



September 28, 2023 UCF Board of Trustees Meeting

Board of Trustees
FAIRWINDS Alumni Center
Sep 28, 2023 10:15 AM - 12:30 PM EDT

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September 28, 2023 UCF Board of Trustees Meeting

Board of Trustees

Sep 28, 2023 at 10:15 AM EDT to Sep 28, 2023 at 12:30 PM EDT

FAIRWINDS Alumni Center

Meeting Details: https://youtube.com/live/TufchV_X1qQ

Conference Call Number: 929 205 6099

Meeting ID: 916 9962 4851

Passcode: 586734

Agenda

I. Agenda

Call to Order and Welcome

Presenter: Alex Martins, Chair, UCF Board of Trustees

Roll Call

10:15 AM

Presenter: Lauren Ferguson, Assistant Vice President, Board Relations

Public Comment

10:16 AM

II. Remarks

10:17 AM

Presenters: Chair Martins, Alexander N. Cartwright, President

III. New Business

11:17 AM

Presenter: Chair Martins

A. BUDC-1 2023-2024 Carryforward Spending Plan

Presenter: Harold Mills

B. BUDC-2 2023-2024 University Operating Budget and Spending Authority

Presenter: Harold Mills

C. BUDC-3 2023-2024 Fixed Capital Outlay Budget

Presenter: Harold Mills

IV. Committee Reports

12:17 PM

Presenter: Chair Martins

A. Academic Excellence and Student Success Committee Report

Presenter: Chair Altizer

B. Audit and Compliance Committee Report

Presenter: Chair Christy

C. Budget and Finance Committee Report

Presenter: Chair Mills

D. Facilities and Infrastructure Committee Report

Presenter: Chair McAlpin

E. Governance Committee Report

Presenter: Chair Okaty

F. Strategic Partnerships and Advancement Committee Report

Presenter: Chair Miklos

V. Consent Agenda

12:22 PM

Presenter: Chair Martins

A. BOT-1 Board of Trustees Meeting Minutes

Presenter: Chair Martins

B. AESC-1 Tenure with Hire

Presenter: Tiffany Altizer

C. AESC-2 2023 Textbook and Instructional Materials Affordability Report

Presenter: Tiffany Altizer

D. AESC-3 Self-Supporting and Market Tuition Rate Program Report

Presenter: Tiffany Altizer

E. AESC-4 Academic Excellence and Student Success Committee Charter

Presenter: Tiffany Altizer

F. AUDC-1 University Compliance, Ethics and Risk Charter

Presenter: Bill Christy

G. AUDC-2 University of Central Florida 2023 FL Equity Report

Presenter: Bill Christy

H. FACC-1 Biological Sciences Additional Renovation/Remodel – Funding Approval

Presenter: Caryl McAlpin

I. FACC-2 Chemistry Additional Renovation/Remodel – Funding Approval

Presenter: Caryl McAlpin

J. FACC-3 Football Stadium Fire Alarm – Funding Approval

Presenter: Caryl McAlpin

K. FACC-4 Football Stadium Rust Remediation – Funding Approval

Presenter: Caryl McAlpin

L. FACC-5 UCF at Daytona State College – Funding Approval

Presenter: Caryl McAlpin

M. FACC-6 Facilities and Infrastructure Committee Charter

Presenter: Caryl McAlpin

N. GOVC-1 Amendments to Board of Trustees Policy Presidential Performance and Compensation Review

Presenter: Michael Okaty

O. GOVC-2 Amendments to University Regulation UCF-2.003 Admission of Graduate Students

Presenter: Michael Okaty

P. GOVC-3 Central Florida Clinical Practice Organization Bylaw Amendments

Presenter: Lauren Ferguson

VI. Information

12:25 PM

Presenter: Chair Martins

A. INFO-1 Use of the FBC Mortgage Stadium to host the 2024 Hula Bowl

Presenters: David Hansen, Senior Executive Associate Athletics Director/ COO, UCF Athletics Association, Terry Mohajir, Vice President and Director of Athletics

VII. Announcements

Presenter: Chair Martins

12:27 PM

VIII. Adjournment

Presenter: Chair Martins

12:29 PM



Board of Trustees

September 28, 2023

Agenda Item

BUDC-1: 2023-2024 Carryforward Spending Plan

Proposed Board Action

The Board of Trustees, on its non-consent agenda, is requested to approve the 2023-2024 Carryforward Spending Plan.

Authority for Board of Trustees Action

Florida Statute s. 1011.45

BOG Regulation 9.007, State University System Operating Budgets and Requests

Supporting Documentation Included

Attachment A: Board of Governors Submission Requirements Memo

Attachment B: BOG Regulation 9.007, State University Operating Budgets and Requests

Attachment C: 2023-2024 University Carryforward Spending Plan

Attachment D: Carryforward Roll Forward

Attachment E: Certification of Operating Budget, E&G Carryforward Spending Plan, and Fixed Capital Outlay Budget

Facilitators/Presenters

Gerald Hector, Senior Vice President for Administration and Finance

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



2023-2024 Carryforward Spending Plan

EXECUTIVE SUMMARY

Objective

The Budget and Finance Committee is being asked to review and recommend approval of the proposed 2023-2024 Education and General (E&G) Carryforward Spending Plan in accordance with Board of Governors Regulation 9.007: "State University Operating Budgets." Each year the Board of Trustees of the university is required to vote on the approval for the spending of carryforward funds for the fiscal year.

For FY2023-2024, the university has \$144M available for allocation to projects. These projects are critical for the operations of the university. Carryforward funds are separate and distinct from the operating budget, but they are inextricably linked to annual operations. These funds were earned in a prior fiscal year and are disbursed in a subsequent one.

If there is no action taken on this plan, Facilities projects will stall, faculty start-up programs will halt, bringing potential damage to our academic reputation, and student-athletes will not have financial aid that has been allocated to them to attend the university. Additionally, since FY2021, the Board of Trustees required the university's leadership to find ways to appropriately reduce the overall carryforward balance from year to year. For FY2023, the university spent approximately \$52 million on carryforward projects. All funds available for FY2024 are allocated.

Summary of Key Observations/Recommendations

1. Total Carryforward for FY2023-2024, inclusive of the main campus, College of Medicine, and Florida Center for Students with Unique Abilities (FCUSA), amounts to \$144M.
2. The total is allocated for projects and non-recurring operations of the university for the fiscal year.
3. The state legislature passed SB7026 in May of 2023 that made two adjustments on how we can use carryforward funds:
 - a. Carryforward can now be utilized for recurring expenses.
 - b. The caps on facilities projects have been lifted.
4. The FY2023-2024 plan is covering primarily non-recurring expenses to include:
 - a. Facilities projects (Biology Building, upgrades to a shared facility at Daytona State College, etc.).
 - b. Faculty start-up packages and other operations in colleges.
 - c. Scholarships for Student Athletes.
 - d. One time Back of the Bill appropriation by the legislature for life/safety repairs at the FBC Mortgage Stadium.
 - e. Contractual commitments for improvements to our data analytics capabilities.

- f. Restricted commitments for the College of Medicine and FCUSA.
- 5. The facilities projects will also be included in the Fixed Capital Outlay Budget (FCOB) to be submitted to the Board of Governors by September 30, 2023. The FCOB will carry out these projects until they are completed. A separate budget and report are prepared for the BOT review each September.
- 6. The university ended the Purchase Order rollover that occurred in prior years. Last year's total was approximately \$36M. This year, it is zero. Colleges and units are encouraged to close purchase orders by the end of a fiscal year. Subsequent costs will be covered by a subsequent fiscal year's budget.
- 7. The Carryforward roll forward is a management document to provide context for how funding will be spent in buckets and is not the official BOG template that is presented separately for a formal vote.

Additional Background

Since FY2020-2021, the university has adopted a strategy of “spending E&G first” to limit the amount of carryforward generated each year. That was a strategy adopted given the observations from various stakeholders, and the need to make investments in our physical plant. Prior to the legislative session of 2023, the use of carryforward was restricted to non-recurring expenses, and caps were set on renovations and remodeling. With the passage of SB70226, those limitations have been removed, and there are more strategic options available for the university to spend these funds in the furtherance of our strategic plan. From the FY2022-2023 operations, the university had a net decrease in carryforward of approximately \$52M. The pace of the spending down of the carryforward balance has been affected by supply chain issues.

Two years ago, an operational audit finding was shared by state auditors around the ability to track the university's carryforward spending during a fiscal year. With the implementation of both the Workday and Adaptive systems, the university has improved its ability to track carryforward projects. All carryforward plans are now tracked in a separate fund that was not available in the former PeopleSoft system.

Rationale

The annual carryforward plan is critical to the university's operating cash flows each fiscal year. It covers the costs associated with major facilities projects, faculty startups, and athletic scholarships. This plan also supports the Fixed Capital Outlay Budget where it augments funding for multi-year facilities projects that are jointly funded by Public Education Capital Outlay (PECO) and other restricted funds from the State of Florida. Those projects have a completion date that must be met in a timely manner.

Implementation Plan

The plan will be implemented in FY2023-2024 and for the foreseeable future. For example,

athletics scholarships are awarded each year; however, projects like the Biology building will span multiple fiscal years. Supply chain and labor issues still impact the completion of some of the university's larger facilities projects, and this plan provides the funding necessary to meet all commitments across fiscal years.

Resource Considerations

The carryforward plan is funded by excess Education and General (E&G) funds from previous fiscal years. The total resources available for allocation in the plan for FY2023-2024 is \$144M. All programs that receive allocations in this fiscal year will be funded until projects are completed.

Conclusion

The Budget and Finance Committee recommends approval of the FY2023-2024 carryforward plan to fund the operations of the university. Without the BOT's approval, the university will be adversely impacted in its ability to meet the strategic objectives outlined in the UCF Strategic Plan.

**MEMORANDUM**

DATE: June 2, 2023
TO: Institutional Data Administrators
FROM: Tim Jones, Senior Vice Chancellor for Finance & Administration
SUBJECT: Submission Requirements for the 2023-2024 Education & General (E&G) Carryforward Spending Plan, Fixed Capital Outlay Budget, and Related Certifications
DUE DATE: **October 2, 2023**

Pursuant to section 1011.45(2) Florida Statute, each university that retains a state operating fund carryforward balance in excess of the 7 percent minimum shall submit a Carryforward Spending Plan to the Board of Governors. The Carryforward Spending Plan must have been approved by the universities' board of trustees on or before September 30, 2023. You are encouraged to reference SB 7026 Section 3, which was signed into law on May 17, 2023, for changes to section 1011.45, Florida Statutes, that potentially impact your university's E&G Carryforward Spending Plan for FY 2023-24.

In addition, Board of Governors Regulation 14.003 requires each university to prepare and submit an annual Fixed Capital Outlay (FCO) budget approved by the university board of trustees. Guidelines for these submissions are provided in Board Regulations 9.007 and 14.003.

The required documents and submission due dates are as follows:

- University E&G Carryforward Spending Plans (Regulation 9.007) – due date **October 2, 2023**
 - Submission via SUS Data Request System (templates provided and available via the SUS Data Request System)
- University Fixed Capital Outlay Budget (Regulation 14.003) – due date **October 2, 2023**
 - Submission via the SUS Data Request System (templates provided and available via the SUS Data Request System)
- Certification Document for University Operating, Carryforward Spending Plan and Fixed Capital Outlay budgets – due date **October 2, 2023**
 - Certification template provided by Board of Governors' Office of Finance and Administration and available via the SUS Data Request System
 - This certification may be used to comply with section 1011.45 Florida Statute which requires the CFO to certify unexpended funds annually by September 30

The Carryforward Spending Plan and Fixed Capital Outlay Budget will be considered at the November Board of Governors' meeting.

Please submit all completed forms to the Data Request System at <https://prod.flbog.net:4445/pls/apex/f?p=760>.

Questions regarding the fixed capital outlay budget reporting requirements should be directed to Mr. Kevin Pichard, Director of Finance and Facilities at 850-245-0059 or Kevin.Pichard@flbog.edu.

Questions regarding the carryforward spending plan reporting requirements should be directed to Mr. Dale Bradley, Director, University Budgets at 850-294-9392 or dale.bradley@flbog.edu or Chrissy Rojas, Budget Analyst, University Budgets at 850-246-0680 or Chrissy.Rojas@flbog.edu.

Thank you.

c:

SUS Council of Administrative and Financial Affairs (CAFA)

SUS Budget Directors

Facilities Planners

SUS Council of Academic Vice Presidents (CAVP)

University Trustee Liaisons

9.007 State University Operating Budgets and Requests

(1) Each university president shall prepare an operating budget, including an Education & General (E&G) Carryforward Spending Plan, for approval by the university board of trustees in accordance with instructions, guidelines and standard formats provided by the Board of Governors.

(2) Each university board of trustees shall adopt an operating budget, including an E&G Carryforward Spending Plan, for the general operation of the university as prescribed by the regulations of the Board of Governors. The university board of trustees-ratified operating budget and E&G Carryforward Spending Plan must be presented to the Board of Governors for approval by a date established by the Chancellor. Each university president shall implement the operating budget and E&G Carryforward Spending Plan of the university as prescribed by Florida Statutes, regulations of the Board of Governors, policies of the university board of trustees, provisions of the General Appropriations Act, and data reflected within the State University System Allocation Summary and Workpapers publication.

(3) The operating budgets of each state university shall consist of the following budget entities:

(a) Education and General (E&G)- reports actual and estimated fiscal year operating revenues and expenditures for all E&G funds, including: General Revenue, Student and Other Fees Trust Fund, Educational Enhancement Trust Fund (Lottery), Phosphate Research Trust Fund, – and including the following previously-appropriated trust funds: Experiment Station Federal Grant, Experiment Station Incidental, Extension Service Federal Grant, Extension Service Incidental, UF-HSC Incidental, and UF-Health Science Center Operations and Maintenance. In addition, expenditures from university E&G carryforward funds (unexpended balances from all prior-period E&G appropriations) shall be included in the actual history fiscal year reporting. University budgeted E&G carryforward funds shall be reported in the E&G Carryforward Spending Plan Report.

1. Otherwise by law, E&G funds are to be used for E&G activities only, such as, but not limited to, general instruction, research, public service, plant operations and maintenance as defined in Board of Governors guidelines, furniture, fixtures, and equipment, student services, libraries, administrative support, minor capital projects not to exceed \$1 million per individual project, and other enrollment-related and stand-alone operations of the universities.

2. Universities shall accumulate ending E&G fund balances for activities such as those outlined in section 3(a)(4). The ending E&G carryforward balances can only be used for nonrecurring expenditures. At any time the unencumbered available balance in the E&G fund of the university board of trustees approved operating budget falls below seven (7) percent of the approved total, the university shall provide a written notification and plan to the Board of Governors to attain a seven (7) percent balance of state operating funds within the next fiscal year.
3. Each university that retains a state operating fund carryforward balance in excess of the seven (7) percent minimum shall submit an E&G Carryforward Spending Plan for its excess carry forward balance. The Carryforward Spending Plan shall be submitted to the university's board of trustees for review, approval, or if necessary, amendment by September 30, 2020, and each September 30 thereafter. The Board of Governors shall review, approve, and amend, if necessary, each university's E&G Carryforward Spending Plan by November 15, 2020, and each November 15 thereafter.
4. A university's E&G Carryforward Spending Plan shall include the estimated cost per planned expenditure and a projected timeline for completion of the expenditure. Authorized expenditures in an E&G Carryforward Spending Plan may include:
 - a. Commitment of funds to a public education capital outlay project for which an appropriation has previously been provided that requires additional funds for completion and which is included in the list required by section 1001.706(12)(d);
 - b. Completion of a renovation, repair, or maintenance project (as defined in Board Regulation 14.001) that is consistent with the provisions of section 1013.64(1), up to \$5 million per project and replacement of a minor facility that does not exceed 10,000 gross square feet in size up to \$2 million;
 - c. Completion of a remodeling or infrastructure project (as defined in Board Regulation 14.001), including a project for a developmental research school, up to \$10 million per project, if such project is survey recommended pursuant to section 1013.31;
 - d. Completion of a repair or replacement project necessary due to damage caused by a natural disaster for buildings included in the inventory required pursuant to section 1013.31;
 - e. Operating expenditures that support the university mission and that are nonrecurring;
 - f. Any purpose specified by the university board of trustees or in the General Appropriations Act; and

- g. A commitment of funds to a contingency reserve for expenses incurred as a result of a state of emergency declared by the Governor pursuant to s. 252.36.
 - 5. Annually, by September 30, the chief financial officer of each university shall certify the unexpended amount of funds appropriated to the university from the General Revenue Fund, the Educational Enhancement Trust Fund, and the Student and Other Fees Trust Fund as of June 30 of the previous fiscal year.
 - 6. A University may spend the minimum carry forward balance of seven (7) percent if a demonstrated emergency exists and the plan is approved by the university's board of trustees and the Board of Governors.
 - 7 Expenditures from any source of funds by any university shall not exceed the funds available. No expenditure of funds, contract, or agreement of any nature shall be made that requires additional appropriation of state funds by the Legislature unless specifically authorized in advance by law or the General Appropriations Act.
 - 8. The following units are required to report under this budget entity:
 - State Universities
 - UF - Institute of Food and Agricultural Sciences
 - UF Health Science Center
 - USF Medical Center
 - FSU Medical School
 - UCF Medical School
 - FIU Medical School
 - FAU Medical School
 - FAMU-FSU College of Engineering
 - Florida Postsecondary Comprehensive Transition Program (UCF)
- (b) Contracts and Grants – reports actual and estimated year revenues, expenditures, and positions for university functions which are supported by foundations, various state and federal agencies, local units of governments, businesses, and industries. Universities shall comply with all applicable federal, state, local, and university regulations and guidelines as they relate to grants, contracts, and sponsored research programs.
- (c) Auxiliary Enterprises – reports actual and estimated year revenues, expenditures, and positions for self-supporting functions such as, but not limited to, parking services, housing, bookstore operations, and food services.

(d) Local Funds – reports actual and estimated year revenues, expenditures, and positions for the following specific areas:

1. Student Activities – revenues generated primarily from the activity and service fee each university is authorized to charge its students as a component of the mandatory fee schedule. Activities commonly supported by these revenues include student government, cultural events, student organizations, and intramural/club events.
2. Intercollegiate Athletics – revenues generated from the student athletic fee that each university is authorized to collect as a component of the mandatory fee schedule, and from other sources including ticket sales, radio/TV, bowl games, and tournament revenues.
3. Concession Fund – revenues generated from various vending activities located around the campuses. The university’s budget must reflect the various departments/activities on each campus which benefit from receipt of these funds.
4. Student Financial Aid – revenues received by the university for loans, grants, scholarships, and other student financial aid. Expenditures of these funds must be reported by activities such as externally-funded loans, student scholarships, need-based financial aid, academic-based financial aid, and athletic grants/scholarships.
5. Technology Fee – revenues generated from the technology fee that a university is authorized to charge its students as a component of the mandatory fee schedule. Proceeds from this fee shall be used to enhance instructional technology resources for students and faculty.
6. Board-Approved Fees – student fees presented to the Board of Governors for approval by a university board of trustees that is intended to address a student need not currently being met through existing university services, operations, or another fee.
7. Self-Insurance Programs – revenues received by the university from entities and individuals protected by the self-insurance programs. This budget must reflect expenditures related to the administration of the self-insurance programs and the judgments or claims arising out of activities for which the self-insurance program was created.

(e) Faculty Practice Plan – related to the activities for the state universities’ medical schools and health centers. This budget must be designed to report the monetary level of clinical activity regarding the training of students, post-graduate health professionals, and medical faculty.

(4) The operating budgets of each university shall represent the following:

- (a) The university’s plan for utilizing the resources available through direct or continuing appropriations by the Legislature, allocation amendments, or from local sources including student tuition and fees. The provisions of

the General Appropriations Act and the State University System Allocation Summary and Workpapers publication will be taken into consideration in the development and preparation of the E&G data.

- (b) Actual prior-year revenues, expenditures (including E&G carryforward amounts expended), and positions, as well as current-year estimated revenues, expenditures, and positions. University E&G carryforward funds shall be budgeted in the E&G Carryforward Spending Plan.
- (c) Assurance that the universities are in compliance with general legislative intent for expenditure of the appropriated state funds and with the Board of Governors' regulations, guidelines and priorities for all funding sources

(5) Any earnings (interest, investment, or other) resulting from the investment of current-year E&G appropriations are considered to be of the same nature as the original appropriations, and are subject to the same expenditure regulations as the original appropriations. E&G earnings are not to be utilized for non-E&G related activities or for fixed capital outlay activities except as provided by law. Earnings resulting from invested E&G carryforward funds are considered to be additions to the university's E&G carryforward balance and shall be expended in accordance with section (3)(a) of this regulation.

Anticipated earnings for the estimated year from invested E&G funds should not be included when building the detailed operating budget schedules. Estimated-year E&G earnings and planned expenditures of these funds should only be reported on the manually-prepared E&G Schedule I and Summary Schedule I reports.

(6) Any unexpended E&G appropriation carried forward to the fund balance in a new fiscal year shall be utilized in support of nonrecurring E&G activities only unless otherwise provided by law.

(7) E&G non-recurring is defined as an expenditure that is not expected to be needed or available after a point in time. Non-recurring expenditures have distinct elements:

- (a) Time limited in nature, where an end date to a given contract or activity is known,
- (b) There is no promise or guarantee of future funding,
- (c) May cross multiple years, but the above two provisions apply,
- (d) May address financial challenges resulting from external factors (examples could include, but are not limited to, federal government shutdown, drop in state revenue resulting in a mid-year reduction)

(8) Any amendments to the approved E&G Carryforward Spending Plan during the fiscal year shall be reported to the Board of Governors for a time period and in a format as prescribed by the Chancellor.

(9) Each university board of trustees may submit to the Chancellor's Office annually a Legislative Budget Request for operations. Such requests shall be made in accordance with the fiscal policy guidelines, formats, instructions, and schedule provided by the Chancellor.

Authority: Section 7(d), Art. IX, Fla. Const., History: New 12-6-07, Amended 11-21-13, 9-22-16, 10-30-19, 9-16-20

Attachment C

University of Central Florida
Education and General
Carryforward Spending Plan Summary
Approved by University Board of Trustees
Balances and Spending Plans as of July 1, 2023

	University E&G	FCSWUA	UCF College of Medicine
A. Beginning E&G Carryforward Balance - July 1, 2023 :			
Cash	\$ 215,416,709	\$ 8,983,047	\$ 9,779,797
Investments	\$ -	\$ -	\$ -
Accounts Receivable	\$ 19,546,131	\$ 13,400,227	\$ 3,572,564
Less: Accounts Payable	\$ 28,888,704	\$ 3,903,669	\$ 775,545
Less: Deferred Student Tuition & Fees	\$ 34,980,205	\$ -	\$ 2,773,609
B. Beginning E&G Carryforward Balance (Net of Payables/Receivables/Deferred Fees) :	\$ 171,093,931	\$ 18,479,605	\$ 9,803,207
C. Fiscal Year 2022-2023 E&G Carryforward Encumbrances Brought Forward	\$ -	\$ -	\$ -
D. 7% Statutory Reserve Requirement (1011.45(1) F.S.):	\$ 51,484,458	\$ 628,920	\$ 3,404,150
E. E&G Carryforward Balance Less 7% Statutory Reserve Requirement (Amount Requiring Approved Spending Plan) :	\$ 119,609,473	\$ 17,850,685	\$ 6,399,057
F. Annual Contribution to Reserves for New FCO Projects (per s. 1001.706(12) F.S. and Board Reg 14.002) (Should agree with the "Total Facilities Reserves as of July 1, 2023" on the "Details - FCO Reserves" tab)	\$ -	\$ -	\$ -
G. * Restricted / Contractual Obligations			
Restricted by Appropriations	\$ 1,350,969	\$ 17,850,685	\$ -
University Board of Trustees Reserve Requirement	\$ -	\$ -	\$ -
Restricted by Contractual Obligations :			
Compliance, Audit, and Security			
Compliance Program Enhancements	\$ -	\$ -	\$ -
Audit Program Enhancements	\$ -	\$ -	\$ -
Campus Security and Safety Enhancements	\$ -	\$ -	\$ -
Academic and Student Affairs			
Student Services, Enrollment, and Retention Efforts	\$ -	\$ -	\$ -
Student Financial Aid	\$ 6,406,000	\$ -	\$ -
Faculty/Staff, Instructional and Advising Support and Start-up Funding	\$ -	\$ -	\$ -
Faculty Research and Public Service Support and Start-Up Funding	\$ 26,613,418	\$ -	\$ 4,297,030
Library Resources	\$ -	\$ -	\$ -
Facilities, Infrastructure, and Information Technology			
Utilities	\$ -	\$ -	\$ -
Information Technology (ERP, Equipment, etc.)	\$ 1,537,000	\$ -	\$ -
Small Carryforward Fixed Capital Outlay Projects (Board of Governors Regulation 14.003(2))	\$ 3,561,808	\$ -	\$ -
Large Carryforward Fixed Capital Outlay Projects (Board of Governors Regulation 14.003(2))	\$ 3,376,723	\$ -	\$ -
Other UBOT Approved Operating Requirements			
Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	\$ -	\$ -	\$ 78,189
Contingencies for a State of Emergency Declared by the Governor (Section 1011.45(3)(g))	\$ -	\$ -	\$ -
Operating Restricted : (Should agree with restricted column totals on "Details-Operating" tab)	\$ 35,907,387	\$ 17,850,685	\$ 4,375,219
FCO Restricted : (Should agree with restricted column totals on "Details-Fixed Capital Outlay" tab)	\$ 6,938,531	\$ -	\$ -
Grand Total Restricted / Contractual Funds :	\$ 42,845,918	\$ 17,850,685	\$ 4,375,219
H. * Commitments			
Compliance, Audit, and Security			
Compliance Program Enhancements	\$ -	\$ -	\$ -
Audit Program Enhancements	\$ -	\$ -	\$ -
Campus Security and Safety Enhancements	\$ -	\$ -	\$ -
Academic and Student Affairs			
Student Services, Enrollment, and Retention Efforts	\$ -	\$ -	\$ 25,000
Student Financial Aid	\$ 1,807,000	\$ -	\$ -
Faculty/Staff, Instructional and Advising Support and Start-up Funding	\$ 122,500	\$ -	\$ -
Faculty Research and Public Service Support and Start-Up Funding	\$ 12,036,315	\$ -	\$ 1,602,283
Library Resources	\$ -	\$ -	\$ -
Facilities, Infrastructure, and Information Technology			
Utilities	\$ -	\$ -	\$ -
Information Technology (ERP, Equipment, etc.)	\$ 9,446,990	\$ -	\$ 31,000
Small Carryforward Fixed Capital Outlay Projects (Board of Governors Regulation 14.003(2))	\$ 5,359,275	\$ -	\$ -
Large Carryforward Fixed Capital Outlay Projects (Board of Governors Regulation 14.003(2))	\$ 36,236,750	\$ -	\$ -
Other UBOT Approved Operating Requirements			
Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	\$ 11,754,725	\$ -	\$ 365,555
Contingencies for a State of Emergency Declared by the Governor (Section 1011.45(3)(g))	\$ -	\$ -	\$ -
Operating Commitments : (Should agree with committed column total on "Details-Operating" tab)	\$ 35,167,530	\$ -	\$ 2,023,838
FCO Commitments : (Should agree with committed column total on "Details-Fixed Capital Outlay" tab)	\$ 41,596,025	\$ -	\$ -
Grand Total Commitments :	\$ 76,763,555	\$ -	\$ 2,023,838
I. Available E&G Carryforward Balance as of July 1, 2023:	\$ -	\$ -	\$ -

* Please provide supplemental detailed descriptions for these multiple-item categories in sections F, G, and H for operating, fixed capital outlay, and FCO Reserves spending plans using Board of Governors templates provided (use worksheet tabs for "Details" included with this file).

