or correcting information carried in the computerized Physical Facilities Space File, (the "Space File") as well as building schematics. The staff of the university and the validation team members visits all sites and selected buildings. The buildings to be visited for Inventory Validation purposes should include any buildings that have not been previously surveyed, buildings which the University desires to be assessed as unsatisfactory, and a sampling of other buildings to determine overall accuracy of the reported inventory.

The Space File includes information for all educational plants. For the Inventory Validation, University staff provides reports of Space File data and building schematic drawings for the buildings designated to be included in the validation.

An important part of the Inventory Validation process is the review of spaces to be exempt or ineligible. These are spaces not generated by the Formula and thus not included in the current inventory used in space needs analyses. University staff

furnishes a list of all ineligible spaces which identifies each space and justifies why it is excluded.

Together, the University Survey Team Facilitator and Survey Team Leader make arrangements for the Inventory Validation including: team assignments, guides, and transportation for team member visits to buildings and grounds, and lodging accommodations for team members. The Board of Governors will reimburse travel costs and pay standard per diem for members of the Inventory Validation team.

## 5. University Identification of Needs

Administrators and staff of the University undergoing the Survey prepare lists for each site of needs identified by the University for site acquisition, development and improvement, and remodeling, renovation, and new construction. Outdoor physical education facilities are included as site improvement. Because all previous Survey recommendations expire at the beginning of a new five-year Survey, the list of needs may include items recommended in the prior Survey which have not been started or funded through construction, but still are needed.

Requested projects should be reflected in the University's Campus Master Plan previously submitted to the University Office of Facilities Planning, or should be included in an official update to the Master Plan.

The basic method for identifying facility needs is the Formula approach. This method involves performance levels for space use by the University based on legislatively mandated, as well as generally accepted, utilization standards. The Formula generates campus wide square footage needs for nine categories of space. Needs are compared with the categorical square footage in inventory to determine space deficits and surpluses. Shortages demonstrate the need for remodeling or new construction recommendations to provide space, while overages may denote the need for remodeling recommendations to convert excess space to other uses.

Using the Formula, the Survey Team Coordinator ensures the preparation of space needs analyses by the University for each site showing categorical space need generations, existing space inventory, and resulting deficits and surpluses. Based on the results, University staff develops requests for remodeling recommendations to provide space for under built categories, as well as to reduce space of overbuilt categories, and for new construction recommendations to meet needs which cannot be satisfied through remodeling.

In conjunction with the Formula, Space Factors (the "Factors"), have been developed as part of the process and are used to expedite the use of the Formula in determining university space needs. The Factors are periodically reviewed and revised by the Board Office of Finance and Facilities. Each university at the time of its Survey, after the Inventory Validation and prior to the Needs Assessment, may make a presentation and request a recommendation from the Survey Team to revise one or all of their Factors as a result of data or policy actions taken by its Board of Trustees and its university. The presentation should include, at a minimum, data based on the projected space needs using existing factors, a presentation on changes at the University that make the current Factors inappropriate (i.e. the policy action by its Trustees or University),



and documentation of what the space impact of the requested revised Factors would be. In addition, a comparison against the other universities in the System should be included.

The Survey Team will review the data and make a recommendation to modify or leave the Factors unchanged as part of their Survey recommendations. The team will evaluate the request for consistency with other universities in the system and comparison for similar issues.

The alternative method for identifying facility needs is the "exception procedure." This method is used where the University has special problems or extraordinary needs not supported by the Formula. One example is unusual requirements for a particular type of teaching or research laboratory. Another example is minimal facilities for a program that are not provided by the space needs generated from the initial enrollment level of the program.

To exercise this option, University staff prepares written explanations along with quantitative displays, which justify exceptional needs. Justifications include relevant information such as requirements for specific programs, schedules of current classes, reports of space utilization, indications of effective space management, evidence of sound planning, feasibility studies for remodeling, and intended uses of space. The purpose is to present convincing evidence which demonstrates genuine facility needs beyond Formula generations. In addition, requests for remodeling or new construction recommendations to accommodate these special needs are developed.

Request items for remodeling and renovation recommendations should contain specific information: building number and name; room numbers; current functions of spaces, use codes, and square footage. Items for new construction recommendations specify needed function of spaces, use codes, and net square footage.

Cost estimates are provided by the university for site acquisition, development, and improvement items. They may be furnished for other items as well. Cost estimates for Survey recommendations involving new building construction are based on average cost figures for the System. It is important to note that cost estimates attached to Survey recommendations are not part of the recommendations per se. They are added only to provide a general idea of anticipated cost. They cannot be interpreted as accurate estimates for particular projects. Often, actual estimates will vary significantly from those included with recommendations.

The Survey automatically makes five university wide standard recommendations for: provision of custodial services facilities; provision of sanitation facilities; correction of safety deficiencies; replacement of building envelope systems; and modification of facilities for compliance with the Americans with Disabilities Act. Therefore, the university should not include requests related to these needs.

## 6. Survey Workbook

University staff prepares a Survey workbook for use by Survey staff during the Needs Assessment segment of the Educational Plant Survey. The workbook contains documentation related to preceding items 2, 3, 4, and 5, along with general

background information about the University. It is supplemented by available information regarding long-term plans for the institution, such as the master plan or other long-range planning documents. Additional information may also be included.

A copy of the Survey Workbook is provided to each Survey team member at least two weeks before the opening date of the Needs Assessment. Other copies may be distributed to Survey staff at the beginning of the Needs Assessment.

## 7. Financial Information

The Survey Team Coordinator provides particular financial information pertaining to capital outlay allocations by fund source and capital outlay allocations by project type for inclusion in the Survey Report.

## 8. Needs Assessment Segment of Survey

The Survey Team Leader and the University make arrangements for the Needs Assessment including: daily schedule of Survey activities; organizational meeting, discussion sessions, and final meeting for the Survey Team with university administrators, faculty, and staff; work space, materials, and equipment for the team; and lodging accommodations for team members. The Board of Governors will reimburse travel costs and pay standard state per diem for members of the Validation and Needs Assessment team. The Board will not pay for materials and supplies necessary to conduct the Survey.

## 9. Survey Recommendations

The Survey Team makes recommendations for site acquisition, development, and improvement; and remodeling, renovation, and new construction for officially designated sites and facilities.

Details about the status of previous Survey recommendations, identification of needs through the Formula approach, modification of Factors and the exception procedure, cost estimates for recommendations, and the university-wide standard recommendations are explained under item 5.

Recommendations for leased sites and facilities are made in accordance with the provisions of Sections 1013.31 Florida Statutes. Recommendations pertaining to additional branch campuses are considered only after a proposal for establishment, submitted by the University, has been recommended and authorized by the Legislature.

## 10. Written Survey Reports

The University prepares the draft and the final written report of the findings and recommendations of the Survey Team for review and approval by the University Board of Trustees (UBOT's). After approval by the UBOT's, the university must submit the official copy of the report to the Chancellor, State University System of Florida.

## B. Explanation of the Space Needs Generation Formula

The Space Needs Generation Formula (Formula) uses three types of information to determine unmet space needs:

- Workload measures, such as enrollment, positions, and library materials
- Space standards, including station sizes and utilization levels
- Existing facilities inventory

The Formula was designed to recognize space requirements based on academic program offerings, student level, and research programs. Currently, space needs are generated for twenty university sites, including main campuses, branches, two health sciences centers, and the Institute of Food and Agricultural Sciences.

A revised factor list (2010) accompanies this report to provide updated data that has been incorporated to ensure that the factors better represent the current state of the universities.

### FTE Enrollment Projections

Enrollment projections used for budgeting purposes are based on five-year projections of annual FTEs requiring facilities, excluding enrollments housed at non-owned sites. Annual FTE (one undergraduate FTE represents enrollment in 40 credit hours during the academic year; one graduate FTE represents enrollment in 32 credit hours during the academic year.) enrollment for each site, by discipline, by level is used as the primary variable within the formula. This level of detail allows recognition of differences in space needs based on size of programs, mix of science and non-science programs, variations in station sizes for laboratories, and variations between disciplines in the number of contact or weekly student hours required to be housed in classrooms and teaching laboratories.

### Space Standards

Nine space categories are recognized within the Formula. The nine categories of assignable space include:

#### **Instructional/Research**

Classrooms  
Teaching Laboratories  
Research Laboratories

#### **Academic Support**

Study Facilities  
Instructional Media  
Auditorium/Exhibition  
Teaching Gymnasium

#### **Institutional Support**

Office/Computer  
Campus Support

### Classroom Facilities

A classroom is defined as a room used for classes and not tied to a specific subject or discipline by equipment in the room or the configuration of the room. Included in this category are rooms generally used for scheduled instruction that require no special, restrictive equipment or configuration. These include lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. Related service areas such as projection rooms, telecommunications control booths,

preparation rooms, closets, storage areas, etc., are included in this category if they serve classrooms.

The net assignable square feet (NASF) needed for classrooms is based upon 22 NASF per student station, 40 periods of room use per week, and 60% station occupancy. These standards result in a space factor of 0.92 NASF per FTE enrollment. Using this space factor, NASF requirements are determined by multiplying the FTE enrollment for each discipline, by level, times the number of weekly student hours per FTE that are scheduled in classrooms.

The effect of applying the formula to all universities by level and by discipline provides an average of 12 NASF per FTE for main campuses. An example for an upper level FTE student in Engineering is:

$$.92 \text{ (Space Factor)} \times 15.0 \text{ (Weekly Student Hours Per FTE)} = 13.8 \text{ NASF Per FTE}$$

$$\text{where Space Factor} = \frac{\text{Station Size}}{\text{Hours Per Week} \times \text{Occupancy Rate}} \quad \text{or} \quad \frac{22}{40 \times .60} = .92 \text{ NASF}$$

## Teaching Laboratory Facilities

A teaching laboratory is defined as a room used primarily for scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline. Included in this category are rooms generally called teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, music practice rooms, language laboratories, studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms if they are used primarily for group instruction in formally or regularly scheduled classes. Related service areas are also included in this category.

The NASF need for teaching laboratories is computed by discipline, by level, and is based on established station sizes, weekly student hours per FTE, and utilization levels for room use and station occupancy. The room use standard is 24 hours for lower level and 20 hours for upper level. The station occupancy rate is 80% for both levels.

The effect of applying the formula to all universities, by level, and by discipline, provides an average of 15 NASF per FTE for main campuses. An example for an upper level student in Engineering is:

$$7.81 \text{ (Space Factor)} \times 5.0 \text{ (Weekly Student Hours Per FTE)} = 39.05 \text{ NASF Per FTE}$$

$$\text{where Space Factor} = \frac{\text{Station Size}}{\text{Hours Per Week} \times \text{Occupancy Rate}} \quad \text{or} \quad \frac{125}{20 \times .80} = 7.81 \text{ NASF}$$

Although most universities in the State University System currently generate more than 50,000 NASF, a minimum facility need of 50,000 NASF is provided for the development of future campuses.

## **Research Laboratory Facilities**

A research laboratory is defined as a room used primarily for laboratory experimentation, research or training in research methods, professional research and observation, or structured creative activity within a specific program. Included in this category are labs used for experiments, testing, or "dry runs" in support of instructional, research, or public service activities. Non-class public service laboratories which promote new knowledge in academic fields are included in this category (e.g., animal diagnostic laboratories and cooperative extension laboratories). Related service areas that directly serve these laboratories are included in this category.

The NASF need for research laboratories is based on an allotment of space by discipline for each research faculty FTE and graduate student FTE. Space needs are generated separately for research faculty and graduate students.

Research Faculty space needs are generated by discipline for Educational and General (E&G) and Contract and Grant (C&G) faculty. The number of E&G research faculty is based upon the E&G FTE faculty-to-FTE-student ratio and the percentage of E&G research faculty FTE for the actual or base year. The number of C&G research faculty FTE is based on a three-year average growth rate for C&G faculty applied to the actual or base year. The allotment of space for each research faculty FTE varies from 75 to 450 NASF, depending on the discipline.

Graduate Student space needs are generated, by discipline, for beginning and advanced graduate student FTE. Graduate student FTE enrollment is divided between beginning and advanced levels based upon the number of graduate credit hours completed by the student. (Advanced graduates are those with 36 or more graduate credit hours.)

Research laboratory space is generated for selected University Support Personnel System positions having research responsibilities that require laboratory facilities. The Beginning Graduate space factor is used for these positions.

Space allotments for advanced graduates are the same as those applied to research faculty (from 75 to 450 NASF). The allotment of space for a beginning graduate FTE considers sharing of research space and varies from 3 to 90 NASF. For example, the space allotment for an advanced graduate student in Engineering is 450 NASF.

## **Study Facilities**

Study facilities include study rooms, stack areas, processing rooms, and study service areas. The NASF needed for study facilities is based on separately determined NASF needs for study rooms, carrel space, stack areas, and study service areas.

Study Rooms (Other than Computer Study Rooms). The NASF need for study rooms is based on 25 NASF per station for 25% of the undergraduate FTE.

Computer Study Rooms. The NASF need for computer study rooms is one station for every 15 FTE, with a station size of 30 NASF.

Carrels. The NASF need for carrels is based on 30 NASF per station for 25% of the beginning graduate FTE, for 50% of the law FTE, for 25% of the advanced graduate science FTE, and for 50% of the advanced graduate non-science FTE, plus 20 NASF per station for 5% of the science FTE faculty and for 25% of the non-science FTE faculty.

Stack Areas. The NASF need for stack areas is based on an amount of space per library volume, with all library materials converted to volume equivalents (includes all holdings such as bound volumes, video and audio tapes, cassettes, microfilms, etc.). The projected volume counts are based on current inventories plus a continuation of the previous year's acquisitions.

<u>Non-Law Stacks</u>	<u>Law Stacks</u>
0.10 NASF/volume for the first 150,000 volumes	0.14 NASF/volume for the first 150,000 volumes
0.09 NASF/volume for the second 150,000 volumes	0.12 NASF/volume for the second 150,000 volumes
0.08 NASF/volume for the next 300,000 volumes	0.10 NASF/volume for the next 300,000 volumes
0.07 NASF/volume for all volumes above 600,000	0.09 NASF/volume for all volumes above 600,000

Study Facilities Service Areas. The NASF need for study service areas is based on 5% of the total NASF needed for study rooms, carrels, and stack areas.

## **Instructional Media Facilities**

Instructional Media rooms are used for the production or distribution of multimedia materials or signals. Included in this category are rooms generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. Service areas such as film, tape, or cassette libraries or storage areas, media equipment storage rooms, recording rooms, engineering maintenance rooms, darkrooms, and studio control booths are also included in this category.

A minimum facility of 10,000 NASF and 0.5 NASF per FTE over 4,000 is provided for instructional media space on main campuses, and 0.5 NASF per FTE is provided for branch campuses, with no minimum facility allowance.

## **Auditorium/Exhibition Facilities**

Auditorium/exhibition facilities are defined as rooms designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities, or rooms or areas used for exhibition of materials, works of art, artifacts, etc. and intended for general use by faculty, students, staff, and the public.

Service areas such as check rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms, workrooms, and vaults are also included in this category.



The NASF need for auditorium/exhibition facilities is based on a space allotment of 3 NASF per FTE, with a 25,000 NASF minimum facility allowance for main campuses.

### **Teaching Gymnasium Facilities**

A teaching gymnasium is defined as a room or area used by students, staff, or the public for athletic or physical education activities. Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. Service areas such as locker rooms; shower rooms; ticket booths; and rooms for dressing, equipment, supply, storage, first-aid, towels, etc., are also included in this category.

The NASF need for teaching gymnasiums is based on a minimum facility for each main campus of 50,000 NASF for the first 5,000 FTE enrollment, plus an additional 3 NASF per FTE for enrollment over 5,000 FTE.

### **Office/Computer Facilities**

An office is defined as a room housing faculty, staff, or students working at one or more desks, tables or workstations. A computer facility in this category is defined as a room used as a computer-based data processing or telecommunications center with applications that are broad enough to serve the overall administrative or academic equipment needs of a central group of users, department, college, school, or entire institution. Rooms that directly serve these areas are also included in this category, as well as are faculty and staff lounges.

The NASF need for offices/computer facilities is based on a space allotment of 145 NASF per FTE position requiring office space. Examples of positions not requiring space include maintenance mechanics, scientific photographers, and dental technicians. FTE positions are projected based upon the current ratio of FTE positions requiring space to annual FTE students. The number of C&G positions is based on a three-year average growth rate for C&G positions applied to the actual or base year. The need for faculty and staff lounges is based on 3 NASF per position.

### **Campus Support Facilities**

Campus support facilities are defined as those areas used for institution-wide services. This includes maintenance shops, central storage areas, central service areas, vehicle storage facilities, and hazardous materials facilities, plus related service areas such as supply storage areas, closets, and equipment rooms.

The NASF need for campus support facilities is based on 5% of the total NASF generated by the formula plus other areas maintained by physical plant staff, such as continuing education buildings and clinic space.

### **Existing Facilities Inventory**

The facilities inventory for each university is designed using the format and definitions prescribed in the Postsecondary Education Facilities Inventory and Classification Manual, 2006, published by the U. S. Department of Education, National Center for

Education Statistics. The inventory documentation consists of a file maintained by computer pursuant to the Physical Facilities Space File Specifications prepared by the State University System Office of Information Resource Management.

The inventory contains information about each site, each building, and each room that is owned, shared, or leased by a university. All spaces in buildings, including those that are permanent, temporary, or under construction, that are in satisfactory condition are considered in computing the total existing assignable square footage. Assignable space is that which is available for assignment to, and functionally usable by, an occupant.

The room records from the inventory are used to determine the amount of existing square footage in each of the nine assignable space categories. Each room record is assigned a room use code and is grouped into the appropriate space category. For each of the nine space categories, the existing assignable square footage is deducted from the cumulative space need. The assignable square footage used to determine unmet space needs does not include those spaces for which the formula does not generate a need. Examples of excluded space are leased space; special purpose lab equipment areas, such as a wind tunnel or linear accelerator; and intercollegiate athletics areas.

## C. Executive Summary of the Campus Master Plan

### Introduction

The 2015-2025 Campus Master Plan for the University of Central Florida represents the five-year update of the plan adopted in 2010 and outlines the university's Main Campus development plans for the years 2015 through 2025. The update was presented to the public, state, and local agencies referenced in section 1013.30(6), Florida Statutes, for their review and comment.

The Campus Master Plan consists of seventeen (17) elements indicated by a tab and corresponding element number. Each element contains the Master Plan Goals, Objectives, and Policies, with the corresponding maps and figures. Additionally, for reference purposes, the Data and Analysis for each element has been included as a separate section following the Master Plan Goals, Objectives, and Policies section. The Data and Analysis section consists of charts, statistics, graphics, and definitions that identify and define planning concepts and serve as supporting documentation for the Goals, Objectives, and Policies. The Master Plan document update was presented in a strike-through and underlined text format to indicate revisions to the 2010-2020 adopted Master Plan. Written comments were encouraged. UCF addressed any comments received, and the Plan was adopted by the Board of Trustees on November 20, 2014.

Upon adoption of this plan by the Board of Trustees, the University began negotiating Campus Development Agreement with the host local government, Orange County. This agreement will identify and help mitigate the University's impacts on public services. A Memorandum of Understanding (MOU) currently exists between Orange County and the University of Central Florida to further intergovernmental cooperation and coordination of development and permitting activity; to ensure frequent communication, and the exchange of mutually beneficial information; and to discuss other coordination issues as deemed appropriate by either party. The term of this agreement was established for a five-year period, effective August 3, 2010, and was subject to subsequent automatic one year renewals.

### Academic Mission

The University of Central Florida is a public, multi-campus research university, whose mission is to offer opportunities for high-quality undergraduate, graduate, and continuing education. It pursues international prominence in key programs of graduate study and research and provides global focus to curriculum and research programs. The University strives to become more inclusive and diverse and affords services that enhance the intellectual, cultural, environmental, and economic development of central Florida. UCF is on a mission to be America's leading partnership university and continues to develop systematically and engage in programs that are responsive to the needs of the local, state, national, and global communities.

