

# Executive Committee Meeting

May 4, 2021 10:00 AM - 11:00 AM EDT

## Table of Contents

I. Agenda.....	2
II. Minutes of the February 4, 2021 meeting.....	3
III. Reports.....	5
A. Discussion Chair’s Report.....	5
B. Discussion Legislative Budget Update.....	5
C. Discussion Office of Board Relations.....	5
D. Discussion Themes for FY22 Planning.....	5



UNIVERSITY OF CENTRAL FLORIDA

**Board of Trustees  
Executive Committee  
Virtual Meeting  
May 4, 2021, 10:00 a.m. – 11:00 a.m.**

**Livestream:** <https://ucf.webex.com/ucf/onstage/g.php?MTID=ec5d5d6d9ea7aeb81db6bac45b5f179e4>  
**Conference Call number: 1-408-418-9388, access code: 132 148 6942**

AGENDA

- |  |  |
|--|--|
| 1. 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. Minutes of the February 4, 2021 meeting | Chair Seay   |
| 4. Reports                                 |  |
| Discussion                                 | Chair's Report   |
| Discussion                                 | Legislative Budget Update<br>Janet Owen, <i>Vice President for Government and Community Relations</i><br>Gerald Hector, <i>Sr. Vice President for Administration and Finance</i> |
| Discussion                                 | Office of Board Relations<br>Karen Monteleone<br>Mike Kilbride, <i>Executive Chief of Staff</i>  |
| Discussion                                 | Themes for FY22 Planning<br>Chair Seay<br>President Cartwright   |
| 5. Adjournment                             | Chair Seay   |



UNIVERSITY OF CENTRAL FLORIDA

**Board of Trustees  
Executive Committee Virtual Meeting  
February 4, 2021**

**MINUTES**

**CALL TO ORDER**

Chair Beverly Seay called the meeting to order at 10:00 a.m.

Committee members Chair Seay and Trustees Kenneth Bradley, Joseph Conte, Harold Mills, Michael Okaty and John Sprouls joined virtually. Trustee Gaekwad joined via teleconference.

Trustees Tiffany Altizer, Jeff Condello, Joe Harrington, and Sabrina La Rosa also joined.

A quorum was confirmed.

**MEETING MINUTES**

The minutes of the August 4, 2020 Executive Committee meeting were approved as submitted.

**REPORTS**

**Chair's Report**

Seay stated that on January 20, 2021, Governor DeSantis announced the appointments of Jeff Condello and Bill Christy to the UCF Board of Trustees. She noted that their appointments were effective immediately and coincided with the expiration of the terms for former Trustees Walsh and Yeargin. Seay also said that on January 27, 2021, the Board of Governors approved the appointment of Tiffany Altizer to the UCF Board of Trustees. Trustee Altizer's appointment coincided with the expiration of the term for former Vice Chair Alex Martins. She acknowledged the service and dedication of former Vice Chair Martins, and former Trustees Walsh and Yeargin.

Seay said that committee and Direct Support Organization (DSO) board assignments were updated to reflect the addition of the new trustees and to fill the chair vacancies on the Finance and Facilities and Governance Committees. She charged the Governance Committee with assessing the current Board committee structure and to consider the vacancy of the Vice Chair role to fill the remainder of Alex Martins' Vice Chair term ending June 30, 2021.

## Mid-Year Annual Plan Assessment (INFO-1)

Seay introduced the Executive Committee Mid-Year Annual Plan Assessment. She stated the plan was included on the agenda for a brief assessment to acknowledge changes to discussions, informational presentations, or action items since the plan was presented in the fall. She said that this mid-year assessment also afforded the opportunity for committee members to suggest strategic discussion items for the remaining fiscal year 2021 meetings.

There were no additions or comments from the committee.

## President's FY21 Mid-Year Goals Update

President Cartwright said that while the university's focus has been on managing the demands of the pandemic, there is a shift in energy to define our future.

Cartwright said a key area of focus was on building a strong leadership team and followed with updates on new executive leadership hires as well as executive leadership searches. He highlighted several external review and planning efforts. Cartwright concluded his remarks stating that it was time for the administration to begin working with the Board to refresh the university's strategic plan and that this effort should provide a roadmap with identified milestones for our progress towards becoming a Top 50 metropolitan research university.

The trustees had the following comments:

- Conte inquired as to the parameters of the term 'commercialization' regarding the President's comments on Research and Commercialization efforts.

## NEW BUSINESS

### Contracts Emerging Issue Update (INFO-2)

Seay recognized Trustee Michael Okaty for a Contracts Emerging Issue Update.

Okaty and Youndy Cook, Interim Vice President and General Counsel, provided an overview of the work done on a comprehensive review of the university's contracting processes.

They highlighted the following recommendations:

- Improve process flow by providing information upfront and making information easier to find.
- Improve process flow by coordinating business systems.
- Create more acceleration methods to reduce legal review at the document level.
- Reduce legal review in sponsored research agreements.
- Structural changes; improve training.

The trustees had the following comments:

- Conte asked for a clarification of contracts processed through the research foundation.
- Bradley recommended that there should be a level of accountability for staff creating contracts.
- Seay commented that she recommended a contract review due to concerns about the consideration of future impacts when contracting decisions were being made and the level of difficulty and time involved in the current contract processes.
- Mills commented on risk management and the cost savings of an efficient operation.
- Harrington mentioned specific cases where there was difficulty in processing contracts, emphasized quality of review on big, new and difficult contracts which would allow standard contracts to be completed efficiently.
- Conte said we need to evaluate large contracts, partnerships and relationships during the life of the contract. He also said that the ‘way out’ (off ramping) of contracts should be considered up front.
- Seay asked that UCF’s College of Engineering and Computer Science’s review of Intellectual Property processes at other universities be considered.

Cartwright shared next steps in this process:

- An evaluation of contracts and activities in the Office of Research and Commercialization, noting that an update on this evaluation is expected to be provided at the February Board meeting.
- A review of the roles and responsibilities of the entire team, specifically mentioning those under the purview of the Provost and the Senior Vice President of Administration and Finance.

Bradley provided a brief update on the Faculty Mix Emerging Issue. He said the Educational Programs Committee is approximately halfway through their evaluation and that their recommendations, when presented, are expected to have multifactorial implications.

**ADJOURNMENT**

Seay adjourned the meeting at 11:25 a.m.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Beverly Seay  
 Chair, Executive Committee

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