Notes :

1. Florida Polytechnic University amounts include the Phosphate Research Trust Fund.
2. **2019 Senate Bill 190 amended 1011.45 F.S.** regarding university Education & General carryforward minimum reserve balances, reporting requirements, and allowable uses. 1011.45(2) states that "Each university that retains a state operating fund carry forward balance in excess of the 7 percent minimum shall submit a spending plan for its excess carry forward balance. The spending plan shall be submitted to the university's board of trustees for review, approval, or if necessary, amendment by September 1, 2020, and each September 1 thereafter. The Board of Governors shall review, approve, and amend if necessary, each university's carry forward spending plan by October 1, 2020, and each October 1 thereafter." 1011.45(3) adds "A university's carry forward spending plan must include the **estimated cost per planned expenditure and a timeline for completion of the expenditure.**" Three additional tabs are provided with this file to allow reporting of university detailed expenditure plans for each planned expenditure or project, a completion timeline, and amount budgeted for expenditure during the reporting fiscal year.

University of Central Florida
2023-2024 University E&G Carryforward Spending Plans - Supplemental Details (Operating Plans)
Pursuant to 1011.45, Florida Statutes
July 1, 2023

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Budget				Project Timeline			Comments/Explanations
			Total Amount to be Funded from Current Year E&G Carryforward Balance	RESTRICTED Restricted Balance as of July 1, 2023	COMMITTED Committed Balance as of July 1, 2023	E&G Carryforward Amount Budgeted for Expenditure During FY24	Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1	Restricted by Appropriations	Florida Center For Students With Unique Abilities Grant/Project	3,750,000	3,750,000		1,200,000	3	1	2026	Grad student support and consulting expenses for the Florida Center for Students with Unique Abilities(FCSUA)
2	Restricted by Appropriations	Florida Center For Students With Unique Abilities Program Operation	2,925,000	2,925,000		925,000	3	1	2026	Institute an workshop expenses to increase awareness for the Florida Center for Students with Unique Abilities(FCSUA)
3	Restricted by Appropriations	Florida Center For Students With Unique Abilities - Student Scholarship	11,175,686	11,175,685		3,000,000	3	1	2026	PK12 awareness, recruitment and increases support for the Florida Center for Students with Unique Abilities(FCSUA)
4	Faculty Research and Public Service Support and Start-Up Funding	Academic and Student Support	55,300		55,300	55,300	1	1	2024	Academic and Student Support for college of medicine
5	Faculty Research and Public Service Support and Start-Up Funding	Chrons & Colitis	78,776	78,776		78,776	1	1	2024	Chrons & Colitis for college of medicine
6	Faculty Research and Public Service Support and Start-Up Funding	Faculty Awards	1,546,983		1,546,983	1,546,983	1	1	2024	Faculty Awards for college of medicine
7	Faculty Research and Public Service Support and Start-Up Funding	Faculty Start-Up / Seed Funding	3,992,274	3,992,274		2,245,167	3	1	2026	Faculty Start-Up / Seed Funding for college of medicine
8	Information Technology	Information Technology	31,000		31,000	31,000	1	1	2024	Information Technology for college of medicine
9	Other Operating Requirements (University Board of Trustees-Approved That Support the University)	Faculty Travel	20,200		20,200	20,200	1	1	2024	Faculty Travel for college of medicine
10	Other Operating Requirements (University Board of Trustees-Approved That Support the University)	OPS Appointments	23,000		23,000	23,000	1	1	2024	OPS Appointments for college of medicine
11	Other Operating Requirements (University Board of Trustees-Approved That Support the University)	Bonus/Temporary Payments	257,355		257,355	257,355	1	1	2024	Bonus/Temporary Payments for college of medicine
12	Other Operating Requirements (University Board of Trustees-Approved That Support the University)	UCF Branding and Marketing	65,000		65,000	65,000	1	1	2024	UCF Branding and Marketing for college of medicine
13	Student Services, Enrollment, and Retention Efforts	Registration, Supplies, Misc Expense	25,000		25,000	25,000	1	1	2024	Registration, Supplies, Misc Expense for college of medicine
14	Other Operating Requirements (University Board of Trustees-Approved That Support the University)	Lake Nona Cancer Center Infrastructure	36,830	36,830		36,830	1	1	2024	Lake Nona Cancer Center Infrastructure for college of medicine
15	Other Operating Requirements (University Board of Trustees-Approved That Support the University)	Registration, Supplies, Misc Expense	41,359	41,359		41,359	1	1	2024	Registration, Supplies, Misc Expense for college of medicine
16	Faculty Research and Public Service Support and Start-Up Funding	Academic and Student Support	1,128,908	245,000	883,908	1,128,908	1	1	2024	Various programs and memberships to support academics, including OPS appointments, research support, and course releases
17	Faculty Research and Public Service Support and Start-Up Funding	Academic and Student Support	2,249,340		2,249,340	2,249,340	1	1	2024	Faculty Summer Research Support
18	Faculty Research and Public Service Support and Start-Up Funding	Equipment Purchases	750,751		750,751	750,751	1	1	2024	Equipment purchases and refreshes
19	Faculty Research and Public Service Support and Start-Up Funding	Faculty Awards	6,366,701	4,584,879	1,781,822	5,576,671	1	1	2024	Faculty awards, including research awards and Trustee Chairs
20	Faculty Research and Public Service Support and Start-Up Funding	Faculty Start-Up / Seed Funding	26,375,563	22,009,519	4,366,044	15,825,339	3	1	2026	Faculty Start-up commitments throughout the University
21	Faculty Research and Public Service Support and Start-Up Funding	Registration, Supplies, Misc Expense	2,500		2,500	2,500	1	1	2024	Registration, Supplies, Misc Expense
22	Faculty Research and Public Service Support and Start-Up Funding	Renovations	2,000,000		2,000,000	2,000,000	1	1	2024	Lab renovations and build-outs for Colleges of Health Professions and Engineering, not within FCO guidelines
23	Faculty Research and Public Service Support and Start-Up Funding	Repairs and Maintenance	1,950		1,950	1,950	1	1	2024	Miscellaneous Repairs and Maintenance
24	Faculty/Staff, Instructional and Advising Support and Start-up Funding	Cost Share Commitment Research	100,000		100,000	100,000	1	1	2024	Cost Share Commitment Research
25	Faculty/Staff, Instructional and Advising Support and Start-up Funding	Faculty Awards	22,500		22,500	22,500	1	1	2024	Faculty awards, including Women in STEM and Zora Neale Hurston Festival
26	Information Technology (ERP, Equipment, etc.)	ERP Updates	1,537,000	1,537,000		1,537,000	1	1	2024	Remaining portion of the University's ERP upgrade to Workday (Knightvision)
27	Information Technology (ERP, Equipment, etc.)	Information Technology	8,624,690		8,624,690	8,624,690	1	1	2024	Various IT network enhancement projects, infrastructure enhancement and the Data & Analytics Reporting Ecosystem (DARE) Phase III
28	Information Technology (ERP, Equipment, etc.)	License/Program Purchases	822,300		822,300	822,300	1	1	2024	Various license & software purchases, including Academic Analytics and Central Florida Education Ecosystem
29	Other Operating Requirements (University Board of Trustees-Approved That Support the University)	Equipment Purchases	92,818		92,818	92,818	1	1	2024	Database (CFEED) software purchase
30	Other Operating Requirements (University Board of Trustees-Approved That Support the University)	Facilities Renovations	10,799,821		10,799,821	10,799,821	1	1	2024	Miscellaneous Equipment Purchases
31	Other Operating Requirements (University Board of Trustees-Approved That Support the University)	Florida Prison Project	15,000		15,000	15,000	1	1	2024	Various facility renovation projects, including elevator modernizations, electrical panel replacements, control panels, and utility infrastructure.
32	Other Operating Requirements (University Board of Trustees-Approved That Support the University)	Jump Start Commitment Match Funds	135,507		135,507	135,507	1	1	2024	Florida Prison Project
33	Other Operating Requirements (University Board of Trustees-Approved That Support the University)	Utility Increase	711,579		711,579	711,579	1	1	2024	Jump Start Commitment Match Funds
34	Restricted by Appropriations	Florida High Tech Corridor Research Matching Grant	1,350,969	1,350,969		1,350,969	1	1	2024	Utility Increase
35	Student Financial Aid	Scholarships	207,000		207,000	207,000	1	1	2024	Grant match for the Florida High Tech Corridor initiative
36	Student Financial Aid	Scholarships	1,600,000		1,600,000	1,600,000	1	1	2024	Lewis LAC Scholarship match commitment
37	Student Financial Aid	Scholarships	6,406,000	6,406,000		6,406,000	1	1	2024	Out of State National Merit Waivers (2 cohorts)
Total as of July 1, 2023: *			\$ 95,324,659	\$ 58,133,291	\$ 37,191,368	\$ 69,511,612				Scholarship commitment primarily for Athletics.

University of Central Florida
2023-2024 University E&G Carryforward Spending Plans - Supplemental Details (Fixed Capital Outlay Project Plans)
Pursuant to Section 1011.45, Florida Statutes
July 1, 2023

Line Item #	Carryforward Spending Plan Category	Specific Project Title/Name	Project Description	Amount of July 1, 2023, E&G Carryforward Operating Balance Provided to FCO Project ² (F+G)	(F)	Restricted	(G)	Carryforward Expenditure Timeline			Comments/Explanations
					To Restricted Balance on July 1, 2023		To Committed Balance on July 1, 2023	Total # Years of Expenditures per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
Small Carryforward Projects¹											
1	Small, < \$2M: Renovation, Repair or Maintenance	B0150 Computer RM HVAC Replacements	Computer room HVAC replacements	\$ 54,236	\$ 1,109	\$	\$ 53,127	5	5	2024	Project in close-out
2	Small, < \$2M: Renovation, Repair or Maintenance	B0053 CREOL Replace BAS controls	CREOL BAS control replacement	\$ 1,451,068	\$ 979,385	\$	\$ 471,683	5	4	2025	Delayed due to scope changes and additional funds required
3	Small, < \$2M: Renovation, Repair or Maintenance	B0045 BA1 Replace HVAC Control System	Business Administration 1 HVAC control system replacement	\$ 164,503	\$ -	\$	\$ 164,503	6	6	2024	Project in close-out
4	Small, < \$2M: Renovation, Repair or Maintenance	B0154 HVAC Controls Modernization	HVAC controls modernization	\$ 1,116,860	\$ 866,192	\$	\$ 250,668	5	5	2024	Delayed due to scope changes and additional funds required
5	Small, < \$2M: Renovation, Repair or Maintenance	B0154 MAE OML Lab Remodeling and Renovation	Mechanical and Aerospace Engineering building lab remodel and renovation	\$ 517,046	\$ 230,420	\$	\$ 286,626	5	5	2024	Project in close-out
6	Small, < \$2M: Renovation, Repair or Maintenance	B121 PSB Lab 418 Renovation	Physical Science Lab 418 renovation	\$ 377,992	\$ 311,576	\$	\$ 66,416	3	3	2024	
7	Small, < \$2M: Renovation, Repair or Maintenance	B1002 COM Boiler System Replacement	College of Medicine boiler system replacement	\$ 181,657	\$ 116,497	\$	\$ 65,160	4	4	2024	Delay due to long lead time on equipment
8	Small, < \$2M: Renovation, Repair or Maintenance	Stormwater Utility Infrastructure	Stormwater utility infrastructure	\$ 932,414	\$ 660,814	\$	\$ 271,600	2	2	2024	
9	Small, < \$2M: Renovation, Repair or Maintenance	B0001 Millican Hall Life Safety replacement - Design only	Millican Hall fire damper replacements - design only	\$ 150,000	\$ -	\$	\$ 150,000	2	1	2025	
10	Small, < \$2M: Renovation, Repair or Maintenance	B0098 Classroom 2 Masonry replacement	Classroom 2 masonry replacement	\$ 320,000	\$ -	\$	\$ 320,000	2	1	2025	
11	Small, < \$2M: Renovation, Repair or Maintenance	B0053 CREOL DAHU Replacement	CREOL dehumidifying air handling replacement	\$ 1,030,000	\$ 9,100	\$	\$ 1,020,900	2	2	2024	
12	Small, < \$2M: Renovation, Repair or Maintenance	Utility Infrastructure - Chiller 8	Removal and replacement of chiller #8	\$ 870,000	\$ -	\$	\$ 870,000	2	1	2025	
13	Small, < \$2M: Renovation, Repair or Maintenance	B0053 CREOL Filter Racks/ AHU4 Pan	CREOL filter racks/ air handling unit 4 pan	\$ 776,869	\$ 386,715	\$	\$ 390,154	3	2	2025	
14	Small, < \$2M: Renovation, Repair or Maintenance	Critical exterior lighting improvements- SGA KnightWalk program priority	Critical exterior lighting improvements- Student Government KnightWalk program priority	\$ 550,000	\$ -	\$	\$ 550,000	2	1	2025	
15	Small, < \$2M: Renovation, Repair or Maintenance	B0020 Biology main exhaust replacement	Biology main exhaust replacement	\$ 160,000	\$ -	\$	\$ 160,000	2	1	2025	
16	Small, < \$2M: Renovation, Repair or Maintenance	B0906 MDP replacement CMB building East side	Main distribution panel replacement Communication and Media building east side	\$ 268,438	\$ -	\$	\$ 268,438	2	2	2024	
* Total Minor Carryforward As July 1, 2023 :				\$ 8,921,083	\$ 3,561,808	\$	\$ 5,359,275				

Large Carryforward Projects¹

17	Large, > \$2M: Renovation, Repair or Maintenance	Biological Sciences Building Renovation, Repairs, and Maintenance	HVAC and other system repairs and upgrades	\$ 858,015	\$ 538,620	\$	\$ 319,395	5	5	2024	
18	Large, > \$2M: Renovation, Repair or Maintenance	Research 1 Microgrid and Linear Generators	Research related project to install linear generators, microgrid, and photovoltaics at the Research 1 building	\$ 4,625,270	\$ 667,538	\$	\$ 3,957,732	4	3	2025	
19	Large, > \$2M: Renovation, Repair or Maintenance	Communication and Media Building Curtainwall and Roof Replacement	Curtainwall replacement, roof recoat, building envelope repairs	\$ 2,352,136	\$ 1,689,245	\$	\$ 662,891	5	4	2025	Delay due to long lead time on equipment
20	Large, > \$2M: Renovation, Repair or Maintenance	Chemistry Building Renovation / Remodel	Complete renovation / remodel of the Chemistry Building. The project has multiple phases to allow portions of the building to remain open during construction and avoid the need for swing space	\$ 4,787,902	\$ 307,470	\$	\$ 4,480,432	5	4	2025	
21	Large, > \$2M: Renovation, Repair or Maintenance	Biological Sciences Building Renovation	Complete renovation of the Biological Sciences building systems and finishes	\$ 10,190,150	\$ 173,850	\$	\$ 10,016,300	2	2	2024	
22	Large, > \$2M: Renovation, Repair or Maintenance	FBC Mortgage Stadium Fire Alarm	FBC Mortgage Stadium fire alarm replacement	\$ 3,050,000	\$ -	\$	\$ 3,050,000	2	1	2025	

23	Large, > \$2M: Renovation, Repair or Maintenance	FBC Mortgage Stadium Structural Steel Coating Maintenance	FBC Mortgage Stadium Structural steel coating maintenance	\$ 3,750,000	\$ -	\$ 3,750,000	3	1	2026
24	Large, > \$2M: Renovation, Repair or Maintenance	UCF at Daytona State College	UCF at Daytona State College	\$ 10,000,000	\$ -	\$ 10,000,000	3	1	2026
* Total Major Carryforward As July 1, 2023 :				\$ 39,613,473	\$ 3,376,723	\$ 36,236,750			
Fixed Capital Outlay Totals :				\$ 48,534,556	\$ 6,938,531	\$ 41,596,025			
* Should agree with respective restricted/contractual and/or committed category totals on "Summary" tab.									

1. As defined in Board of Governors Regulation 14.003.
2. Amount deducted from July 1, 2023, beginning E&G Carryforward operating balance for fixed capital outlay project funding per Section 1011.45, F.S. and Board of Governors Regulation 9.007(3)(a)(4).

University Facilities Reserves
Additional Amounts Contributed From July 1, 2023 Beginning E&G Carryforward Balance
Pursuant to s. 1001.706(12) F.S. and Board of Governors Regulation 14.002

	Specific Project/Facility Title	Description of Project/Facility	Amount Added From E&G Carryforward for FY 2023-24
1.	N/A	N/A	\$ -
2.			\$ -
3.			\$ -
4.			\$ -
5.			\$ -
6.			\$ -
7.			\$ -
8.			\$ -
9.			\$ -
10.			\$ -
		Total Capital Facilities Reserves as of July 1, 2023 : *	<u><u>\$ -</u></u>

*Note: Should agree with line F on the "Summary" tab.

**State University System
Education & General Carryforward Spending Plan
Reporting Definitions**

I. Carryforward Spending Plan - Budgetary Category Definitions

1.	Encumbrances	Unpaid balances remaining in active purchase orders, travel authorizations, etc., to be paid using E&G carryforward funds.
2.	7% Statutory Reserve Requirement	Required E&G reserve requirement per 1011.45 F.S. - amends previous 1011.40 F.S. requirement. Based on percentage of state operating budget.
3.	Restricted/Contractual Obligations	Should generally be supported by documentation that memorializes an agreement with another party (e.g. contract, offer letter, construction contract/project number, etc.).
4.	Commitments	Monies designated for a specific purpose which are not yet encumbered/contracted/restricted. Discretion may still be exercised with respect to the use of these funds.
5.	University Board of Trustees Reserve Requirement	The amount of unrestricted funds set aside by the University Board of Trustees to address critical, unforeseen, or non-discretionary items that require immediate funding, such as unanticipated or uninsured catastrophic events, unforeseen contingencies, state budget shortfalls, or university revenue shortfalls.
6.	Restricted by Appropriations	Funds appropriated by the Legislature for a specific purpose or intended use as identified by law or through legislative work papers.
7.	Compliance Program Enhancements	Initiatives associated with being in compliance with federal law, state law, Board of Governors Regulations or any other entity with which the University must comply.
8.	Audit Program Enhancements	Initiatives associated with implementing audit programs of the institution.
9.	Campus Security and Safety Enhancements	The support of campus security and/or safety issues, such as the recruitment of police officers, vehicles, equipment, and investments which promote security and safety at the institution. This issue may also include mental health counseling and services.
10.	Student Services, Enrollment, and Retention Efforts	Funds to promote student success through supporting student services programs, addressing enrollment, and assisting with retention efforts to support timely graduation.
11.	Student Financial Aid	Funds allocated to reduce student costs and to provide an opportunity to obtain a degree in an affordable and timely fashion.
12.	Faculty/Staff Instructional and Advising Support and Start-Up Funding	Funds identified to support instructional and advising activities, and/or start-up packages for new faculty. Start-up packages are often expended over a multi-year period.
13.	Faculty Research and Public Service Support and Start-Up Funding	Funds identified to support research and public service, and any associated start up funding. Start-up packages are often expended over a multi-year period.
14.	Library Resources	Materials and database access required to support programs of study and research.
15.	Utilities	Support of utility costs throughout the university.
16.	Information Technology (ERP, Equipment, Etc.)	Funds to improve operational productivity, educational improvements, and technological innovation, implementation and/or maintenance of ERP systems, and technological equipment purchases.
17.	Other Operating Requirements	Other expenditures/projects that support the university's mission and are approved by the university board of trustees.
18.	Contingencies for a State of Emergency Declared by the Governor	A commitment of funds to a contingency reserve for expenses incurred as a result of a state of emergency declared by the Governor pursuant to s. 252.36, Florida Statutes.
19.	PECO Projects - Supplemental Funds to Complete Projects That Received Previous Appropriation	Commitment of funds to a public education capital outlay project for which an appropriation has previously been provided that requires additional funds for completion and which is included in the list required by s. 1001.706(12)(d), Florida Statutes. This category is valid for both small and large carryforward projects.
20.	Completion of Renovation, Repair, or Maintenance Project	For projects that are consistent with the provisions of s. 1013.64(1), Florida Statutes, and replacement of a minor facility. Refer to Board of Governors Regulation 14.001 for the definitions of renovation, repair, and maintenance. This category is valid for both small and large carryforward projects.
21.	Replacement of Minor Facility	Replacement of a minor facility pursuant to Board of Governor's regulation 14.003(2)(b).
22.	Completion of a Survey-Recommended Remodeling or Infrastructure Project (Including DRS Schools)	Completion of a remodeling or infrastructure project, including a project for a developmental research school, if such project is survey recommended pursuant to s. 1013.31, Florida Statutes. Refer to Board of Governors Regulation 14.001 for the definition of remodeling. This category is valid for both small and large carryforward projects.

II. Column Definitions for Use With Details Tabs

1.	Carryforward Spending Plan Category	Functional category brought forward from the Carryforward Spending Plan reporting template. Categories are defined in Section I of this document.
2.	Specific Expenditure/ Project Title/Name	Detailed title of planned expenditure item or project, with sufficient details to be tracked individually through the expenditure cycle to completion.
3.	Total Amount to be Funded from Current Year E&G Carryforward Balance	The total estimated cost to be paid from current-year beginning E&G carryforward balance for the specific expenditure item or project.
4.	E&G Carryforward Amount Budgeted for Expenditure During FY21	This column represents the current budgetary year's estimated disbursement of E&G carryforward towards the total planned expenditure item or project.
<u>Project Timeline</u>		
5.	Estimated Completion Date	Estimated date (year) for full expenditure of E&G carryforward funds for the specific expenditure plan item or project.
6.	Current Expenditure Year #	The current year in the project completion timeline, e.g. year 2 of a 4 year project. Input is number only.
7.	Total # Years of Expenditure per Project	The total number of years over which the expenditure item / project will span.
8.	Comments/Explanations	Additional information to assist the user of the report including, but not limited to, a description of the expenditure item / project and how it supports the university's mission and operations.