## Academic Program

To fulfill its academic mission, the University must plan and support academic programs that accommodate projected enrollment and headcounts.

The following table shows the projected enrollment growth for the next five years at the Main Campus. These headcounts may include online classes and classes at other UCF campuses.

Year	Fall Main Campus Headcount
2015	50,714
2016	52,026
2017	53,295
2018	54,288
2019	54,155
2020	54,163

The above figures are based on official enrollment projections provided by Institutional Knowledge Management. Experience over the past decade indicates that these projections may fluctuate up or down due to:

- the increased number of courses available online;
- rising costs in education and difficult economic times;
- the addition of programs and classes on UCF's Regional Campuses;
- changes in the state population and the Central Florida region;
- UCF's increased "market share" among college-bound students compared to other universities in the state; and
- the growing emphasis on graduate studies at UCF.

## Capital Improvements

Capital Improvements refers to the addition of permanent facilities or restoration of some aspect of the properties to meet the needs of the University, as identified in the Campus Master Plan. It involves estimating the cost of improvements for which the University has fiscal responsibility; analyzing the fiscal capability of the University to finance and construct improvements; adopting financial policies to guide the funding of improvements; and scheduling the funding and construction of improvements in a manner that insures they are provided when required, based on needs identified in the

Master Plan elements. All development is contingent upon the availability of funding.

All Capital Improvements activity at UCF is guided and directed by Florida Statute, the State University System of Florida's Board of Governors, and the University of Central Florida's Board of Trustees.

### **Sustainability Initiatives**

Efforts toward a more sustainable campus are spearheaded by Sustainability Initiatives and the Department of Utilities and Energy Services (U&ES). Their mission is to obtain energy-efficient operation of building systems through education, optimization, and verification, while providing professional leadership and fostering sustainable growth. Through their educational and interactive programs, such as the proactive recycling initiatives through the Recycling Center, and implementation of Leadership in Energy and Environmental Design (LEED) standards, they are helping to create a campus population which is informed and actively participates in the University's sustainable growth.

The Facilities Planning and Construction department assures that all new construction on campus is registered with the US Green Building Council (USGBC) and that it meets a minimum LEED Silver rating. UCF stipulates thirty-three (33) of the LEED credits which have been identified as crucial to meeting UCF's goal to construct more energy-efficient and sustainable buildings. The remaining credits needed to achieve the minimum Silver rating are determined by the design team for each project, and approved by Sustainability Initiatives and U&ES. See the Conservation Element 2.13 of the Campus Master Plan for the breakdown of these specific LEED requirements.

The department of Landscape & Natural Resources creates and maintains a sustainable outdoor environment, provides high quality service for operational activities, and generates research and educational initiatives that guide conservation and stewardship of natural resources. They support the mission of UCF through a comprehensive outdoor laboratory that creates opportunities for relevant, experience-based learning, urban ecology research, and human connection with ecosystems and landscapes. Their inclusive program supports regional, state, national, and global efforts to develop sustainable urban environments.

Facilities Operations plays a vital role in the implementation and maintenance of the standards and practices established by the Energy and Sustainability Policy. The use of proactive routine maintenance, preventive maintenance, and capital renewal programs enhance and continue the benefits derived from energy and sustainability practices.

Note: Because of the large size of the Master Plan, please see the URL below linking you to the 2015-2025 UCF Campus Master Plan:

[2015-2025 UCF Campus Master Plan](#)

## **D. Unsatisfactory Space (as listed on Form B (1C) Unsatisfactory Space to be Demolished/Terminated)**

### SITE 1 – MAIN CAMPUS

*(At the end of these modular/portable lifespans, office space will be redistributed to future facilities as listed on the Form B.)*

- 39 Wayne Densch II
- 42 Utility Building 8
- 49 Utility Building 9
- 630 Band Building

### SITE 2 – SOUTH ORLANDO CAMPUS

*(Recommended demolitions by the Educational Plant Survey Team)*

- Building 701, South Orlando I
- Building 702, South Orlando II



## **E. UCF President Acknowledgement of the Educational Plant Survey Recommendations**



## **RECOMMENDATIONS OF SURVEY TEAM**

### **UNIVERSITY OF CENTRAL FLORIDA**

**Date:** January 28, 2016

**Survey Team Members:** Robin Anderson, Team Leader (UWF), Kenneth Ogletree (BOG), Teira E. Farley (BOG), Tina D'Auria (UF), Mary Mory (UNF), Patricia Pasden (FGCU)

#### **Site Improvements Recommendations:**

1.1 Land Acquisition – This project allows the university to continue purchasing properties surrounding all campuses as identified in the adopted Campus Master Plan.

1.2 Landscaping and Site Improvements – This is a general recommendation to continue landscaping, road and site improvements consistent with the adopted Campus Master Plan.

1.3 Utility Infrastructure – This is a general recommendation for modifications to or expansion of utility infrastructure, capital renewal, and roofs consistent with the adopted Campus Master Plan.

#### **Remodeling/Renovation Recommendations:**

Remodeling/renovation recommendations are in accordance with the net square footage as described in the Form B. As presented, remodeling/renovation recommendations yield no significant changes to existing space use categories. Any changes to remodeling/renovation projects that exceed 100% of any space use categories will require a supplemental survey.

##### *Main Campus*

- 2.1 Colbourn Hall Renovation
- 2.2 John C. Hitt Library Renovation, Phase II
- 2.3 Business Administration Renovation
- 2.4 Millican Hall Renovation
- 2.5 Chemistry Renovation
- 2.6 Facilities and Safety Complex Renovation
- 2.7 Visual Arts Renovation

##### *UCF Downtown*

- 2.8 Center for Emerging Media Renovation

P.O. Box 160002 • Orlando, FL 32816-0002 • (407) 823-1823 • Fax: (407) 823-2264 • [jhitt@mail.ucf.edu](mailto:jhitt@mail.ucf.edu)

An Equal Opportunity and Affirmative Action Institution

**New Construction Recommendations:**

New construction recommendations are in accordance with the presented net square footage and as described in the Form B.

*Main Campus*

- 3.1 Interdisciplinary Research and Incubator Facility
- 3.2 John C. Hitt Library Renovation (Addition), Phase II
- 3.3 Trevor Colbourn Hall
- 3.4 Arts Complex, Phase II
- 3.5 Multi-Purpose Research and Education
- 3.6 Visual Arts Addition
- 3.7 Interdisciplinary Research, Building II
- 3.8 Classroom III
- 3.9 Civil and Environmental Engineering
- 3.10 Welcome Center Addition
- 3.11 Band Building

*<sup>1</sup>UCF Downtown*

- 3.12 Building I
- 3.13 Central Energy Plant

*Lake Nona*

- 3.14 College of Nursing
- 3.15 Facilities and Safety Support Building

**Demolition Recommendations:**

Per Board Regulation 9.004, Razing of Buildings, demolition projects beneath the \$1,000,000 threshold do not require an Educational Plant Survey recommendation; however, all reductions in space categories should be appropriately reflected in the Form B.

- 4.1 Utility Building 8 (Building 42), 1,500 sq. ft.
- 4.2 Utility Building 9 (Building 46), 592 sq. ft.
- 4.3 Wayne Densch II (Building 39), 15,876 sq. ft.
- 4.4 Band Trailer (Building 630), 3,658 sq. ft.
- 4.5 South Orlando Building I (Building 701), 6,690 sq. ft.
- 4.6 South Orlando Building II (Building 702), 5,167 sq. ft.

**Projects Based on Exception Procedure (New Construction):**

- 5.1 N/A

**Special Purpose Center Recommendations:**

- 6.1 Coastal Biology Station at Brevard County

**Standard University-wide Recommendations:**

SR1. Projects for safety corrections are recommended.

SR2. Projects for corrections or modifications necessary to comply with the Americans with Disabilities Act are recommended.

SR3. Projects required to repair or replace a building's components are recommended provided that the total cost of the project does not exceed 25% of the replacement cost of the building.

SR4. Expansion, replacement, and upgrading of existing utilities/infrastructure systems to support projects identified within this Educational Plant Survey are recommended.

SR5. Projects requiring renovations to space vacated in conjunction with new construction that result in no significant changes in space categories, are recommended.

**Notes:**

A. University is to write recommendation text in accordance with current Educational Plant Survey format criteria.

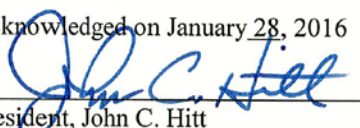
B. The Survey Team requires that projects recommended for approval are to be incorporated into the Master Plan Update(s).

C. The Survey Team recommendations to the Board of Governors cannot exceed 100% utilization in any of the nine (9) space categories. Any project that exceeds 100% utilization must be modified to ensure approval by the Survey Team. The 100% threshold options are as follows:

1. Re-verify classification /utilization
2. Delete project or space utilization category
3. Reduce space utilization category
4. Trade with other space category within the project
5. Shift project priorities
6. Provide sufficient data to support any overage

D. Supplemental surveys are required if any changes to project scope result in a space category exceeding 100% of formula-driven need.

Acknowledged on January 28, 2016

  
\_\_\_\_\_  
President, John C. Hitt

<sup>1</sup> Recommendations are subject to the approval by the Board of Governors of the Type I Campus site designation of the UCF Downtown Campus. The University of Central Florida previously obtained approval from its Board of Trustees and acquired the required subsequent approval by the Board of Governors on March 2, 2016.



## F. State University Checklist for Submitting Educational Plant Survey Reports to the Florida Board of Governors

This checklist is to be used by the university before submitting state university Educational Plant Survey reports pursuant to Section 1013.31(1)(a), Florida Statutes. Checking the Survey report against this list will indicate if the report is complete and ready for submission.

A checkmark (✓) beside an item number indicates the answer is "Yes;" an ex (X) beside a number indicates "No."

1. Name of university: University of Central Florida
2. Date of previous five-year survey: February 8-11, 2011
3. Date of this survey: October 6-8, 2015
4. New survey out year: 2020
5. Three copies of survey report submitted to the Board of Governors (BOG). ✓
6. Was the survey report made available on the university web site? ✓
7. Was the survey conducted for official sites only? ✓
8. Is each site described in the report by its number, name, type, date it was established, address, acreage, and the number of buildings it contains? ✓
9. Throughout the report, are sites referred to by name and number? ✓
10. Is a copy of the current list of Institutional Sites by Type for the State University System attached? N/A
11. Has a current site inventory report for the university been forwarded to the Board of Governors? ✓
12. Is a copy of the approved current five-year planned enrollments for the university attached? ✓
13. Do FTE figures used in the survey report match those in the five-year planned enrollments? ✓
14. Does the survey report include a table showing total Capital Outlay Full Time Equivalent (COFTE) for the university, by level of student within each site, for the five years of the survey? ✓
15. Does the survey report include a table for each site showing COFTE by discipline category within level of student for the survey out year? ✓
16. Have all space needs been generated correctly? ✓
17. Are the generated aggregate amounts of square feet for the space categories for each site included in the space category aggregate square footage summary table for the site? ✓

18. Is a copy of the current building inventory report for the university available? ✓
19. Is a copy of a site plan showing building locations attached for each site? ✓
20. Is a copy of the current room inventory report for the university available? ✓
21. Is a copy of the current existing satisfactory aggregate assignable square feet by space category by site report for the university attached? ✓
22. Does the survey report contain a table for each site which lists the buildings on that site describing each by number, name, status, condition and area in assignable square feet, non-assignable square feet, and gross square feet? ✓
23. Throughout the report, are buildings referred to by number and name? ✓
24. Are the aggregate amounts of existing satisfactory square feet for the space categories for each site included in the space category aggregate square footage summary table for the site? ✓
25. Does the survey report contain recommendations for each site? ✓
26. Are the recommendations limited to fixed capital outlay items such as the acquisition, remodeling, renovation, and construction of real property? ✓
27. Does each recommendation contribute to resolving differences between the existing educational and ancillary plants and the determination of future needs? ✓
28. Does the survey report contain a space category aggregate square footage table for each site which shows by the nine space categories the amounts of square feet needed, amounts of satisfactory square feet existing, changes caused by remodeling, renovation, and new construction recommendations, and the total amounts of square feet planned? ✓
29. Are the amounts of square feet planned the same as the amounts of square feet needed? ✓

The Educational Plant Survey for the University of Central Florida was approved by the University Board of Trustees on January 28, 2016.

(Date)

  
University President

May 13, 2016

Date

  
Chairman, Board of Trustees

May 13, 2016

Date



## G. Building System Condition Survey Forms

Building System Condition Survey Forms have been completed for the following buildings at the main campus (site 1) of University of Central Florida and the South Orlando campus (site 2) that have been recommended by the Educational Plant Survey (October 2015) for extensive remodeling and/or demolition:

### Site 1:

- Building 39                      Wayne Densch II
- Building 42                      Utility Building 8
- Building 49                      Utility Building 9
- Building 630                    Band Building

### Site 2:

- Building 701                    South Orlando I
- Building 702                    South Orlando II

# **BUILDING SYSTEM CONDITION SURVEY**

## **STATE UNIVERSITY SYSTEM OF FLORIDA**

University Name: UNIVERSITY OF CENTRAL FLORIDA Date: October 14, 2015

Building Name: Wayne Densch II Building No.: 39

Building Occupancy Date: 8-1-1983 Building Age: 32 years

**Building Envelope:**

(Data Element 10067)

Window/Glazing

Condition Code: 5

Exterior Wall

Condition Code: 3

Foundation

Condition Code: 2

Exterior Doors

Condition Code: 5

Condition Code: 4

**Building Roof System (See CM-N-16 for components):**

(Data Element 10068)

Condition Code: 5

**Mechanical Systems:**

(Data Element 10069)

HVAC System

Condition Code: 5

Elevator Systems

Condition Code: N/A

Condition Code: 5

**Electrical System:**

(Data Element 10070)

Lighting

Condition Code: 5

Grounding

Condition Code: 4

Internal Distribution

Condition Code: 5

Condition Code: 5

**Plumbing System:**

(Data element 10071)

Fixtures

Condition Code: 4

Piping

Condition Code: 4

Condition Code: 4

**Building Interior:**

(No Data Element)

Doors

Condition Code: 4

Ceilings

Condition Code: 4

Floors

Condition Code: 4

Walls/Partitions

Condition Code: 4

Condition Code: 4

**Life Safety Systems:**

(No Data Element)

Fire Alarm:

Condition Code: 5

Fire Suppression

Condition Code: N/A

Emergency Generator

Condition Code: N/A

Condition Code: 5

Notes: The building is a safety hazard. It has been recommended for demolition by the Educational Plant Survey 2015-2016.

Completed By: Christy Collier, Assistant Director, Space Utilization 10-14-15

**Condition Codes:**

1. Satisfactory. Building component is suitable for continued use with normal maintenance.
2. Renewal A. Needs minimal capital renewal. The approximate cost is not greater than 25% of the estimated replacement cost of the component.
3. Renewal B. Needs more than minimal capital renewal. The approximate cost is greater than 25% but not greater than 50% of the estimated replacement cost of the component.
4. Renewal C. Requires major capital renewal. The approximate cost is greater than 50% of the replacement cost of the component.
5. Replacement. Component should be replaced.

# **BUILDING SYSTEM CONDITION SURVEY**

## **STATE UNIVERSITY SYSTEM OF FLORIDA**

University Name: UNIVERSITY OF CENTRAL FLORIDA Date: October 14, 2015

Building Name: Utility Building 8 Building No.: 42

Building Occupancy Date: 8-1-1983 Building Age: 32 years

**Building Envelope:**

(Data Element 10067)

Window/Glazing

Condition Code: N/A

Exterior Wall

Condition Code: 5

Foundation

Condition Code: 3

Exterior Doors

Condition Code: 5

Condition Code: 5

**Building Roof System (See CM-N-16 for components):**

(Data Element 10068)

Condition Code: 5

**Mechanical Systems:**

(Data Element 10069)

HVAC System

Condition Code: N/A

Elevator Systems

Condition Code: N/A

Condition Code: 5

**Electrical System:**

(Data Element 10070)

Lighting

Condition Code: 5

Grounding

Condition Code: 5

Internal Distribution

Condition Code: 5

Condition Code: 5

**Plumbing System:**

(Data element 10071)

Fixtures

Condition Code: N/A

Piping

Condition Code: N/A

Condition Code: N/A

**Building Interior:**

(No Data Element)

Doors

Condition Code: 5

Ceilings

Condition Code: 5

Floors

Condition Code: 5

Walls/Partitions

Condition Code: 5

Condition Code: 5

**Life Safety Systems:**

(No Data Element)

Fire Alarm:

Condition Code: N/A

Fire Suppression

Condition Code: N/A

Emergency Generator

Condition Code: N/A

Condition Code: N/A

Notes: The building is a safety hazard. It has been recommended for demolition by the Educational Plant Survey 2015-2016.

Completed By: Christy Collier, Assistant Director, Space Utilization 10-14-15

**Condition Codes:**

1. Satisfactory. Building component is suitable for continued use with normal maintenance.
2. Renewal A. Needs minimal capital renewal. The approximate cost is not greater than 25% of the estimated replacement cost of the component.
3. Renewal B. Needs more than minimal capital renewal. The approximate cost is greater than 25% but not greater than 50% of the estimated replacement cost of the component.
4. Renewal C. Requires major capital renewal. The approximate cost is greater than 50% of the replacement cost of the component.
5. Replacement. Component should be replaced.

# **BUILDING SYSTEM CONDITION SURVEY**

## **STATE UNIVERSITY SYSTEM OF FLORIDA**

University Name: UNIVERSITY OF CENTRAL FLORIDA Date: October 14, 2015

Building Name: Utility Building 9 Building No.: 46

Building Occupancy Date: 8-1-1985 Building Age: 30 years

**Building Envelope:**

(Data Element 10067)

Window/Glazing

Condition Code: N/A

Exterior Wall

Condition Code: 5

Foundation

Condition Code: 2

Exterior Doors

Condition Code: 5

Condition Code: 5

**Building Roof System (See CM-N-16 for components):**

(Data Element 10068)

Condition Code: 5

**Mechanical Systems:**

(Data Element 10069)

HVAC System

Condition Code: 5

Elevator Systems

Condition Code: N/A

Condition Code: 5

**Electrical System:**

(Data Element 10070)

Lighting

Condition Code: 5

Grounding

Condition Code: 5

Internal Distribution

Condition Code: 5

Condition Code: 5

**Plumbing System:**

(Data element 10071)

Fixtures

Condition Code: N/A

Piping

Condition Code: N/A

Condition Code: N/A

**Building Interior:**

(No Data Element)

Doors

Condition Code: 5

Ceilings

Condition Code: 5

Floors

Condition Code: 5

Walls/Partitions

Condition Code: 5

Condition Code: 5

**Life Safety Systems:**

(No Data Element)

Fire Alarm:

Condition Code: N/A

Fire Suppression

Condition Code: N/A

Emergency Generator

Condition Code: N/A

Condition Code: N/A

Notes: The building is a safety hazard. It has been recommended for demolition by the Educational Plant Survey 2015-2016.

Completed By: Christy Collier, Assistant Director, Space Utilization 10-14-15

**Condition Codes:**

1. Satisfactory. Building component is suitable for continued use with normal maintenance.
2. Renewal A. Needs minimal capital renewal. The approximate cost is not greater than 25% of the estimated replacement cost of the component.
3. Renewal B. Needs more than minimal capital renewal. The approximate cost is greater than 25% but not greater than 50% of the estimated replacement cost of the component.
4. Renewal C. Requires major capital renewal. The approximate cost is greater than 50% of the replacement cost of the component.
5. Replacement. Component should be replaced.