**FY24 and FY23 Carryforward Plans
Executive Summary**

	FY23	FY24
Fund Balance June 30	250,595,754	199,376,745
7% Statutory Reserve	(52,390,546)	(55,517,528)
Encumbrances brought forward from prior year	(36,448,284)	-
Available Fund Balance	161,756,924	143,859,217
Restricted and/or Contractual Obligations:		
Faculty designated funds (Startup, Awards, & Seed Funding) ¹	(24,932,436)	(26,375,563)
Restricted Appropriations ²	(22,317,636)	(25,374,731)
Prefunded facilities projects, financial aid, & grant matches	(15,720,248)	(13,386,213)
Knight Vision	(12,169,572)	(1,537,000)
Academic Excellence FY23 equipment & facilities ³	(8,480,148)	-
Other contractual commitments ⁴	(7,729,529)	(3,889,471)
Athletic Scholarships	(6,010,000)	(6,406,000)
Other Scholarship and Waiver Commitments	-	(1,807,000)
BRIDG settlement- final installment	(2,500,000)	-
IT Infrastructure and Enhancement Projects	(1,230,609)	(9,446,990)
5% retained by colleges ⁵	(12,495,233)	(8,760,551)
Prefunded facilities projects	(15,697,427)	(4,769,529)
Ferrell Commons H Remodel	(10,000,000)	-
Facilities Renovations	(10,000,000)	(12,353,876)
Academic Affairs commitments ⁶	(5,304,670)	-
Faculty hiring plan- future startup	(5,169,416)	(1,457,293)
FBC Mortgage Stadium Repairs and Renovations	-	(8,295,000)
Daytona Campus Building Repairs, Renovations and Furnishing ⁷	-	(10,000,000)
Biology Building Renovation	-	(10,000,000)
Biology Annex	(2,000,000)	-
Commitments Total	(161,756,924)	(143,859,217)
Available E&G fund balance at July 1	-	-

¹ Faculty designated funds include multi-year commitments. Average annual spend from these funds is approximately \$10 million.

² The following appropriations are restricted for use: UCF MD program, Florida Center for Students with Unique Abilities, & the Florida High Tech Corridor.

³ For FY 24 these commitments are being funded on a nonrecurring basis from Special Appropriations for STEM and Recruitment and Retention

⁴ Other contractual commitments represents non-encumbered contractual obligations. These generally include temporary employees (adjuncts, OPS, etc.), faculty summer salaries & other contractual obligations.

⁵ This retainer is in accordance with the University's carryforward policy. UCF 3-212 Allocation and Use of Education & General Carryforward Funds. These funds will be used for supplementing start up funds. and completing unit specific facility renovations.

⁶ Includes current year commitments towards Math Launch, post doctoral support, UTA/ULA funding, grant matching, wastewater surveillance, & funding swap from research internal loan.

⁷ The University received \$10M nonrecurring in E&G to renovate facilities at Daytona Campus to house the Institute for Risk Management & Insurance Education. In order to begin renovations, other E&G-eligible projects were moved from carryforward to E&G



2023-2024 Operating Budget, E&G Carryforward Spending Plan, & Fixed Capital Outlay Budget

University Name: _____

2023-2024 Operating Budget, E&G Carryforward Spending Plan, & Fixed Capital Outlay Budget Certification Representations

I hereby certify to the Board of Governors that the referenced 2023-2024 Operating Budget, E&G Carryforward Spending Plan, & Fixed Capital Outlay Budget provided to the Board of Governors in accordance with my fiduciary responsibility to the university is true and materially correct to the best of my knowledge. I further certify that these budgets have been reviewed and approved by the Board of Trustees at its meeting held on _____, and that funds will only be expended in accordance with the approved budget as well as all applicable Statutes, Board of Governors' Regulations, and university regulations. I understand that any unsubstantiated, false, misleading, or withheld information relating to these statements may render this certification void. My signature below acknowledges that I have read and understand these statements.

Certification: _____ Date _____
Chief Financial Officer

Certification: _____ Date _____
President

I certify that the above referenced university budgets for fiscal year 2023-2024 have been approved by the University Board of Trustees and is true and materially correct to the best of my knowledge.

Certification: _____ Date _____
Board of Trustees Chair



Board of Trustees

September 28, 2023

Agenda Item

BUDC-2: 2023-2024 University Operating Budget and Spending Authority

Proposed Board Action

The Board of Trustees, on its non-consent agenda, is requested to approve the 2023-2024 University Operating Budget, thereby recommending the authorization of the President, or his designee, to amend the budget consistent with Legislative, Board of Governors', and Board of Trustees directives and guidelines.

Authority for Board of Trustees Action

Florida Statute 1011.40(2)

Florida Board of Governors Regulation 9.007(1)

Supporting Documentation Included

Attachment A: Consolidated Budget by Responsibility Center

Attachment B: Detailed Profit and Loss (P&L) Statement by Colleges and Units

Attachment C: Updated Spending Authority

Facilitators/Presenters

Gerald Hector, Senior Vice President for Administration and Finance

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



2023-2024 University Operating Budget and Spending Authority

EXECUTIVE SUMMARY

Objective

In accordance with Board of Governors regulation 9.007: “State University Operating Budgets,” the Board of Trustees (BOT) is required to adopt an operating budget for the general operation of the university as prescribed by the regulations of the Board of Governors.

The operating budget funds the annual operations of the university utilizing all the various “colors of money.” The operations include the teaching, research, and public service missions of the university. Without these funds being adopted by the BOT, the operations of the university come to a halt. The operating budget presented here is a “final” version for FY2023-2024. In June 2023, the BOT voted on a preliminary budget. This updated and final budget is because of having the final fall enrollment totals.

Summary of Key Observations/Recommendations

The operating budget is balanced. There are some key items that we are raising for the Board of Trustees consideration as they review the attached schedules:

1. The operating budget is balanced by augmenting Education and General Funds (E&G) with existing fund balances and auxiliaries as we are making investments in our faculty and staff with a merit program that was instituted last fiscal year.
2. The all-funds concept was utilized to balance the operating budget. Spending authority being requested from the Board covers E&G, auxiliary and C&G colors of money.
3. The university received approximately \$72M in new funding from the state. However, except for approximately \$9M in performance funding, all other funds have purpose restrictions attached to them (e.g., STEM-related programs, Nursing, Faculty Recruitment and Retention).
4. The budget will have a downward impact on our net position as we continue to make strategic investments in our people through auxiliary and other sources of funds to continue our momentum on our strategic plan. We will take this fiscal year to implement an academic planning and enrollment process that should highlight opportunities to address “fungible” resources on a prospective basis, starting with FY2024-2025.
5. The state legislature passed SB7026 in May, which allows the university to utilize carryforward funds on recurring expenses. All carryforward funds will be utilized for projects already committed to faculty start-up and major capital projects.
6. The budget is presented in the newly adopted RCM Incentive model and moves UCF away from the former incremental model. Budgets were also built from the expense side of the ledger versus the former allocation of revenues off the top.

7. Colleges and units were instructed to utilize all funds at their disposal to operate their enterprise for the fiscal year. The Budget Office will work with each college and unit to deploy those funds appropriately for both budget and cash flow purposes.
8. The investments made this year in our people and strategic priorities are inextricably linked to our desire to continue with our focus to attain preeminence, and meet the objectives of our strategic plan

Additional Background

As the university continues to experience inflationary and other cost pressures, staff continues to look at ways to balance the budget in prudent and responsible ways without hurting our forward momentum. We can achieve this by strategically deploying all funds at our disposal. As our costs have increased, we have not been able to garner new unrestricted funds through tuition increases. While we are deeply grateful for the \$72M increase in state support, it is important to note that the majority of these funds are restricted and cannot assist the university in terms of salary increases or meeting other unrestricted needs outside of the colleges that benefit from the restrictions. Consequently, we have used existing fund balances to supplement this year's operating budget, giving the university the time required to adapt and put in place processes that bring efficiency and greater revenue diversification.

With the adoption of the UCF Strategic Plan, the university has started broadly sharing that its push for preeminence status is key. UCF needs to garner three out of four remaining metrics to achieve preeminence. The four metrics are: (i) 4-year graduation rate of 60%. (ii) Research Expenditures of \$200M. (iii) Post Doc Appointees of 200. (iv) Endowment size of \$500M. The university is close to meeting three remaining metrics, two of which are believed to be achieved in the next year. This focus will remain as the benefit of obtaining greater unrestricted (fungible) funds will assist the important work of the university.

Rationale

If the BOT does not act on this operating plan, university operations for FY2023-2024 will be negatively impacted. The BOT approved a preliminary budget in June; this final budget is after adjusting for the seating of enrollment, and the need for the use of auxiliary resources for one year to keep the university's strategic momentum going. This final budget takes into consideration investments made in personnel with a merit program from last year, and additional costs associated with inflationary pressures on products and services.

Implementation Plan

This operating budget will fund the FY2023-2024 fiscal year. All the various colors of money are accounted for in this plan. The fiscal year spans July 1, 2023, through June 30, 2024. Colleges and units will be notified of the final allocations and spending plans through the end of the fiscal year.

This year's implementation plan will also include an effort around multiyear enrollment and academic planning. That planning will drive the FY2024-2025 operating budget and carryforward plans.

Resource Considerations

The approximate \$2.2B in operating dollars proposed in the operating plan will fund campus-wide operations for FY2023-2024. A separate carryforward plan highlighting another \$144M of funds available can be found in the carryforward plan attached to BUDC-1.

Conclusion

The Budget and Finance Committee recommends approval of the presented financial operating plan to fund the operations of the university for the FY2023-2024.

Sources and Uses Full University Operations Fiscal Year 2023-24

	Responsibility Centers	Central Support Units (Including Foundation)	Auxiliary Self Supporting Units	DSO and Other Agency Units	FY24 Total University
Sources					
Tuition and Fees	334,254,304	116,005,199	28,526,693	22,913,747	501,699,943
State Appropriations	401,873,170	68,206,000	-	-	470,079,170
Operating Revenues	226,799,067	622,241,042	49,725,383	118,783,001	1,017,548,493
Non-Operating Revenues	28,330,485	133,679,955	7,653,313	27,802,595	197,466,348
Total Sources	991,257,026	940,132,196	85,905,389	169,499,343	2,186,793,954
Uses					
Compensation Expense	510,193,772	299,645,636	24,623,269	30,829,036	865,291,713
Operating Expenses	209,033,011	875,227,468	25,288,922	98,129,360	1,207,678,761
Non-Operating Expenses	34,891,839	107,224,469	57,681,656	40,975,814	240,773,778
Total Uses	754,118,622	1,282,097,573	107,593,847	169,934,210	2,313,744,252
Net from Operations	237,138,404	-341,965,377	-21,688,458	-434,867	-126,950,298
Generation/ (Utilization) of Fund Balance	34,798,307	70,028,666	21,688,458	434,867	126,950,298
Adjusted Net from Operations	271,936,711	-271,936,711	0	0	0
Central Support Unit Costs	-271,936,711	271,936,711	-	-	-
Participation Fee	-118,113,296	118,113,296	-	-	-
Net After Allocated Charges	-118,113,296	118,113,296	-	-	-
Subvention	118,113,296	-118,113,296	-	-	-
Net Unfunded Operations after Subvention and Reserves	-	-	-	-	-

Attachment B

	Rosen College of Hospitality Management	College of Sciences	College Optics and Photonics	College of Health Professions and Sciences
Sources				
Tuition and Fees	17,784,493	96,768,003	1,101,949	21,767,456
State Appropriations-Operations	15,300,311	92,005,644	6,274,533	26,203,261
Operating Revenues	1,713,616	19,902,605	17,026,532	3,984,146
Non-Operating Revenues	3,184,570	1,967,469	1,188,750	1,427,077
Subtotal Sources	37,982,990	210,643,721	25,591,764	53,381,940
Uses				
Compensation and Benefits	13,556,343	87,662,899	15,492,111	21,842,454
Operating Expenses	3,591,512	22,161,901	10,659,609	5,743,795
Non-Operating Expenses	7,567,074	4,357,796	2,625,750	128,339
Subtotal Uses	24,714,929	114,182,596	28,777,470	27,714,588
Net from Operations	13,268,061	96,461,125	(3,185,706)	25,667,352
(Generation)/Utilization of Fund Balance	5,761,448	2,771,285	1,222,455	(432,480)
Adjusted Net from Operations	19,029,509	99,232,410	(1,963,251)	25,234,872
Central Support Allocation	10,764,269	57,935,027	6,927,646	20,304,678
Participation Fee	5,940,796	33,769,988	1,322,799	8,588,166
Net Operating Surplus/ (Deficit)	2,324,444	7,527,395	(10,213,696)	(3,657,972)
Subvention	(2,324,444)	(7,527,395)	10,213,696	3,657,972
Net Unfunfed Operations adfter Subvention and Reserves	-	-	-	-

	College of Arts and Humanities	College of Engineering and Computer Science	College of Nursing	College of Community Innovation and Education
Sources				
Tuition and Fees	36,306,580	45,349,340	8,355,494	37,876,006
State Appropriations-Operations	30,463,645	53,049,595	12,314,322	68,081,098
Operating Revenues	1,011,260	32,949,243	2,654,423	22,035,189
Non-Operating Revenues	656,929	4,459,490	968,939	1,529,538
Subtotal Sources	68,438,414	135,807,668	24,293,178	129,521,831
Uses				
Compensation and Benefits	43,382,869	76,305,468	18,131,386	48,067,875
Operating Expenses	6,812,077	22,580,784	7,213,541	39,120,796
Non-Operating Expenses	90,619	7,213,966	564,665	2,882,333
Subtotal Uses	50,285,565	106,100,218	25,909,592	90,071,004
Net from Operations	18,152,849	29,707,450	(1,616,414)	39,450,827
(Generation)/Utilization of Fund Balance	842,822	2,044,635	95,348	1,673,582
Adjusted Net from Operations	18,995,671	31,752,085	(1,521,066)	41,124,409
Central Support Allocation	22,208,899	46,668,017	9,482,584	29,681,075
Participation Fee	11,907,711	17,565,152	3,667,971	15,206,430
Net Operating Surplus/ (Deficit)	(15,120,939)	(32,481,084)	(14,671,621)	(3,763,096)
Subvention	15,120,939	32,481,084	14,671,621	3,763,096
Net Unfuned Operations adfter Subvention and Reserves	-	-	-	-

	College of Business	College of Medicine -MD Program	College of Medicine - Biomedical Sciences	Florida Solar Energy Center
Sources				
Tuition and Fees	39,676,314	16,682,925	11,105,226	248,365
State Appropriations-Operations	34,974,918	34,127,771	13,851,441	881,393
Operating Revenues	607,754	56,566,916	10,678,095	4,353,816
Non-Operating Revenues	4,043,833	5,840,664	345,087	306,000
Subtotal Sources	79,302,819	113,218,276	35,979,849	5,789,574
Uses				
Compensation and Benefits	40,281,200	90,855,334	15,892,908	5,989,139
Operating Expenses	8,753,529	39,790,192	9,145,590	1,315,949
Non-Operating Expenses	461,850	4,488,112	2,700,097	695,524
Subtotal Uses	49,496,579	135,133,638	27,738,595	8,000,612
Net from Operations	29,806,240	(21,915,362)	8,241,254	(2,211,038)
(Generation)/Utilization of Fund Balance	950,334	17,406,052	1,512,380	126,133
Adjusted Net from Operations	30,756,574	(4,509,310)	9,753,634	(2,084,905)
Central Support Allocation	25,013,908	11,912,326	13,739,739	3,018,813
Participation Fee	12,453,613	335,430	4,392,660	158,651
Net Operating Surplus/ (Deficit)	(6,710,947)	(16,757,066)	(8,378,765)	(5,262,369)
Subvention	6,710,947	16,757,066	8,378,765	5,262,369
Net Unfunfed Operations adfter Subvention and Reserves	-	-	-	-

	Florida Space Institute	NanoScience Technology Center	School of Modeling Simulation and Training	Library
Sources				
Tuition and Fees	3,471	904,836	323,846	-
State Appropriations-Operations	6,664,305	2,585,145	5,095,788	-
Operating Revenues	36,495,816	6,206,583	10,613,073	39,000
Non-Operating Revenues	940,160	-	1,471,978	3,662
Subtotal Sources	44,103,752	9,696,564	17,504,685	42,662
Uses				
Compensation and Benefits	6,544,222	6,018,562	20,170,998	9,264,340
Operating Expenses	25,640,038	3,921,402	2,582,296	930,547
Non-Operating Expenses	6,161,847	1,757,309	(6,803,442)	6,330,081
Subtotal Uses	38,346,107	11,697,273	15,949,852	16,524,968
Net from Operations	5,757,645	(2,000,709)	1,554,833	(16,482,306)
(Generation)/Utilization of Fund Balance	(320,516)	1,213,577	(68,748)	142,905
Adjusted Net from Operations	5,437,129	(787,132)	1,486,085	(16,339,401)
Central Support Allocation	6,129,097	2,916,040	5,234,594	(16,339,401)
Participation Fee	1,200,200	628,197	975,534	-
Net Operating Surplus/ (Deficit)	(1,892,168)	(4,331,369)	(4,724,043)	-
Subvention	1,892,168	4,331,369	4,724,043	-
Net Unfunfed Operations adfter Subvention and Reserves	-	-	-	-

	UCFIT	Academic Affairs	Provost	College of Graduate Studies
Sources				
Tuition and Fees	9,313,182	-	-	-
State Appropriations-Operations	-	-	68,206,000	-
Operating Revenues	40,023,300	1,133,412	-	421,183
Non-Operating Revenues	1,560,898	335,439	-	86,109
Subtotal Sources	50,897,380	1,468,851	68,206,000	507,292
Uses				
Compensation and Benefits	33,746,313	13,648,629	-	9,596,313
Operating Expenses	63,187,639	2,174,265	68,206,000	6,372,083
Non-Operating Expenses	4,384,073	263,373	-	159,480
Subtotal Uses	101,318,025	16,086,267	68,206,000	16,127,876
Net from Operations	(50,420,645)	(14,617,416)		(15,620,584)
(Generation)/Utilization of Fund Balance	14,016,120	(714,855)	-	62,965
Adjusted Net from Operations	(36,404,525)	(15,332,271)		(15,557,619)
Central Support Allocation	(36,404,525)	(15,332,271)	-	(15,557,619)
Participation Fee	-	-	-	-
Net Operating Surplus/ (Deficit)	-	-	-	-
Subvention	-	-	-	-
Net Unfunfed Operations adfter Subvention and Reserves	-	-	-	-

	Communications & Marketing	College of Undergraduate Studies	Finance	Office of Research
Sources				
Tuition and Fees	-	15,000	-	-
State Appropriations-Operations	-	-	-	-
Operating Revenues	472,671	-	2,766,286	37,055,044
Non-Operating Revenues	4,576,572	24,253	17,151,705	(412,737)
Subtotal Sources	5,049,243	39,253	19,917,991	36,642,307
Uses				
Compensation and Benefits	9,420,378	3,568,380	12,580,390	34,782,114
Operating Expenses	4,732,020	959,084	23,355,579	11,662,607
Non-Operating Expenses	42,204	12,626	16,067,577	5,841,942
Subtotal Uses	14,194,602	4,540,090	52,003,546	52,286,663
Net from Operations	(9,145,359)	(4,500,837)	(32,085,555)	(15,644,356)
(Generation)/Utilization of Fund Balance	294,369	17,426	27,070,347	4,716,525
Adjusted Net from Operations	(8,850,990)	(4,483,411)	(5,015,208)	(10,927,831)
Central Support Allocation	(8,850,990)	(4,483,411)	(5,015,208)	(10,927,831)
Participation Fee	-	-	-	-
Net Operating Surplus/ (Deficit)	-	-	-	-
Subvention	-	-	-	-
Net Unfunded Operations adfter Subvention and Reserves	-	-	-	-

	President and Government Relations	Public Safety	Student Services and Well Being	Student Financial Aid Administration
Sources				
Tuition and Fees	-	-	25,094,756	49,147,947
State Appropriations-Operations	-	-	-	-
Operating Revenues	4,080,861	414,732	14,972,742	492,746,517
Non-Operating Revenues	1,101,449	743,915	10,501,406	27,536,693
Subtotal Sources	5,182,310	1,158,647	50,568,904	569,431,157
Uses				
Compensation and Benefits	11,063,061	13,264,966	51,404,492	4,085,436
Operating Expenses	4,490,015	2,591,253	27,121,170	557,371,176
Non-Operating Expenses	2,222,629	243,108	4,703,562	11,923,814
Subtotal Uses	17,775,705	16,099,327	83,229,224	573,380,426
Net from Operations	(12,593,395)	(14,940,680)	(32,660,320)	(3,949,269)
(Generation)/Utilization of Fund Balance	691,032	1,552,240	4,930,816	48,459
Adjusted Net from Operations	(11,902,363)	(13,388,440)	(27,729,504)	(3,900,810)
Central Support Allocation	(11,902,363)	(13,388,440)	(27,729,504)	(3,900,810)
Participation Fee	-	-	-	-
Net Operating Surplus/ (Deficit)	-	-	-	-
Subvention	-	-	-	-
Net Unfunfed Operations adfter Subvention and Reserves	-	-	-	-

	Burnett Honors College	Administration	Division of Digital Learning	Compliance and Risk Management
Sources				
Tuition and Fees	167,500	-	27,867,632	-
State Appropriations-Operations	-	-	-	-
Operating Revenues	-	-	50,000	528,849
Non-Operating Revenues	90,053	2,044,110	-	1,395,127
Subtotal Sources	257,553	2,044,110	27,917,632	1,923,976
Uses				
Compensation and Benefits	2,181,144	5,392,536	18,109,399	10,647,791
Operating Expenses	328,152	3,136,052	10,239,883	6,144,987
Non-Operating Expenses	224,940	2,500,000	5,096,244	72,609
Subtotal Uses	2,734,236	11,028,588	33,445,526	16,865,387
Net from Operations	(2,476,683)	(8,984,478)	(5,527,894)	(14,941,411)
(Generation)/Utilization of Fund Balance	3,660	4,002,246	3,799,553	435,948
Adjusted Net from Operations	(2,473,023)	(4,982,232)	(1,728,341)	(14,505,463)
Central Support Allocation Participation Fee	(2,473,023)	(4,982,232)	(1,728,341)	(14,505,463)
	-	-	-	-
Net Operating Surplus/ (Deficit)	-	-	-	-
Subvention	-	-	-	-
Net Unfunfed Operations adfter Subvention and Reserves	-	-	-	-

	Human Resources	Facilities	UCF Global	UCF Foundation
Sources				
Tuition and Fees	-	-	4,399,182	-
State Appropriations-Operations	-	-	-	-
Operating Revenues	158,504	11,285,441	2,000	16,090,500
Non-Operating Revenues	896,773	64,827,045	1,016,983	200,500
Subtotal Sources	1,055,277	76,112,486	5,418,165	16,291,000
Uses				
Compensation and Benefits	6,978,592	26,959,118	5,534,810	17,417,434
Operating Expenses	2,311,170	62,761,601	5,636,259	11,515,926
Non-Operating Expenses	44,178	46,149,884	894,365	47,780
Subtotal Uses	9,333,940	135,870,603	12,065,434	28,981,140
Net from Operations	(8,278,663)	(59,758,117)	(6,647,269)	(12,690,140)
(Generation)/Utilization of Fund Balance	955,497	157,247	6,647,269	1,198,897
Adjusted Net from Operations	(7,323,166)	(59,600,870)	-	(11,491,243)
Central Support Allocation	(7,323,166)	(59,600,870)	-	(11,491,243)
Participation Fee	-	-	-	-
Net Operating Surplus/ (Deficit)	-	-	-	-
Subvention	-	-	-	-
Net Unfunfed Operations adfter Subvention and Reserves	-	-	-	-

	Student Health Services	Business Services	Housing Services	Parking Services
Sources				
Tuition and Fees	12,859,303	783,700	-	14,883,690
State Appropriations-Operations	-	-	-	-
Operating Revenues	5,139,593	8,274,990	29,249,000	7,061,800
Non-Operating Revenues	(510,600)	238,000	6,925,913	1,000,000
Subtotal Sources	17,488,296	9,296,690	36,174,913	22,945,490
Uses				
Compensation and Benefits	12,453,176	2,155,344	7,746,666	2,268,083
Operating Expenses	2,034,867	2,883,070	7,482,683	12,888,302
Non-Operating Expenses	2,026,600	6,167,500	19,842,326	29,645,230
Subtotal Uses	16,514,643	11,205,914	35,071,675	44,801,615
Net from Operations	973,653	(1,909,224)	1,103,238	(21,856,125)
(Generation)/Utilization of Fund Balance	(973,653)	1,909,224	(1,103,238)	21,856,125
Adjusted Net from Operations	-	-	-	-
Central Support Allocation	-	-	-	-
Participation Fee	-	-	-	-
Net Operating Surplus/ (Deficit)	-	-	-	-
Subvention	-	-	-	-
Net Unfunded Operations adfter Subvention and Reserves	-	-	-	-

Attachment C

**University of Central Florida
Updated Spending Authority
Fiscal Year 2023-24**

	FY 2023-24 Preliminary Authority	FY 2023-24 Final Authority	Increase/ (Decrease)	% Change
E&G Main ¹	\$ 735,339,845	\$ 727,285,128	\$ (8,054,717)	-1.1%
E&G College of Medicine	48,630,720	48,630,720	\$ -	0.0%
E&G Florida Center for Students with Unique Abilities	8,984,565	8,984,565	\$ -	0.0%
E&G Community Schools Program ²		11,000,000	\$ 11,000,000	100.0%
Contracts and Grants ³	267,563,180	265,616,148	\$ (1,947,032)	-0.7%
Auxiliaries ⁴	348,874,037	392,383,971	\$ 43,509,934	12.5%
Local Funds			\$ -	
Student Activities ⁵	39,095,224	29,740,532	\$ (9,354,692)	-23.9%
Student Financial Aid	552,368,354	552,356,512	\$ (11,842)	0.0%
Concessions	800,000	800,000	\$ -	0.0%
Intercollegiate Athletics	80,480,046	80,480,046	\$ -	0.0%
Technology Fee	18,910,326	18,910,326	\$ -	0.0%
Self-Insurance Plan	630,183	630,183	\$ -	0.0%
Faculty Practice Plan	12,915,987	12,915,987	-	0.0%
Total Uses of Resources	\$ 2,114,592,467	\$ 2,149,734,118	\$ 35,141,651	1.7%

¹ **Decrease in E&G Main spending authority is primarily related to BOG Recurring Amendments in 2022-23**

Community School Program Originally Reported in E&G Main, now considered an independent appropriation from the state	(11,000,000)
Increase in Tuition Projection from June primarily due to higher out of state credit hours compared to June projectino	2,945,283
Net decrease in E&G Main Authority	(8,054,717)

² **Corresponding Increase to the E&G Community Schools Program originally budgeted in E&G Main**

³ **Contracts & Grants-** The decrease in Contracts & Grants is primarily related to reducing projected grants from a 12% increase annually to a 3% increase. This decrease was offset by beginning to budget foundation support across the university in FD599 as required by the BOG.

⁴ **Auxiliaries -** Increase due to paying off the Parking Bonds along with utilizing fund balances within the Distance Learning and Continuing Education Programs

⁵ **Student Activities -** The decrease removes a reserve established previously based on fund balance available. This amount reflects the FY24 spending plan. Further evaluation of fund balance use will occur in FY24.



Board of Trustees

September 28, 2023

Agenda Item

BUDC-3: 2023-2024 Fixed Capital Outlay Budget

Proposed Board Action

The Board of Trustees, on its non-consent agenda, is requested to approve the 2023-2024 Fixed Capital Outlay Budget.

Authority for Board of Trustees Action

Florida Statute 1011.40(2)

Florida Board of Governors Regulation 9.007(1)

Supporting Documentation Included

Attachment A: 2023-2024 Fixed Capital Outlay Budget

Attachment B: Fixed Capital Outlay Budget Guide

Attachment C: Capital Project Funding Certification Form – Research 1 Microgrid and Linear Generators

Attachment D: Capital Project Funding Certification Form – College of Nursing Building

Attachment E: Capital Project Funding Certification Form – FBC Mortgage Stadium Fire Alarm Replacement

Attachment F: Capital Project Funding Certification Form – FBC Mortgage Stadium Structural Steel Coating Maintenance

Attachment G: Capital Project Funding Certification Form – UCF at Daytona State College

Attachment H: Capital Project Funding Certification Form – Biological Sciences Building Renovation

Attachment I: Capital Project Funding Certification Form – Chemistry Building Renovation/Remodel

Facilitators/Presenters

Gerald Hector, Senior Vice President for Administration and Finance

Jon Varnell, Vice President for Administrative Operations



2023-2024 Fixed Capital Outlay Budget

EXECUTIVE SUMMARY

Objective

The Budget and Finance Committee is asked to recommend to the Board of Trustees approval of the proposed 2023-2024 Fixed Capital Outlay Budget (FCOB). The FCOB includes all major projects that the university will undertake, and, in some instances, already undertaken. The approval of the projects falls under the purview of the Facilities and Infrastructure Committee; however, the funding required is approved by the Budget and Finance Committee. The FCOB must be formally adopted by the Board of Trustees via a vote, and the President and Chief Financial Officer must sign a certification of funds for each project that depicts the source of funds to complete the projects.

Summary of Key Observations/Recommendations

- The university committed \$10M of auxiliary funds for the Chemistry building renovation/remodel plus \$21.4M of new carryforward to support deferred maintenance for research and athletics, including:
 - Research 1 microgrid and linear generators: \$4.7M
 - Biological Sciences building renovation: \$10M
 - FBC Mortgage Stadium fire alarm replacement: \$3M
 - FBC Mortgage Stadium structural steel coating maintenance: \$3.7M
- The state awarded \$10M of E&G operating funds to support UCF at Daytona State's Institute for Risk Management and Insurance Education. In lieu of E&G operating, carryforward will be used for interior upgrades and deferred maintenance to comply with restrictions on the use of E&G operating for capital per Board of Governors Regulation 9.007(3)(a)1.
- Non-appropriated individual projects under \$2M primarily include:
 - Housing deferred maintenance projects, including fire alarms, HVACs, and stairwells.
 - Lake Nona parking lot addition for Nursing.
 - Libra parking garage restoration and garage D design and elevator installation.
 - Remodel to support the university's space optimization plan.
 - Utility plant and infrastructure projects.

Additional Background

The FCOB has been prepared using the Board of Governors prescribed template in accordance with Board of Governors Regulation 14.003, Fixed Capital Outlay Projects – University Budgeting

Procedures. It represents a continuation of projects in process as of June 30, 2023, plus planned new projects starting in 2023-2024.

Senate Bill 7026 – Higher Education Finances, lifted limits on carryforward spending for capital projects effective July 1, 2023. In addition, a “back of the bill” provision allows carryforward to be used for deferred maintenance at FBC Mortgage Stadium.

Rationale

Pursuant to Florida Statute 1013.61, Annual Capital Outlay Budget, each university’s Board of Trustees must adopt an annual capital outlay budget that designates proposed expenditures by project. The university Board of Trustees-ratified FCOB must be submitted to the Board of Governors by October 2, 2023.

Projects represented in this budget provide critical support to all university programs that support the strategic plan. Investment in the upkeep of our facilities ensures we have state-of-the-art buildings to support the university’s mission. The College of Nursing Building supports research infrastructure and the prevailing workforce needs of the state.

Implementation Plan

Subject to approval by the Board of Trustees, the university will proceed with the projects listed herein. Project plans and the overall budget may be amended mid-year in accordance with Board of Governors Regulation 14.003(4) and the university’s internal policies and procedures.

Resource Considerations

The 2023-2024 Fixed Capital Outlay Budget represents a one-year project plan from all sources of funding.

Conclusion

The Budget and Finance Committee recommends approval of the 2023-2024 Fixed Capital Outlay Budget. Approval of the FCOB by the Board of Trustees and Board of Governors authorizes the university to move forward with fixed capital outlay projects.

University of Central Florida
FIXED CAPITAL OUTLAY BUDGET for Fiscal Year 2023-24
 (per s. 1013.61, F.S. and Board Reg. 14.003)

University Contact: Donna DuBuc Donna.Dubuc@ucf.edu (407) 823-4818

CFSP Item #	Category	Project Title/Name	Description	Total Project Budget Allocation (Total Estimated Project Cost)	Funding Source(s)		Funds Expended Since Inception	Estimated Amt of Funds to be Expended this Year	Remaining Balance	Estimated Project Timeline		Comments
					Source	Amount				Start Date	Completion Date	
	Education & General (E&G) Operating Projects ¹			\$1,000,000	E&G Operating Funds	\$1,000,000	\$0	\$100,000	\$900,000	Not Applicable		
1-16	Carryforward (CF) - Small Projects ²			\$13,674,079	CF Auxiliary Contracts & Grants Total:	\$12,404,519 1,235,000 34,561 \$13,674,079	\$3,517,996	\$7,436,603	\$2,719,480	Refer to detail in Carryforward Spending Plan		
	Carryforward (CF) - Large Projects ³											
17	Biological Sciences Building Renovation, Repairs, and Maintenance		HVAC and other system repairs and upgrades	\$5,000,000	CF Total:	\$5,000,000 \$5,000,000	\$4,141,985	\$858,015	\$0	2020-21	2023-24	Project in close-out.
18	Research 1 Microgrid and Linear Generators		Research related project to install linear generators, microgrid, and photovoltaics at the Research 1 building	\$4,700,000	CF Total:	4,700,000 \$4,700,000	\$74,730	\$740,000	\$3,885,270	2021-22	2024-25	Funding listed is the UCF contribution, total project funds presented to the BOT in June 2023 include funds committed by external partners.
19	Communication and Media Building Curtainwall and Roof Replacement		Curtainwall replacement, roof recoat, building envelope repairs	\$4,538,800	CF PECO Total:	4,500,000 38,800 \$4,538,800	\$2,186,664	\$1,826,805	\$525,331	2020-21	2025-26	Replacement of existing curtainwall system on the building is the first phase of the project and is in construction. Upon first phase completion and coordination with the dry season, roof recoating will proceed.
20	Chemistry Building Renovation / Remodel		Complete renovation / remodel of the Chemistry Building. The project has multiple phases to allow portions of the building to remain open during construction and avoid the need for swing space	\$40,140,000	General Revenue (SFRF) CF Auxiliary PECO Total:	10,000,000 5,140,000 10,000,000 15,000,000 \$40,140,000	\$353,511	\$2,299,657	\$37,486,833	2020-21	2026-27	Phase 1 design was over budget, which delayed the project. Redesign has been completed, GMP received August 2023. Expect Phase 1 construction to be complete August 2024. Phase 2 & 3 Engineer is under contract for full project. Design development is complete, full design for Phase 2 will be complete this calendar year. Phase 2 construction expected to start Summer 2024.
21	Biological Sciences Building Renovation		Complete renovation of the Biological Sciences building systems and finishes	\$31,990,000	General Revenue (SFRF) CF Total:	21,630,000 10,360,000 \$31,990,000	\$169,850	\$1,897,899	\$29,922,251	2022-23	2026-27	SFRF- State Fiscal Recovery Funds Engineer is under contract for full project. Design development is complete, full design for Phase 2 will be complete this calendar year. Construction expected to start Summer 2024.
22	FBC Mortgage Stadium Fire Alarm		FBC Mortgage Stadium fire alarm system replacement	\$3,050,000	CF Total:	3,050,000 \$3,050,000	\$0	\$500,000	\$2,550,000	2023-24	2024-25	
23	FBC Mortgage Stadium Structural Steel Coating Maintenance		FBC Mortgage Stadium structural steel coating maintenance	\$3,750,000	CF Total:	3,750,000 \$3,750,000	\$0	\$1,237,500	\$2,512,500	2023-24	2025-26	
24	UCF at Daytona State College		Interior upgrades and deferred maintenance to support the Institute for Risk Management and Insurance Education	\$10,000,000	CF Total:	10,000,000 \$10,000,000	\$0	\$5,000,000	\$5,000,000	2023-2024	2025-26	Initial meetings have taken place with UCF and Daytona State College. Project plan is in place and on target for opening Fall 2025.
				Subtotal - CF Large Projects:		\$103,168,800	\$6,926,739	\$14,359,875	\$81,882,185			

CFSP item #	Category	Project Title/Name	Description	Total Project Budget Allocation (Total Estimated Project Cost)	Funding Source(s)		Funds Expended Since Inception	Estimated Amt of Funds to be Expended this Year	Remaining Balance	Estimated Project Timeline		Comments
					Source	Amount				Start Date	Completion Date	
State Appropriated Projects ^{4,6}												
	Repair, Maintenance, Renovation, Remodel (Sum of Digits)		Minor projects - repair, maintenance, renovation, remodel, site improvements	\$8,498,461	PECO	\$8,498,461	\$6,796,167	\$650,000	\$1,052,294	2017-18	2024-25	
					Total:	\$8,498,461						
	John Hitt Library Renovation Phase II		Renovation of existing library spaces	\$45,368,009	CITF	45,368,009	\$15,895,406	\$2,370,310	\$27,102,293	2020-21	2027-28	Library Level 3 renovation completed on schedule and under budget; opened to students in March 2023. Remaining funds will be allocated to the Library Level 2 and Level 4 renovations. Level 4 is planned to proceed first, as it will have a larger student impact on study space.
					Total:	\$45,368,009						
	Performing Arts Complex Phase II - Design Only		Design of a new Performing Arts Complex on UCF main campus	\$2,600,000	CITF Donations	2,000,000 600,000	\$1,302,933	\$98,684	\$1,198,383	2021-22	2028-29	Schematic design was completed in March 2023. The project design is on hold, the project is focused on fundraising activities.
					Total:	\$2,600,000						
	Burnett School of Biomedical Sciences Controls Upgrade		Upgrade the controls of the Burnett Bio-Medical Sciences Building	\$999,485	PECO	999,485	\$681,763	\$234,987	\$82,735	2020-21	2023-24	Functional performance testing of the controls in progress. Next steps include commissioning of the system and project close-out. Remaining balance represents estimated project savings at completion.
					Total:	\$999,485						
	College of Nursing Building		College of Nursing Building	\$68,781,430	General Revenue (SFRF) Donations PECO	29,000,000 25,000,000 14,781,430	\$706,208	\$10,426,901	\$57,648,321	2022-23	2025-26	SFRF- State Fiscal Recovery Funds Project is in the 50% Construction Documents Phase. Early Release Package #1 (generator, switchgear) and Early Release Package #2 (precast, curtainwall, glazing) approved. Construction anticipated to start January 2024.
					Total:	\$68,781,430						
	Education Complex Fire Alarm Replacement		Education Complex Fire Alarm Replacement	\$589,993	General Revenue (SFRF) PECO	443,514 146,479	\$0	\$589,993	\$0	2022-23	2023-24	SFRF- State Fiscal Recovery Funds Contract has been awarded and kick-off meeting held. Contractor submitting for necessary permits.
					Total:	\$589,993						
					Subtotal - State Appropriated Projects:	\$126,837,378	\$25,382,477	\$14,370,875	\$87,084,026			
Non-Appropriated Projects ^{5,6}												
	HVAC renovations to prevent the spread of COVID-19 through air filtration systems		HEERF Air Quality Improvement Projects	\$16,563,642	Contracts & Grants Auxiliary	16,499,334 64,308	\$14,150,221	\$1,882,762	\$530,660	2021-22	2023-24	Expected completion January 2024. Remaining balance represents estimated project savings at completion.
					Total:	\$16,563,642						
	Student Union Roof and Building Envelope Repairs		Student Union Roof and Building Envelope Repairs	\$2,763,912	Activity & Svc Fees	2,763,912	\$430,454	\$2,333,458	\$0	2022-23	2023-24	Building envelope repairs completed. Roof replacement ~85% complete; anticipate project complete January 2024.
					Total:	\$2,763,912						
	Individual Projects under \$2M			\$17,447,738	Auxiliary	17,447,738	\$62,706	\$14,026,767	\$3,358,265		Not Applicable	Primarily consists of various housing HVAC replacement projects, Lake Nona parking lot for College of Nursing building, building remodel for space optimization, and utility infrastructure projects.
					Total:	\$17,447,738						
					Subtotal - Non-Appropriated Projects:	\$36,775,292	\$14,643,381	\$18,242,987	\$3,888,925			
					TOTALS:	\$281,455,549	\$281,455,549	\$50,470,593	\$54,510,341			\$176,474,616

Notes:

- 1) *Education & General (E&G) Operating Projects* is a consolidated line item of all FCO projects, as defined in Board reg 14.001, funded from current year E&G operating funds. No individual project funded in whole or in part shall exceed \$1M, per Board reg 9.007(3)(a)1.
- 2) *Carryforward (CF) - Small Projects* is a consolidated line item of all FCO projects with a cost up to \$2M funded in whole or in part from CF funds, pursuant to Board Reg. 14.003(2)(b). Includes replacement of facilities less than 10,000 gross sf. This is a single line item in the FCO budget. For a list of individual projects, refer to the Carryforward Spending Plans (CFSP).
- 3) *Carryforward (CF) - Large Projects* includes any FCO project funded in whole or in part from CF funds, where total individual FCO project cost exceeds \$2M, pursuant to Board reg. 14.003(2)(c) and expenditure limits described therein. May also be reflected as one of multiple funding sources under categories State Appropriate Projects and Non-Appropriated Projects.
- 4) *State Appropriated Projects* - this category includes all FCO projects utilizing funds originally appropriated as FCO funds by the State of Florida, notwithstanding criteria in Board regulation 14.001. These funds should never be included in the operating budget. Examples, PECO (including Sum-of-Digits) and CITF. Reference Board reg 14.003(12)(d). For the purpose herein, all projects \$2 million or less can be consolidated into a single line item.
- 5) *Non-Appropriated Projects* - this category includes all university FCO projects that have not directly or indirectly used funds appropriated by the State. Examples include private donations, athletic revenues, federal grants, housing/parking revenue bonds, etc. Reference Board reg 14.003(2)(e). For the purpose herein, all projects \$2 million or less can be consolidated into a single line item.
- 6) In light of the definition of "board" (s. 1013.01, F.S.), the requirements of s. 1031.61, F.S., the FCO Budget does not apply to those projects acquired, constructed, and owned by a Direct Support Organization or under a Public Private Partnership.

Fixed Capital Outlay Budget Guide

The capital planning process consists of several components:

- The **Campus Master Plan** is developed every five years and provides a macro-level vision for major project priorities over a 10-year period, considering the needs identified in the University's **Educational Plant Survey** for new construction and expansion / renovation projects.
- **Facility Condition Assessment Reports** and other building analytics are used for existing structures and deferred maintenance.
- The **Capital Improvement Plan** is developed annually to request state funding for the university's priority major projects; it is informed by other capital planning documents and is a component of the university's state funding request (**Legislative Budget Request**).
- The **Fixed Capital Outlay (FCO) Budget** is developed annually; it is the culmination of these planning documents and serves as a spending plan for the fiscal year.

Florida Statute 1013.61 *Annual Capital Outlay Budget* requires the adoption of a capital outlay budget, which is referred to as the Fixed Capital Outlay (FCO) Budget. This budget is prepared in accordance with Board of Governors Regulation 14.003 *Fixed Capital Outlay Projects – University Budgeting Procedures* and other prescribed instructions, guidelines, and standard formats provided by the Chancellor. The Board of Governors also requires written certification of the FCO Budget by the President, Chief Financial Officer, and Board of Trustees Chair.

FCO projects are defined in Board Regulation 14.001 *Definitions*. They consist of construction that materially extends the life or materially improves functionality of space. The projects must have an expected useful life of 20 years with a project cost of more than \$100,000 (the university's capitalization policy). All projects appropriated by the state as FCO must also be included, regardless of thresholds. Lastly, projects, acquired, constructed, and owned by a Direct Support Organization or under a Public Private Partnership are not applicable and have been omitted from this presentation (Board of Governors Regulation 14.003(3)).

The Board of Governors has provided a template for presenting the FCO budget, including the following:

- **CFSP Item #:** Projects funded from the university's available E&G carryforward balance as of July 1 are required to be reported on both the University E&G Carryforward Spending Plan – Supplemental Details (Fixed Capital Outlay Plans) and the FCO Budget. This field indicates the project's corresponding line item on the E&G Carryforward Spending Plan. The reporting should be consistent.
- **Category:** Represents the project's major funding source. Categorizing projects with multiple funding sources involves a level of judgement. Individual projects are not split into different funding category rows; therefore, the full project cost is always presented. The template does allow for projects below certain thresholds to be consolidated into single line items depending on the funding source.
- **Total Project Cost:** Anticipated hard costs (construction, furniture, etc.) and soft costs (design, permitting, etc.) to complete a project.
- **Funding Sources:** The FCO Budget includes projects from all funding sources, including both state and non-state. Identified funding sources must be in accordance with state statutes and Board of Governors regulations.
- **Funds Expended to Date:** Actual expenses paid as of the end of the preceding fiscal year.

- **Funds to be Expended this Year:** Projected expenditures through the end of the current fiscal year, excluding encumbrances.
- **Project Timeline:** Estimate of project start and completion dates by fiscal year.

Other related processes and procedures include:

- **Capital Project Certification:** The UCF Board of Trustees *Capital Projects Funding Policy* requires certification to be completed and signed by university senior leadership for projects exceeding \$2 million.
- **Mid-Year Amendments:** Board of Governors Regulation 14.003 *Fixed Capital Outlay Projects – University Budgeting Procedures* and the UCF Board of Trustees Policy BOT-4 *Delegation of Authority to the President* provide guidance for mid-year amendment procedures.
- **Mid-Year Updates to the Board of Trustees:** UCF Policy 3-211 *University Budget Process* provides guidance for mid-year updates of budget to actuals and projections to the Board of Trustees.



Capital Projects Funding Certification Form

This form is required as a condition for approval by the Facilities and Infrastructure Committee and the Board of Trustees.

Project name/description: Research 1 Microgrid (& Linear Generators)

Funding source(s): \$8,785,000 in total project costs:
\$4,700,000 – E&G Carryforward
\$4,085,000 – Remaining estimate to be funded by Duke Energy and Siemens

This is to certify that the above capital project which exceeds \$2 million has been reviewed and approved and the type of funding for the project is authorized by state law and Board of Governors Regulations.

**Alexander
Cartwright**

Digitally signed by Alexander
Cartwright
Date: 2023.07.29 10:07:27
-04'00'

President

Date

Jon Varnell

Digitally signed by Jon Varnell
Date: 2023.07.13 22:22:28
-04'00'

Vice President

Date

Senior Vice President for Administration
and Finance

7/20/2023.

Date

ycook

Digitally signed by ycook
Date: 2023.07.21
08:39:44 -04'00'

General Counsel

Date



Capital Projects Funding Certification Form

This form is required as a condition for approval by the Facilities and Infrastructure Committee and the Board of Trustees.

Project name/description: College of Nursing Building

Funding source(s): \$68,781,430 total project costs:
\$29,000,000 – Nonrecurring state funds (General Appropriations Act for FY 2022-23). Funding certification previously submitted to Facilities & Infrastructure Committee on October 18, 2022.
\$25,000,000 – Fundraising
\$14,781,430 – Public Education Capital Outlay (PECO)

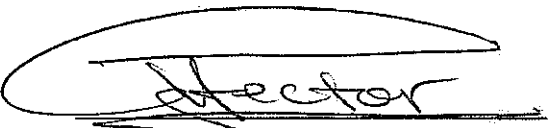
This is to certify that the above capital project which exceeds \$2 million has been reviewed and approved and the type of funding for the project is authorized by state law and Board of Governors Regulations.

Alexander Cartwright
Digitally signed by Alexander Cartwright
Date: 2023.07.29 10:07:07 -04'00'

Date

Jon Varnell
Digitally signed by Jon Varnell
Date: 2023.07.13 22:24:03 -04'00'

Date


Senior Vice President for Administration and Finance

7/20/2023
Date

ycook
Digitally signed by ycook
Date: 2023.07.21 08:40:19 -04'00'

Date



Capital Projects Funding Certification Form

This form is required as a condition for approval by the Facilities and Infrastructure Committee and the Board of Trustees.


Project name/description: FBC Mortgage Stadium Fire Alarm

Funding source(s): \$3,050,000 - E&G Carryforward

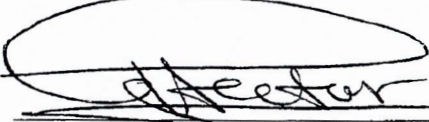
This is to certify that the above capital project which exceeds \$2 million has been reviewed and approved and the type of funding for the project is authorized by state law and Board of Governors Regulations.


President

9/18/23
Date


Vice President

9/14/23
Date


Senior Vice President for Administration
and Finance

9/14/23
Date


General Counsel

9/18/23
Date



Capital Projects Funding Certification Form

This form is required as a condition for approval by the Facilities and Infrastructure Committee and the Board of Trustees.

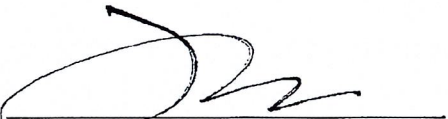
Project name/description: FBC Mortgage Stadium Structural Steel Coating Maintenance

Funding source(s): \$3,750,000 - E&G Carryforward


This is to certify that the above capital project which exceeds \$2 million has been reviewed and approved and the type of funding for the project is authorized by state law and Board of Governors Regulations.


President

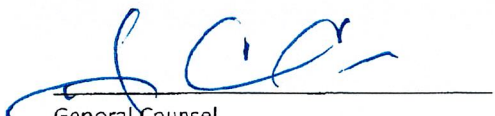
9/18/23
Date


Vice President

9/14/23
Date


Senior Vice President for Administration
and Finance

9/14/23
Date


General Counsel

9/10/23
Date



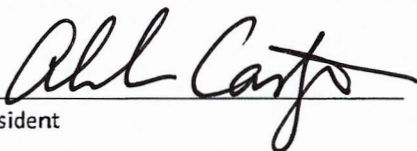
Capital Projects Funding Certification Form

This form is required as a condition for approval by the Facilities and Infrastructure Committee and the Board of Trustees.