# **BUILDING SYSTEM CONDITION SURVEY**

## **STATE UNIVERSITY SYSTEM OF FLORIDA**

University Name: UNIVERSITY OF CENTRAL FLORIDA Date: October 14, 2015

Building Name: Band Building Building No.: 630

Building Occupancy Date: 8-1-2004 Building Age: 11 years

**Building Envelope:**

(Data Element 10067)

Window/Glazing

Condition Code: 5

Exterior Wall

Condition Code: 5

Foundation

Condition Code: 4

Exterior Doors

Condition Code: 5

Condition Code: 5

**Building Roof System (See CM-N-16 for components):**

(Data Element 10068)

Condition Code: 5

**Mechanical Systems:**

(Data Element 10069)

HVAC System

Condition Code: 5

Elevator Systems

Condition Code: N/A

Condition Code: 5

**Electrical System:**

(Data Element 10070)

Lighting

Condition Code: 5

Grounding

Condition Code: 4

Internal Distribution

Condition Code: 5

Condition Code: 5

**Plumbing System:**

(Data element 10071)

Fixtures

Condition Code: 5

Piping

Condition Code: 5

Condition Code: 5

**Building Interior:**

(No Data Element)

Doors

Condition Code: 5

Ceilings

Condition Code: 5

Floors

Condition Code: 5

Walls/Partitions

Condition Code: 4

Condition Code: 5

**Life Safety Systems:**

(No Data Element)

Fire Alarm:

Condition Code: N/A

Fire Suppression

Condition Code: N/A

Emergency Generator

Condition Code: N/A

Condition Code: 5

Notes: The building is a safety hazard. It has been recommended for demolition by the Educational Plant Survey 2015-2016.

Completed By: Christy Collier, Assistant Director, Space Utilization 10-14-15

**Condition Codes:**

1. Satisfactory. Building component is suitable for continued use with normal maintenance.
2. Renewal A. Needs minimal capital renewal. The approximate cost is not greater than 25% of the estimated replacement cost of the component.
3. Renewal B. Needs more than minimal capital renewal. The approximate cost is greater than 25% but not greater than 50% of the estimated replacement cost of the component.
4. Renewal C. Requires major capital renewal. The approximate cost is greater than 50% of the replacement cost of the component.
5. Replacement. Component should be replaced.

# **BUILDING SYSTEM CONDITION SURVEY**

## **STATE UNIVERSITY SYSTEM OF FLORIDA**

University Name: UNIVERSITY OF CENTRAL FLORIDA Date: October 14, 2015

Building Name: South Orlando Building I Building No.: 701

Building Occupancy Date: 8-1-1983 Building Age: 32 years

**Building Envelope:**

(Data Element 10067)

Window/Glazing

Condition Code: 5

Exterior Wall

Condition Code: 5

Foundation

Condition Code: 2

Exterior Doors

Condition Code: 5

Condition Code: 5

**Building Roof System (See CM-N-16 for components):**

(Data Element 10068)

Condition Code: 5

**Mechanical Systems:**

(Data Element 10069)

HVAC System

Condition Code: 5

Elevator Systems

Condition Code: N/A

Condition Code: 5

**Electrical System:**

(Data Element 10070)

Lighting

Condition Code: 5

Grounding

Condition Code: 5

Internal Distribution

Condition Code: 5

Condition Code: 5

**Plumbing System:**

(Data element 10071)

Fixtures

Condition Code: 4

Piping

Condition Code: 5

Condition Code: 5

**Building Interior:**

(No Data Element)

Doors

Condition Code: 4

Ceilings

Condition Code: 4

Floors

Condition Code: 4

Walls/Partitions

Condition Code: 5

Condition Code: 4

**Life Safety Systems:**

(No Data Element)

Fire Alarm:

Condition Code: 5

Fire Suppression

Condition Code: N/A

Emergency Generator

Condition Code: N/A

Condition Code: 5

Notes: The building is a safety hazard. It has been recommended for demolition by the Educational Plant Survey 2015-2016.

Completed By: Christy Collier, Assistant Director, Space Utilization 10-14-15

**Condition Codes:**

1. Satisfactory. Building component is suitable for continued use with normal maintenance.
2. Renewal A. Needs minimal capital renewal. The approximate cost is not greater than 25% of the estimated replacement cost of the component.
3. Renewal B. Needs more than minimal capital renewal. The approximate cost is greater than 25% but not greater than 50% of the estimated replacement cost of the component.
4. Renewal C. Requires major capital renewal. The approximate cost is greater than 50% of the replacement cost of the component.
5. Replacement. Component should be replaced.



# **BUILDING SYSTEM CONDITION SURVEY**

## **STATE UNIVERSITY SYSTEM OF FLORIDA**

University Name: UNIVERSITY OF CENTRAL FLORIDA Date: October 14, 2015

Building Name: South Orlando II Building No.: 702

Building Occupancy Date: 8-1-1983 Building Age: 32 years

**Building Envelope:**

(Data Element 10067)

Window/Glazing

Condition Code: 5

Exterior Wall

Condition Code: 4

Foundation

Condition Code: 2

Exterior Doors

Condition Code: 5

Condition Code: 5

**Building Roof System (See CM-N-16 for components):**

(Data Element 10068)

Condition Code: 5

**Mechanical Systems:**

(Data Element 10069)

HVAC System

Condition Code: 5

Elevator Systems

Condition Code: N/A

Condition Code: 5

**Electrical System:**

(Data Element 10070)

Lighting

Condition Code: 5

Grounding

Condition Code: 5

Internal Distribution

Condition Code: 5

Condition Code: 5

**Plumbing System:**

(Data element 10071)

Fixtures

Condition Code: 4

Piping

Condition Code: 5

Condition Code: 5

**Building Interior:**

(No Data Element)

Doors

Condition Code: 4

Ceilings

Condition Code: 4

Floors

Condition Code: 4

Walls/Partitions

Condition Code: 5

Condition Code: 4

**Life Safety Systems:**

(No Data Element)

Fire Alarm:

Condition Code: 5

Fire Suppression

Condition Code: N/A

Emergency Generator

Condition Code: N/A

Condition Code: 5

Notes: The building is a safety hazard. It has been recommended for demolition by the Educational Plant Survey 2015-2016.

Completed By: Christy Collier, Assistant Director, Space Utilization 10-14-15

**Condition Codes:**

1. Satisfactory. Building component is suitable for continued use with normal maintenance.
2. Renewal A. Needs minimal capital renewal. The approximate cost is not greater than 25% of the estimated replacement cost of the component.
3. Renewal B. Needs more than minimal capital renewal. The approximate cost is greater than 25% but not greater than 50% of the estimated replacement cost of the component.
4. Renewal C. Requires major capital renewal. The approximate cost is greater than 50% of the replacement cost of the component.
5. Replacement. Component should be replaced.

**Table 8**

## ANALYSIS OF SPACE NEEDS BY CATEGORY - FORM B

University of Central Florida  
All Campuses (except Health Sciences - Site 16)

Net Assignable Square Feet Eligible for Fixed Capital Outlay Budgeting

Prepared 02-Oct-15 Updated 24-May-19

TOTAL FTE= 41,261

On-Line FTE= 14,241

Total Less On Line FTE= 27,020

		Teaching		Research		Audi/		Instruct.	Student	Campus		Total
		Classroom**	Lab	Study	Lab	Office	Exhib.	Media	Support	Gym	Support Services	NASF
<b>Space Needs by Space Type*: 2020-2021</b>		324,244	618,915	682,870	932,086	996,247	123,783	82,522	0	172,058	205,181	4,137,906
<b>1) Current Inventory as of: June-15</b>												
A)	Satisfactory Space	240,340	294,267	163,148	303,029	724,804	28,262	9,727	0	14,438	101,078	1,879,093
B)	Unsatisfactory Space to be Remodeled	0	0	0		0	0	0	0	0	0	0
C)	Unsatisfactory Space to be Demolished/Terminated	1,700	5,100	0	306	36,977	1,435	0	0	0	573	46,091
D)	Total Under Construction	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL CURRENT INVENTORY:</b>		242,040	299,367	163,148	303,335	761,781	29,697	9,727	0	14,438	101,651	1,925,184
<b>2) Projects Funded for Construction thru: June-15</b>												
<b>Total Funded Construction:</b>		0	0	0	0	0	0	0	0	0	0	0
<b>Plus:Total Planned Demolition</b>		1,700	5,100	0	306	36,977	1,435	0	0	0	573	46,091
<b>Net Space Needs</b>		83,904	324,648	519,722	629,057	271,443	95,521	72,795	0	157,620	104,103	2,258,813
Percent of: Current Inventory and Funded Projects												
Minus Demolition												
Space Needs		74%	48%	24%	33%	73%	23%	12%	0%	8%	49%	45%

(\*\*Online FTE excluded from Classroom needs.)□

University of Central Florida  
2020-2021

		Teaching		Research		Aud/		Instruct.	Student	Campus		Total
		Classroom**	Lab	Study	Lab	Office	Exhibition	Media	Academic	Gym	Support Services	NASF
Space Needs by Space Type	2020-2021	324,244	618,915	682,870	932,086	996,247	123,783	82,522	0	172,058	205,181	4,137,906
Net Space Needs from Form B		83,904	324,648	519,722	629,057	271,443	95,521	72,795	0	157,620	104,103	2,258,813
Percent of Space Needs		74.12%	47.55%	23.89%	32.51%	72.75%	22.83%	11.79%	0.00%	8.39%	49.26%	45.41%
3) Projects Funded for Planning												
Proj. 1)		0	0	0	0	0	0	0	0	0	0	0
	Sub Total Net Space Needs	83,904	324,648	519,722	629,057	271,443	95,521	72,795	0	157,620	104,103	2,258,813
	Sub Total Percent	74.12%	47.55%	23.89%	32.51%	72.75%	22.83%	11.79%	0.00%	8.39%	49.26%	45.41%
Proj. 2)		0	0	0	0	0	0	0	0	0	0	0
	Sub Total Net Space Needs	83,904	324,648	519,722	629,057	271,443	95,521	72,795	0	157,620	104,103	2,258,813
	Sub Total Percent	74.12%	47.55%	23.89%	32.51%	72.75%	22.83%	11.79%	0.00%	8.39%	49.26%	45.41%
4) CIP Projects												
Proj. 1)		0	0	0	0	0	0	0	0	0	0	0
Util./Infras./Cap	Sub Total Net Space Needs	83,904	324,648	519,722	629,057	271,443	95,521	72,795	0	157,620	104,103	2,258,813
Renewal Roofs	Sub Total Percent	74.12%	47.55%	23.89%	32.51%	72.75%	22.83%	11.79%	0.00%	8.39%	49.26%	45.41%
Proj. 2)		0	0	0	22,850	12,930	0	0	0	0	0	35,780
Interdisciplinary	Sub Total Net Space Needs	83,904	324,648	519,722	606,207	258,513	95,521	72,795	0	157,620	104,103	2,223,033
Research & Incubator	Sub Total Percent	74.12%	47.55%	23.89%	34.96%	74.05%	22.83%	11.79%	0.00%	8.39%	49.26%	46.28%
Facility												
Proj. 3)		0	0	0	0	0	0	0	0	0	0	0
Colbourn Hall	Sub Total Net Space Needs	83,904	324,648	519,722	606,207	258,513	95,521	72,795	0	157,620	104,103	2,223,033
Renovation	Sub Total Percent	74.12%	47.55%	23.89%	34.96%	74.05%	22.83%	11.79%	0.00%	8.39%	49.26%	46.28%
Proj. 4)		5,000	3,750	0	0	39,550	0	0	0	0	12,250	60,550
Trevor Colbourn	Sub Total Net Space Needs	78,904	320,898	519,722	606,207	218,963	95,521	72,795	0	157,620	91,853	2,162,483
Hall	Sub Total Percent	75.67%	48.15%	23.89%	34.96%	78.02%	22.83%	11.79%	0.00%	8.39%	55.23%	47.74%
Proj. 5)		0	0	41,000	0	0	0	0	0	0	0	41,000
John C. Hitt Library	Sub Total Net Space Needs	78,904	320,898	478,722	606,207	218,963	95,521	72,795	0	157,620	91,853	2,121,483
Renovation, Phase II	Sub Total Percent	75.67%	48.15%	29.90%	34.96%	78.02%	22.83%	11.79%	0.00%	8.39%	55.23%	48.73%
Proj. 6)		28,000	28,000	10,714	0	17,333	8,333	20,000	0	0	0	112,380
UCF Downtown	Sub Total Net Space Needs	50,904	292,898	468,008	606,207	201,630	87,188	52,795	0	157,620	91,853	2,009,103
Campus Bldg. 1	Sub Total Percent	84.30%	52.68%	31.46%	34.96%	79.76%	29.56%	36.02%	0.00%	8.39%	55.23%	51.45%

Proj. 7)		2,000	36,991	0	0	4,000	63,804	0	0	0	0	106,795
Arts Complex	Sub Total Net Space Needs	48,904	255,907	468,008	606,207	197,630	23,384	52,795	0	157,620	91,853	1,902,308
Phase II	Sub Total Percent	84.92%	58.65%	31.46%	34.96%	80.16%	81.11%	36.02%	0.00%	8.39%	55.23%	54.03%
Performance												
Proj. 8)		0	0	0	0	0	0	0	0	0	0	0
Millican Hall	Sub Total Net Space Needs	48,904	255,907	468,008	606,207	197,630	23,384	52,795	0	157,620	91,853	1,902,308
Renovation	Sub Total Percent	84.92%	58.65%	31.46%	34.96%	80.16%	81.11%	36.02%	0.00%	8.39%	55.23%	54.03%
Proj. 9)		0	0	0	0	0	0	0	0	0	0	0
Business	Sub Total Net Space Needs	48,904	255,907	468,008	606,207	197,630	23,384	52,795	0	157,620	91,853	1,902,308
Administration	Sub Total Percent	84.92%	58.65%	31.46%	34.96%	80.16%	81.11%	36.02%	0.00%	8.39%	55.23%	54.03%
Renovation												
Proj. 10)		0	0	0	0	0	0	0	0	0	0	0
Chemistry	Sub Total Net Space Needs	48,904	255,907	468,008	606,207	197,630	23,384	52,795	0	157,620	91,853	1,902,308
Renovation	Sub Total Percent	84.92%	58.65%	31.46%	34.96%	80.16%	81.11%	36.02%	0.00%	8.39%	55.23%	54.03%
Proj. 11)		0	0	0	0	0	0	0	0	0	0	0
Facilities & Safety	Sub Total Net Space Needs	48,904	255,907	468,008	606,207	197,630	23,384	52,795	0	157,620	91,853	1,902,308
Complex	Sub Total Percent	84.92%	58.65%	31.46%	34.96%	80.16%	81.11%	36.02%	0.00%	8.39%	55.23%	54.03%
Renovation												
Proj. 12)		0	0	0	0	0	0	0	0	0	0	0
Visual Arts	Sub Total Net Space Needs	48,904	255,907	468,008	606,207	197,630	23,384	52,795	0	157,620	91,853	1,902,308
Renovation	Sub Total Percent	84.92%	58.65%	31.46%	34.96%	80.16%	81.11%	36.02%	0.00%	8.39%	55.23%	54.03%
Proj. 13)		0	10,696	2,572	0	2,579	5,344	0	0	0	0	21,191
Visual Arts	Sub Total Net Space Needs	48,904	245,211	465,436	606,207	195,051	18,040	52,795	0	157,620	91,853	1,881,117
Expansion	Sub Total Percent	84.92%	60.38%	31.84%	34.96%	80.42%	85.43%	36.02%	0.00%	8.39%	55.23%	54.54%
Proj. 14)		18,250	69,950	7,300	0	7,500	0	0	0	0	0	103,000
Learning Lab	Sub Total Net Space Needs	30,654	175,261	458,136	606,207	187,551	18,040	52,795	0	157,620	91,853	1,778,117
	Sub Total Percent	90.55%	71.68%	32.91%	34.96%	81.17%	85.43%	36.02%	0.00%	8.39%	55.23%	57.03%
Proj. 15)		0	78,130	4,800	5,000	40,105	8,150	0	0	0	4,800	140,985
College of Nursing	Sub Total Net Space Needs	30,654	97,131	453,336	601,207	147,446	9,890	52,795	0	157,620	87,053	1,637,132
	Sub Total Percent	90.55%	84.31%	33.61%	35.50%	85.20%	92.01%	36.02%	0.00%	8.39%	57.57%	60.44%

Proj. 16)		0	0	0	17,950	10,000	0	0	0	0	0	27,950
Interdisciplinary	Sub Total Net Space Needs	30,654	97,131	453,336	583,257	137,446	9,890	52,795	0	157,620	87,053	1,609,182
Research Building II	Sub Total Percent	90.55%	84.31%	33.61%	37.42%	86.20%	92.01%	36.02%	0.00%	8.39%	57.57%	61.11%
Proj. 17)		28,000	3,000	0	0	11,857	0	0	0	0	1,000	43,857
Classroom III	Sub Total Net Space Needs	2,654	94,131	453,336	583,257	125,589	9,890	52,795	0	157,620	86,053	1,565,325
	Sub Total Percent	99.18%	84.79%	33.61%	37.42%	87.39%	92.01%	36.02%	0.00%	8.39%	58.06%	62.17%
Proj. 18)		2,544	20,456	0	0	6,000	4,450	0	0	0	0	33,450
Civil and	Sub Total Net Space Needs	110	73,675	453,336	583,257	119,589	5,440	52,795	0	157,620	86,053	1,531,875
Environmental	Sub Total Percent	99.97%	88.10%	33.61%	37.42%	88.00%	95.61%	36.02%	0.00%	8.39%	58.06%	62.98%
Engineering												
Proj. 19)		0	1,200	500	850	1,000	0	0	0	1,200	4,750	9,500
Coastal Biology	Sub Total Net Space Needs	110	72,475	452,836	582,407	118,589	5,440	52,795	0	156,420	81,303	1,522,375
Station	Sub Total Percent	99.97%	88.29%	33.69%	37.52%	88.10%	95.61%	36.02%	0.00%	9.09%	60.37%	63.21%
Proj. 20)		0	0	0	0	7,000	4,000	0	0	0	650	11,650
Welcome Center	Sub Total Net Space Needs	110	72,475	452,836	582,407	111,589	1,440	52,795	0	156,420	80,653	1,510,725
Expansion	Sub Total Percent	99.97%	88.29%	33.69%	37.52%	88.80%	98.84%	36.02%	0.00%	9.09%	60.69%	63.49%
Proj. 21)		0	0	0	0	0	0	0	0	0	0	0
Center for	Sub Total Net Space Needs	110	72,475	452,836	582,407	111,589	1,440	52,795	0	156,420	80,653	1,510,725
Emerging Media	Sub Total Percent	99.97%	88.29%	33.69%	37.52%	88.80%	98.84%	36.02%	0.00%	9.09%	60.69%	63.49%
Renovation												
Proj. 22)		0	8,867	0	0	0	0	0	0	0	0	8,867
Band Building	Sub Total Net Space Needs	110	63,608	452,836	582,407	111,589	1,440	52,795	0	156,420	80,653	1,501,858
Phase II	Sub Total Percent	99.97%	89.72%	33.69%	37.52%	88.80%	98.84%	36.02%	0.00%	9.09%	60.69%	63.70%
Proj. 23)		0	0	0	0	2,000	0	0	0	0	21,056	23,056
Facilities & Safety	Sub Total Net Space Needs	110	63,608	452,836	582,407	109,589	1,440	52,795	0	156,420	59,597	1,478,802
Support Bldg. at	Sub Total Percent	99.97%	89.72%	33.69%	37.52%	89.00%	98.84%	36.02%	0.00%	9.09%	70.95%	64.26%
Lake Nona												
Proj. 24)		0	0	0	0	0	0	0	0	0	10,000	10,000
UCF Downtown	Sub Total Net Space Needs	110	63,608	452,836	582,407	109,589	1,440	52,795	0	156,420	49,597	1,468,802
CHP Plant	Sub Total Percent	99.97%	89.72%	33.69%	37.52%	89.00%	98.84%	36.02%	0.00%	9.09%	75.83%	64.50%

Proj. 25)		0	0	0	0	0	0	0	0	0	8,366	8,366
UCF Downtown	Sub Total Net Space Needs	110	63,608	452,836	582,407	109,589	1,440	52,795	0	156,420	41,231	1,460,436
Parking Garage	Sub Total Percent	99.97%	89.72%	33.69%	37.52%	89.00%	98.84%	36.02%	0.00%	9.09%	79.91%	64.71%
Proj. 26)		0	0	0	0	0	0	0	0	0	0	0
Howard Phillips Hall	Sub Total Net Space Needs	110	63,608	452,836	582,407	109,589	1,440	52,795	0	156,420	41,231	1,460,436
Renovation	Sub Total Percent	99.97%	89.72%	33.69%	37.52%	89.00%	98.84%	36.02%	0.00%	9.09%	79.91%	64.71%
Proj. 27)		0	0	0	0	0	0	0	0	0	0	0
Florida Solar Energy	Sub Total Net Space Needs	110	63,608	452,836	582,407	109,589	1,440	52,795	0	156,420	41,231	1,460,436
Center Renovation	Sub Total Percent	99.97%	89.72%	33.69%	37.52%	89.00%	98.84%	36.02%	0.00%	9.09%	79.91%	64.71%
Proj. 28)		0	0	0	0	0	0	0	0	0	0	0
Biological Sciences	Sub Total Net Space Needs	110	63,608	452,836	582,407	109,589	1,440	52,795	0.00%	156,420	41,231	0
Renovation	Sub Total Percent	99.97%	89.72%	33.69%	37.52%	89.00%	98.84%	36.02%	0.00%	9.09%	79.91%	64.71%
Proj. 29)		0	0	0	0	0	0	0	0	0	0	0
Theatre Renovation	Sub Total Net Space Needs	110	63,608	452,836	582,407	109,589	1,440	52,795	0	156,420	41,231	0
	Sub Total Percent	99.97%	89.72%	33.69%	37.52%	89.00%	98.84%	36.02%	0.00%	9.09%	79.91%	64.71%
Total Net Space Needs		110	63,608	452,836	582,407	109,589	1,440	52,795	0	156,420	41,231	1,460,436
Total Percent of Net Space Needs		99.97%	89.72%	33.69%	37.52%	89.00%	98.84%	36.02%	0.00%	9.09%	79.91%	64.71%



**UCF BOARD OF TRUSTEES**  
**Agenda Item Summary**  
 December 3, 2020

**Title:** Approval of the 2020 Campus Development Agreement

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☐ Information                      ☐ Information for upcoming action                      ☒ Action

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

**Purpose and Issues to be Considered:**

Following the adoption of the 2020-30 Campus Master Plan in November 2019, the UCF Board of Trustees must enter into a Campus Development Agreement (CDA) with the Host Local Government - Orange County (the County). The CDA is intended to ensure consistency between the University's Campus Master Plan and the County's Comprehensive Plan.