Project name/description: UCF at Daytona State College

Funding source(s): \$10,000,000 - E&G Carryforward


This is to certify that the above capital project which exceeds \$2 million has been reviewed and approved and the type of funding for the project is authorized by state law and Board of Governors Regulations.


President


9/18/23
Date


Vice President

9/14/23
Date


Senior Vice President for Administration and Finance

9/14/23
Date


General Counsel

9/10/23
Date



Capital Projects Funding Certification Form

This form is required as a condition for approval by the Facilities and Infrastructure Committee and the Board of Trustees.

Project name/description: Biological Sciences Building Renovation

Funding source(s): \$31,990,000 total project costs:

E&G Carryforward - \$10,000,000

Previously Approved: State Fiscal Recovery Funds (SFRF) - \$21,630,000,

E&G Carryforward for design - \$360,000

This is to certify that the above capital project which exceeds \$2 million has been reviewed and approved and the type of funding for the project is authorized by state law and Board of Governors Regulations.

All Carfo
President

9/8/23
Date

[Signature]
Vice President

9/14/23
Date

[Signature]
Senior Vice President for Administration
and Finance

9/14/23
Date

[Signature]
General Counsel

9/10/23
Date



Capital Projects Funding Certification Form

This form is required as a condition for approval by the Facilities and Infrastructure Committee and the Board of Trustees.

Project name/description: Chemistry Building Renovation / Remodel

Funding source(s): \$40,140,000 total project costs:

Public Education Capital Outlay (PECO) - \$15,000,000

Auxiliary - \$10,000,000

Previously Approved: State Fiscal Recovery Funds (SFRF) -

\$10,000,000, E&G Carryforward including design - \$5,140,000

This is to certify that the above capital project which exceeds \$2 million has been reviewed and approved and the type of funding for the project is authorized by state law and Board of Governors Regulations.

Phil Carps
President

9/18/23
Date

[Signature]
Vice President

9/14/23
Date

[Signature]
Senior Vice President for Administration
and Finance

9/14/23
Date

[Signature]
General Counsel

9/18/23
Date



Academic Excellence and Student Success Committee

Committee Report

[Academic Excellence and Student Success Committee Meeting Packet](#)

Committee Purpose

The Academic Excellence and Student Success Committee is charged with providing oversight of activities relating to the core mission of the University: teaching, research, and service.

<u>Committee Meeting Date</u>	<u>Committee Chair</u>	<u>Committee Vice Chair</u>
September 27, 2023	Trustee Tiffany Altizer	Trustee Rick Cardenas

Executive Summary

Trustee Tiffany Altizer presided over the meeting. In addition to the action items considered by the committee, the committee received a report from Trustee Greenaway, Student Body President, and Trustee King, Faculty Senate Chair, on the priorities and concerns of the student body and faculty, respectively. The committee also had a robust discussion on the work underway to develop UCF's first Research Enterprise Plan and the assessment on reporting to the National Science Foundation Higher Education Research and Development Survey (NSF HERD).

Items Appearing as New Business

No items appear as new business.

Items Appearing on the Consent Agenda

- **AESC-1:** Tenure with Hire
- **AESC-2:** 2023 Textbook and Instructional Materials Affordability Report
- **AESC-3:** Self-Supporting and Market Tuition Rate Program Report
- **AESC-4:** Academic Excellence and Student Success Committee Charter



Audit and Compliance Committee

Committee Report

[Audit and Compliance Committee Meeting Packet](#)

Committee Purpose

The Audit and Compliance Committee is appointed by the University of Central Florida Board of Trustees and assists the Board in discharging its oversight responsibilities. The committee oversees the following for the University of Central Florida 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, security, 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,
- and internal investigation processes.

<u>Committee Meeting Date</u>	<u>Committee Chair</u>	<u>Committee Vice Chair</u>
September 27, 2023	Trustee Bill Christy	Trustee Tiffany Altizer

Executive Summary

Trustee Bill Christy presided over the meeting. In addition to the action items considered by the Committee, discussion occurred on the topics of the University Audit Update, the Annual Report – UCF Regulation 4.015 Fraud Prevention and Detection, and the University Compliance, Ethics, and Risk Update. The 2022-2023 Work Plan Status of all Activities, the Compliance and Ethics Annual Work Plan 2023- 2024, and the FY2024 Audit and Compliance Committee Work Plan were presented as information items.

Items Appearing as New Business

N/A

Items Appearing on the Consent Agenda

- **AUD-1:** University Compliance, Ethics, and Risk Charter
- **AUD-2:** University of Central Florida 2023 FL Equity Report



Budget and Finance Committee

Committee Report

[Budget and Finance Committee Meeting Packet](#)

Committee Purpose

The Budget and Finance Committee is charged with providing oversight of the University budget and all revenue sources to monitor the overall financial performance of the University and its Related Entities.

<u>Committee Meeting Date</u>	<u>Committee Chair</u>	<u>Committee Vice Chair</u>
September 27, 2023	Trustee Harold Mills	Trustee Jeff Condello

Executive Summary

Chair Harold Mills presided over the meeting. In addition to the action items considered by the committee, discussion occurred on the University's financial health. Information items included in the materials were the work plan and charter review; the fourth quarter investment report; the University's fourth quarter financials; the fourth quarter financials for the University's Direct Support Organizations (DSOs); and the 2022-2023 Fixed Capital Outlay Budget update.

Items Appearing as New Business

- **BUDC-1:** 2023-2024 Carryforward Spending Plan
- **BUDC-2:** 2023-2024 University Operating Budget and Spending Authority
- **BUDC-3:** 2023-2024 Fixed Capital Outlay Budget

Items Appearing on the Consent Agenda

- Not applicable.



Facilities and Infrastructure Committee

Committee Report

[FACC-Meeting-Book.pdf \(ucf.edu\)](#)

Committee Purpose

The Facilities and Infrastructure Committee is charged with providing oversight and strategic direction on capital improvement needs, including but not limited to, campus master planning, new construction projects, deferred maintenance, real estate, information technology, operational technology, and cybersecurity.

<u>Committee Meeting Date</u>	<u>Committee Chair</u>	<u>Committee Vice Chair</u>
September 27, 2023	Trustee Caryl McAlpin	Trustee Jeff Condello

Executive Summary

Trustee Caryl McAlpin presided over the meeting. In addition to the action items considered by the committee, the 2023-2024 Fixed Capital Outlay Budget and follow-up on the campus-wide space utilization study were presented for discussion.

Items Appearing as New Business

- N/A

Items Appearing on the Consent Agenda

- **FACC-1:** Biological Sciences Additional Renovation/Remodel – Funding Approval
- **FACC-2:** Chemistry Additional Renovation/Remodel – Funding Approval
- **FACC-3:** FBC Mortgage Stadium Fire Alarm – Funding Approval
- **FACC-4:** FBC Mortgage Stadium Structural Steel Coating Maintenance – Funding Approval
- **FACC-5:** UCF at Daytona State College – Funding Approval
- **FACC-6:** Facilities and Infrastructure Committee Charter



Governance Committee

Committee Report

[Governance Committee Meeting Packet](#)

Committee Purpose

The Governance Committee is charged with providing oversight of the corporate governance, administrative operations, and delegations of the UCF Board of Trustees and university-related entities.

<u>Committee Meeting Date</u>	<u>Committee Chair</u>	<u>Committee Vice Chair</u>
September 27, 2023	Trustee Michael Okaty	Trustee Caryl McAlpin

Executive Summary

Trustee Michael Okaty presided over the meeting. In addition to the action items considered by the committee, discussion occurred on an update of the DSO recommendations. Information items included were the FY2024 Work Plan and Review of Committee Charter and the Presidential Assessment Timeline.

Items Appearing as New Business

N/A

Items Appearing on the Consent Agenda

- **GOV-1:** Amendments to Board of Trustees Policy Presidential Performance and Compensation Review
- **GOV-2:** Amendments to University Regulation UCF-2.003 Admission of Graduate Students
- **GOV-3:** Central Florida Clinical Practice Organization Bylaw Amendments



Strategic Partnerships & Advancement Committee

Committee Report

[Strategic Partnerships and Advancement Committee Meeting Packet](#)

Committee Purpose

The Strategic Partnerships and Advancement Committee is charged with advising the Board on the University's philanthropic strategies, community engagement activities, strategic communications and marketing activities, and economic and business development activities to advance the mission of the University and bolster the institution's brand and reputation.

<u>Committee Meeting Date</u>	<u>Committee Chair</u>	<u>Committee Vice Chair</u>
September 27, 2023	Trustee John Miklos	Trustee Danny Gaekwad

Executive Summary

Vice Chair Danny Gaekwad presided over the meeting. Discussion occurred on the topics of UCF's Advancement & Partnerships' attainment figures for fiscal year 2022-2023, attainment and divisional goals for fiscal year 2023-2024, and a review of the Pegasus Partnership program. Information items provided to the Committee included a UCF Specialty License Plate Sales Update and a FY2023-2024 Feasibility Study.

Items Appearing as New Business

None

Items Appearing on the Consent Agenda

None



Board of Trustees

September 28, 2023

Agenda Item

BOT-1: Board of Trustees Meeting Minutes

Proposed Board Action

Board Members will review and consider approval of the meeting minutes from previous Board of Trustees meetings.

Authority for Board of Trustees Action

Florida Statutes 286.01 (2)

Board of Trustees Tenth Amended and Restated Bylaws, Section 4.6

Supporting Documentation Included

Attachment A: June 29, 2023 Regular Board of Trustees Meeting Minutes

Attachment B: July 31, 2023 Virtual Board of Trustees Meeting Minutes

Attachment C: August 23, 2023 Virtual Board of Trustees Meeting Minutes

Facilitators/Presenters

Chair Alex Martins



BOT-2: Board of Trustees Meeting Minutes

EXECUTIVE SUMMARY

Objective

Board Members will review and consider approval of the meeting minutes from previous Board of Trustees meetings.

Summary of Key Observations/Recommendations

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

- June 29, 2023 Regular Board of Trustees Meeting
- July 31, 2023 Virtual Board of Trustees Meeting
- August 23, 2023 Virtual Board of Trustees Meeting

Additional Background

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

Rationale

N/A

Implementation Plan

N/A

Resource Considerations

N/A

Conclusion

Approve the meeting minutes as presented or suggest edits to the meeting minutes presented.



UNIVERSITY OF CENTRAL FLORIDA

**Minutes
Board of Trustees
Regular Meeting
University of Central Florida
June 29, 2023**

Chair Alex Martins called the Board of Trustees Meeting to order at 9:02 a.m.

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

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

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

Chair Alex Martins and Trustee Caryl McAlpin attended virtually. Trustees Joseph Conte and Danny Gaekwad were not in attendance.

PUBLIC COMMENT

There were no requests for public comments.

REMARKS

Martins thanked Former Trustee Daniella Lopez for her service on the Board of Trustees and outlined his requests for administrative actions to support a consequential board format.

President Cartwright provided highlights from the June Board of Governors Meeting and led a discussion on achieving preeminence.

COMMITTEE REPORTS

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

ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE REPORT

Altizer, Chair of the Academic Excellence and Student Success Committee, reported highlights from the committee meeting held on June 28, 2023.

AES-1 FY2024-2025 Legislative Budget Request

Altizer moved to approve AES-1 with King providing the second. The motion passed unanimously.

Altizer reported that AES-2 through AES-5 were unanimously approved by the committee and placed on the Board's consent agenda.

AUDIT AND COMPLIANCE COMMITTEE REPORT

Christy, Chair of the Audit and Compliance Committee, reported highlights from the committee meeting held on May 30, 2023.

BUDGET AND FINANCE COMMITTEE REPORT

Mills, Chair of the Budget and Finance Committee, reported highlights from the committee meeting held on June 28, 2023.

BUD-1 Proposed 2023-2024 University Operating Budget and Spending Authority
Mills moved to approve BUD-1 with Christy providing the second. The motion passed unanimously.

Mills reported that BUD-2 through BUD-6 were unanimously approved by the committee and placed on the Board's consent agenda.

FACILITIES AND INFRASTRUCTURE COMMITTEE REPORT

Condello, Vice Chair of the Facilities and Infrastructure Committee, reported highlights from the committee meeting held on June 28, 2023.

FAC-1 Five-Year Capital Improvement Plan FY2024-2025 through FY2028-2029
Condello moved to approve FAC-1 with Altizer providing the second. The motion passed unanimously.

FAC-2 On-Campus Housing Rental Rates
Condello moved to approve FAC-2 with Okaty providing the second. Mills requested university administration consider additional financial support of students with need. The motion passed unanimously.

Condello reported that FAC-3 and FAC-4 were unanimously approved by the committee and placed on the Board's consent agenda.

GOVERNANCE COMMITTEE REPORT

Okaty, Chair of the Governance Committee, reported highlights from the committee meeting held on June 28, 2023.

GOV – 1 Board Chair and Vice Chair Nominations
Okaty reported that the Governance Committee unanimously recommended the approval of Trustee Alex Martins for Chair and Trustee Harold Mills for Vice Chair of the Board of Trustees. Christy moved to approve GOV-1, with Altizer providing the second. Martins and Mills elected for abstentions in the absence of conflict. The motion passed.

Okaty reported that GOV-2 through GOV-10 were unanimously approved by the committee and placed on the Board's consent agenda.

STRATEGIC PARTNERSHIPS AND ADVANCEMENT COMMITTEE REPORT

The Strategic Partnerships and Advancement Committee did not meet since the last Board meeting.

CONSENT AGENDA

Martins requested that FAC-3, College of Nursing Building Project Approval be removed from the consent agenda for separate consideration due to the historical nature of the agenda item.

Altizer moved to approve the revised consent agenda, which included approval of previous board meeting minutes, with Greenaway providing the second. The motion passed unanimously.

FAC-3 College of Nursing Building Project Approval

Altizer moved to approve with King providing the second. The motion passed unanimously.

NEW BUSINESS

BOT-2 Use of FBC Mortgage Stadium to host the 2023 Cure Bowl

Greenaway moved to approve BOT-2 with Altizer providing the second. The motion passed unanimously.

ANNOUNCEMENTS

Martins made several announcements regarding upcoming meetings.

ADJOURNMENT

Martins adjourned the board meeting at 11:45 a.m.

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

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



UNIVERSITY OF CENTRAL FLORIDA

**Minutes
Board of Trustees
Virtual Meeting
University of Central Florida
July 31, 2023**

Chair Alex Martins called the Board of Trustees Meeting to order at 1:00 p.m.

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

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

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

Trustee Jeff Condello and Trustee Joseph Conte were not in attendance.

PUBLIC COMMENT

There were no requests for public comment.

NEW BUSINESS

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

BOT-1: 2023-2024 Linking Industry to Nursing Education (LINE) Fund Proposals
Michael Johnson, Provost and Executive Vice President for Academic Affairs, provided an overview of the 2023-2024 LINE fund proposals.

Altizer moved to approve BOT-1, with McAlpin providing the second. The motion was unanimously approved.

BOT-2: Amendments to University Regulations UCF-6.007 Parking Regulation and Enforcement and UCF-6.008 Vehicle Registration Fees; Additional Parking Fees; Parking Violation Fines
Cook provided an overview of the amendments to the two parking regulations presented for consideration.

Okaty moved to approve BOT-2 with proposed revisions to clarify approved EV charging procedures, with Altizer providing the second. The motion was unanimously approved.

BOT-3: Amendments to University Regulation UCF-7.130 Administration and Finance;
Procurement Services

Cook provided an overview of the amendments to the procurement services regulation.

Greenaway moved to approve BOT-3 with Cardenas providing the second. The motion was unanimously approved.

ADJOURNMENT

Martins adjourned the board meeting at 1:27 p.m.

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

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



UNIVERSITY OF CENTRAL FLORIDA

**Minutes
Board of Trustees
Virtual Meeting
University of Central Florida
August 23, 2023**

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

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

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

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

Vice Chair Mills, Trustee Rick Cardenas and Trustee Joseph Conte were not in attendance.

PUBLIC COMMENT

There were no requests for public comment.

NEW BUSINESS

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

BOT-1: 2023-2024 Linking Industry to Nursing Education (LINE) Fund Proposal
Michael Johnson, Provost and Executive Vice President for Academic Affairs, provided an overview of the 2023-2024 LINE fund proposal.

Altizer moved to approve BOT-1, with Okaty providing the second. The motion was unanimously approved.

ADJOURNMENT

Martins adjourned the board meeting at 9:07 a.m.

Reviewed by: _____
Alex Martins, Chair UCF Board of Trustees

Date: _____

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



Board of Trustees

September 28, 2023

Agenda Item

AESC-1 – Tenure with Hire

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve the proposed individuals for tenure with Hire.

Authority for Board of Trustees Action

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

Supporting Documentation Included

Attachment A: Tenure with Hire Justification

Facilitators/Presenters

Michael Johnson, Provost and Executive Vice President for Academic Affairs

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



AESC-1: Tenure with Hire

EXECUTIVE SUMMARY

Objective

In adherence to university regulation 3.015, this item will consider the proposal to grant tenure with hire to the faculty candidates outlined in Attachment A.

Summary of Key Observations/Recommendations

- Faculty members have normally earned tenure at their previous institution. For others, tenure is part of the hiring package when senior faculty members are hired for administrative positions.
- Department faculty members and the university's administrative officers have approved granting tenure to two individuals:
 - Cüneyt G. Akçora, Associate Professor, College of Business Administration, Department of Finance
 - Like Li, Associate Professor, College of Engineering and Computer Science, Department of Mechanical and Aerospace Engineering

Additional Background

In accordance with university regulation [3.015](#), the recommendation of a faculty member for tenure shall signify that the president and the Board of Trustees believe that the employee will continue to make significant and sustained professional contributions to the university and the academic community.

The market for these faculty is highly competitive, and one of the fundamental requirements for UCF to compete and attract top faculty is a tenure system.

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

Rationale

The UCF Strategic Plan outlines the university's goal to recruit and retain 2,100 FTE faculty by 2027. Tenure with hire aligns with this goal by facilitating the recruitment and retention of high-caliber faculty and supporting heightened academic outcomes and research activity enhancement.

Implementation Plan

If approved, tenure is granted upon the successful hiring of the faculty member and approval from the Board of Trustees.

Resource Considerations

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

Conclusion

The Academic Excellence and Student Success Committee recommends the approval of the proposed individuals for tenure with hire.

Attachment A

Tenure with Hire Justification Board of Trustees Meeting September 28, 2023

Cüneyt G. Akçora, Associate Professor College of Business Administration, Department of Finance

CV: https://bot.ucf.edu/wp-content/uploads/sites/5/2023/08/Akcora-Cuneyt_CV_Redacted.pdf

Dr. Cüneyt G. Akçora received his Ph.D. in computer science from the Università degli Studi dell'Insubria, Varese, Italy. He came to UCF from the University of Manitoba, where he was an assistant professor of computer science and statistics. Dr. Akçora has worked and collaborated with Yahoo! Research Barcelona, Qatar Computing Research Institute and Huawei Research, Turkey. His primary interests are explainable artificial intelligence, data science on complex networks, deep learning and graph mining on Blockchain networks, and machine learning for privacy and security research on online social networks. Dr. Akçora has published numerous peer-reviewed journal articles and conference papers, has presented at national and international conferences, and given many invited talks and guest lectures. He has extensive teaching experience at the graduate and undergraduate levels and has served on thesis committees as a committee chair or member. He serves as review editor to the Editorial Board of Cybersecurity and Privacy for *Frontiers in Big Data*, and an associate editor for *Frontiers of Physics, Social Physics* among many other service activities in the profession, college, and university. The Department of Finance and the College of Business Administration support the recommendation for tenure with hire.

Like Li, Associate Professor College of Engineering and Computer Science, Department of Mechanical and Aerospace Engineering

CV: https://bot.ucf.edu/wp-content/uploads/sites/5/2023/08/LiLike_CV_Redacted.pdf

Dr. Like Li received his Ph.D. in mechanical engineering from the University of Florida. He came to UCF from Mississippi State University, where he was a tenured associate professor of mechanical engineering. Dr. Li's research expertise is in thermos-fluids, solar energy conversion and storage, and additive manufacturing process modeling. He has extensive experience with both computational modeling and experimental testing of materials/structures/reactors. He has received as PI/Co-PI over \$5 million in funding from agencies such as the Department of Energy (DOE) and the National Science Foundation (NSF). Dr. Li was the recipient of the NSF EPSCoR Research Infrastructure Improvement (RII) Track 4 Research Fellowship. He has published numerous peer-reviewed journal articles, presented at regional, national, and international conferences and given invited seminars. Dr. Li has extensive teaching experience at the undergraduate and graduate levels and has advised many Ph.D. and M.S. students. He

serves as journal article reviewer for several journals and a grant proposal reviewer for the Department of Energy, among many other service activities in the profession. The Department of Mechanical and Aerospace Engineering and College of Engineering and Computer Science support the recommendation for tenure with hire.



Board of Trustees

September 28, 2023

Agenda Item

AESC-2 – 2023 Textbook and Instructional Materials Affordability Report

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve the UCF Textbook and Instructional Materials Affordability Report for submission to the Board of Governors.

Authority for Board of Trustees Action

BOG Regulation 8.003; UCF Regulation 2.032 Textbook Adoption

Supporting Documentation Included

Attachment A: Student Savings

Attachment B: Textbook and Instructional Materials Affordability Report

Facilitators/Presenters

Timothy Letzring, Vice Provost for Academic Affairs



AESC-2 – 2023 Textbook and Instructional Materials Affordability Report

EXECUTIVE SUMMARY

Objective

In accordance with Florida Statute 1004.085, the university is required to annually report to the Florida Board of Governors (BOG) on the accessibility and affordability of textbooks and instructional materials.

Summary of Key Observations/Recommendations

- UCF continues to increase savings to students by leveraging various forms of free and reduced costs materials including open education resources and library materials.
- UCF students saved \$2,560,740 through the Library Resource program and \$2,172,745 in Open Educational Resources savings, both increases over last year's savings.
- This cycle's report has a new tab labeled "Posting Policies." This section addresses new compliance requirements from SB7044 of the 2022 legislative session, now part of BOG Reg. 8.003. UCF is compliant in these new areas as well.

Additional Background

The 2023 report addresses:

- Accountability for having instructional materials posted 45-days before start of semester.
- Textbook and instructional materials selection process for high enrollment general education courses
- Number of courses using no cost or low-cost textbooks and instructional materials
- University initiatives designed to reduce textbook and instructional materials costs
- University policies for the posting of textbooks and instructional materials
 - Searchable website with published list of required and recommended textbooks and instructional materials
 - Searchable website with published list of course syllabi for general education core courses
 - Information included on published list of required and recommended textbooks and instructional materials; and
 - Information included on published list of course syllabi for general education courses.

Rationale

The university is committed to adherence to Florida Statute 1004.085 and providing our students with accessible and affordable textbooks and instructional materials.

Implementation Plan

Submission of approved report to the BOG by September 30, 2023.

Resource Considerations

N/A

Conclusion

The textbook and Instructional Materials Affordability Report is annually required for submission to the BOG. The 2023 report focuses on the accessibility and affordability of instructional materials. This year's report is due to BOG by September 30, 2023. The Academic Excellence and Student Success Committee recommends approval of the 2023 Textbook and Instructional Materials Affordability Report.

AESC-1: Textbook Affordability Report

- Compliant for four straight years.
 - 97.5% - Fall 2022
 - 97.7% - Spring 2023
- Library Resource program savings - \$2,560,740
- Open Educational Resources savings - \$2,172,745

Textbook & Instructional Materials Affordability Initiatives

Describe specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials.

Affordable Instructional Materials Initiative

The Affordable Instructional Materials (AIM) Initiative is a university-wide collaboration consisting of representatives from the Division of Digital Learning, the UCF Libraries, the Faculty Center for Teaching and Learning, the UCF Bookstore, and the Office of the Provost and Vice President for Academic Affairs. It supports faculty efforts to reduce instructional material costs and focuses its efforts on four affordability initiatives: First Day Inclusive Access Program, Open Educational Resources, Library-Sourced Materials, and Affordability Counts. Each year, AIM hosts the AIM High Event which recognizes faculty involvement in these initiatives.

Library Resources

UCF Librarians actively search for textbooks that are available as e-books with unlimited use. These are one-to-one replacements of currently assigned course textbooks and are freely available to UCF students. Once these books are identified and purchased, faculty are informed of their availability and asked to share this information with students in their courses. In the 2022-2023 academic year, use of library resources saved students \$2,560,740.

STARS

Faculty share open course resources through STARS, the university repository Showcase of Text, Archives, Research & Scholarship (<https://stars.libraries.ucf.edu>).

Open Educational Resources (OER)

UCF instructional designers support faculty discovering, implementing, and creating open educational resources. In the 2022-2023 academic year, use of open educational resources saved students \$2,172,745.

UCF's bookstore offers several cost saving choices that enable students to select the purchasing options that meet their needs.

Price Match Program

Students can compare the cost of course materials at off-campus bookstores (e.g., BN.com, Amazon, and local competitors) and Barnes & Noble College will price match. Offer matches exact textbook -- same edition, format, and rental. One copy, per title, per customer. In-stock titles on competitor's website or in their store only. Includes new, used, and used rentals. The price match offer does not include digital textbooks and access codes, special orders, new rentals, peer-to-peer pricing, or online marketplaces.

Rental Program

This program allows students to rent new, used, and digital textbooks. It provides an affordable and convenient option. Students can acquire textbook rentals in-store or online with several options for payment; highlight text and make notes on pages; keep books until finals are over; and return books at the bookstore or through the mail. On average, the cost savings for rental books is 70 to 80 percent versus purchasing a new book. Students selecting a digital rental can save up to 90 percent.

Used Textbooks and Buyback Option

Students also have the option to purchase used textbooks through UCF's Cash for Books program. At the end of each semester, students can sell their books back to Barnes & Noble. Depending on the condition of the materials, students can receive up to 50 percent of the new textbook price. The bookstore closely reviews course information to identify those materials that may be used again. The bookstore then notifies students who have purchased those titles that their books can be sold back to the store. As a result, the next year's students are able to purchase these used books at a discounted rate, giving all students the opportunity to save money through used textbooks. Nearly 60 percent of all titles are available for purchase at all of UCF's campuses as used course materials.

Digital Option

Digital textbooks allow students to save up to 60 percent compared to traditional textbooks. The bookstore's digital offerings are designed with convenience in mind, allowing students to choose from several forms of payment and to access these materials immediately following their purchase or digital rental. To optimize the digital experience, the bookstore offers, the Yuzu Web, iOS, and Android apps. Just over 80 percent of textbooks are currently in digital format.

Coursepack Creation

Barnes & Noble College offers the ability for faculty to easily customize course materials in their preferred format by building

a course pack with XanEdu. With XanEdu Custom Solutions, educators at more than 1,200 institutions deliver affordable and transformative learning experiences. By creating their own coursepack, faculty can combine content from virtually anywhere -- journal and scholarly articles, book chapters, business cases, multimedia, and original or self-authored material. XanEdu provides copyright clearance, content research and development, editorial consulting, and document clean up and scanning. XanEdu is publisher neutral -- combine any and as many third-party content items. The benefit to students is by creating course materials with only content covered in the syllabus, students pay only for what they need in the course.

Has the *opt-in* provision been implemented by your institution for the purchase of student materials? If yes, describe the impact this has had on student savings, if any.

UCF has implemented the opt-in model of Barnes & Noble College's First Day Inclusive Access program. In the 2022-2023 academic year, the First Day Inclusive Access program saved students \$3,308,479.

Has the *opt-out* provision been implemented by your institution for the purchase of student materials? If yes, describe the impact this has had on student savings, if any.

UCF has not implemented an opt-out provision.

University Policies for the Posting of Textbooks and Instructional Materials & Compliance with the Posting Deadline

Describe policies implemented to ensure the posting of textbooks and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

UCF's regulation 2.032 Textbook Adoption establishes an internal adoption deadline of no later than 60 days prior to the start of each semester. In support of the regulation, UCF has implemented a Textbook and Instructional Materials Affordability communication timeline, which ensures the timely adoption of textbooks and instructional materials.

Are the policies effective in meeting the reporting requirement? If not, what measures will be taken by the university to increase faculty and staff compliance for meeting the reporting requirement?

UCF's policies and procedures, which are reviewed and updated regularly, are effective in meeting the reporting requirements. Since their implementation, UCF has continued to see improvements in faculty and staff compliance in meeting the reporting requirement and has consistently met or exceeded the 95% target.

Published List of Required and Recommended Textbooks and Instructional Materials	
Please use the drop-down options to confirm the published list of required and recommended textbooks and instructional materials includes the following information.	
Information Required	Affirm Information is Included
International Standard Book Number (ISBN) or Other Identifying Information	Included
Title	Included
All Authors Listed	Included
Publishers	Included
Edition Number	Included
Copyright Date	Not Included
Published Date	Not Included
Searchable by Course Subject, Course Number, Course Title, Name of Instructor, Title of Material, and Author(s) of Material	Included
Material Information is Easily Downloadable by Current and Prospective Student	Included

Published Course Syllabus Requirements	
Please use the drop-down options to confirm the course syllabus of the general education core course options identified pursuant to section 1007.25, Florida Statutes include the following information.	
Information Required	Affirm Information is Included
Course Curriculum	Included
Goals, Objectives, and Student Expectations of the Course	Included
How Student Performance will be Measured	Included

Link to Published List of Required and Recommended Textbooks and Instructional Materials
Please provide a link to the webpage housing the information listed under "Published List of Required and Recommended Textbooks and Instructional Materials.". If each course section has its own website link, please provide one example link.
Please Provide Link Below
https://ucf.bncollege.com/course-material/course-finder https://my.ucf.edu/psp/IHPROD/GUEST/CSPROD/c/COMMUNITY_ACCESS_CLASS_SEARCH.GBL?pslnkid=UCF_S201303041350157557298501

Link to Published List of Course Syllabi for General Education Courses	
Please provide links to the webpages housing the information under "Published Course Syllabus Requirements."	
Please Provide Links Below	
Communication	https://my.ucf.edu/psp/IHPROD/GUEST/CSPROD/c/COMMUNITY_ACCESS_CLASS_SEARCH.GBL
Humanities	https://my.ucf.edu/psp/IHPROD/GUEST/CSPROD/c/COMMUNITY_ACCESS_CLASS_SEARCH.GBL
Mathematics	https://my.ucf.edu/psp/IHPROD/GUEST/CSPROD/c/COMMUNITY_ACCESS_CLASS_SEARCH.GBL
Natural Sciences	https://my.ucf.edu/psp/IHPROD/GUEST/CSPROD/c/COMMUNITY_ACCESS_CLASS_SEARCH.GBL
Social Sciences	https://my.ucf.edu/psp/IHPROD/GUEST/CSPROD/c/COMMUNITY_ACCESS_CLASS_SEARCH.GBL

University Requirements for the Posting of Textbooks and Instructional Materials & Compliance with the Posting Deadline

Please use the tables below to report the total number of course sections offered at the 45-day posting deadline, the number of course sections that met the posting requirement, the number of course sections that changed materials after the posting deadline, and the number of course sections that did not meet the posting requirement.

Fall 2022					
Total Course Sections at the 45 Day Posting Deadline (Not Including Exceptions)	# Of Course Sections Meeting Requirement (Not Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Meeting Requirement (Auto-Calculated)	# Of Course Sections That Changed Adopted Course Materials After The Required Posting Deadline	# Of Course Sections Not Meeting Requirement (Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Not Meeting Requirement (Auto-Calculated)
12,788	12,469	97.51%	213	319	2.49%

Spring 2023					
Total Course Sections at the 45-Day Posting Deadline (Not Including Exceptions)	# Of Course Sections Meeting Requirement (Not Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Meeting Requirement (Auto-Calculated)	# Of Course Sections That Changed Adopted Course Materials After The Required Posting Deadline	# Of Course Sections Not Meeting Requirement (Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Not Meeting Requirement (Auto-Calculated)
9,811	9,586	97.71%	167	225	2.29%

****Note:** Per Board Regulation 8.003 (1) (h), a course or course section added after the posting requirement is considered an exception and should be reported on the "Exceptions" tab. A request for any other exception to the compliance deadline shall be submitted in writing to the designated university official and shall provide a reasonable justification for an exception. A course or section added after the notification deadline is exempt from this notification requirement.

Exceptions

Per Board of Governors Regulation 8.003(1)(h), Textbook and Instructional Materials Affordability, any request for an exception to the compliance deadline shall be submitted in writing to the designated university official and shall provide a reasonable justification for an exception. A course or section added after the notification deadline is exempt from this notification requirement.

Fall 2022				
Total # of Course Sections (Not Including Exceptions)	# of Course Sections Identified As Exceptions	Total # Of Course Sections Including Exceptions (Column A + Column B) (Auto-Calculated)	% Of Total Course Sections That Were Identified As Exceptions (Auto-Calculated)	Reasons For Exceptions
12,788	514	13,302	4%	Courses added after 45-day deadline

Spring 2023				
Total # Of Course Sections (Not Including Exceptions)	# Of Course Sections Identified As Exceptions	Total # Of Course Sections Including Exceptions (Column G + Column H) (Auto-Calculated)	% Of Total Course Sections That Were Identified As Exceptions (Auto-Calculated)	Reasons For Exceptions
9,811	954	10,765	9%	Courses added after 45-day deadline

Textbook and Instructional Materials Selection Process

Report the textbook and instructional materials selection process used for general education courses with high enrollment. Include the course prefix(es) and number(s), the course title(s), and the total number of courses (*n*=). In column "F," use the drop-down arrow in each cell to select the appropriate selection process. The methodology for determining high enrollment courses is as follows: *Order courses (course prefix/number) by headcount enrollment, excluding honors courses. The top 10% of courses are determined as high enrollment.*

General Education Courses with High Enrollment		Total Number of Course Sections (<i>n</i> =)	Selection Process	If "other," describe
Course Prefix & Number	Course Title			
AMH 2010	U.S. History: 1492-1877	4	Individual Faculty	
AMH 2020	U.S. History: 1877-Present	4	Individual Faculty	
ANT 2000	General Anthropology	6	Combination of the Above	
ANT 2410	Cultural Anthropology	3	Combination of the Above	
ANT 2511	The Human Species	10	Combination of the Above	
ARH 2050	History of Western Art I	2	Combination of the Above	
ARH 2051	History of Western Art II	2	Combination of the Above	
AST 2002	Astronomy	7	Combination of the Above	
BSC 1005	Biological Principles	2	Combination of the Above	
BSC 2010C	Biology I	8	Combination of the Above	
CGS 1060	Introduction to Computers	2	Individual Faculty	
CHS 2100C	Computer Fundamentals for Business	4	Individual Faculty	
CHM 1020	Concepts in Chemistry	2	Combination of the Above	
CHM 1032	General Chemistry	2	Combination of the Above	
CHM 2045C	Chemistry Fundamentals I	12	Combination of the Above	
CHS 1440	Principles of Chemistry	6	Combination of the Above	
COM 1000	Introduction to Communication	14	Combination of the Above	
COP 2500C	Concepts in Computer Science	10	Department Committee	
COP 3502C	Computer Science I	9	Department Committee	
COT 3100C	Introduction to Discrete Structures	4	Individual Faculty	
ECO 2013	Principles of Macroeconomics	12	Combination of the Above	
ECO 2023	Principles of Microeconomics	12	Combination of the Above	
EUH 2000	Western Civilization I	3	Combination of the Above	
EVR 1001	Introduction to Environmental Science	2	Combination of the Above	
FIL 1000	Cinema Survey	2	Combination of the Above	
FIL 2030	History of Motion Pictures	4	Combination of the Above	
GEO 1200	Physical Geography	5	Combination of the Above	
GLY 1030	Geology and Its Applications	2	Combination of the Above	
HUM 2020	Encountering the Humanities	4	Individual Faculty	
LIT 2110	World Literature I	2	Individual Faculty	
MAC 1105C	College Algebra	10	Combination of the Above	
MGF 1107	Explorations in Mathematics	3	Combination of the Above	
MUH 2017	Survey of Rock Music	2	Combination of the Above	
MUL 2010	Enjoyment of Music	4	Combination of the Above	
MUL 2016	Evolution of Jazz	1	Combination of the Above	
PHI 2010	Introduction to Philosophy	4	Combination of the Above	
PHY 1038	Physics of Energy, Climate Change and Environment	1	Combination of the Above	
PHY 2048	General Physics Using Calculus I	9	Combination of the Above	
PHY 2053	College Physics I	10	Combination of the Above	
POS 2041	American National Government	3	Combination of the Above	
PSC 1121	Physical Science	2	Combination of the Above	
PSY 2012	General Psychology	12	Combination of the Above	
STA 2014	Principles of Statistics	4	Combination of the Above	
STA 2023	Statistical Methods I	11	Combination of the Above	
STA 3032	Probability and Statistics for Engineers	6	Combination of the Above	
SYG 2000	Introduction to Sociology	9	Combination of the Above	
THE 2000	Theatre Survey	14	Combination of the Above	

Board Action Plan - Low Cost Course Materials

Report the total number of course section(s) offered including exceptions and the total number of course sections that required or recommended textbook(s)/instructional materials for \$20 or less per credit hour (e.g., \$60 or less for a three-credit-hour course), which meets the State University System of Florida Action Plan for the Pricing of Textbooks and other Instructional Materials.

Fall 2022

Total Number of Course Sections Offered (Including Exceptions)	12,966
Total Number of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour	604
Percent of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour (Auto-Calculated)	5%

Spring 2023

Total Number of Course Sections Offered (Including Exceptions)	10,514
Total Number of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour	533
Percent of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour (Auto-Calculated)	5%

Course Sections with No Cost for Textbooks/Instructional Materials

Report the total number of course section(s) offered including exceptions and the total number of course sections that did not require or recommend the purchase of a textbook(s)/ instructional materials and/or utilized open educational resources. These may include general education courses, upper level courses, and courses for directed independent study, internships, thesis/dissertation, etc.

Fall 2022	
Total Number of Course Sections Offered (Including Exceptions)	12,966
Total Number of Course Sections Offered with No Cost Materials	9,158
Percent of Course Sections with No Cost Materials (Auto-Calculated)	71%

Spring 2023	
Total Number of Course Sections Offered (Including Exceptions)	10,514
Total Number of Course Sections Offered with No Cost Materials	7,059
Percent of Course Sections with No Cost Materials (Auto-Calculated)	67%

Textbook and Instructional Materials Affordability Annual Report

Instructions

1. Complete each tab/worksheet as designed. The template reflects the interpretation of the reporting requirements by Board staff.
Do not edit the content of the template. Expand the response space as needed.
2. Statutory due date is September 29, 2023.
3. If there are questions, contact Kirsten Harvey Director of Student Success & Workforce Alignment, at Kirsten.Harvey@flbog.edu
4. Include the university contact name and email for the staff who completed the report below:
5. Please note some cells are auto-calculated and do not require you to enter a figure. These cells are green.

University Contact Name and Email: Timothy Letzring, Timothy.Letzring@ucf.edu



Board of Trustees

September 28, 2023

Agenda Item

AESC-3 – Self-Supporting and Market Tuition Rate Program Report

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve the Self-Supporting and Market Tuition Rate Program Report for submission to the Board of Governors.

Authority for Board of Trustees Action

BOG Regulation 8.002

Supporting Documentation Included

Attachment A: UCF FY 2021-2022, 2022-2023 Self-Supporting and Market Tuition Rate Program Report

Facilitators/Presenters

Timothy Letzring, Vice Provost for Academic Affairs



AESC-3: Self-Supporting and Market Tuition Rate Program Report

EXECUTIVE SUMMARY

Objective

As required by Board of Governors (BOG) Regulation [8.002](#), the university annually reports on UCF's market rate and self-supporting tuition programs.

Summary of Key Observations/Recommendations

- Since UCF's last report submission on April 7, 2022, the regulation has been amended twice, most recently in November 2022 when it was stipulated that each university's Board of Trustees must approve their institution's report before submission to the BOG.
- UCF has 13 approved market-rate programs which includes tracks and certificates as a subset of the larger graduate degree program. UCF also offers five self-supporting programs or certificates. All programs are at the graduate level and UCF has not added a new market rate or self-supporting program since 2016. The SUS has not approved a new market rate program since 2015.
- Of the 18, the following are currently suspended:
 - Master of Science in Engineering Management
 - ~ This program suspended its operations FY2022-23. This program began in 2012 at as a fixed price program, which at the time matched the market. However, its tuition has not kept up with the market. The program and academic leadership are exploring options.
 - Graduate Health Information Administration Certificate
 - ~ Suspended Fall 2017.
 - ~ Demand for the Professional Master of Science in Health Care Informatics is very strong with 145 students enrolled this past year with no need or demand for the certificate program.
 - Management MSM, Entrepreneurship Track –
 - ~ Track was suspended beginning Fall 2022 due to low enrollment the prior year. Program is evaluating all three tracks of this program. The Human Resource track remains the strongest.
 - Nonprofit Management MNM and Nonprofit Management Graduate Certificate
 - ~ Main program suspended February 2022 and certificate suspended in 2018.
 - ~ Due to faculty resources needed to operate two separate programs, the program is focusing on its E&G program as demand has not been as strong for the market rate version.

Additional Background

In 2011, the Board of Governor's began allowing SUS institutions to submit proposals for market tuition rate programs. These market rate programs were in addition to the already allowed "cost recovery" programs. One of the primary reasons for market rate programs was to allow the SUS institutions to generate revenue and degrees, with minimal added cost to Florida taxpayers. The key distinctions between cost recovery tuition and market rate tuition involve the method of determining the tuition, the allowed rate of tuition, and the uses for any excess revenue. Cost recovery tuition rate was the amount needed to cover the cost of the program and were not to exceed that amount. These programs may charge above in-state tuition rate but may not exceed the out-of-state tuition rate without official Board of Governors' approval. If a cost-recovery program's revenue exceeded expenses, there were strict limits on how an institution could use such revenues.

Market tuition rate looks at the national market for tuition and may charge above the current out-of-state rate when the market justifies such a rate, upon approval by both boards. There were also less restrictions on how an institution could use any excess funds. In its 2016 Executive Summary of the market rate program, the BOG staff noted SUS institutions found "the administrative relief from the strict cost-recovery requirement" a major positive from the market rate program.

BOG Regulation 8.002 which governs market-rate and self-supporting tuition was originally titled "Continuing Education" until 2017 when the BOG updated the regulation to its current title - Self Supporting and Market Tuition Rate Program and Course Offerings.

All UCF self-supporting programs were created under the former cost recovery regulation. Under the updated BOG regulation, both market rate and self-supporting programs may exceed the cost to operate. For self-supporting, the regulation specifically states that "[u]niversities may collect and expend revenues collected above the level needed for cost-recovery of college-credit self-supporting activity when such revenues are used to provide enhanced support for the academic units associated with the courses or programs or to provide financial support to students." (BOG Reg. 8.002(2)(a)5.b.).

Rationale

UCF remains committed to optimizing program offerings, adhering to regulatory updates, and enhancing support for academic units and students, thereby fostering a conducive environment for academic excellence and financial stability. This item is in alignment with this commitment, in addition to being a requirement mandated by the BOG for Trustee approval consideration.

Implementation Plan

There are currently no plans to seek approval for new self-supporting or market rate programs. The annual report is due to the BOG by October 1, 2023.

Resource Considerations

N/A

Conclusion

The annual report delineates the status and operational details of UCF's market rate and self-supporting tuition programs as per BOG Regulation 8.002. The data illustrates the evolving landscape of these programs, highlighting the suspension of certain tracks due to varying factors, including market dynamics and enrollment figures. Staff recommends approval of this report for submission to the BOG. The Academic Excellence and Student Success Committee recommends approval of the Self-Support and Market Tuition Rate Program Report.

Attachment A

Column Definitions	
Instructions: Institutions are required to provide the information below for all non-E&G college-credit programs, including sponsored-credit, certificate, and degree programs (at all levels) and any majors or tracks that exist under an approved degree program. Do not combine cells or alter the template in any way when reporting the data.	
CIP Code	CIP code for approved degree program as listed in the State University System approved degree inventory. Please report the complete 6-digit CIP code (XX.XXXX).
Program Name (in inventory)	All non-E&G college-credit programs, including sponsored-credit, certificate, and undergraduate and graduate degree programs, should be reported. Use the program name as listed in the State University System approved degree inventory for degree programs.
Program Level	Indicate whether the program is offered at the undergraduate- or graduate-level.
Program Type	Select the program type for the program - select certificate, bachelor's, master's, specialist, or doctoral.
Local Program Name (if different from inventory name)	If the local program name differs from what is listed in the approved degree inventory, please provide the name used within the university.
Major or Track Name (if different)	Please list each major/track in the degree program as defined in Reg 8.002 in a separate row.
Program Length	Total minimum number of credit hours required to complete the program.
Tuition Type	Select market rate, self-supporting, or sponsored credit (explain or provide more detail if needed in comments).
Mode of Delivery	Delivery method for program - select face-to-face, hybrid, or online
UBOT Tuition Approval Date	Date program's tuition rate was approved by the University Board of Trustees.
BOG Tuition Approval Date	Date program's tuition rate was approved by the Board of Governors, if applicable
Program Start Date	List the term and year the program began enrolling students - select fall, spring, or summer and input the year using four digits
Tuition Rate Per Credit Hour - Resident	Tuition per credit hour including fees for resident/in-state students.
Tuition Rate Per Credit Hour - Non-Resident	Tuition per credit hour including fees for non-resident/out-of-state students.
Additional Program Fees - Resident	Any required fees specific to the program not included in the tuition per credit hour rate for resident/in-state students, if applicable.
Additional Program Fees - Non-Resident	Any required fees specific to the program not included in the tuition per credit hour rate for non-resident/out-of-state students, if applicable.
Resident Enrollment	Unique headcount of resident students for the academic year most closely aligned with the fiscal year being reported.
Non-Resident Enrollment	Unique headcount of non-resident students for the academic year most closely aligned with the fiscal year being reported.
Degree/Program Completions	Degree or program completions for the academic year most closely aligned with the fiscal year to the one being reported.
Revenues	Total revenues from tuition and fees collected by each program for the fiscal year being reported. If there is any additional revenue source, such as a corporate sponsorship, please identify each source in the comments.
Expenditures	Total expenditures associated with each program for the fiscal year being reported.
Comparable E&G Program	Does the program have a comparable E&G approved program with the same CIP code (yes/no)?
Comparable E&G Program - Name	Identify the program name of the comparable E&G program, if one exists.
Comparable E&G Program - Level	Identify the Degree Level for the comparable E&G program, if one exists
Comparable E&G Program - CIP	Identify the CIP Code for the comparable E&G program, if one exists
Additional Comments	Any additional information or clarification the institution wishes to provide on a specific program.

Due date in the DRS:	10/1/2023
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Include the university contact name and email for the staff that completed and approved this file.	
Data provided by: 09/01/2023	
Name:	Lisa Ruscigno E-Mail: Lisa.Ruscigno@ucf.edu
Data approved by: 09/14/2023	
Name:	Timothy Letzring E-Mail: Tim.Letzring@ucf.edu
Date Approved by the Board of Trustees*:	

*Submit documentation of Board of Trustees approval in the DRS along with this completed file.