*Florida Statute 1013.30(10) Campus Master Plans and Campus Development Agreements* states: "Upon adoption of a campus master plan, the university board of trustees shall draft a proposed campus development agreement for each local government and send it to the local government within 270 days after the adoption of the relevant campus master plan."

The statute continues by stating the requirements of a CDA, summarized here by Section of this CDA:

- 5.0 Establish the duration of the CDA (5 years).
- 6.0 Identify the geographic area of the campus (Context Area) and local government (Orange County) covered by the CDA.
- 7.0 Address public facilities and services including roads, sanitary sewer, solid waste, drainage, potable water, parks and recreation, and public transportation.
- 8.0 Identify the level-of-service standard established by the local government; and determine the entity that will provide the service to the campus.
- 9.0 Describe any financial arrangements relating to the provision of these facilities or services.
- 10.0 Determine the impact of existing and proposed campus development reasonably expected over the term of the CDA on each service or facility; and any deficiencies which the proposed campus development will create or to which it will contribute.
- 11.0 Determine improvements to facilities or services which are necessary to eliminate the deficiencies specifically listed in the campus development agreement.
- 12.0 Determine the university board of trustees' "fair share" of the cost of the measures stated. The university board of trustees is responsible for paying the fair share identified.

*BOG Regulation 21.201 Definitions*, states:

- "Campus Development Agreement" means the fair share mitigation agreement referenced in Section 1013.30(10) F.S.
- "Context area for Campus Development Agreements" means an area surrounding the university, within which on-campus development may impact local public facilities and services and natural resources, and within which off-campus development may impact university resources and facilities.

*This 2020 CDA was negotiated and reviewed by the following UCF personnel:*

- Misty Shepherd, Interim Vice President and Chief Operating Officer
- Fred Kittinger, Senior Associate Vice President, Government & Community Relations
- Jordan Clark, Associate General Counsel, Office of the General Counsel
- Duane Siemen, Interim Associate Vice President, Facilities & Safety
- Bill Martin, Senior Director, Facilities Planning & Construction

**Background Information:**

The 2020 CDA will replace the previous 2015 CDA, executed November 29, 2016.

**Recommended Action:**

Recommend to the Board of Trustees the approval of the 2020 CDA.

Upon approval by UCF, the County will hold two required public hearings with the Local Planning Agency and the Board of County Commissioners; and execute the CDA in accordance with f.s.1013.30.

**Alternatives to Decision:**

1. Board of Trustees may reject the CDA, direct UCF staff to renegotiate specific provisions, and bring a new CDA to the Board for future consideration.
2. Board of Trustees may recommend revisions to the CDA, and authorize the President to sign the CDA if those revisions are agreed to by the County.

**Fiscal Impact and Source of Funding:**

This CDA has been negotiated to mitigate UCF's "fair share" of the cost of identified deficiencies.

Partnership Projects proposed in the 2020 CDA may generate fiscal commitments:

11.6 (a) 1) Proposed pedestrian safety improvements along McCulloch Road are identified to be studied in the CDA; should UCF and the County agree that these improvements should move into design or construction, they may have attending costs (to be determined) shared between Orange County, Seminole County and UCF.

11.6 (a) 2) A conceptual mid-block crossing on McCulloch Road to improve the pedestrian safety of students walking from apartment complexes on the north side of the road to main campus is identified to be studied in the CDA; should UCF and the County agree that this improvement should move into design or construction, an on-campus walkway from a future McCulloch Road mid-block crossing to West Plaza Drive will need to be constructed and may have an attending cost to UCF (to be determined)

Partnership Projects included in the 2015 CDA are underway, and have outstanding fiscal commitments:

11.7 (a) 4) Alafaya Trail pedestrian scale lighting initial cost (actual, not to exceed \$75,000 one-time)

11.7 (a) 5) Alafaya Trail pedestrian scale lighting recurring costs (actual, not to exceed \$25,000 yearly)

11.7 (a) 6) Alafaya Trail and University Boulevard way-finding and signage (actual, not to exceed \$50,000 one-time)

**Authority for Board of Trustees Action:**

Florida Statute 1013.30 Campus Master Plans and Campus Development Agreements.

Signature authority for the CDA is granted to Dr. Alexander Cartwright by UCF Board of Trustees policy ("Delegation of Authority to the President" Policy BOT-4, dated May 2019).

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

Associate General Counsel Jordan Clark was involved in the negotiation of this CDA.

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

**Submitted by:**

Misty Shepherd, Interim Vice President and Chief Operating Officer

Fred Kittinger, Senior Associate Vice President for Government and Community Relations

**Supporting Documentation:**

Attachment A: Contract Summary Form

**Facilitators/Presenters:**

Misty Shepherd, Interim Vice President and Chief Operating Officer

Fred Kittinger, Senior Associate Vice President for Government and Community Relations

## Summary of Agreement

<b>Purpose/Background</b>	Florida Statute 1013.30(10) requires UCF to enter into a Campus Development Agreement (CDA) with its Host Local Government, Orange County, following the adoption of the University's Campus Master Plan (CMP). The CDA is intended to ensure consistency between the University's CMP and the County's Comprehensive Plan.
<b>Parties</b>	UCF Board of Trustees Orange County
<b>Term</b>	5 years
<b>Obligations of UCF</b>	Complete financial commitments from the previous CDA executed in 2016. Partner with Orange County to explore additional projects, in particular related to pedestrian safety on McCulloch Road. See agreement for additional details.
<b>Obligations of other party</b>	Complete financial commitments from the previous CDA executed in 2016. Partner with UCF to explore additional projects, in particular related to pedestrian safety on McCulloch Road. See agreement for additional details.
<b>Financial terms</b>	Complete financial commitments from the previous CDA executed in 2016. The agreement was negotiated to mitigate additional financial commitments from UCF. See agreement for additional details.
<b>Termination rights</b>	As the agreement is a requirement of Florida Statute 1013.30(10), an agreement must be in place. Termination is unlikely, but provisions for Amendment are listed under section 15.0 of the agreement should changes to the agreement become necessary.
<b>Additional terms</b>	See agreement for additional details.
<b>Link to agreement</b>	<a href="https://bot.ucf.edu/files/2020/11/FFC-2-CDA-between-UCF-and-the-County-Final-Version-10-23-20.pdf">https://bot.ucf.edu/files/2020/11/FFC-2-CDA-between-UCF-and-the-County-Final-Version-10-23-20.pdf</a>

## UCF BOARD OF TRUSTEES

## Agenda Item Summary

December 3, 2020

**Title:** Board Operating Procedures

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☐ **Information**☐ **Information for upcoming action**☒ **Action****Meeting Date for Upcoming Action:** \_\_\_\_\_**Purpose and Issues to be Considered:**

Staff from the Board Relations Office conducted a review of the Board Operating Procedures, approved by this Board on July 18, 2019, to determine the approval process for this document.

For committee discussion today is whether the document should be revoked as an official Board document requiring approval, reconstituting it as a Board Operating Guidelines and Procedures reference document shared in Board orientation materials and posted under Resources on the Board of Trustees website. The Board Relations Office staff will be tasked with updating the document as amendments to primary governing documents are approved by the Board.

The meeting materials include an annotated procedures document citing the sources of all information contained in Board Operating Procedures.

**Background Information:**

The Board Operating Procedures document was developed to formalize processes as they relate to the operations of the Board. The Board Operating Procedures was adopted on July 18, 2019 and amended on September 19, 2019.

**Recommended Action:**

Recommend to the University of Central Florida Board of Trustees to revoke the Board Operating Procedures as an official board document requiring approval, reconstituting it as a Board Operating Guidelines and Procedures document to be shared in Board orientation materials and posted under Resources on the Board of Trustees website, and updated as amendments to primary governing documents are approved by the Board.

**Alternatives to Decision:**

Do not approve or suggest alternatives to the recommended action.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Section 2.3, UCF Board of Trustees Ninth Amended and Restated Bylaws

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**Contract Reviewed/Approved by General Counsel** ☐ N/A ☒
**Committee Chair or Chair of the Board has approved adding this item to the agenda** ☒

**Submitted by:**

Karen Monteleone, Assistant Vice President, Board Relations

**Supporting Documentation:**

Attachment A: Board Operating Procedures, revised September 19, 2019, with outline

**Facilitators/Presenters:**

Karen Monteleone



## University of Central Florida Board of Trustees

### Board Operating Procedure

Title: Board Operating Procedure – Staffing; Meetings; Agendas

BOP No. 2019-1

Date of Adoption July 18, 2019, Revised 9-19-19.

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#### **Statement of purpose**

This Board Operating Procedure serves to articulate Board expectations for Board members and staff with regard to Board operations, including meetings. In the event of a conflict between any Board Operating Procedure and the bylaws, the terms of the bylaws shall take precedence.

#### **Staff Responsibilities**

Staff of the University will provide all materials and information necessary for the Board to make informed decisions and fulfill its fiduciary responsibilities.

*Note: this is covered in the Ninth Amended and Restated Bylaws, 7.4: Agenda*

#### **Committee liaisons**

The Board chair and president shall identify a senior leader for each Board committee to facilitate committee meetings, assist in agenda development, prepare meeting and agenda item materials, coordinate presentations, and fulfill other duties. Assignments to standing Board committees are typically as follows:

- Advancement – Chief of Staff and Vice President for Communications and Marketing; Vice President for Advancement; and Vice President for Government Relations
- Audit and Compliance – Chief Audit Officer; and Chief Compliance, Ethics, and Risk Officer
- Compensation and Labor – Associate Vice President and Chief Human Resources Officer; and Vice President and General Counsel
- Educational Programs – Provost and Vice President for Academic Affairs
- Finance and Facilities – Chief Financial Officer; and Chief Operations Officer
- Nominating and Governance – Vice President and General Counsel
- Executive – Vice President for Government Relations

*Note: this is covered in the Ninth Amended and Restated Bylaws, Article VI: Committees. Committee liaisons are listed on the UCF Board of Trustees website.*



### **Committee coordinators**

In addition, each committee will have an assigned committee coordinator, generally a staff member in the office of a Committee Liaison to the Board standing committee. It will be the role of the committee coordinator to:

- advise and support committee leadership and members of the committee to ensure successful committee operations;
- serve as a liaison between committee leadership and the senior leader committee liaison(s);
- facilitate annual work planning, agenda planning, and meeting material previews;
- review meeting materials, including agenda items, supporting documentation, and documents of committee action; and
- support the committee leadership and committee members in gathering information for committee business.
- Prepare minutes

*Note: this is covered in the individual committee charters, which are posted on the UCF Board of Trustees website.*

### **Board Operations – Meetings**

In addition to providing all materials and information necessary for the Board to make informed decisions and fulfill its fiduciary responsibilities, staff shall have primary responsibility for all logistical matters involved in scheduling meetings, in preparing Board meeting materials, in submitting agenda items, and in assuring that meetings are properly equipped and staffed to run efficiently and effectively.

*Note: this is covered in the Ninth Amended and Restated Bylaws, 4.5: Corporate Secretary*

### **Board Operations – Standard Format for Agenda Items**

Agenda items shall be prepared for all Committee and Board meetings using a standardized format that provides the following information for each proposed action:

- background information on the proposed action;
- issues to be decided by the Committee or Board;
- reasonable alternatives available to the decision being recommended;
- financial cost of the decision to the University, the specific funding source amount and any restrictions on the proposed funding source;
- the staff's recommendation on the item, stated with specificity; authority for the Board's action;
- confirmation that any contracts were reviewed and approved by General Counsel.
- confirmation that the agenda item was approved by the Committee Chair or Board Chair prior to placement on the agenda.
- Additionally, each Board agenda item shall identify the senior officer sponsoring the action, provide any supporting documentation, and list facilitators/presenters for the agenda item.

A form for this purpose has been created and is available on the Board website under the Resources tab. [See <https://bot.ucf.edu/files/2019/02/Agenda-Memorandum.pdf>]

*Note: the use of a standardized agenda memo was approved by the Board on January 24, 2019 and the agenda memo is listed under Resources on the UCF Board of Trustees website.*

### **Board Operations – Development of Agendas**

Committee liaisons must consult with their committee chair well in advance of finalizing agendas about the content and strategic issues to be included on each agenda.

Committee liaisons should arrange to discuss the agenda and materials in advance with the Committee Chairs to ensure the clarity and adequacy of the information provided.

The President, and Committee liaisons as appropriate, should arrange to discuss the agenda and materials in advance with the Board Chair to ensure the clarity and adequacy of the information provided.

Prior to distributing materials to the Board, the President, General Counsel, and the Vice President of Government Relations, along with other committee liaisons as appropriate, will, to the best of their knowledge, confirm the completeness and accuracy of materials.

Each agenda item for which statutory authority supports the Board's or Committee's action shall be additionally verified by General Counsel.

*Note: this is covered in the Ninth Amended and Restated Bylaws, 7.4: Agenda*

### **Board Operations – Delivery of Meeting Materials**

For regularly scheduled meetings of the Board, notice shall be provided and materials should be delivered to trustees at least two weeks in advance of a Board meeting to provide the trustees with the opportunity to study the materials and raise questions. Late additions are not permitted except in exceptional circumstances or to correct scrivener's errors.

For specially called meetings of the Board, notice shall be provided and materials should be delivered to trustees at least forty-eight (48) hours in advance of the meeting. Late additions are not permitted except in exceptional circumstances or to correct scrivener's errors.

For emergency meetings of the Board, notice shall be provided and materials should be delivered to trustees at least twenty-four (24) hours in advance of the meeting. Late additions are not permitted.

*Note: this is covered in the Ninth Amended and Restated Bylaws, Article VII: Meetings*

### **Board Operations – Minutes**

It is the expectation of the Board that staff shall prepare minutes of each Board meeting and Board Committee meeting that present a full and accurate report on Board and Committee deliberations and actions. Minutes shall be prepared with the following guidelines in mind:

Minutes should identify meeting start time, the trustees in attendance and the trustees not in attendance; minutes should also note trustees who leave early or arrive late (or who are not present for a particular item taken up on the agenda).

Minutes should follow the order of the agenda of the meeting and should reflect each action taken, including all votes.

Minutes should provide enough information to show how trustees reached their decisions and what actions were taken, but minutes should not record discussions verbatim and should not resemble a transcript.

Motions should be recorded with precise wording; minutes should identify the Trustees who made and seconded the motion, and the result of the vote on the motion. If there is a conflict of interest on any particular action item, that should be noted in the minutes and proper paperwork (Form F8) should be submitted by the trustee later.

Minutes should conclude with the date and time of adjournment.

*Note: this is covered in the Ninth Amended and Restated Bylaws, Article IV: Officers of the Board, Section 4.5: Corporate Secretary*

### **Board Operations – Current Calendar**

The Board expects staff to prepare and maintain a current calendar of all relevant deadlines and meetings for the Board and each Board Committee. This calendar shall include Board and Committee meetings dates, deadlines for approval and submission of meeting items, and any relevant Board oversight deadlines. This calendar may also include other dates of interest to Trustees, such as dates for Board of Governors meetings, or any other item the Board identifies as appropriate for inclusion. This calendar shall be updated regularly and shall be available on the Board website.

*Note: Committee and Board Annual Plans were developed by the Board Relations Office, and recently approved by individual committees and the Board. Dates of interest are listed on the Board of Trustees meeting agendas and special board related meetings are corresponded, as needed, by the Board Relations Office.*

## UCF BOARD OF TRUSTEES

## Agenda Item Summary

December 3, 2020

**Title:** Amendments to University Regulation UCF-2.033 Copyright and Works

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☐ Information☐ Information for upcoming action☒ Action

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

**Purpose and Issues to be Considered:**

The University proposes to amend Regulation UCF-2.033 Copyright and Works to conform with Article 18 of the CBA which was ratified earlier this year. Several sections have been rearranged to enhance readability, in view of the substantive amendments. Additionally, several definitions were updated, and several were removed that are no longer relevant. Two new definitions were added, “Online Course” and “Independent Creative Efforts”. New language was added to clarify the respective rights of employees and the University in online course materials. Language was also added to clarify that the UCF Research Foundation, Inc is the university’s designated Intellectual Property owner.

This regulation was posted online October 30, 2020 for public comment. No comments were received as of the date of submission of these materials.

**Background Information:**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

**Recommended Action:**

Approve amendments to University of Central Florida Regulation UCF-2.033 Copyright and Works.

**Alternatives to Decision:**

Do not amend UCF-2.033 as proposed and suggest alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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

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

**Submitted by:**

Scott Cole, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-2.033 (redline)

Attachment B: Article 18, Collective Bargaining Agreement

**Facilitators/Presenters:**

Sherry Andrews, Associate General Counsel and Associate Provost

**UCF-2.033 Copyright and Works**

(1) General.