CIP Code (XX.XXXX)	Program Name (in inventory)	Program Level	Program Type	Local Program Name (if different from inventory name)	Major or Track Name (if different)	Program Length	Tuition Type	Mode of Delivery	UBOT Tuition Approval Date	BOG Tuition Approval Date	Term	Year	Tuition Rate Per Credit Hour - Resident	Tuition Rate Per Credit Hour - Non-Resident	Program Fees - Resident	Program Fees - Non-Resident	Resident Enrollment	Non-Resident Enrollment	Degree/Program Completions	Revenues	Expenditures	Comparable E&G Program?	Program Name	Degree/Program Level	CIP Code (XX.XXXX)	Additional Comments (if any)
14.3501	Masters of Science Industrial Engineering	Master's	Master's	Industrial Engineering MS	Healthcare Systems Engineering Track Professional Engineering Management (PEM) Track	30	Market Rate	Online	September 2015	November 2015	Fall	2016	\$ 1,200.00	\$ 1,200.00	n/a	n/a	17	15	7	\$ 380,400.00	\$ 267,823.72	No	Not Applicable	Masters		
15.1501	Master of Science in Engineering Management	Master's	Master's	Engineering Management MSEM		30	Market Rate	Face to Face	September 2012	November 2012	Summer	2013	\$ 893.94	\$ 893.94	n/a	n/a	18	6		\$ 326,601.00	\$ 292,337.01	No	Not Applicable	Masters		Face to face modality at Rosen College campus
30.3001	Data Analytics MS	Master's	Master's			30	Supporting	Face to Face	March 2016	N/A	Fall	2016	\$ 1,128.51	\$ 1,128.51	n/a	n/a	29	41	30	\$ 980,314.00	\$ 1,232,200.10	No	Not Applicable	Masters		
44.0701	Masters of Social Work	Master's	Master's	Social Work MSW	Online Part-Time Advanced Standing Track	32	Market Rate	Online	August 2014	November 2014	Summer	2016	\$ 448.29	\$ 448.29	n/a	n/a	50	32	46	\$ -	\$ -	Yes	Social Work MSW, Part-Time Advanced Standing Track	Masters	44.0701	Track Revenues and Expenses built in to the MSW Online Part-Time Track Budget
44.0701	Masters of Social Work	Master's	Master's	Social Work MSW	Online Part-Time Track	62	Market Rate	Online	August 2014	2014	Spring	2016	\$ 448.29	\$ 448.29	n/a	n/a	244	206	88	\$ 3,681,670.28	\$ 2,327,302.46	Yes	Social Work MSW, Part-Time Track	Masters	44.0701	
44.9999	Research Administration MRA	Master's Certificate	Master's Certificate			36	Supporting	Online	March 2011	N/A	Fall	2011	\$ 616.46	\$ 616.46	n/a	n/a	35	24	24	\$ 407,860.82	\$ 239,782.81	No	Not Applicable	Masters		Program Revenues and Expenses Built in to the Master of Research Administration Program Budget
44.9999	Research Administration Graduate Certificate					18	Supporting	Online		N/A	Fall	2014	\$ 616.46	\$ 616.46	n/a	n/a	9	4	5	\$ -	\$ -	No	Not Applicable	Certificate		
51.0706	Professional Master of Science in Health Care Informatics	Master's	Master's	Health Care Informatics MS	Professional Science Master's Track	38	Market Rate	Online	September 2011	November 2011	Spring	2012	\$ 733.53	\$ 733.53	n/a	n/a	118	40	57	\$ 1,521,061.52	\$ 823,112.36	No	Not Applicable	Masters		
51.0706	Graduate Health Information Administration Certificate	Master's	Master's	Health Information Administration Graduate Certificate	N/A	20	Market Rate	Online	August 2014	November 2014	Fall	2015	\$ 733.53	\$ 733.53	n/a	n/a				\$ -	\$ -	No	Not Applicable	Certificate		Program suspended beginning AY 17-18; Program Revenues and Expenses Built in to the Health Care Informatics Program Budget
52.0101	Business Administration (MBA)- Executive MBA	Master's	Master's	n/a	n/a	39	Market Rate	Face to Face	January 2011	March 2011	Spring	2011	\$ 1,205.13	\$ 1,205.13	n/a	n/a	25	10	15	\$ 722,494.00	\$ 727,234.00	Yes	Business Administration (MBA)	Masters	52.0101	EMBA cohorts start every fall and are five semesters long; PMBA Part-time/evening cohorts are six semesters long. Downtown evening cohorts begin every summer term, regional evening cohorts begin in varying fall terms. PMBA full-time cohorts are three semesters long and begin every fall term. PMSM/HR cohorts are five semesters long and begin in the semester after a previous cohort graduates (back to back)
52.0101	Business Administration (MBA)- Professional MBA	Master's	Master's	n/a	n/a	39	Market Rate	Face to Face	January 2011	March 2011	Spring	2011	\$ 1,000.00	\$ 1,000.00	n/a	n/a	129	51	73	\$ 2,697,027.00	\$ 1,758,933.00	Yes	Business Administration (MBA)	Masters	52.0101	EMBA cohorts start every fall and are five semesters long; PMBA Part-time/evening cohorts are six semesters long. Downtown evening cohorts begin every summer term, regional evening cohorts begin in varying fall terms. PMBA full-time cohorts are three semesters long and begin every fall term. PMSM/HR cohorts are five semesters long and begin in the semester after a previous cohort graduates (back to back)
52.0201	Management (MSM)- Human Resources	Master's	Master's	Professional Masters of Management, Human Resources	n/a	30	Market Rate	Face to Face	January 2011	March 2011	Spring	2011	\$ 1,000.00	\$ 1,000.00	n/a	n/a	52	12	26	\$ 611,728.00	\$ 542,324.00	No	Not Applicable	Masters		
52.0201	Management (MSM)- Business Analytics	Master's	Master's	Professional Masters of Management, Business Analytics	n/a	30	Market Rate	Face to Face	August 2014	November 2014	Fall	2014	\$ 1,000.00	\$ 1,000.00	n/a	n/a	15	3	10	\$ 231,465.00	\$ 324,321.00	No	Not Applicable	Masters		PMSM/BA cohorts are five semesters long and have varying start terms
52.0201	Management MSM, Entrepreneurship Track	Master's	Master's	Professional MS in Management - Entrepreneurship Track	n/a	30	Market Rate	Face to Face	January 2011	March 2011	Fall	2018	\$ 1,000.00	\$ 1,000.00	n/a	n/a	4	1	5	\$ 56,567.00	\$ 281,907.00	No	Not Applicable	Masters		
52.0206	Nonprofit Management MNM	Master's	Master's	Out of State Cohort Track	Out of State Cohort Track	36	Supporting	Online	March 2004	N/A	Fall	2006	\$ 401.46	\$ 401.46	n/a	n/a	2	15	5	\$ 32,433.54	\$ 31,078.53	Yes	Nonprofit Management MNM, Online track	Masters	52.0206	Program suspended as of February 2022; no students admitted after Spring 2022
52.0206	Nonprofit Management Graduate Certificate	Certificate	Certificate		Out of State Cohort Track	18	Supporting	Online		N/A			\$ 401.46	\$ 401.46	n/a	n/a				\$ -	\$ -	No	Nonprofit Management Graduate Certificate Online	Certificate		Program Suspended until FA 2018
52.1501	Real Estate (MSRE)	Master's	Master's	Professional Masters of Science in Real Estate	n/a Executive Health Services Administration Track	30	Market Rate	Face to Face	January 2011	March 2011	Spring	2011	\$ 1,000.00	\$ 1,000.00	n/a	n/a	13	0	12	\$ 140,722.00	\$ 296,490.00	No	Not Applicable	Masters		PMRE cohorts are five semesters long and begin every odd fall
51.0000	Executive Masters of Science in Health Services Administration	Master's	Master's	Health Administration MHA	Track	44	Market Rate	Online	September 2015	November 2015	Fall	2016	\$ 733.53	\$ 733.53	n/a	n/a	124	70	48	\$ 2,014,805.52	\$ 842,489.59	No	Not Applicable	Masters		

Fiscal Year 2021-2022 Self-Supporting and Market Tuition Rate Report

CIP Code (XX.XXX X)	Program Name (in inventory)	Program Level	Program Type	Local Program Name (if different from inventory name)	Major or Track Name (if different)	Program Length	Tuition Type	Mode of Delivery	UBOT Tuition Approval Date	BOG Tuition Approval Date	Program Start Date		Tuition Rate Per Credit Hour - Resident	Tuition Rate Per Credit Hour - Non-Resident	Program Fees - Resident	Program Fees - Non-Resident	Resident Enrollment	Non-Resident Enrollment	Degree/Program Completions	Revenues	Expenditures	Comparable E&G Program?	Comparable E&G Program			Additional Comments (if any)	
											Term	Year											Program Name	Degree/Program Level	CIP Code (XX.XXXX)		
14.3501	Masters of Science Industrial Engineering	Master's	Master's	Industrial Engineering MS	Healthcare Systems Engineering Track	30	Market Rate	Online	September 2015	November 2015	Fall	2016	\$ 1,200.00	\$ 1,200.00	n/a	n/a	17	12	13	\$ 298,650.00	\$ 285,191.00	No	Not Applicable	Masters			
15.1501	Master of Science in Engineering Management	Master's	Master's	Engineering Management MSEM	Professional Engineering Management (PEM) Track	30	Market Rate	Face to Face	September 2012	November 2012	Summer	2013	\$ 893.94	\$ 893.94	n/a	n/a			\$	-	\$ -	No	Not Applicable	Masters		Face to face modality at Rosen College campus; Program suspended for AY 2022-2023	
30.3001	Data Analytics MS	Master's	Master's			30	Market Rate	Self Supporting	Face to Face	March 2016	N/A	Fall	2016	\$ 1,128.51	\$ 1,128.51	n/a	n/a	41	40	24	\$ 1,169,136.00	\$ 1,290,519.00	No	None	Masters		
44.0701	Masters of Social Work	Master's	Master's	Social Work MSW	Online Part-Time Advanced Standing Track	32	Market Rate	Online	August 2014	November 2014	Summer	2016	\$ 448.29	\$ 448.29	n/a	n/a	58	24	25	\$ -	\$ -	Yes	None	Masters		Track Revenues and Expenses built in to the MSW	
44.0701	Masters of Social Work	Master's	Master's	Social Work MSW	Online Part-Time Track	62	Market Rate	Online	August 2014	November 2014	Spring	2016	\$ 448.29	\$ 448.29	n/a	n/a	248	187	101	\$ 3,697,496.00	\$ 2,661,492.00	Yes	Track	Masters	44.0701	Online Part-Time Track Budget	
44.9999	Research Administration MRA	Master's	Master's			36	Supporting	Online	March 2011	N/A	Fall	2011	\$ 616.46	\$ 616.46	n/a	n/a	26	21	13	\$ 366,177.00	\$ 272,254.00	No	Not Applicable	Masters			
44.9999	Research Administration Graduate Certificate	Master's	Certificate			18	Supporting	Online	September 2011	November 2011	Fall	2014	\$ 616.46	\$ 616.46	n/a	n/a	7	2	3	\$ -	\$ -	No	Not Applicable	Certificate		Program Revenues and Expenses Built in to the Master	
51.0706	Professional Master of Science in Health Care Informatics	Master's	Master's	Health Care Informatics MS	Master's Track	38	Market Rate	Online	August 2014	November 2014	Spring	2012	\$ 733.53	\$ 733.53	n/a	n/a	106	39	52	\$ 1,515,473.00	\$ 986,423.00	No	Not Applicable	Masters			
51.0706	Graduate Health Information Administration Certificate	Master's	Master's	Administration Graduate	N/A	20	Market Rate	Online	August 2014	November 2014	Fall	2015	\$ 733.53	\$ 733.53	n/a	n/a			\$	-	\$ -	No	Not Applicable	Certificate		Program suspended beginning AY 17-18; Program	
52.0101	Business Administration (MBA)- Executive MBA	Master's	Master's	n/a	n/a	39	Market Rate	Face to Face	January 2011	March 2011	Spring	2011	\$ 1,205.13	\$ 1,205.13	n/a	n/a	28	12	18	\$ 805,643.00	\$ 426,704.00	Yes	Business Administration (MBA)	Masters	52.0101	EMBA cohorts start every fall and are five semesters long; PMBA Part-time evening cohorts are six semesters long. Downtown evening cohorts begin every summer term, regional evening cohorts begin in varying fall terms. PMBA full-time cohorts are three semesters long and begin every fall term. PMSM/HR cohorts are five semesters long and begin in the semester after a previous cohort graduates (back to back)	
52.0101	Business Administration (MBA)- Professional MBA	Master's	Master's	n/a	n/a	39	Market Rate	Face to Face	January 2011	March 2011	Spring	2011	\$ 1,000.00	\$ 1,000.00	n/a	n/a	133	51	71	\$ 2,803,293.00	\$ 901,837.00	Yes	Business Administration (MBA)	Masters	52.0101	EMBA cohorts start every fall and are five semesters long; PMBA Part-time evening cohorts are six semesters long. Downtown evening cohorts begin every summer term, regional evening cohorts begin in varying fall terms. PMBA full-time cohorts are three semesters long and begin every fall term. PMSM/HR cohorts are five semesters long and begin in the semester after a previous cohort graduates (back to back)	
52.0201	Management (MSM)- Human Resources	Master's	Master's	n/a	n/a	30	Market Rate	Face to Face	January 2011	March 2011	Spring	2011	\$ 1,000.00	\$ 1,000.00	n/a	n/a	30	8	38	\$ 542,839.00	\$ 223,440.00	No	Not Applicable	Masters			
52.0201	Management (MSM)- Business Analytics	Master's	Master's	n/a	n/a	30	Market Rate	Face to Face	August 2014	November 2014	Fall	2014	\$ 1,000.00	\$ 1,000.00	n/a	n/a	5	2	7	\$ 77,155.00	\$ 79,978.00	No	Not Applicable	Masters		PMSM/BA cohorts are five semesters long and have varying start terms	
52.0201	Management MSM, Entrepreneurship Track	Master's	Master's	n/a	n/a	30	Market Rate	Self Supporting	Face to Face	January 2011	March 2011	Fall	2018	\$ 1,000.00	\$ 1,000.00	n/a	n/a		\$	-	\$ -	No	Not Applicable	Masters		Program not offered in AY 2022-2023	
52.0206	Nonprofit Management MNM	Master's	Master's		Out of State Cohort Track	36	Supporting	Online	March 2004	N/A	Fall	2006	\$ 401.46	\$ 401.46	n/a	n/a	1	12	4	\$ 50,584.00	\$ 15,769.00	Yes	Nonprofit Management MNM, Online track	Masters	52.0206	Program suspended as of February 2022; no students admitted after Spring 2022	
52.0206	Nonprofit Management Graduate Certificate	Certificate	Certificate		Out of State Cohort Track	18	Supporting	Self Supporting	Online	N/A			\$ 401.46	\$ 401.46	n/a	n/a			\$	-	\$ -	No	Nonprofit Management Graduate Certificate Online	Certificate		Program Suspended until FA 2018	
52.1501	Real Estate (MSRE)	Master's	Master's	Professional Masters of Science in Real Estate	n/a	30	Market Rate	Face to Face	January 2011	March 2011	Spring	2011	\$ 1,000.00	\$ 1,000.00	n/a	n/a	14	3	0	\$ 256,264.00	\$ 72,041.00	No	Not Applicable	Masters		PMRE cohorts are five semesters long and begin every odd fall	
51.0000	Executive Masters of Science in Health Services Administration	Master's	Master's	Health Administration MHA	Executive Health Services Administration Track	44	Market Rate	Online	September 2015	November 2015	Fall	2016	\$ 733.53	\$ 733.53	n/a	n/a	120	66	83	\$ 1,615,143.00	\$ 1,065,230.00	No	Not Applicable	Masters			



Board of Trustees

September 28, 2023

Agenda Item

AESC-4 – Academic Excellence and Student Success Committee Charter

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve the Academic Excellence and Student Success Charter.

Authority for Board of Trustees Action

Board of Governors Regulation 1.001
Ninth Amended and Restated Bylaws, Section 6.1 Committees

Supporting Documentation Included

Attachment A: Academic Excellence and Student Success Committee Charter

Facilitators/Presenters

Tiffany Altizer, Chair, Academic Excellence and Student Success Committee
Michael Johnson, Provost and Executive Vice President for Academic Affairs



AESC-4: Academic Excellence and Student Success Committee Charter

EXECUTIVE SUMMARY

Objective

The Academic Excellence and Student Success Committee (AESC) charter is the governing document for the committee and includes areas of responsibility and authority. The charter has been updated to reflect the university's current organizational structure.

Summary of Key Observations/Recommendations

The charter is reviewed annually, and changes are recommended as needed. Committee Staff have discussed the updates with the committee chair. Since its last update, changes to the university's organizational structure have led to the need to update the charter to reflect these.

Additional Background

The committee is responsible for oversight of activities relating to the core mission of the university: teaching, research, and service. The charter outlines the activities authorized by the Board of Trustees.

Rationale

The committee charter has been updated to reflect the current university structure. Since its last update in 2021, university organizational changes have led to the need to update the charter.

Implementation Plan

Once approved by the Board of Trustees, the committee charter goes into effect.

Resource Considerations

The charter outlines the committee's responsibilities and authority, including reviewing and taking action on items that require resource considerations.

Conclusion

The Academic Excellence and Student Success Charter serves as the written statement of purpose and primary responsibilities and is updated to reflect the university's organizational structure. The Academic Excellence and Student Success Committee recommends approval of the Academic Excellence and Student Success Committee Charter.

**ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE****PURPOSE AND AUTHORITY**

The Academic Excellence and Student Success Committee ("Committee") is a standing Committee of the University of Central Florida Board of Trustees ("Board"). The Committee is responsible for oversight of activities relating to the core mission of the University: teaching, research, and service.

The Board authorizes the Committee to perform activities within the scope of its charter as follows:

- Provide oversight and strategic direction for the development of accountability measures associated with the University's academic programs and services, student success and well-being initiatives, and research activities and creative works.
- Provide oversight and strategic direction of the University's student success and well-being activities, including strategic enrollment efforts.
- Provide oversight and strategic direction of the University's research and creative works activities, including licensing and technology transfer.
- Provide oversight and strategic direction of the University's health affairs and related clinical activities and partnerships.
- Discuss strategies and long-range plans related to the quality and continuous improvement of academic programs and services, student success initiatives, and scholarly activities of the University.
- Discuss strategies relating to the recruitment and retention of faculty members, faculty mix, academic freedom, and academic responsibility.
- Monitor key performance indicator results, including admission, progression, retention, graduation, and research productivity, to ensure they align with the strategic direction of the University.
- Perform other duties as assigned by the Board or the Board Chair.

ROLES AND RESPONSIBILITIES

The Committee will review and recommend the following to the Board for action:

- The creation or termination of bachelor's, master's, and doctoral programs.
- The conferral of degrees.

- The awarding of tenure and tenure with hire.
- The annual Accountability Plan to the Board of Governors.
- Additional items within the Committee's scope and authority that require approval.

REPORTING RESPONSIBILITIES

- The Committee Chair will, at the next regularly scheduled Board meeting, report to the Board any action taken by the Committee.
- The Committee Chair will promptly notify all Board members of any matters within its oversight roles and responsibilities that might significantly impact the financial, legal, academic standing, or reputation of the University.

MEMBERSHIP

- The chair of the Board will appoint the chair and members of the Committee and serves as a non-voting ex officio member.
- Members of the Committee will serve until their resignation or replacement by the chair of the Board.
- The Committee will consist of at least five members.

MEETINGS AND MINUTES

- Meetings will be held not less than four times per fiscal year.
- A majority of the Committee members will constitute a quorum for the conduct of business. Action shall require a majority vote of Committee members present.
- The Committee will maintain and post written minutes of its meetings in accordance with Florida Statute 1001.71.

STAFF

- The provost and executive vice president for academic affairs will serve as the primary liaison to the Committee and delegate administrative responsibilities as necessary. The senior vice president for student success also will serve as a liaison to the Committee.
- The president, provost or senior vice president for student success may call upon additional staff to provide presentations, information, or recommendations in the scope of the Committee's charter.



CHARTER REVIEW

- The Committee will review its charter annually and recommend to the Board any changes that the Committee deems necessary.

ADOPTION

I HEREBY CERTIFY that the University of Central Florida Board of Trustees adopted this charter at its regularly scheduled meeting on September 28, 2023.

Associate Corporate Secretary
University of Central Florida Board of Trustees

Date



Board of Trustees

September 28, 2023

Agenda Item

AUDC-1: University Compliance, Ethics, and Risk Charter

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve the University Compliance, Ethics, and Risk Charter.

Authority for Board of Trustees Action

UCF Audit and Compliance Committee Charter and Board of Governors Regulation 4.003 State University System Compliance and Ethics Programs.

Supporting Documentation Included

Attachment A: University Compliance, Ethics, and Risk Charter

Facilitators/Presenters

Rhonda L. Bishop, Vice President for Compliance, Ethics, and Risk



AUDC-1: University Compliance, Ethics, and Risk Charter

EXECUTIVE SUMMARY

Objective

Review and consider approval of the Compliance and Ethics Charter, in adherence to Board of Governors Regulation 4.003, which mandates the charter's formalization, update as necessary and review every three years, and subsequent submission to the Board of Governors.

As required by Board of Governors Regulation 4.003, the Compliance and Ethics Charter formally defines the purpose, authority, and responsibility of the vice president of compliance, ethics, and risk in the role of chief compliance and ethics officer, and compliance and ethics staff. It further establishes the compliance and ethics program's position within the organization, authorizes access to records, personnel, and physical properties, and defines the scope of compliance and ethics activities.

Summary of Key Observations/Recommendations

- The University Compliance, Ethics, and Risk Charter was previously revised and approved by the Audit and Compliance Committee on August 12, 2020, and the Board of Trustees on August 20, 2020.
- This Charter revision reflects changes to the programs under the direction of the vice president for compliance, ethics, and risk, as well as housekeeping edits:
 - Removes references to the enterprise risk management program to reflect the separation of the compliance and ethics program and the enterprise risk management program.
 - Clarified the role of compliance and ethics staff
 - Corrected the title of the vice president for compliance, ethics, and risk who serves as the university's chief compliance and ethics officer and the chief risk officer.

Additional Background

Board of Governors Regulation 4.003 requires that the office of the chief compliance and ethics officer have a charter approved by the Board of Trustees. To meet this requirement, the Compliance and Ethics Charter formally defines the purpose, authority, and responsibility of the vice president of compliance, ethics, and risk in the role of chief compliance and ethics officer, and compliance and ethics staff. It further establishes the compliance and ethics program's position within the organization, authorizes access to records, personnel, and physical properties, and defines the scope of compliance and ethics activities. The charter must be reviewed and updated as necessary, every three years and a copy of the charter must be submitted to the Board of Governors.

Rationale

This revision will fully meet the requirements of Board of Governors Regulation 4.003.

Implementation Plan

The Charter will be fully implemented upon Board of Trustee approval. University Compliance and Ethics will submit the revised charter to the Board of Governors as required by Board of Governors Regulation 4.003.

Resource Considerations

There is no change in resource considerations or financial impact.

Conclusion

In compliance with the Board of Governors Regulation 4.003, the revised Compliance and Ethics Charter is presented for the Board of Trustees' review and approval. The Audit and Compliance Committee recommends approval of the revised University Compliance and Ethics Charter.

UNIVERSITY COMPLIANCE ~~and~~, ETHICS, ~~AND RISK~~ CHARTER

Purpose and Mission

University Compliance ~~and~~, Ethics ~~s, and Risk~~ provides oversight and guidance to university-wide ethics ~~and~~, compliance, ~~and enterprise risk management~~ activities, and fosters a culture that embeds these disciplines in all university functions and activities. The vice president for compliance, ethics, and risk, who serves as the chief compliance and ethics officer and chief risk officer, is assigned the overall responsibility for the compliance and ethics program. The program ~~The office~~ provides centralized and coordinated oversight through the ongoing development of effective policies and procedures, education and training, monitoring, communication, risk assessment, and response to reported issues as required by Chapter 8 of the Federal Sentencing Guidelines and Board of Governors Regulation 4.003. These guidelines and regulation set forth the requirements of an effective compliance and ethics program and require promoting compliance with laws and ethical conduct.

The mission of the office is to support and promote a culture of ethics, compliance, risk mitigation, and accountability.

Reporting Structure and Independence

The vice president for compliance, ethics, and risk and, chief compliance and ethics officer ~~University Compliance, Ethics, and Risk~~ reports administratively to the president and functionally to the Audit and Compliance Committee of the Board of Trustees. This reporting structure promotes independence and full consideration of compliance, ethics, and risk recommendations and action plans.

The vice president for compliance, ~~ethics~~, and risk ~~and compliance and ethics staff~~ ~~and compliance and ethics staff~~ shall have organizational independence and objectivity to perform their responsibilities and all activities of the office shall remain free from influence.

Authority

The vice president for compliance, ethics, and risk and compliance and ethics staff ~~University Compliance, Ethics, and Risk~~ ~~has~~ has the authority to review or investigate all areas of the university, including its direct support organizations and faculty practice plan. Reviews and investigations shall not be restricted or limited by management, the president, or the Board of Trustees. The vice president for compliance, ethics, and risk and compliance and ethics staff ~~University Compliance, Ethics, and Risk~~ ~~has~~ has unrestricted and timely access to records, data, personnel, and physical property relevant to performing compliance reviews and investigations, and to allow for appropriate oversight and guidance related to compliance, ethics, and risk mitigation efforts.

The vice president for compliance, ~~ethics~~, and risk will notify the president and request

remediation of any unresolved restriction or barrier imposed by any individual on the scope of any inquiry, or the failure to provide access to necessary information or people for the purposes of such inquiry. If unresolved by the president or if the inappropriate restriction is imposed by the president, the vice president for compliance, ethics, and risk will notify the chair of the Audit and Compliance Committee of the Board of Trustees. If not resolved, the vice president for compliance, ethics, and risk will notify the Board of Governors through the Office of the Inspector General and Director of Compliance.

Documents and records obtained for the above purposes will be handled in compliance with applicable laws, regulations, and university policies and procedures. As required by law, University Compliance and, Ethics, and Risk will comply with public records requests.

Duties and Responsibilities

The duties and responsibilities of the vice president for compliance, ethics, and risk and compliance and ethics staff include projects and activities that fulfill the requirements for an effective compliance and ethics program as required by Chapter 8 of the Federal Sentencing Guidelines and Board of Governors Regulation 4.003. The UCF's University Compliance and, Ethics, and Risk Program (Program) will be reasonably designed to optimize its effectiveness in preventing or detecting noncompliance, unethical behavior, and criminal conduct. The Program's design supports mitigation of risks to the university and its employees and provides safe harbor in the event of misconduct or noncompliance. The following elements define the duties and responsibilities of the office:

1. Oversight of Compliance and Ethics and Related Activities
2. Development of Effective Lines of Communication
3. Providing Effective Training and Education
4. Revising and Developing Policies and Procedures
5. Performing Internal Monitoring, Investigations, and Compliance Reviews
6. Responding Promptly to Detected Problems and Undertaking Corrective Action
7. Enforcing and Promoting Standards through Appropriate Incentives and Disciplinary Guidelines
8. Measuring Compliance Program Effectiveness
9. Oversight and Coordination of External Inquiries into Compliance with Federal and State Laws and Take Appropriate Steps to Ensure Safe Harbor

The vice president for compliance, ethics, and risk and staff will:

- Develop a Program plan based on the requirements for an effective program. The Program plan and subsequent changes will be provided to the Board of Trustees for approval. A copy of the approved plan will be provided to the Board of Governors.