- (a) This Regulation applies to all University Personnel, as defined in section (2)(a). Nothing herein shall be deemed to limit or restrict the University's full exercise of its legal rights and authority.
- (b) The University possesses all rights to and has the authority, at its option, to take any action necessary and proper to secure Intellectual Property owned by the University, and the University may take all steps necessary and proper to protect and enforce its rights. University profits derived from Intellectual Property subject to this Regulation shall be shared with the Inventor and/or Creator in accordance with this Regulation, Regulation UCF-2.029, any applicable collective bargaining agreements, and policies or procedures established by the University, including the Office of Research ~~and Commercialization, and the University's designated Intellectual Property owner, the University of Central Florida Research Foundation, Inc ("UCFRF")~~. In the unlikely event of a conflict between any departmental or university or direct support organization policy and this Regulation, this Regulation will control.
- (c) ~~The purpose of this Regulation is to describe rights in Copyright at the University and to encourage University Personnel to produce copyrightable works that contribute to their professional stature, public knowledge, and the University's mission. The University encourages the creation of original works of authorship and the free expression and exchange of ideas. This Regulation is intended to embody the spirit of academic tradition, which respects faculty's interests in their scholarly works, and is otherwise consistent with United States copyright law, which provides the University ownership rights to employment-related works.~~
- (d) ~~The ongoing revolution in the use of information technology for the production and dissemination of knowledge enables Faculty to create new forms or types of scholarly works, to communicate with new types of materials, and to reach new audiences. The dramatic changes in the manner and use of information technologies has caused the University to be increasingly involved in diverse use of media that generate and draw upon a variety of materials that may be protected by Copyright and that may also be suitable for patent, trademark, and/or trade secret~~

~~protection. The University, as both a producer and user of such materials, needs to provide clear guidance relating to ownership and use of such materials, as well as rights to income produced by distribution of such materials. Yet, the University recognizes that proper balance must be maintained between academic tradition and the University's commitment to providing an environment that supports creative endeavors in all academic areas. This Regulation is intended to clarify the rights of University Personnel by identifying copyrightable materials and by stating University wide policies governing ownership and use of copyrightable material and the rights to income produced from any distribution thereof.~~

- ~~(e)~~ This Regulation addresses only Copyrights in Works. Rights in Inventions, Trademarks, and Trade Secrets are addressed in University Regulation UCF-2.029, and -in applicable collective bargaining agreements.

(2) Definitions. For purposes of interpreting and applying the substantive provisions of this Regulation, the following definitions apply:

- (a) "University Personnel" shall mean all full-time and part-time employees of the University, whether or not they are members of a collective bargaining unit, including all faculty, staff, and post-doctoral fellows; appointees of the University who receive University Support (as defined below), including volunteers, adjuncts, and courtesy faculty; persons paid by or through the University, including contractors and consultants; and anybody working under University auspices and anybody receiving University Support. Students, including undergraduate, graduate and professional students, who are encompassed within any of these categories, shall be considered University Personnel for purposes of this Regulation.
- (b) "Copyright" means the intangible property right granted by federal law, Title 17 of the U.S. Code, to the Creator(s) of an original work of authorship fixed in a tangible form of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. An original work of authorship may be literary, dramatic, musical, artistic, or any other creative work, whether published or unpublished. Copyright provides the owner(s) with certain rights in a work, including the right to reproduce the work, to prepare derivative works, to distribute the work, to perform/display the work, and to prevent



others from doing same. The term also includes copyright protection that may be granted by foreign governments.

- (c) “Work” means, in accordance with Title 17 of the U.S. Code, any original work of authorship that is or may be subject to Copyright. “Work” includes but is not limited to printed material (such as books, articles, memoranda, and texts), computer software or databases, audio and visual material, circuit diagrams, architectural and engineering drawings, lecture, compositions (e.g. written, musical and/or dramatic), ~~compositions, musical works, dramatic works,~~ motion pictures, multimedia works, web pages, sound recordings, choreographic works, ~~and~~ pictorial or graphic illustrations or displays, and any creative expression of a Trademark used in connection with these items. ~~Instructional Material and Instructional Technology Material are two types of Work.~~ “Work” does not include patentable material, which is encompassed within the definition of Invention; an Invention may also include a related Work. Rights to Inventions are addressed in University Regulation UCF-2.029 Patents, Trademarks, and Trade Secrets.
- (d) “Creator” shall mean any University Personnel who create(s) a Work.
- (e) “University Support” shall mean (i) the appreciable~~non-incidental~~ use of University resources, such as funds, personnel, facilities, equipment, materials, technical information, or students, (ii) course release, and/or (iii) in creation or making of a Work or Invention; but does not include the inconsequential use of resources made available to the University community for common use. “University Support” ~~includes~~ support provided by other public or private organizations when it is arranged, administered or controlled by the University or a University direct support organization, including but not limited to research and investigations that are sponsored by the University and/or that are carried out by public funds. For a use of University resources to be appreciable, it must go beyond the resources commonly or routinely provided or made available to similarly situated employees for the performance of their assignment. For example, the routine use of resources such as the libraries; one’s office, office computer, and other University computer facilities; and office supplies, is not considered appreciable University Support.
- (f) “Work for Hire” shall mean, as defined in Section 101 of the Copyright Code,

- (i) ~~a Work that is prepared by an employee within the scope of his or her employment;~~  
or
- (ii) ~~a Work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in writing that the work shall be considered a work made for hire. In accordance with academic tradition, scholarly or artistic works for which the intended purpose is to disseminate the results of academic research, scholarly study, or artistic expression, and much intellectual content developed by faculty for ITV and Web-based courses, are selectively excluded by the University from the definition of Work for Hire for the purposes of this Regulation (see Section (3)(a)(iii)).~~
- (g) “Outside Activity” means private practice, private consulting, additional teaching or research, financial interest, or other personal commitment, e.g., service on a Board of Directors, participation in a civic or charitable organization, political activity, etc., whether compensated or uncompensated, that: (i) is not part of the University Personnel’s assigned duties, (ii) is not compensated by the University, and (iii) that does not involve University Support. Outside Activity is subject to the requirements of Chapter 112, Part III, Florida Statutes, “Code of Ethics for Public Officers and Employees,” this Regulation and other University Policies and Regulations, including but not limited to University Regulation UCF-3.018.
- (h) ~~“Instructional Material” means a Work that is developed by University Personnel to be used by students or instructors as a learning resource to help students acquire knowledge or skills or develop cognitive processes. Instructional Material may be printed material (such as a class notes packet) or may be embodied in Instructional Technology Material (such as a digital transmission).~~
- (i) ~~“Instructional Technology Material” means Instructional Material that requires the availability of electronic, electro-mechanical, or solid state physics-based equipment to be used as a learning resource. “Instructional Technology Material” includes video and audio recordings or transmissions, motion pictures, films, slides, photographic and other similar visual materials, live video and audio transmissions, electronic and digital media, computer programs, computer-assisted instructional~~

~~course work, programmed instructional materials, three dimensional materials and exhibits, web pages, electronic, electro-mechanical, or solid state physics-based equipment, and combinations of the above, which are prepared or produced to be used as a learning resource for or to enhance instruction. All distance and distributed learning courses and/or modules prepared by University Personnel are included in this definition.~~

- (g) “Intellectual Property” refers to Works, Inventions, Trademarks and Trade Secrets.
- (h) “Trademark” means a name, symbol, figure, letter, word or mark adopted and used to designate the source of goods and/or services arising from an Invention or a Work.
- (i) “Online Course” means a course that requires student access to an University online learning environment, and includes but is not limited to, courses taught under World Wide Web (“W”), Mixed Mode/Reduced Seat Time (“M”), Video Streaming (“V”), Video Streaming/Reduced Seat Time (“RV”), and Active Learning/Reduced Seat Time (“RA”) course modalities.
- (j) “Independent Creative Efforts” means, with respect to a Work: that the idea came from the employee Creator(s); that the Work was made without the use of University Support; and that the University is not responsible for any opinions expressed in the Work.

### (3) Rights to Copyrighted Works

- (a) ~~Works owned by University Personnel.~~
  - (i) ~~Works created as a result of Independent Creative Efforts. “Independent Efforts” means, with respect to a Work: that the idea came from the Creator(s); that the Work was made without University Support; and that the University is not responsible for any opinions expressed in the Work.~~ A Work made in the course of Independent Creative Efforts is the property of the University Personnel who created it, who each have the right to determine the disposition of such Work and the revenue derived from it, in accordance with U.S. copyright law. The Creator(s) of a Work made in the course of Independent Creative Efforts shall, upon request of the University, provide documentation to substantiate his or her or their Independent Creative Efforts.

(b) Works created as a result of University-Supported Efforts. A Work not made in the course of Independent Creative Efforts is the property of the University and is hereby assigned to the University by the Creator(s), and such Creator(s) shall share in any proceeds therefrom.

1. Notwithstanding the above,

- a. the University shall not assert ownership rights to Works for which the intended purpose is to disseminate the results of academic research, scholarly study, and/or creative efforts.
- b. the University shall not assert ownership rights to Works developed without appreciable University Support and used solely for the purpose of assisting or enhancing the employee's instructional assignment. Examples include case studies, textbooks, laboratory manuals, and class notes produced in connection with regular scheduled courses of instruction, regardless of modality.
- c. Instructional material developed or substantially revised for an Online Course without University Support and without the use of UCF online instructional design services shall be the property of the Creator(s) and is hereby assigned to such Creator(s) by the University, subject to the retained rights set forth in section (3)(b)1d (i) through (iii).
- d. Instructional material developed or substantially revised for an Online Course with the use of UCF online instructional design services shall be the property of the Creator(s), subject to a retained right by the University to continued internal use of the Online Course, including the instructional material, for instructional purposes, and subject to the retained rights set forth in section (3)(b)1d (i) through (iii). Unless Creator(s) agree otherwise, in writing as long as they are employed by the University, such Creator(s) shall have the exclusive right to revise the Online Course, provided that the University shall not be obligated to provide further resources for such revisions unless they are requested by the

University or agreed upon jointly by the University and the Creator(s).

(i) If a Creator who develops or substantially revises an Online Course ceases to be employed by the University, the University shall possess and expressly retains the right to continued internal use of such Online Course, including the right to revise, reproduce, or make derivative works, of the instructional materials for instructional purposes for no more than the five (5) full academic years following the employee's separation from the University. The owner (Creator) may continue to make personal and professional use of the instructional material, at no cost to and with no obligation by the University after termination of their employment, subject to any third-party obligations.

(ii) If a Creator who develops or substantially revises an Online Course is unexpectedly unable to complete that employee's instructional assignment as to such Online Course, the University shall possess and expressly retains the right to internal use of such Online Course, including the right to revise, reproduce, or make derivative works, of the instructional materials for instructional purposes and to the extent necessary to ensure successful completion of the instructional assignment.

(iii) In any Online Course where the University exercises its rights to internal use of instructional materials for instructional purposes, acknowledgment and attribution of the Creator(s) will be included.

2. Without limiting the above, the University asserts copyright ownership in any Work where:

a. the Creator was expressly commissioned in writing to produce or participate in the production of the Work with University funds for a specific University purpose; or

- b. the Creator was expressly assigned in writing by the University to produce, or participate in the production of the Work; or
- c. the Creator was a faculty administrator or a non-faculty employee acting within the scope of his or her employment; or
- d. authorship cannot be attributed to one or a discrete number of authors but rather results from simultaneous or sequential contributions over time by multiple University Personnel, such as software tools developed and improved over time by multiple individuals. Joint authorship is not the determining factor; rather, the University looks to determine whether authorship or creation is so diffuse as to be non-attributable.

- (c) *Works created as a result of Outside Activity.* Subject to the requirements of Chapter 112, Part III, Florida Statutes, “Code of Ethics for Public Officers and Employees”, this Regulation and other University Policies and Regulations, including but not limited to University Regulation UCF-3.018, University Personnel may, after reporting the details in accordance with applicable University Regulation and procedures, engage in Outside Activity, including employment pursuant to a consulting agreement. An employee who proposes to engage in such Outside Activity shall furnish a copy of this Regulation and, where applicable, Article 18 of the Collective Bargaining Agreement, to the outside employer/party prior to the time a consulting or other agreement is signed or, if there is no written agreement, before the employment/activity at the outside employer/party begins. University Personnel engaged in Outside Activity should use great care to determine that the Intellectual Property clauses in any agreement(s) related to the Outside Activity do not involve conflict of interest problems or are not in actual conflict with sponsored grants or contracts, or with University regulation or policy. ~~If the individual seeking to engage in an Outside Activity is asked to sign an agreement relating to the Outside Activity that purports to waive any University right(s) in any Intellectual Property, a copy of this Regulation shall be provided to the person asking for a waiver before the Outside Activity begins.~~ University Personnel are not authorized to waive University rights, and any such waiver is deemed rejected by the University unless specifically accepted by, as appropriate,

the Provost or Vice President of Research ~~& Commercialization~~ or designees. All Works created from authorized Outside Activity, as defined in this Regulation, are the property of the Creator. University Personnel seeking to engage in Outside Activity -are advised to review the terms of University Regulation 3.018 and any applicable collective bargaining agreement.

~~(iii) *Scholarly or Artistic Works* In accordance with academic tradition, and unless required by Federal and State laws or regulations, or the terms of any applicable sponsored agreements, or as excepted below in (3)(b), the University shall **not** assert rights to the following Works:~~

~~(A) scholarly or artistic works, regardless of their form of expression, for which the intended purpose is to disseminate the results of academic research, scholarly study, or artistic expression, such as textbooks, other works of popular nonfiction, novels, monographs, articles submitted to or published by scholarly and professional journals, bibliographies, poems, novels, dramatic works, pictorial or sculptural works, films, videotapes, musical compositions, or other scholarly or artistic expressions in any medium;~~

~~(B) the intellectual content developed by faculty for ITV and Web-based courses.~~

~~(b) *Works Owned by the University.* Notwithstanding academic tradition, the availability and use of new media technologies has impacted the process of creation of scholarly or artistic Works. In many cases, the use of new media technologies requires increased involvement by the University in the form of financial support, expert services, equipment, and other facilities beyond the base level of support and common resources provided to University Personnel. The University shall hold rights in Copyright to Works that are created by University Personnel and that are supported by a direct allocation of University funds, are commissioned by the University, are Works for Hire, or are made with University Support. That is, subject to ownership terms specified and agreed upon in writing by the University, the University asserts copyright ownership in any Work where:~~

~~(i) the Creator was expressly commissioned in writing to produce or participate in the production of the Work with University funds for a specific University purpose ; or~~



- ~~(ii) the Creator was expressly assigned in writing by the University to produce, or participate in the production of the Work; or~~
- ~~(iii) the Creator was a faculty administrator or a non-faculty employee acting within the scope of his or her employment; or~~
- ~~(iv) the Creator was substantially assisted by a support agency of the University, received assistance in the form of released time, or received University Support, including grants and contract funds administered by the University, for the creation of the Work; or~~
- ~~(v) the Creator employed in his/her developmental work, beyond incidental levels and without personal charge, the equipment, materials, or staff services of any centers, departments or agencies established or supported by the University primarily to assist in developing and producing Works; or~~
- ~~(vi) authorship cannot be attributed to one or a discrete number of authors but rather results from simultaneous or sequential contributions over time by multiple University Personnel, such as software tools developed and improved over time by multiple individuals. Joint authorship is not the determining factor; rather, the University looks to determine whether authorship or creation is so diffuse as to be non-attributable.~~

(4) Disclosure/University Review. Upon the creation of a Work and prior to any publication, Creator(s) shall disclose to All materials in which the University may have an interest under the provisions of this Regulation shall be disclosed to the University's representative~~Provost or designee, any Work that was not made in the course of Independent Creative Effort. The University's representative shall assess the relative equities of the Creator and the University in the Work~~who will review and make a recommendation to the President or designee for final determination.

- (a) ~~In general, the Creator(s) need not disclose Works described in section (3)(a); except for Works also meeting the description in section (3)(b).~~ Any University Personnel having questions, either in planning for or preparing a Work, as to whether certain materials will be considered Works Owned by the University should initiate an inquiry to Provost or designee; however, a resulting advisory opinion as to the character of a Work is subject to final clarification by the Provost or designee when creation of the Work is completed. Even if a Work is not

otherwise required -to be disclosed in accordance with this Regulation, a Work must be disclosed if its production, dissemination, or use raises a possible conflict of interest.

- (b) Disclosure of a Work shall include an outline of the project and the conditions under which the Work was completed.
- (c) The University shall inform the Creator(s) ~~promptly whether a disclosed Work should be considered a Work Owned by the University, within the meaning of this Regulation, and~~ within ninety days (90) days from the date of disclosure whether the University ~~will assert~~seeks an interest in the Work, and a written agreement shall thereafter be negotiated to reflect the interests of both parties (the Creator and the University), including provisions relating to the equities of the employee and/or the allocation of proceeds resulting from such Work shall be made in accordance with the University's policy on copyrights and patents. The agreement will also include provisions relating to the creation, use, and revision of such Works by the University and/or Creator(s), as well as provisions relating to the use or revision of such Works by persons other than the University or Creator(s). All such agreements shall comport with and satisfy any preexisting terms or commitments to outside sponsoring contractors or agencies.
- (d) In the event the University elects to formally protect the University's rights in the Work, the Creator(s) will promptly execute any and all necessary documents to affirm, publicly formalize, and record the transfer of all rights to the University or ~~to the University of Central Florida Research Foundation, Inc. ("UCFRF."), according to the sole discretion of the University. If the University requires an assignment to UCFRF and UCFRF asserts its interests in the Work, UCF or UCFRF, as applicable,~~ shall allocate and distribute funds in accordance with the same requirements applicable to the University.
- (e) The Creator(s) shall not commit any act that would tend to defeat the University's or employee's interest in the Work, such as making a public disclosure prior to the University obtaining intellectual property protection, and shall take any necessary steps to protect such interests. The Creator(s) shall assist the University in obtaining ~~executed documentation, including but not limited to assignments or releases,~~ from persons ~~any contributor to or subject~~ appearing in, a Work, or

~~otherwise~~ giving financial or creative support to, the development or use of thea Work in which the University asserts an interest. The Creator(s) shall certify that such development or use does not infringe upon any existing copyright or other legal right.

- (f) ~~If the University asserts its interests in a Work, the parties will prepare an agreement<sup>h</sup>, to include provisions relating to the creation, use, and revision of such Works by the University and/or Creator(s), the identification of the Creator(s) as the author(s) of the Work, as well as provisions relating to the use or revision of such Works by persons other than the University or Creator(s). All such agreements shall comport with and satisfy any preexisting and authorized commitments arising from University Support. This provision shall not apply to Works for Hire; pursuant to Federal Copyright Law, the University is the Creator of a Work for Hire.~~

(5) Commercialization of Works. In addition to clarifying ownership, this Regulation is also intended to strengthen and protect the reputation of the University. That is, when the University's name is associated with a work of scholarship or Instructional Materials, the interest<sup>s</sup> of the University and its community of scholars and researchers are affected, and the University must exercise quality control with respect to the use of its name. As such, for Works in which the University does not have an ownership interest or in which the University has waived its ownership interest, the University's name may be referenced relative to its relationship with the Creator, but written authorization must be sought from the President or designee for any further use of the University name.

- (a) The commercialization of Works will be undertaken under the auspices of the University.

- (b) All costs and expenses of registering, developing, and marketing of Works owned by the University, including those which may lead to active licensing of a Work, shall be paid by the University. ~~With the exception of Works for Hire, the University will not undertake any such commercialization without the agreement of the Creator(s), and the Creator(s) shall share in any proceeds in accordance with this Regulation and any applicable policies and procedures established by the Vice President of Research & Commercialization including the applicable UCFRF Guidelines and Procedures for Distribution of Funds.~~ The University's costs and

expenses shall be recovered before any division of revenue is made. ~~Proceeds allocated to the Creator(s) from a Work that results from research done in a thesis or dissertation or in connection with a thesis or dissertation related project, shall be divided between the faculty member who directed the research and the graduate student(s) who created the Work in a manner that reflects their relative contributions to the Work as determined by the Provost or designee.~~

(b) ~~University Personnel, notwithstanding copyright ownership, may not commercialize Works defined under Sections 3(a)(iii)(1) and 3(a)(iii)(2), including but not limited to course content or courseware taught or created at the University, without approval of the President or designee.~~

(c) ~~With the exception of Works for Hire, licensing or sale or publication of Works for external and commercial use shall be preceded by a written agreement between the University and the Creator(s) specifying the conditions of use, including provisions concerning the right of the Creator(s) to revise the Works or to withdraw them from use, and the distribution of net royalty income. Use by the University and other institutions in the Florida State University System shall be royalty free.~~

(6) University Withdrawal and Transfer of Rights to Creator(s).

~~At any stage of registration or commercialization, the University in its sole discretion may elect to transfer all of its rights in a Work to the originating Creator(s), upon suchthe Creator's request to the Vice President for Research., whereafter the Work shall become the property of the Creator and none of the costs incurred by the University or on its behalf shall be assessed against the Creator. Under these circumstances, and further subject to paragraph (7), The Creator's request shallmay be granted if it does not -violate any legal obligations of or to the University; limit appropriate uses of the Work by the University; ~~or~~ create a -conflict of interest for the University Personnel Creator(s); or otherwise conflict with specific goals of the University.~~

~~(7) Release of University Interest.~~

~~In the event the University elects not to assert its interest in a Work Owned by the University, as defined in (3)(c), the Work shall be released to the Creator(s) upon the Creator's request. The University's release of the Work shall be contingent upon the execution of a written agreement with the Creator(s) (i) granting the University a right to a ten percent (10%) share of proceeds arising from or attributed to the Intellectual Property valuation of the Work and received by the Creator(s) from a third party for commercialization or publication of the Work, or transfer~~

~~of ownership of the Work, and (ii) granting the University a royalty free right to use the Work for educational and research purposes of the University~~

~~(8) Employment Status.~~

~~———— For all Works created by University Personnel, irrespective of ownership and with the exception of those arising from Independent Efforts or authorized Outside Activity, if the Creator(s) terminates employment with the University, the University retains the right to continued internal use of the Works in accordance with this Regulation, unless different conditions for subsequent internal use have been arrived at by joint written agreement of the Creator(s) and the University. Additionally, subject to any third party obligations, for those Works Owned by the University, the Creator(s) may make personal and professional use of the Works for non-commercial purposes, at no cost, irrespective of employment status with the University. For purposes of this regulation, non-commercial purposes means not for profit personal, research and educational purposes only.~~

*Authority: BOG Regulation 1.001, Florida Statutes s. 1004.23. History –New 1-24-12. Amended*  
*————-20.*

**ARTICLE 18**  
***INVENTIONS AND WORKS***

**18.1 University Authority and Responsibilities.** The University is authorized to establish regulations and procedures regarding patents, copyrights, and trademarks consistent with federal and state law. Such regulations and procedures shall be consistent with the terms of this Article.

**18.2 Definitions.** The following definitions shall apply in this Article:

(a) A "Work" means, in accordance with Title 17 of the U.S. Code, any original work of authorship that is or may be subject to copyright. Work includes but is not limited to printed material (such as books, articles, memoranda, and texts), computer software or databases, audio and visual material, circuit diagrams, architectural and engineering drawings, lectures, compositions (e.g., written, musical, and/or dramatic), motion pictures, multimedia works, web pages, sound recordings, choreographic works, and pictorial or graphic illustrations or displays, and any creative expression of a Trademark used in connection with these items.

(b) An "Invention" means any discovery; process; composition of matter; article of manufacture; know-how; design; model; computer software or database; technological development; biological material, strain, variety, or culture of any organism; or portion, modification, translation, or extension of these items which is or may be patentable or otherwise protected under Title 35 of the United States Code; or any Trademark, and/or any directly related know-how used in connection with these items.

(c) "Online Course" means a course that requires student access to an University online learning environment, and includes but is not limited to, courses taught under World Wide Web ("W"), Mixed Mode/Reduced Seat Time ("M"), Video Streaming ("V") Video Streaming/Reduced Seat Time ("RV") and Active Learning/Reduced Seat Time ("RA") course modalities.

(d) "University Support" means (1) the appreciable use of University resources, such as funds, personnel, facilities, equipment, materials, technological information, or students, (2) course release, and/or (3) support provided by other public or private organizations when it is arranged, administered, or controlled by the University or a University direct support organization. For a use of University resources to be appreciable, it must go beyond the resources commonly or routinely provided or made available to similarly situated employees for the performance of their assignment. For example, the routine use of resources such as the libraries; one's office, office computer and other University computer facilities; and office supplies, is not considered appreciable University Support.

**18.3 Works.**

(a) Independent Creative Efforts. A Work made in the course of Independent Creative Efforts is the property of the creating employee(s), who each have the right to determine the disposition of such Work and the revenue derived from it, in accordance with U.S.

copyright law. If requested, the employee shall provide documentation to substantiate his or her Independent Creative Efforts. As used in this Section, the term "Independent Creative Efforts" means that:

- (1) the ideas came from the employee;
- (2) the Work was made without the use of University Support; and
- (3) the University is not responsible for any opinions expressed in the Work.

(b) University-Supported Efforts. A Work not made in the course of Independent Creative Efforts is the property of the University and is hereby assigned to the University by the employee(s), and the creating employee(s) shall share in any proceeds therefrom.

- (1) Notwithstanding the above,

(a) the University shall not assert ownership rights to Works for which the intended purpose is to disseminate the results of academic research, scholarly study, and/or creative efforts.

(b) the University shall not assert ownership rights to Works developed without appreciable University support and used solely for the purpose of assisting or enhancing the employee's instructional assignment. Examples include case studies, textbooks, laboratory manuals and class notes produced in connection with regular scheduled courses of instruction, regardless of the modality. (c)

Instructional material developed or substantially revised for an Online Course without University Support and without the use of UCF online instructional design services shall be the property of the creating employee(s) and is hereby assigned to the creating employee(s) by the University, subject to the retained rights set forth in Section 18.3(b)(1)(d)(i) through (d)(iii).

(d) Instructional material developed or substantially revised for an Online Course with the use of UCF online instructional design services shall be the property of the creating employee(s) and is hereby assigned to the creating employee(s) by the University, subject to a retained right by the University to continued internal use of the Online Course, including the instructional material, for instructional purposes, and subject to the retained rights set forth in Section 18.3(b)(1)(d)(i) through (d)(iii). Unless employee agrees otherwise in writing as long as they are employed by the University, such employee shall have the exclusive right to revise the Online Course, provided that the University shall not be obligated to provide further resources for such revisions unless they are requested by the University or agreed upon jointly by the University and the employee.

(i) If an employee who develops or substantially revises an Online Course ceases to be employed by the University, the University shall possess and expressly retains the right to continued internal use of such Online Course, including the right to revise, reproduce, or make derivative works, of the instructional materials for instructional purposes for no more than the five (5) full academic years following the employee's separation from the University. The owner (creator) may continue to make personal and



professional use of the instructional material, at no cost to and with no obligation by the University after termination of their employment, subject to any third-party obligations.

(ii) If an employee who develops or substantially revises an Online Course is unexpectedly unable to complete the employee's instructional assignment as to such Online Course, the University shall possess and expressly retains the right to internal use of such Online Course, including the right to revise, reproduce, or make derivative works, of the instructional materials for instructional purposes and to the extent necessary to ensure successful completion of the instructional assignment.

(iii) In any Online Course where the University exercises its rights to internal use of instructional materials for instructional purposes, acknowledgement and attribution of the creator(s) will be included.

(c) Disclosure/University Review.

(1) Upon the creation of a Work and prior to any publication, the employee shall disclose to the University's representative any Work that was not made in the course of Independent Creative Effort, together with an outline of the project and the conditions under which it was done.

(2) The University's representative shall assess the relative equities of the employee and the University in the Work.

(3) Within ninety days after such disclosure, the University's representative will inform the employee whether the University seeks an interest in the Work, and a written agreement shall thereafter be negotiated to reflect the interests of both parties, including provisions relating to the equities of the employee and/or the allocation of proceeds resulting from such Work shall be made in accordance with the University's policy on copyrights and patents. The agreement will also include provisions relating to the creation, use, and revision of such Works by the University or the employee, as well as provisions relating to the use or revision of such Works by persons other than the University or employee. All such agreements shall comport with and satisfy any preexisting terms or commitments to outside sponsoring contractors or agencies.

(4) The employee shall assist the University in obtaining releases from persons appearing in, or giving financial or creative support to, the development or use of these Works in which the University asserts an interest. The employee shall certify that such development or use does not infringe upon any existing copyright or other legal right.

(5) The employee and the University shall not commit any act that would tend to defeat the University's or employee's interest in the Work, such as making a public disclosure prior to the University obtaining intellectual property protection, and shall take any necessary steps to protect such interests. Employees will execute any and all necessary documents to affirm, publicly formalize, and record the transfer of all rights to the University or to University of Central Florida Research Foundation ("UCFRF").

(d) Outside Activity. An employee may, in accordance with the Conflict of Interest or Commitment and Outside Activity Article, engage in outside activity, including

employment pursuant to a consulting agreement. An employee who proposes to engage in such outside activity shall furnish a copy of the instant Article and the University's Copyrights and Works Regulation to the outside employer/party prior to the time a consulting or other agreement is signed or, if there is no written agreement, before the employment/activity at the outside employer/party begins.

(e) Transfer of copyright to the employee. When copyright is owned by the University in accordance with the provisions of this Article, the originating employee of the Work may request of the Vice President of Research that ownership be transferred to the employee. Such request shall be granted if it does not:

- (1) violate any legal obligations of or to the University;
- (2) limit appropriate uses of the Work by the University;
- (3) create a conflict of interest for the employee; and
- (4) otherwise conflict with specific goals of the University.

#### **18.4 Inventions.**

(a) Independent Inventive Efforts. All Inventions made outside the field or discipline in which the employee is employed by the University, and for which no appreciable University Support has been used, are the property of the employee, subject to 35 U.S.C. 115, who has the right to determine the disposition of such property and revenue derived from such property. The employee and the University's representative may agree that the patent for such Invention be pursued by the University and the proceeds shared.

(b) University-Supported Efforts. Inventions made in the field or discipline in which the employee is employed by the University, or by using University Support, are the property of the University and the employee shall share in the proceeds therefrom. Such Inventions and related rights shall be the property of the University and are hereby assigned to the University by the employee. If the University decides to patent, develop and market the Invention, all costs of the patent application and related activities, including those which lead to active licensed production, shall be paid from University funds. These costs shall be recovered before any division of patent or license revenue is made between the University and the employee.

(c) Private or Industrially Sponsored Efforts. Except in unusual cases, Inventions developed in the course of privately or industrially sponsored research (also University-Supported Efforts) are the property of the University. The sponsor may be accorded the first option to negotiate an exclusive license, in which case the term of exclusivity and the compensation shall be negotiated at the time the Invention is made or under the provisions of the University's policy on copyrights and patents. If the sponsor exercises this option, the University generally retains royalty-free license rights to use the Invention or discovery for its own purposes.

(d) Outside Activity. An employee may, in accordance with the Conflict of Interest or Commitment and Outside Activity Article, engage in outside activity, including employment pursuant to a consulting agreement. All Inventions arising from authorized

Outside Activity and outside of the field or discipline of the employee are the property of the employee. However, any requirement that the employee waive the University's rights to any Inventions which arise during the course of such activity must be approved in writing by the University's representative. Employees who propose to engage in such Outside Activity shall furnish a copy of Article 18 and the University's Patent, Trademarks, and Trade Secrets Regulation to the outside employer/party prior to the time an agreement is signed or, if there is no written agreement, before the Outside Activity/employment begins. Employees are not authorized and do not possess necessary ownership to waive University rights, and any such waiver is deemed void unless specifically authorized by the Vice President of Research or designee.

(1) Undisclosed Outside Activity is considered unauthorized.

a. Any Invention arising from undisclosed Outside Activity must be disclosed to the Vice President of Research (see 18.4(e)). If the employee claims the Invention resulted from Independent Inventive Effort(s), then as part of the disclosure, the employee shall provide sufficient documentation to substantiate the claim.

b. Upon receipt of written notice from the Vice President of Research confirming the University's decision not to assert a University interest in an Invention resulting from unauthorized Outside Activity, the employee shall have the right to determine the disposition of such Invention, subject to third party rights, if any. However, the employee and the Vice President of Research may agree that a patent for such Invention will be pursued by the University; in that event, the employee and University shall share in the proceeds of any Invention as provided by this Article and any applicable University policies or procedures, including applicable UCFRF Guidelines and Procedures for Distribution of Funds or in such other manner as the employee and the Vice President of Research may agree.

(e) Disclosure/University Review. Employees are required to disclose all Inventions resulting from University-Supported Efforts and all Inventions resulting from any Outside Activity within the field or discipline of the inventing employee. It is the policy of the University that, in general, research results should be publishable; publication of such results in appropriate venues is encouraged. However, if the publication of research results may reveal an Invention in which the University has an interest, employees should seek advice on how and when to publish the results in order that potential patent rights for the Invention are not compromised. That is, upon the making of an Invention and prior to any publication or public disclosure, employees shall promptly and fully disclose to the Vice President of Research any Invention described in 18.4(b). Any delay in publication resulting from seeking such advice shall be minimized, but in any event shall not exceed ninety days from the date of presentation of the proposed publication.

(1) The disclosure shall be made on the forms and according to procedures prescribed by the Vice President of Research. At a minimum the disclosure shall: (1) identify each employee, (2) provide a brief description of the Invention, and (3) identify

and summarize the research project including the participants and applicable funding sources

(2) The Vice President for Research shall conduct an investigation to assess the patentability and marketability, as well as the respective equities of the employee and the University in the Invention, and to determine the extent to which the University should be involved in its protection, development, and promotion.

(3) The Vice President for Research shall inform the employee of the University's decision regarding the University's interest in the Invention within a reasonable time, not to exceed ninety days from the date of the disclosure.

(4) In the event the University elects to obtain a Patent, register a Trademark or a Copyright, or to formally define a Trade Secret to protect the University's rights in the Invention, employees will execute any and all necessary documents to affirm, publicly formalize, and record the transfer of all rights to the University or to UCFRF. UCFRF is required to comply with the same policies and procedures regarding allocation of proceeds/royalties as the University.

(5) In the event the University asserts its rights in the Invention, all costs and expense of patenting, developing, and marketing the Invention and related activities, including those which may lead to active licensing of the Invention, shall be paid by the University.

(6) The division, between the University and the employee, of proceeds generated by the licensing or assignment of an Invention shall be negotiated and reflected in a written contract between the University and the employee and/or as set forth in the University's policy on copyrights and patents, including the applicable UCFRF Guidelines. All such agreements shall comport with and satisfy any preexisting terms or commitments to outside sponsoring contractors.

(7) The employee shall not commit any act that would tend to defeat the University's interest in the matter, and the University shall take any necessary steps to protect such interest.

(f) Release of Rights.

(1) In the event a sponsored research contractor has been offered the option to apply for the patent to an Invention or other rights in an Invention, the University will obtain the contractor's decision regarding the exercise of such rights within ninety days, or within the time provided in the sponsored research agreement.

(2) Prior to making a patent application, at any stage of the patent process, or in the commercial application of an Invention, if the University has not otherwise assigned to a third party the right to pursue its interests, the University's representative may elect to waive the University's rights to the patent, or withdraw from further involvement in the protection or commercial application of the Invention. At the request of the employee in such case, the University shall transfer the Invention rights to the employee, subject to third party rights, if applicable. After ownership transfer to an employee, the Invention

shall be the employee's property and any costs already incurred by the University or on its behalf shall not be assessed against the employee.

(3) All assignments or releases of Inventions, including patent rights, by the University's representative to the employee shall contain the provision that such Invention, if patented by the employee, shall be available royalty-free for governmental purposes of the State of Florida and research or instructional purposes of the University, unless otherwise agreed in writing by the University.

(g) University Policy.

(1) The University shall have a policy addressing the division of proceeds between the employee and the University. See Business Manual, Ch. III(A), at [research.ucf.edu/ResearchFoundation/FoundationTools.html](http://research.ucf.edu/ResearchFoundation/FoundationTools.html)

(2) Such policy may be the subject of consultation meetings pursuant to the Consultation Article.

## UCF BOARD OF TRUSTEES

## Agenda Item Summary

December 3, 2020

**Title:** Amendments to University Regulation UCF-2.036 College Credit for Nontraditional Courses Prior to Initial Enrollment

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☐ Information☐ Information for upcoming action☒ Action

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

**Purpose and Issues to be Considered:**

The University proposes to amend Regulation UCF-2.036 College Credit for Nontraditional Courses Prior to Initial Enrollment to clarify the authority, responsibility and roles, and standards for determining UCF credit equivalency for non-traditional courses completed prior to the initial term of enrollment. Amendments are also made to restrict the number and types of entities from which UCF will consider awarding credit for non-traditional courses. Credits completed at institutions with appropriate accreditation or other entities with whom the university enters into an articulation agreement will be accepted.

This regulation was posted online October 30, 2020 for public comment. No comments were received as of the date of submission of these materials.

**Background Information:**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

**Recommended Action:**

Approve amendments to University of Central Florida Regulation UCF-2.036 College Credit for Nontraditional Courses Prior to Initial Enrollment.

**Alternatives to Decision:**

Do not amend UCF-2.036 as proposed and suggest alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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

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

**Submitted by:**

Scott Cole, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-2.036 (redline)

**Facilitators/Presenters:**

Youndy Cook, Senior Deputy General Counsel



**UCF-2.036 College Credit for Nontraditional Courses Prior to Initial Enrollment**

(1) Undergraduate students who are admitted to the university and who have completed non-traditional courses delivered by eligible institutions of higher education or other entities with which the university has entered into an articulation agreement, including online and short college level courses, prior to initial enrollment in undergraduate education may request that the university evaluate that work to determine if credit might be awarded. Sufficient time must be allowed for the university to evaluate the course material for transferability or prior learning credit.

(2) For purposes of this process, Eligible institutions of higher education shall include those accredited by one of the following accrediting bodies:

- (a) Accrediting Commission for Community and Junior Colleges (ACCJC)
- (b) New England Commission of Higher Education (NECHE)
- (c) Higher Learning Commission (HLC)
- (d) Middle States Commission on Higher Education (MSCHE)
- (e) Northwest Commission on Colleges and Universities (NWCCU)
- (f) Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- (g) Western Association of Schools and Colleges (WASC) Senior College and University Commission.

(3) Award of credit for ~~that~~ nontraditional work prior to initial enrollment must meet the following conditions:

- (a) The request for credit review ~~was~~ made as soon as practicable but prior to the start of the initial term of enrollment and all required documentation was provided sufficiently in advance of the initial term of enrollment to allow review (see further information in paragraphs (4) and (5), below) ~~and as soon as practicable~~.
- (b) University faculty members with appropriate disciplinary expertise determine the nontraditional course content and ~~–~~learning outcomes to be comparable to a course offered at the institution or general elective credit;
- (c) The ~~Non~~nontraditional courses for which credit is requested meet ~~the~~ quality and accreditation standards intended for a transfer course or the equivalent thereof as

determined by the College Dean of Undergraduate Studies in consultation with the institutional accreditation liaison or designee and other units, as appropriate; and

- (d) If the course is intended to meet a specific requirement for the student's degree program, the department or college offering the program determines that the nontraditional course is relevant to the student's ~~intended~~ program of study; and

~~(e) If the coursework was delivered by a foreign institution, the coursework and accreditation status of the institution must be evaluated by an appropriate service provider acceptable to the university.~~

~~(34) Students wishing to have such nontraditional coursework evaluated for the purpose of receiving credit should inform the UCF Office of Undergraduate Admissions as soon as practicable.~~ If credit for the nontraditional coursework was awarded by another accredited

institution of higher education meeting university transfer eligibility requirements, the student must submit an official transcript reflecting the award of credit and the transferability of that work will be determined with the same processes and criteria for other transferred courses. The decision to award UCF credit for nontraditional coursework or not lies solely with UCF, regardless of whether or not another institution of higher education previously awarded credit. The university reserves the right to request additional information from the student, such as that covered in (5) below, to assist in rendering an informed decision that assures the integrity of UCF awarded credit.

~~(45)~~ If the nontraditional coursework did not result in credit awarded by a previous institution, the student may request a review for the awarding of credit by providing the following information to the College of Undergraduate Studies to facilitate review as noted in (3)(c) above and if determined appropriate, by directly to the academic department that is qualified to evaluate the subject matter:

- (a) A syllabus for the course;
- (b) Credentials of the faculty member(s) teaching the course;
- (c) Course objectives and learning outcomes for the course;
- (d) Confirmation that the course was satisfactorily completed; and
- (e) Other information requested by the subject area faculty member(s) in order to determine demonstrated mastery of course learning outcomes. This may include a proctored testing requirement.

To ensure there is sufficient time for review, all required documentation must be submitted ~~no later than three months~~ prior to the start of the initial term of enrollment. Assuming all requested

information is provided, normally a decision regarding the awarding of credit shall be made within the first term of enrollment.

(56) To be eligible for credit, both short courses ~~for credit shall have the same number of contact hours as do and~~ regularly scheduled courses must include an amount of student work equivalent to that expected in the institution's credit hour definition. ~~Other nontraditional courses must have an appropriate substitute(s) for the associated contact hours.~~ The review of nontraditional course(s) must document equivalency with traditional course(s) when such traditional courses exist, or if more appropriate, general elective credit.

(67) Courses may be evaluated on the basis of the recommendations of the American Council of Education (ACE) when official credentials have been properly presented. While credit may be granted when courses are equivalent to those offered by the University, recommendations by ACE are not binding upon the University. Even though records may have been evaluated by another accredited institution, it is important to have official credentials sent to UCF for evaluation.

(78) Credit for coursework taken prior to the initial term of enrollment will be noted on the student's transcript.

(89) An undergraduate student wishing to appeal the university's denial of credit for nontraditional courses may submit an appeal, in writing, to the College of Undergraduate Studies within 30 days of the date that the denial is sent to the student.

*Authority: BOG Regulations 1.001, and 6.020. History - New 12-21-15, Amended 4-23-20, Amended \_\_\_\_\_-20.*

**UCF BOARD OF TRUSTEES**  
**Agenda Item Summary**  
 December 3, 2020

**Title:** Amendments to University Regulation UCF-3.044 Compensation

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☐ Information                      ☐ Information for upcoming action                      ☒ Action

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

**Purpose and Issues to be Considered:**

The University proposes to amend Regulation UCF-3.044 Compensation to clarify compensation for the President and university administrators will conform to Board of Governors regulations. This language conforms to recent amendments to Florida Board of Governors Regulation 9.006.

This regulation was posted online October 30, 2020 for public comment. No comments were received as of the date of submission of these materials.

**Background Information:**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

**Recommended Action:**

Approve amendments to University of Central Florida Regulation UCF-3.044 Compensation.

**Alternatives to Decision:**

Do not amend UCF-3.044 as proposed and suggest alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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

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

**Submitted by:**

Scott Cole, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-3.044 (redline)

**Facilitators/Presenters:**

Youndy Cook, Senior Deputy General Counsel

**UCF 3.044 Compensation**

- (1) Except as provided by any applicable collective bargaining agreement, pay actions shall be administered consistent with the following provisions.
- (2) The university may establish and maintain salary ranges for A&P and USPS classifications. Pay shall not exceed the maximum of the salary range without the approval of the chief human resources officer or designee.
- (3) Base rate of pay is the pay provided to a non-exempt employee exclusive of any additives as provided for in Section (6)(h), below, or any perquisites such as cell phone (or cell phone allowance). Regular rate of pay is a non-exempt employee's base rate of pay plus any other payment which qualifies as income. Regular rate of pay must be used in the calculation of overtime, per the Fair Labor Standards Act (FLSA). For an employee paid on a salary basis, the University calculates an hourly rate of pay by dividing the annual rate of pay by 2088 work hours. A factor of 26.1 is used for annualizing biweekly pay.
  - (a) An employee must be in active pay status to receive a pay increase of any kind.
  - (b) Employees paid from contracts, grants, sponsored research, auxiliaries, or local funds shall be eligible for pay increases provided such increases are permitted and funded by the funding entity. The university shall strive to have contracts, grants, sponsored research, auxiliaries, and local funds permit and fund such pay increases. It is the responsibility of the departmental or college administrator to notify Human Resources prior to implementation if approval and funding cannot be secured.
  - (c) Retroactive pay actions are not normally approved and require the approval of the chief human resources officer or designee for A&P and USPS, or the provost or designee for faculty. A retroactive effective date for a pay action shall normally be the lesser of twelve months or the date the completed documentation was submitted to Human Resources.
  - (d) A pay increase may be provided for a temporary change in assignment on an acting basis, or for additional duties assigned; upon return to original responsibilities, the pay may be adjusted.
  - (e) An employee returning from unpaid leave shall receive any increases in the

salary range for the classification or across-the-board pay increases granted during the period of unpaid leave, unless salary increase instructions provide otherwise. An employee may also be considered for other pay increases while on unpaid leave, to be implemented upon his or her return.

- (f) When a non-exempt employee is called back and reports to work beyond the employee's scheduled hours of work for that day, the employee shall be credited with the greater of the actual time worked, including time to and from the employee's home to the assigned work location, or two hours.

(4) The salary or wage selected at the time of original appointment shall be at a rate within the applicable salary range for the classification, except that a trainee appointment for non-exempt employees shall be in accordance with the approved individual training schedule and may be below the minimum salary of the classification. Compensation for the university President and university administrators shall be in accordance with the applicable regulatory authority of the Board of Governors.

(5) Salary increases shall be in accordance with any applicable legislative authority and guidelines authorized by the president or designee. Salary increase calculations shall include base salary and stipends and/or other prevailing temporary compensation, unless the salary increase was already included in the stipend or other temporary compensation. The calculated amount shall remain after the removal of the stipend and/or temporary compensation.

- (a) Stipends and/or other prevailing temporary compensation are defined as:
  - 1. For Faculty: Per the information in United Faculty of Florida's collective bargaining agreement, temporary compensation or temporary salary adjustments (stipend) for faculty can include:
    - a. UCF Trustee Chair Professorship
    - b. Administrative Salary Stipends (temporary salary increase which is provided to an employee as compensation for performing a specific, titled administrative function)
  - 2. For A&P and USPS: Per UCF Special Pay Increase Guidelines, temporary compensation is a special pay increase provided to an employee who temporarily assumes the full or partial duties of

another position

- (b) Shift Differential, On Call Pay, Field Training Officer Activities, and other Pay Additives are not stipends and/or other prevailing temporary compensation. For further information, see (6)(h) below
- (6) Salary adjustments and other wage payments may be provided under the following circumstances:
  - (a) Increased responsibilities.
  - (b) Market conditions including counter-offers and retention adjustments.
  - (c) Salary inequity, compression or inversion.
  - (d) Increases to resolve a pay disparity, considering education, experience, or duties and responsibilities of other employees.
  - (e) Lump sum payments to recognize the successful completion of a special project or assignment which is in addition to the employee's regularly assigned duties, or a documented significant increase in productivity or productivity goal achievement, including a group incentive program. Such payments for employees must be approved by the president or designee, or the UCF Board of Trustees.
  - (f) Increases to recognize sustained superior performance.
  - (g) Approved career development or apprenticeship programs.
  - (h) Pay additives for non-exempt employees including those for lead worker pay, shift differential, on call-pay, field training officer activities, and other approved activities.
- (7) Other pay adjustment conditions.
  - (a) An employee who is demoted shall receive pay commensurate with the responsibilities assigned.
  - (b) The following do not constitute disciplinary action: the removal of pay additives, stipends, or perquisites; the correction of overpayments; or reduction to the maximum of a salary range.
- (8) Each department shall be responsible for arranging the work schedule to minimize overtime, and the university shall establish procedures for overtime pay consistent with the FLSA.



- (9) Exempt Employee Dual Compensation.
- (a) The primary purpose of Dual Compensation is to pay a full-time employee for services that are performed outside of their primary job and for a different department. Services that are performed above and beyond the employee's normal primary job functions within the same department cannot be paid as Dual Compensation. Exception: Faculty overload is governed by Academic Administration and University Regulation UCF-3.0032, Additional Compensation for UCF Employees.
  - (b) Additional services or duties performed by exempt personnel during special events may not be compensated using Dual Compensation. Also refer to UCF Policy 3-112, entitled "Additions to Salary of Exempt Employees for Special Events."
- (10) Perquisites or Sale of Goods and Services. The president or appropriate vice president shall approve providing perquisites to employees, the sale of goods and services to employees, and the payment of moving expenses associated with a current or prospective employee. The provision of such items shall be position or classification related and documented to demonstrate that the approval is in the best interest of the university. Approval is not required when sales to employees are similar to that ordinarily sold to the public or the benefit is considered de minimis. If specified subsectors of the public are offered discounts, such as but not limited to alumni, employees may be offered the same or similar provisions, without approval.

*Authority: BOG Regulation 1.001. History-New 9-4-12. Amended 12-5-14, 12-19-16, \_\_\_\_\_-20.*

## UCF BOARD OF TRUSTEES

## Agenda Item Summary

December 3, 2020

**Title:** Amendments to University Regulations UCF-5.008 Rules of Conduct and UCF-5.012 Organizational Rules of Conduct

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☐ Information☐ Information for upcoming action☒ Action

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

**Purpose and Issues to be Considered:**

The University proposes to amend Regulations UCF-5.008 Rules of Conduct and UCF-5.012 Organizational Rules of Conduct add a phrase when describing the purposes that support the hazing definition. This language change confirms our regulation to the exact language of the statute and BOG regulation 6.021. Quoting the language of the statute and the BOG regulation should help students and student organizations have a full and accurate understanding of the meaning of hazing.

These regulations were posted online October 30, 2020 for public comment. No comments were received as of the date of submission of these materials.

**Background Information:**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

**Recommended Action:**

Approve amendments to University of Central Florida Regulations UCF-5.008 Rules of Conduct and UCF-5.012 Organizational Rules of Conduct

**Alternatives to Decision:**

Do not amend UCF-5.008 and UCF-5.012 as proposed and suggest alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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

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

**Submitted by:**

Scott Cole, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-5.008 (redline)

Attachment B: Proposed Amended Regulation UCF-5.012 (redline)

**Facilitators/Presenters:**

Youndy Cook, Senior Deputy General Counsel

**UCF-5.008 Rules of Conduct**

The following defined and described actions include, but are not limited to, conduct for which disciplinary action may be taken at the University of Central Florida. Students are responsible for the observation of all University policies and regulations. Each student is expected to abide by these rules of conduct, and administrators are expected to enforce them. These Rules of Conduct should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be revised during the year; announcements will be made on adoption of the changes or additions. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by the University of Central Florida. The Rules of Conduct apply to student conduct and will not be used to impose discipline for the lawful expression of ideas. Students are prohibited from engaging in:

**(1) Academic Misconduct**

- (a) **Unauthorized assistance:** Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course related material also constitutes cheating.
- (b) **Communication to another through written, visual, electronic, or oral means.** The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment or project.
- (c) **Commercial Use of Academic Material:** Selling of course material to another person, student, and/or uploading course material to a third party vendor without authorization or without the express written permission of the University and the Instructor. Course materials include but not limited to class notes, Instructor's power points, tests, quizzes, labs, instruction sheets, homework, study guides, and handouts.
- (d) **Falsifying or misrepresenting the student's own academic work.**
- (e) **Plagiarism:** Whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
- (f) **Multiple Submissions:** Submitting the same academic work for credit more than once without the express written permission of the instructor.

- (g) Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.
- (h) Soliciting assistance with academic coursework and/or degree requirements. The solicitation of assistance with an assignment, lab, quiz, test, paper, etc., without authorization of the instructor of record or designee is prohibited. This includes but is not limited to asking for answers to a quiz, trading answers, or offering to pay another to complete an assignment. It is considered Academic Misconduct to solicit assistance with academic coursework and/or degree requirements, even if the solicitation did not yield actual assistance (for example, if there was no response to the solicitation).

(2) Possessing and/or Providing False and Misleading Information and/or Falsification of University Records

- (a) Withholding related information, or furnishing false or misleading information (oral or written) to University officials, university and non-university law enforcement officers, faculty or staff.
- (b) Possession, use or attempted use of any form of fraudulent identification.
- (c) Forgery, alteration or misuse of any University document, material, file, record or instrument of identification.
- (d) Deliberately and purposefully providing false or misleading verbal or written information about another person.
- (e) Falsification, distortion, or misrepresentation of information during an investigation, the Student Conduct Review Process, including knowingly initiating a false complaint.

(3) Disruptive Conduct

- (a) Any act that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or any part thereof or the rights of one or more individuals.
- (b) Any act which deliberately impedes or interferes with the normal flow of pedestrian and vehicular traffic.
- (c) Any act which intentionally interferes with the election processes of any University registered student organization or sponsored student group.
- (d) Misuse of any University safety equipment, firefighting equipment, or fire alarms.
- (e) A false report of an explosive or incendiary device, which constitutes a threat or bomb scare.

- (f) Breach of peace: an act, which aids, abets, or procures another person to breach the peace on the University premises or at University sponsored/related functions.
- (g) Failure to comply with oral or written instruction from duly authorized University officials (i.e. faculty, staff, administration, residence hall staff) acting within the scope of their job duties or law enforcement officers acting in the performance of their duties, including failure to identify oneself to these persons when requested to do so.
- (h) Failure to produce identification upon request by a University official (i.e. faculty, staff, administration, residence hall staff), acting within the scope of their job duties or law enforcement officers acting in the performance of their duties.
- (i) Hindering or interfering with the student conduct review process by failing to obey the notice from a university official to appear for a student conduct meeting or hearing; and/or attempting to discourage an individual's proper participating in, or use of, the student conduct review process.
- (j) Violation of any other University regulation or policy as described in the UCF Regulations, UCF Policies and Procedures, or University department publicized policy.
- (k) Failure to comply with applicable law and University regulations and procedures for solicitation and fundraising activities on campus.

#### (4) Harmful Behavior

- (a) Physical harm or threat of physical harm to any person. This harmful behavior policy may not apply in those instances where it is found that a student is acting in self-defense.
- (b) Verbal, digital, or written abuse, threats, intimidation, coercion and/or other conduct that endangers the health, safety, or wellbeing of others, or which would place a reasonable person in fear of bodily injury or death. This definition, however, shall not be interpreted to abridge the rights of the University community to freedom of expression protected by the First Amendment of the United States Constitution and any other applicable law.
- (c) Discriminatory Harassment: Discriminatory harassment consists of verbal, physical, electronic or other conduct based upon a protected class as defined in University Policy 2-004, or membership in other protected classes set forth in state or federal law that interferes with that individual's educational or employment opportunities, participation in a university program or activity, or receipt of legitimately-requested services meeting

the description of either Hostile Environment Harassment or Quid Pro Quo Harassment, as defined in University Policy 2-004 Prohibition of Discrimination, Harassment, and Related Interpersonal Violence.

- (d) Bullying: Defined as behavior of any sort (including communicative behavior) directed at another, that is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person or group in the target's position substantial emotional distress and undermine his or her ability to work, study, or participate in University life or regular activities, or which would place a reasonable person in fear of injury or death.
- (e) Stalking: defined as conduct not of a sexual nature that is repeated, unwanted conduct toward or contact with another person that would cause a reasonable person to fear for the person's safety or the safety of others, or to experience substantial emotional distress. Such conduct is direct, indirect, or through a third party using any type of action, method, or means. Cyber stalking is also included in this definition.
- (f) Invasion of Privacy and Unauthorized Recording.
  - 1. Making, using, disclosing or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it; and any other conduct that constitutes an invasion of the privacy of another person under applicable laws and regulations. Such conduct includes, without limitation, unauthorized recording of personal conversations, images, meetings or activities.
  - 2. Unauthorized recording of a class or of organizational or University meetings, where there exists a legal expectation of privacy, and any use, disclosure, or distribution of any such recording.
  - 3. Engaging in acts of voyeurism, including but not limited to peeping or surreptitiously recording another when there is a reasonable expectation of privacy.
  - 4. Any notice, consent or other requirement under applicable laws and regulations must be fulfilled in connection with authorizing, making, using, disclosing or distributing any recording, where there is a legal expectation of privacy.
- (g) Retaliation against or harassment of complainant(s), other person(s) alleging misconduct, or anyone who participates in an investigation.



- (h) Condoning or encouraging acts of harmful behavior as defined above or failing to intervene during an act of harmful behavior while it is occurring.

(5) Sex-Based Misconduct (Non-Title IX Sexual Harassment)

- (a) Sexual Assault: Sexual assault means sexual contact without consent.
- (b) Sexual Harassment. Sexual harassment means any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions for Discriminatory Harassment as defined in UCF Policy 2-004 are present. Sexual Harassment may include inappropriate touching, acts of sexual violence, suggestive comments and public display of pornographic or suggestive calendars, posters, or signs where such images are not connected to any academic purpose. A single incident of sexual contact without consent may be sufficiently severe to constitute sexual harassment.
- (c) Gender-Based Harassment: Gender-based harassment is discriminatory harassment that is based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions for Discriminatory Harassment as defined in UCF Policy 2-004 are present.
- (d) Obscene or Indecent Behavior: Exposure of one's body in such a manner that another party reasonably could be offended or to display sexual behavior which another person reasonably finds offensive.
- (e) Voyeurism: Trespass, spying, or eavesdropping for the purpose of sexual gratification.
- (f) Solicitation of a Minor: soliciting sexual acts from a minor by oral, written, or electronic means.
- (g) Child Pornography: possessing, producing or the dissemination of child pornography.
- (h) Relationship Violence: Relationship Violence includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Relationship Violence may include sexual assault, stalking, and physical assault. Relationship Violence may involve a pattern of behavior used to establish power and control over another person through fear and intimidation or may involve one-time conduct. A

pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate, and/or control another person. This behavior can be verbal, emotional, and/or physical and may be directed towards the former partner, their property, or other individuals. Examples of Relationship Violence may include, but are not limited to: slapping; pulling hair; punching; damaging another person's property; driving recklessly to scare someone; name calling; humiliating another person in public; harassment directed toward a current or former partner or spouse; and/or threats of abuse, such as threatening to hit, harm, or use a weapon on another (whether Complainant or acquaintance, friend, or family member of the Complainant), or other forms of verbal threats.

- (i) **Stalking:** Stalking under this provision occurs where a person engages in a course of conduct of a sexual nature that is directed at a specific person under circumstances that would cause a reasonable person to fear for the person's safety or the safety of others, or to experience substantial emotional distress. A "course of conduct" is two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property. Stalking includes "cyber-stalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, phones, texts, or other similar devices or forms of contact. Stalking may include, but is not limited to: non-consensual communications (face to face, telephone, e-mail); threatening or obscene gestures; surveillance/following/pursuit; showing up outside the targeted individual's classroom or workplace; sending gifts and/or notes (romantic, bizarre, sinister, or perverted); and/or making threats.
- (j) **Sexual Exploitation:** Sexual Exploitation is purposely or knowingly doing or attempting to do any of the following:
  - 1. Recording or photographing private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;
  - 2. Disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;

3. Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images);
  4. Subjecting another person to human trafficking; or
  5. Exposing another person to a sexually transmitted infection or virus without the other's knowledge.
- (k) Any attempted acts of sex-based misconduct are also violations of this policy.

(6) Title IX Sexual Harassment

- (a) Title IX Sexual Harassment is defined as any conduct on the basis of sex which occurs (i) on or after August 14, 2020; (ii) against a person located in the United States; and (iii) in or as part of the University's education program or activity, which satisfies one or more of the following:
1. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity;
  2. Sexual assault (as defined in the Clery Act), which includes any sexual contact that occurs without consent (consent and sexual contact are defined in UCF-5.006(3));
  3. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any act of violence or threatened act of violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
  4. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Florida statute or by any other

person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Florida.

5. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for their safety or the safety of others; or (b) suffer substantial emotional distress.

(b) Retaliation, including but not limited to conduct meant to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations or UCF Policy 2-012.

(7) Larceny/Property Damage

- (a) Unauthorized use, possession, or theft of property or service. Such property may be personal or public.
- (b) Damaging or defacing of University property or the property of another person whether or not it is on University premises.
- (c) Tampering with or damaging fire safety equipment.

(8) Hazing

- (a) Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health and/or safety of a student for purposes including but not limited to: initiation, ~~or~~ admission into, association, ~~or~~ affiliation with, or the perpetuation or furtherance of a tradition or ritual of any registered student organization or other group whether or not officially recognized by the University operating under registration with the University or any student group operating with official sanction of the University. Hazing in violation of Florida Statutes may result in felony charges. A student can be found to have committed an act of hazing whether the student is a prospective, current, or former member of the organization or group. The actions of active, associate, new and/or prospective members, former members, or alumni of a student organization or group may be considered hazing under this rule.
- (b) Hazing includes brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquid,

liquor, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.

- (c) Hazing includes any activity which could subject the individual to extreme mental stress such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other activity that could adversely affect the mental health or dignity of the individual.
- (d) Hazing includes forcing, pressuring, or coercing, the student into violation of University policies or federal, state, or local law.
- (e) Hazing includes soliciting a person to commit or being actively involved in the planning of any act of hazing as defined above where the act of hazing creates a substantial risk of physical injury or death to the person(s) hazed.
- (f) It is not defense to an allegation of hazing that:
  - 1. the consent of the victim had been obtained;
  - 2. the conduct or activity that resulted in the death or injury of a person was not part of any official organizational event or otherwise sanctioned or approved by the student organization; or
  - 3. the conduct or activity that resulted in the death or injury of a person was not done as a condition of membership into a student organization.
- (g) Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

(9) Misuse or Unauthorized Use of Facilities and Grounds

- (a) Misuse or unauthorized use of classroom or laboratory facilities, or University property (as defined by University Regulation UCF-4.036).
- (b) Abusing grounds or building structures including, but not limited to ramps, rails, stair sets and entryways by means of recreational cycling, skating, scootering, or other recreational activities or devices as outlined in University Regulation UCF-4.036.
- (c) Unauthorized entry or attempted entry to any University property (as defined by University Regulation UCF-4.036).
- (d) Unauthorized possession, duplication or use of keys to any University property (as defined by University Regulation UCF-4.036).

(10) Misconduct at University Sponsored/Related Activities

- (a) Violation of UCF rules of conduct at UCF sponsored related activities shall also be a violation of the golden rule.
- (b) Violations of a regulation(s) of a host institution sponsored/related activity shall be a violation of the golden rule.

(11) Controlled Substance and Drug Violations

- (a) Possessing, consuming, or attempting to possess cannabis in any amount.
- (b) Cultivating, manufacturing, or attempting to obtain cannabis in any amount.
- (c) Possessing, consuming, cultivating, manufacturing, or attempting to possess any controlled substances other than cannabis, except as expressly permitted by law.
- (d) Selling or distributing cannabis or any other controlled substances other than alcohol.
- (e) Possessing or attempting to possess any drug related paraphernalia.
- (f) Misconduct under the influence of controlled substance(s) and/or drugs other than alcohol.

NOTE: Students who receive medical attention due to drug related emergencies and/or students who call for help on behalf of another student who may be experiencing a drug related emergency may be exempt from disciplinary action. Information regarding exemptions under this rule for drug related emergencies can be found in University Regulation UCF-5.007 and the Student Conduct and Academic Integrity website:

<http://osc.sdes.ucf.edu/medicalemergencies>.

(12) Alcoholic Beverages Violation

- (a) Possessing or consuming alcoholic beverages, or possessing or using alcohol-related paraphernalia, except as expressly permitted by the law and University Regulations and/or Policies.
- (b) Selling or distributing alcoholic beverages or alcohol-related paraphernalia, except as expressly permitted by law and University Regulations and/or Policies.
- (c) Misconduct under the influence of alcohol.

NOTE: Students who receive medical attention due to alcohol related emergencies and/or students who call for help on behalf of another student who may be experiencing a drug related emergency may be exempt from disciplinary action. Information regarding exemptions under this rule for drug related emergencies can be found in University Regulation UCF-

5.007 and the Student Conduct and Academic Integrity website:

<http://osc.sdes.ucf.edu/medicalemergencies>.

(13) Possession of Weapons and/or Dangerous Material

- (a) The possession, use, or storage of weapons on property owned or controlled by the University or at events sponsored and/or supported by the University is prohibited, except as specifically outlined in University Policy 3-119.1 (Weapons on University Property and at University Events).
- (b) Possession or use of fireworks of any description, explosives, or chemicals which are disruptive, explosive, or corrosive are prohibited on University premises or at University sponsored/related activities.

(14) Instigation or Participation in Group Disturbances during Demonstrations, Parades, or Picketing

- (a) Participation in a demonstration(s), parade(s), or picketing which invades the rights of others, which interferes with the educational function of the University, or which jeopardizes public order and safety.
- (b) Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

(15) Misuse of Computing and Telecommunications Resources

- (a) Theft or other abuse of computer facilities and resources
- (b) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- (c) Unauthorized transfer of a file.
- (d) Use of another individual's identification and/or password.
- (e) Use of computing facilities and telecommunications resources to interfere with the work of another student, faculty member or University Official.
- (f) Use of computing facilities and telecommunications resources to send obscene or abusive messages.
- (g) Use of computing facilities and telecommunications resources to interfere with normal operation of the University computing system.
- (h) Use of computing facilities and telecommunications resources in violation of copyright laws.



- (i) Any violation of the University of Central Florida Use of Information Technology and Resources Policy.
- (j) Any violation of the University of Central Florida ResNet Acceptable Use Policy.

(16) Gambling

- (a) Play in an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student or student organization.
- (b) Unlawfully sell, barter or dispose of a voucher or any item for participation in a scheme of chance by whatever name on University premises or at any affair sponsored by a student or registered student organization.
- (c) Wager on a University team or organization in a competition, with a direct influence in the success of the competition.

(17) University Student Residence Violations. Violation(s) of any Department of Housing and Residence Life policy, rule or regulation published in hard copy or available electronically via Department of Housing and Residence Life website. A charge under this provision must include a specific citation of which Housing policy or policies the charged student has violated.

(18) University Wordmark Violations. Unauthorized use of the official University wordmark, Pegasus, monogram, seal, or other graphic identity symbol.

(19) Violation of Local, State, and/or Federal Laws. Violation of any local, state and/or federal law that may result in a felony or misdemeanor.

(20) Complicity: Complicity is any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act prohibited by the Rules of Conduct.

*Authority: BOG Regulations 1.001 and 6.0105. History – Formerly 6C7-5.0042, New 6-18-09, Amended 7-19-12, 9-5-13, 11-20-14, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, \_\_\_\_\_-20.*

### **UCF-5.012 Organizational Rules of Conduct**

Registered student organizations are expected to abide by these Organizational Rules of Conduct, and administrators and faculty are expected to enforce them. The prohibition on hazing found in Section (10), below, shall apply equally to registered student organizations and other student groups, whether or not officially recognized by the University. These rules should be read broadly and are not intended to define prohibited conduct in exhaustive terms. These rules may be revised during the year; announcements will be made on adoption of changes or additions. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by the University of Central Florida, including when students come together as a student group; accordingly, the rules below will not be used to impose discipline for a student group's lawful expression of ideas. Specific restrictions on time and place of meetings and assemblies are found in other University regulations or policies and student groups are expected to follow those restrictions. The following is a non-exhaustive list of prohibited conduct for which disciplinary action may be taken at the University of Central Florida.

#### **(1) Theft, Disregard for Property**

- (a) Malicious or unwarranted damage or destruction of another's property;
- (b) Taking, attempting to take, or keeping in its possession property or services not belonging to the registered student organization.
- (c) Misuse or mishandling of organizational funds by any officer, member, or other individual.

#### **(2) Possessing and/or Providing False and Misleading Information and/or Falsification of University Records**

- (a) Withholding related information, or furnishing false, misleading, incomplete, or incorrect information (oral or written).
- (b) Possession, use or attempted use of any form of fraudulent identification.
- (c) Forgery, alteration or misuse of any University document, material, file, record or instrument of identification.
- (d) Deliberately and purposefully providing false or misleading verbal or written information about another person.

- (e) Falsification, distortion, or misrepresentation of information during an investigation, the student conduct review process, including knowingly initiating a false complaint

### (3) Disruptive Conduct

- (a) Any act that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or any part thereof or the rights of one or more individuals.
- (b) Obstructing the free movement of other students around the campus, interfering with the use of University facilities, preventing the normal operation of the University; or conducting any event that interferes with the normal progress of academic events on campus.
- (c) Engaging in obscene or indecent conduct.
- (d) Failure to comply with the administrative policies as enacted by the University.
- (e) Failure to comply with the directions of University officials or authorized agents acting in the performance of their duties. Registered student organization officers and members shall comply with all directions or requests of University officials, University police officers or authorized agents in a timely manner.
- (f) Hindering or interfering with the Organizational Conduct Review Process by failing to obey the notice from a university official to appear for a student conduct meeting or hearing and/or attempting to discourage an individual's proper participating in, or use of, the Organizational Conduct Review Process.
- (g) Participating in any event with a registered student organization that is currently on Organizational Disciplinary Probation (with restrictive conditions) or Organizational Deferred Suspension (with restrictive conditions), is currently suspended, or that has had their UCF registration revoked.
- (i) Failure to comply with any other University regulation or policy as described in the UCF Regulations, UCF Policies and Procedures, or University department publicized policy.

### (4) Harmful Behavior

- (a) Physical violence towards another person or group.

- (b) **Discriminatory Harassment:** Discriminatory harassment consists of verbal, physical, electronic or other conduct based upon a protected class as defined in University Policy 2-004, or membership in other protected classes set forth in state or federal law that interferes with that individual's educational or employment opportunities, participation in a university program or activity, or receipt of legitimately-requested services meeting the description of either Hostile Environment Harassment or Quid Pro Quo Harassment, as defined in University Policy 2-004 Prohibition of Discrimination, Harassment, and Related Interpersonal Violence.
  - (c) **Bullying:** Defined as behavior of any sort (including communicative behavior) directed at another, that is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person or group in the target's position substantial emotional distress and undermine his or her ability to work, study, or participate in University life or regular activities, or which would place a reasonable person in fear of injury or death.
  - (d) Verbal, digital, or written abuse, threats, intimidation, coercion and/or other conduct that endangers the health, safety or well-being of another person or group, or which would place a reasonable person in fear of bodily injury or death. This definition, however, shall not be interpreted to abridge the rights of the University community to freedom of expression protected by the First Amendment of the United States Constitution and any other applicable law.
  - (e) Failure to respect the privacy of other individuals.
  - (f) Retaliation against or harassment of Complainant(s), other person(s) alleging misconduct, or anyone who participates in an investigation of harassment.
  - (g) Condoning or encouraging acts of harmful behavior as defined above or failing to intervene on an act of harmful behavior while it is occurring.
- (5) **Sex-Based Misconduct**
- (a) **Sexual Assault.** Sexual assault means sexual contact without consent. Consent and sexual contact are defined in UCF-5.006(3).

- (b) **Sexual Harassment:** Sexual harassment means any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions for Discriminatory Harassment as defined in UCF Policy 2-004 are present. Sexual Harassment may include inappropriate touching, acts of sexual violence, suggestive comments and public display of pornographic or suggestive calendars, posters, or signs where such images are not connected to any academic purpose. A single incident of nonconsensual sexual contact (as defined above) may be sufficiently severe to constitute sexual harassment.
- (c) **Gender-Based Harassment:** Gender-based harassment is discriminatory harassment that is based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions for Discriminatory Harassment as defined in UCF Policy 2-004 are present.
- (d) **Obscene or Indecent Behavior:** Exposure of one's body in such a manner that another party reasonably could be offended or to display sexual behavior which another person reasonably finds offensive.
- (e) **Voyeurism:** Trespass, spying, or eavesdropping for the purpose of sexual gratification.
- (f) **Solicitation of a Minor:** soliciting sexual acts from a minor by oral, written, or electronic means.
- (g) **Child Pornography:** possessing, producing or the dissemination of child pornography
- (h) **Stalking:** Stalking occurs when there is a coordinated course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for the person's safety or the safety of others, or to experience substantial emotional distress. A "course of conduct" is two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's

property. Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, phones, texts, or other similar devices or forms of contact. Stalking may include, but is not limited to: non-consensual communications (face to face, telephone, e-mail); threatening or obscene gestures; surveillance/following/pursuit; showing up outside the targeted individual’s classroom or workplace; sending gifts and/or notes (romantic, bizarre, sinister, or perverted); and/or making threats.

- (i) Sexual Exploitation: Sexual Exploitation is purposely or knowingly doing or attempting to do any of the following:
  - 1. Recording or photographing private sexual activity and/or a person’s intimate parts (including genitalia, groin, breasts or buttocks) without consent;
  - 2. Disseminating or posting images of private sexual activity and/or a person’s intimate parts (including genitalia, groin, breasts or buttocks) without consent;
  - 3. Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images);
  - 4. Subjecting another person to human trafficking.
- (j) Any attempted acts of Sex-Based Misconduct are also violations of this policy.

(6) Alcohol Related Misconduct

- (a) Use and/or possession of alcoholic beverages, except as expressly permitted by law and University regulations/policies.
- (b) Sale and/or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations/policies.
- (c) Furnishing or causing to be furnished any alcoholic beverage to any person under the legal drinking age.
- (d) Behavior under the influence of alcohol.
- (e) Furnishing or causing to be furnished any alcoholic beverage to any person in a state of noticeable intoxication.
- (f) Failure of a registered student organization to take all necessary steps to see that no person under the legal drinking age possesses alcoholic beverages at functions it sponsors or within any property or transportation it owns, operates, and/or rents.

NOTE: Registered student organizations may be eligible for exemptions from disciplinary action when a representative of an organization at a registered student organizational event calls for emergency assistance on behalf of a person experiencing an alcohol related emergency. Information regarding exemptions under this rule for alcohol related emergencies can be found in University Regulation UCF–5.011 and the Student Conduct & Academic Integrity website: <http://osc.sdes.ucf.edu/medicalemergencies>.

(7) Drug Related Misconduct

- (a) Unlawful use and/or possession of any narcotic or other controlled substances, and possession and/or use of drug paraphernalia.
- (b) Sale and/or distribution of any narcotic or other controlled substances.
- (c) Cultivation and/or manufacture of any narcotic or other controlled substances.
- (d) Attempt to obtain any narcotic or other controlled substances, except as expressly permitted by law.

NOTE: Registered student organizations may be eligible for exemptions from disciplinary action when a representative of an organization at a registered student organizational event calls for emergency assistance on behalf of a person experiencing a drug related emergency. Information regarding exemptions under this rule for drug related emergencies can be found in University Regulation UCF – 5.011 and the Student Conduct and Academic Integrity website: <http://osc.sdes.ucf.edu/medicalemergencies>.

(8) Unauthorized Entry. Unauthorized entry, attempted entry, or loitering in private or restricted areas that are owned and/or operated by the University.

(9) Gambling

- (a) Play or sponsor of an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a registered student organization.
- (b) Unlawful sale, barter, or disposition of a voucher or any item for participation in a scheme of chance by whatever name on University premises or at any activity sponsored by a registered student organization
- (c) Wagering on a University team or organization in a competition, with or without intent to have a direct influence in the success of the competition

(10) Hazing-



- (a) Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health and/or safety of a student for purposes including but not limited to initiation, ~~or~~ admission into, ~~or~~ association or affiliation with, or the perpetuation or furtherance of a tradition or ritual of any registered student organization or other group whether or not officially recognized by the University. Hazing which violates Florida Statutes may result in felony charges. A student may commit an act of hazing whether the student is a prospective, current, or former member of the organization or group. The actions of active, associate, new and/or prospective members, former members, or alumni of a registered student organization or other student group may be considered hazing under this rule.
- (b) Hazing includes brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, liquid, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.
- (c) Hazing includes any activity that could subject the individual to extreme mental or physical stress such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other activity that could adversely affect the mental or physical health or dignity of the individual.
- (d) Hazing includes forcing, pressuring, coercing, or requiring the violation of University policies, federal, state, or local law.
- (e) Hazing includes soliciting a person to commit or being actively involved in the planning of any act of hazing as defined above where the act of hazing creates a substantial risk of physical injury or death to the person(s) hazed.
- (f) It is not a defense to an allegation of hazing that:
1. the consent of the victim had been obtained;
  2. the conduct or activity that resulted in the death or injury of a person was not part of any official organizational event or otherwise sanctioned or approved by the student organization or group; or
  3. the conduct or activity that resulted in the death or injury of a person was not done as a condition of membership into a student organization.

- (g) Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.
- (h) All student groups, whether or not registered with the University and whether or not officially recognized by the University are subject to the same hazing prohibitions set out in this section (10). With regard to student groups that are not registered students organizations, and against which there is an allegation of hazing, the principles of group responsibility and scope provisions of University Regulation UCF-5.011(1)(b), (1)(c), and (4) shall apply, as well as the conduct proceeding procedures of University Regulation UCF-5.013.

(11) Outstanding Debt. Failure to pay on and off campus vendors in a timely manner. Groups shall not knowingly enter into purchase or rental agreements that are beyond the resources of the organization's ability to pay. The University will not cover outstanding debts of registered student organizations.

(12) Use of Facilities. Failure to comply with University regulations and procedures for campus events and/or use of campus facilities or grounds. Those individuals acting on behalf of an organization that reserve facilities should check with the University department or office responsible for the facility to guarantee that all procedures have been followed.

(13) Fire Safety and Sanitation

- (a) Tampering with or damage to fire safety equipment.
- (b) Causing, condoning, or encouraging the creation of any situation involving incendiary or other chemicals or substances, explosives, or fire that reasonably may result in danger to another's person or property.
- (c) Possession or use of illegal fireworks, incendiary devices, or dangerous explosives.
- (d) Failure to properly maintain a registered student organization's facilities or property (or surrounding property) such that a potential danger to the health and safety of the occupants or members of the University and surrounding community is created.

(14) Advertising

- (a) Origination or circulation of any advertising media that contains matter that violates federal, state and/or local laws.

- (b) Origination or circulation of any advertising media containing false or misleading information.
- (15) Solicitation and Fundraising. Failure to comply with applicable law and University regulations and procedures for solicitation and fundraising activities on campus.
- (16) University Wordmark Violations. Unauthorized use of the University's name, abbreviation, trademarks or wordmarks, including the Pegasus, monograms, seal, or other graphic identity symbols. The phrases "UCF" or "University of Central Florida" (or some form thereof) cannot precede the title of the organization. This section refers to but is not limited to, the registered student organization's: domain name, web address, promotional materials, and uniforms/shirts.
- (17) Academic Misconduct
  - (a) Unauthorized academic assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record.
  - (b) The unauthorized possession of examination or course related material.
  - (c) Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third party vendor without authorization or without the express written permission of the University and the Instructor. Course materials include but are not limited to class notes, Instructor's power points, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
  - (d) Knowingly helping any student violate academic behavior standards.
- (18) Violation of Local, State, and/or Federal Laws. Violation of any local, state and/or federal law that may result in a felony or misdemeanor.
- (19) Complicity. The following offenses, or the aiding, assisting, condoning, or attempting to commit these offenses, constitute violations of the Organizational Rules of Conduct.

*Authority: BOG Regulations 1.001 and 6.0105. History – New 10-16-09, Amended 7-19-12, 9-3-13, 10-29-15, 7-28-16, 7-20-17, 7-19-18, 7-18-19, 6-18-20, 10-22-20, \_\_\_\_\_-20.*