- Provide training to university employees and Board of Trustees' members regarding their responsibility and accountability for ethical conduct and compliance with applicable laws, regulations, rules, policies, and procedures. The Program plan will specify when and how often this training will occur.
- 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 president and Board of Trustees. The assessment will be approved by the Board of Trustees and a copy provided to the Board of Governors.
- Identify and provide oversight and coordination of compliance partners responsible for compliance and ethics related activities across campus and provide communication, training, and guidance on the Program and compliance and ethics related matters.
- Administer and promote the UCF IntegrityLine, an anonymous mechanism available for individuals to report potential or actual misconduct and violations of university policy, regulations, or law, and ensure that no individual faces retaliation for reporting a potential or actual violation when such report is made in good faith.
- Maintain and communicate the university's policy on reporting misconduct and protection from retaliation and ensure the policy articulates the steps for reporting and escalating matters of alleged misconduct, including criminal conduct, when there are reasonable grounds to believe such conduct has occurred.
- Communicate routinely to the president and the Board of Trustees regarding Program activities. Annually report on the effectiveness of the Program. Any Program plan revisions, based on the vice president for compliance, ethics, and risk report, shall be approved by the Board of Trustees. A copy of the report and revised plan will be provided to the Board of Governors.
- Promote and enforce the Program, in consultation with the president and Board of Trustees, consistently through appropriate incentives and disciplinary measures to encourage a culture of compliance and ethics. Failures in compliance and ethics will be addressed through appropriate measures, including education or disciplinary action.
- Initiate, conduct, supervise, coordinate, or refer to other appropriate offices such inquiries, investigations, or reviews deemed appropriate in accordance with university regulations and policies, state statutes, and/or federal regulations.

- Make necessary modification to the Program in response to detected non-compliance, unethical behavior, or criminal conduct and take steps to prevent its occurrence.
- Assist the university in its responsibility to use reasonable efforts to exclude within the university and its affiliated organizations individuals whom it knew or should have known through the exercise of due diligence to have engaged in conduct not consistent with an effective Program.
- Coordinate or request compliance activity information or assistance as necessary from any university, federal, state, or local government entity. Oversee and coordinate external inquiries into compliance with federal and state laws and take appropriate steps to ensure safe harbor in instances of non-compliance.

The vice president for compliance, ethics, and risk and University Compliance and Ethics staff~~University Compliance, Ethics, and Risk~~ provides guidance on compliance, ethics, and related matters to the university community. The office collaborates with compliance partners and senior leadership to review and resolve compliance and ethics issues and coordinate compliance and ethics activities, accomplish objectives, and facilitate the resolution of problems.

To ensure University Compliance and, Ethics, ~~and Risk~~ staff has the capabilities to perform the duties and responsibilities as described the vice president for compliance, ethics, and risk will:

- Maintain a professional staff with sufficient size, knowledge, skills, experience, and professional certifications
- Utilize third-party resources as appropriate to supplement the department's efforts
- Perform assessments of the program and make appropriate changes and improvements

Professional Standards

The vice president for compliance, ethics, and risk and University Compliance and Ethics staff~~University Compliance, Ethics, and Risk~~ adheres to the *Florida Code of Ethics* and the *Code of Professional Ethics for Compliance and Ethics Professionals*.

The University Compliance and, Ethics, ~~and Risk~~ Charter will be reviewed at least every three years for consistency with applicable Board of Governors and university regulations, professional standards, and best practices. Subsequent changes will be submitted to the Board of Trustees for approval. A copy of the charter and any subsequent changes will be provided to the Board of Governors.

Approved by the Board of Trustees August 20, 2020



Board of Trustees

September 28, 2023

Agenda Item

AUDC-2: University of Central Florida 2023 Florida Equity Report

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve the University of Central Florida 2023 Florida Equity Report.

Authority for Board of Trustees Action

Florida Educational Equity Act (§1000.05, Fla. Stat.) and the Florida Board of Governors' Equity Regulation 2.003 Equity and Access (5)(e).

Supporting Documentation Included

Attachment A: University of Central Florida 2023 Florida Equity Report

Facilitators/Presenters

Rhonda L. Bishop, Vice President for Compliance, Ethics, and Risk
Nancy Fitzpatrick Myers, Director, Office of Institutional Equity



AUDC-2: University of Central Florida 2023 FL Equity Report

EXECUTIVE SUMMARY

Objective

As required by the Board of Governors, the annual Florida Equity Report encompasses data related to enrollment, gender equity in athletics, and employment as required by statute. Each university Equity Officer is responsible for preparing the report on an annual basis for approval by its Board of Trustees and the university president and for submitting the report to the Board of Governors by the September 30th deadline. The Board should consider the university's progress in implementing strategic initiatives and performance as well as plans to address any deficiencies noted in the report as they pertain to academic services, programs, and student enrollment; equity in athletics; and employment.

Summary of Key Observations/Recommendations

- Student Enrollment:
 - For the 2021 Fall semester, UCF continued its commitment of access for Florida's diverse population with 49.1% identifying as minorities. Furthermore, this cohort had the highest average high school GPA (4.25) observed in a freshman class.
 - UCF ranks second among Florida's state universities with 357 National Merit Scholars.
 - With regard to retention rates for full-time First Time In College (FTIC) after one year, the data was consistent with the last three report years in that Asian students were retained at a higher rate (95.9%) than the overall retention rate (92.9%). For Fall 2022, Black students and White students also were retained at a higher rate than the overall retention rate (94.3%, and 93%, respectively).
 - Underrepresented students received 49.8% of Bachelor's degrees (up from 49.1%), 40.5% of Master's degrees (up from 39.7%).
 - UCF continued to have strong female representation with female FTIC enrollment at 53%, and female students' retention rate increasing from 92.7% to 93.8%. Male students' retention rate also increased from 90.7% to 91.9%. Female students continued to obtain a higher percentage of Bachelor's degrees (59.2%), Master's degrees (64.4%), and First Professional degrees (65.5%), and experienced an increase from 43.8% to 46% for Doctoral degrees.
- Intercollegiate Athletics:
 - This data demonstrated that UCF's Athletics provides 16 programs and more than 450 student-athletes with the opportunity to compete.

- UCF Athletics evaluated the eleven elements of equity requested and did not identify any areas of noncompliance, with the exception of scholarship funding.
- Specifically, UCF's student-athletes' participation was proportionate to UCF's student undergraduate enrollment in that 55% of enrolled students identified as female and 56% of student-athletes identified as female.
- Also, the provision of facilities, coaches, and other support for athletes was found to be equitable.
- However, UCF's scholarship allocation for 2021-2022 exceeded the allowable 1% variance under Title IX. When comparing the allocation of scholarships for male and female student-athletes to the representation among the unduplicated participating athletes, there was a 2.89% variance. Accordingly, the report identifies scholarship allocation as an area in need of improvement.
- Employment Representation:
 - The university increased the number of female tenured faculty from 40.9% to 41.3%.
 - As to tenure-track faculty and non-tenure earning, the university increased the overall percentage of underrepresented individuals (from 38.3% to 42.2% for tenure-track and from 22.4% to 23.7% for non-tenure-earning).
 - For management positions, the university increased the overall percentage of underrepresented individuals from 28.4% to 28.8% and the number of managers that identify as female (291 to 294), Black (50 to 53), Asian (24 to 29), and Native Hawaiian/Other Pacific Islander (0 to 1).

Additional Background

The Florida Equity Report adopted a new format this year, transitioning from narrative descriptions with tables to a template introduced by the BOG on June 2, 2023.

To address the noted area of improvement in athletic scholarships, University Compliance, Ethics, and Risk performed a review of prior and current reporting to determine if corrections are needed and provided guidance to Athletics. During the review, it was noted that regular monitoring of athletic rosters did not occur resulting in an increase in female participation while male participation remained steady. Without the ability to provide additional scholarships to females due to NCAA limits, this resulted in a variance outside the allowable 1%. Athletics has hired a consultant to assist with Title IX compliance and is implementing procedures to monitor rosters and scholarship compliance. Due to the timing of this reporting, data for the 2022-2023 year will also demonstrate scholarship funding as an area of improvement.

Rationale

UCF's 2023 Florida Equity Report supports compliance with the Board of Governor's new requirements and template.

Implementation Plan

Upon approval by the Board of Trustees and President, the 2023 Florida Equity Report, it will be submitted to the Board of Governors in advance of its September 30, 2023, deadline.

Resource Considerations

Approval of UCF's 2023 Florida Equity Report does not require additional funding.

Conclusion

The Audit and Compliance Committee recommends approval of the University of Central Florida 2023 FL Equity Report.

Florida Equity Report	
Report Year: 2023	
Institution	University of Central Florida
Data Year	July 2021 - June 2022
Report submitted by (name, title, contact information)	Nancy Fitzpatrick Myers, Director, University of Central Florida Office of Institutional Equity, 12701 Scholarship Drive, Suite 101, Orlando, FL 32816-0030, (407) 823-1336, nancy.myers@ucf.edu
Report approved by the university's board of trustees or its designee (name, title, contact information, and date approved)	University of Central Florida Board of Trustees; Date Approved: September 28, 2023
Complete each tab, as applicable.	
Due	September 30, 2023

Non-Discrimination Policy
Provide the web citation of the university's non-discrimination policy adopted by the university board of trustees.
University Non-Discrimination and Affirmative Action Programs Regulation University Regulation on Grievances Alleging Discrimination

Strategic Initiatives & Performance

Describe the institution's progress in implementing strategic initiatives & performance related to equity & access as they pertain to academic services, programs, & student enrollment; equity in athletics; & employment.

UCF aspires to be a destination of choice for the most talented people, a best place to learn and work, and a partner of choice in our community. We continue to foster a culture of innovation, inclusion, public service, and collaboration and will be a model for civil discourse, consistent with the Florida Board of Governors' Statement of Free Expression. UCF offers significant resources, services and programs to ensure that all individuals have access to educational and employment opportunities at UCF. Below is a summary of progress for strategic initiatives and performance as it relates to academic services, programs, and student enrollment; equity in athletics; and employment.

UCF continues to have more than 240 degree programs in 13 colleges with demonstrated excellence. Specifically, (1) UCF achieved a new school record of \$212.9 million in research funding for 2021; (2) Washington Monthly, Kiplinger and Forbes ranked a UCF education among the nation's best values; (3) U.S. News & World Report ranked UCF among the nation's most innovative universities; it also ranked 30 UCF graduate programs among the best in the nation; (4) Rosen College of Hospitality Management was ranked No. 1 in the nation and No. 2 in the world for hospitality and tourism programs in the Shanghai Rankings listing of 500 of the world's top universities; (5) UCF's School of Visual Arts and Design was ranked No. 21 among the nation's top public animation schools and colleges, and No. 3 in the state of Florida in 2021 by Animation Career Review; (6) UCF was ranked No. 8 in the United States and No. 39 in the world for transportation science and technology, according to Shanghai Ranking's Global Ranking of Academic Subjects in 2021; and, (7) UCF ranked 27th among public universities in the nation for producing patents and 60th in the world, according to the National Academy of Inventors and the Intellectual Property Owners Association.

UCF's College of Nursing received a major gift to support the college's new building at Lake Nona. In November 2022, Dr. Phillips Charities announced that this gift will lead to UCF graduating more nurses and help combat the nation's critical nursing shortage while fostering more innovation and collaboration in Lake Nona's Medical City.

In 2022, UCF was named by Forbes as one of America's Best-in-State Employers and was ranked No. 20 in the State of Florida, making it the only university to place in the top 20, which includes influential national organizations such as NASA, Google, and Lockheed Martin. UCF also was recognized by the Orlando Business Journal as an Outstanding Diverse Organization in the large business category.

Academic Services, Programs, and Student Enrollment

UCF is built on providing access to educational programs for all students and is focused on student success. Through this focus, UCF will become the #1 provider of diverse talent, with a focus on student achievement, a commitment to the development of an educated citizenry, attention to the talent needs in our region and state and integration of high-impact practices that prepare students for the workforce of the future. Throughout the years, UCF has established practices and programs to recruit, support and retain all students. UCF's Division of Student Success and Well-Being reported having provided 746 activities and programs directed at student success during 2021-22, which included more than 86,844 students' and employees' participation in the programming (up from 61,288 students and employees for the 2020-21 period due to the continued transition to on-campus operations for this reporting period). The Registrar's Office continued to administer the Knights Graduation and Grant Initiative, which provides financial resources or guidance to students to assist them with overcoming financial obstacles and completing their degree programs. For the 2021 Fall semester, UCF continued its commitment of access for Florida's diverse population with 49.1% of our students identifying as minorities with the highest high school GPA for a freshman class (4.25). UCF ranks second among Florida's state universities with 357 National Merit Scholars. With regard to retention rates for full-time FTIC's after one year, the data was consistent with the last three report years in that Asian students were retained at a higher rate (95.9%) than the overall retention rate (92.9%). For Fall 2022, Black students and White students also were retained at a higher rate than the overall retention rate (94.3%, and 93%, respectively). UCF continued to have strong female representation with female FTIC enrollment at 53%, and female students' retention rate increasing from 92.7% to 93.8%. Male students' retention rate also increased from 90.7% to 91.9%. Female students continued to obtain a higher percentage of Bachelor's degrees (59.2%), Master's degrees (64.4%), and First Professional degrees (65.5%), and experienced an increase from 43.8% to 46% for Doctoral degrees. As to graduation rates, the data demonstrated that the overall graduation rate within six years increased from 74.9% to 75.45%, including an increase in the female students' rate (79.1% to 79.9%) and male students' rate (70% to 70.28%).

For 2021-22, 346 students participated in the ACCESS Program, which is a six-week summer academic on-campus program and an academic enhancement component that spans the Fall and Spring semesters for FTIC students. The program assists students with making a smooth transition from high school to college.

For 2021-22, 1,003 students participated in the First Generation Program, which provides first generation college students with a structured approach to develop meaningful experiences at UCF. This program eases students with their transition to college and assists them with navigating through the university landscape.

EQUITY IN INTERCOLLEGIATE ATHLETICS

UCF's Athletics provides 16 programs and more than 450 student-athletes with the opportunity to compete. UCF Athletics evaluated the eleven elements of equity requested, and did not identify any areas needing improvement with the exception of scholarship funding. Specifically, UCF's student athletes' participation was proportionate to UCF's student undergraduate enrollment in that 55% of enrolled students identified as female and 56% of student athletes identified as female. Also, the provision of facilities, coaches and other support for athletes was found to be equitable. However, UCF's scholarship allocation for 2021-22 exceeded a 1% variance and was identified as an area needing improvement. In response, procedures to ensure regular roster and scholarship monitoring is being implemented.

EMPLOYMENT REPRESENTATION

UCF is one of the most innovative universities in the country, inspired by boundless optimism — unencumbered by legacy structures, systems, and beliefs that constrain the true potential of people and institutions. We believe strongly that potential exists in every individual. We are dedicated to ensuring our employees have the tools, resources, and training necessary to excel in their roles. We also know that to meet the needs of our student body and to provide for a robust academic experience, we need to recruit and hire individuals with different life experiences and perspectives. To support this effort we provide education on inclusive search and hiring practices to our faculty and staff. In a very competitive employment market, inclusive efforts are considered from the beginning to attract a wide array of applicants with differing life experiences and backgrounds. Our goal is to attract and retain the very best talent.

Compared to the prior year, UCF added 8 tenured faculty positions (1% increase). UCF experienced a 3% increase in the number of tenured female faculty members (244 to 251), and the overall percentage of tenured female faculty members increased to 34.1% from 33.5%. There was an increase in the number of tenured faculty who identified as Asian (143 to 150; 19.6% to 20.4%). Four categories remained the same – namely, Native Hawaiian/Other Pacific Islander at 0%, Black at 4.1% (30), Hispanic at 6% (44), and Non-Resident Alien faculty at 1% (7).

Tenure-Track Faculty:

Tenure-track female faculty as a percentage increased from 40.9% to 41.3%. During 2021-22, the overall diversity for tenure-track faculty increased from 38.3% to 42.2%.

Non-Tenure-Earning Faculty:

Compared to the prior year, the overall number of non-tenure-earning faculty increased from 554 to 608 with the number of UCF female faculty increasing from 324 to 344. For 2022, approximately 56.6% of non-tenure-earning faculty members identified as female. The following five categories increased in number: Black (22 to 30), Asian (35 to 37), Hispanic (63 to 69), Two or more races (4 to 8), and White (419 to 450). The following racial categories remained the same: American Indian/Alaska Native and Native Hawaiian/Other Pacific Islander. Compared to 2021, UCF experienced an increase in the overall diversity percentage (from 22.4% to 23.7%).

Executive/Administrative/Managerial:

Compared to the prior year, the number of management occupations held by female employees slightly increased (291 to 294). Management that identified as White, Black, Asian, or Native Hawaiian/Other Pacific Islander increased (385 to 392; 50 to 53; 24 to 29, and 0 to 1, respectively). Management that identified as American Indian/Alaska Native or Two or more races remained unchanged (0 and 9, respectively). The overall diversity for management occupations increased from approximately 28.4% to 28.8%.

Areas of Improvement Pertaining to Academic Services, Programs, & Student Enrollment (Identified This Year)	Achievement Report for Areas of Improvement Pertaining to Academic Services, Programs, & Student Enrollment (Identified Last Year)
<p>Increase access and opportunity for underrepresented students to obtain Doctoral and First Professional degrees.</p>	<p>The university continues to be committed to its value of providing access to Florida's diverse population. Last year, the university focused on maintaining or increasing underrepresented member degrees at all levels, and increasing underrepresented members obtaining Master's Degree. The university attained its goals for Bachelor's degrees and Master's degrees. Specifically, the university experienced an increase in the percentage of degrees awarded to underrepresented members for Bachelor's degrees (from 49.1% to 49.8%) and Master's degrees (from 39.7% to 40.5%).</p>
Areas of Improvement Pertaining to Sex Equity in Athletics (Identified This Year)	Achievement Report for Areas of Improvement Pertaining to Gender Equity in Athletics (Identified Last Year)
<p>Ensure that scholarship allocation has less than a 1% variance.</p>	<p>UCF's Athletics provides 16 programs and more than 450 student-athletes with the opportunity to compete. UCF Athletics evaluated the eleven elements of equity requested, and did not identify any areas needing improvement.</p>
Areas for Improvement Pertaining to Employment (Identified This Year)	Achievement Report for Areas of Improvement Pertaining to Employment (Identified Last Year)
<p>In a very competitive employment market and to meet the needs of Florida's diverse population, continue efforts to attract a diverse workforce with a wide array of life experiences and backgrounds through inclusive hiring practices. Our goal is to attract and retain the very best talent.</p>	<p>The university focused on inclusive hiring practices to acquire the best talent. Through these efforts, the university increased tenured faculty that identified as female. The university increased the overall diversity percentage from 38.3% to 42.2% for tenure-track faculty and female representation for this group increased from 40.9% to 41.3%. For non-tenure-earning faculty, the overall diversity percentage increased from 22.4% to 23.7% and increased the number of individuals identifying as Asian (35 to 37). For executive/administrative/managerial positions, the university increased the overall diversity percentage from 28.4% to 28.8% and increased the number of managers that identify as female (291 to 294), Black (50 to 53), Asian (24 to 29), and Native Hawaiian/Other Pacific Islander (0 to 1).</p>

Provide a detailed budget plan to support attainment of the university's goals as outlined in its equity plan in accordance with state & federal law. In addition to funded totals, list detailed line items/expenditures & any unmet need(s) that exist.

The University of Central Florida continues to budget for three positions to support compliance with Executive Order No. 11246, as amended (30 Fed. Reg. 12,319 (Sept. 24, 1965)); the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended (38 U.S.C. sec. 4212); Section 503 of the Rehabilitation Act of 1973, as amended (29 U.S.C. sec. 793); related federal regulations (41 C.F.R. Chapter 60); Directives of the Office of Federal Contractor Compliance Programs (OFCCP); Fla. Stat. sec. 1000.05 (Florida Educational Equity Act); and, the Florida Board of Governor's Regulation 2.003 (Equity and Access). Budgeted funding for these three positions from July 2021 through June 2022 totaled \$279,290.

University Male & Female Undergraduate Enrollment Percentages & Athletic Participation

Total Undergraduate Enrollment % Males	Total Undergraduate Enrollment % Females	Participating in Athletics % Males	Participating in Athletics % Females
45%	55%	44%	56%

Sex Equity in Intercollegiate Athletics			
Element	Assessment of Equity Plan	Area for Improvement	Plan for Improvement
Sports offerings	Men's Sports: Baseball, Basketball, Football, Golf, Soccer, Tennis Women's Sports: Softball, Basketball, Golf, Cross Country, Indoor Track, Outdoor Track, Rowing, Soccer, Tennis, Volleyball	No	N/A
Participation rates, male & female, compared with full-time undergraduate enrollment	Participation Rates: 44% male, 56% female; Undergraduate Enrollment: 45% male, 55% female	No	N/A
Availability of facilities	The facilities provided for each of UCF's athletics programs are equitable. While some locker rooms, and practice and competitive facilities are older than others, administration continues to monitor those facilities in need of updating and proceeds accordingly. Women's Track and Field/Cross Country had enhancements to their existing spaces. During the 2021 Fall semester, Softball had major enhancements to their lockerroom, coaches offices, training facility and field. During the 2022 Spring semester, locker room updates were made for volleyball, women's basketball and men's basketball.	No	Although the facilities provided to student athletes is equitable, all sport areas are on the "Master Facility Plan" for updates over the next 10 years. The golf facility is in the process of obtaining a new building as it was destroyed in the 2023 hurricane. Improvements also have been made to the Arena, which houses Men's and Women's Basketball and Volleyball (including upgrades to the practice courts, painting the entire facility, training room upgrades, and a new training room to give more space for Men's and Women's Tennis, Volleyball and Golf).
Scholarship offerings	We are fully funded per NCAA limits for all of our sponsored sports which includes the allowable NCAA miscellaneous dollars that can be provided through scholarship distribution.	No	N/A
Funds allocated for:	For the 2021-2022 fiscal year all sports were funded at the NCAA maximum limits per sport. The total allocated funds for scholarships was \$8,053,448.71, and the total number of unduplicated student athletes was 453. Women's Scholarships were funded at \$3,803,180 (47.22%). The total number of unduplicated female student athletes was 227 (50.11%). Men's scholarships were funded at: \$4,250,268 (52.78%). The total number of unduplicated male student-athletes was 226 (49.89%). Accordingly, the scholarship allocation exceeded the permissible 1% variance demonstrating proportionality (2.89% variance).	Yes	After review, it was determined that female participation had expanded without the ability to provide additional scholarships due to NCAA limits. Athletics will be implementing procedures to ensure that rosters are monitored regularly to maintain scholarship allocation within the 1% variance.
administration	\$26,800,372	No	N/A
recruitment	\$1,026,081	No	N/A
comparable coaching	1. The availability of coaching personnel remains equitable. 2. Coaches of Men's sports and Women's sports have similar years of collegiate coaching experience. 3. Coaching Salaries, Benefits and Bonuses equate to \$14,685,509.	No	N/A
publicity & promotion	The resources allocated to the marketing and promotion of all sports has improved from years past. Resources provided to all teams are equitable, and we continue to enhance the overall improvement.	No	N/A
other support costs	The resources allocated for other support costs include Student-Athlete Welfare and Development and Academic Support programming. UCF Athletics has added a Mental Health Psychologist for Student-Athletes and two Nutritionist. Additionally, UCF Athletics utilizes those resources to fund their sport performance programs, ticket operations, general administrative planning, IT, and other miscellaneous expenses. Those resources are available to all student-athletes and staff respectively.	No	N/A

Compliance			
Is the university in compliance with all applicable state laws in providing equal opportunity & access to students to participate in intercollegiate athletics, as well as in intramural, club, or recreational athletics?	Explain any areas of noncompliance with state laws.	Is the university in compliance with all applicable federal laws in providing equal opportunity & access to students to participate in intercollegiate athletics, as well as in intramural, club, or recreational athletics?	Explain any areas of noncompliance with federal laws.
No	Scholarship allocation exceeded permissible 1% variance	No	Scholarship allocation exceeded permissible 1% variance

President Evaluation

Institution	Has the university Board of Trustees completed an annual evaluation of the university President on the extent to which the institution's sex equity goals in intercollegiate athletics have been achieved?	Date of Evaluation	Were the sex equity goals achieved?	If the sex equity goals were not achieved, explain a plan of action to achieve the sex equity goals.
University of Central Florida	Yes	11/17/2022	Yes	

Senior-Level Administrative Positions - Executive/Administrative/Managerial

Indicator	AI/AN	A	B	H	NH/OPI	W	≥ TWO	NRA	UNK	NOT REPORTED	FEMALE	MALE	TOTAL
Number, Fall 2022	0	29	53	67	1	392	9	1	0	0	294	258	552
Number, Fall 2021	0	24	50	70	0	385	9	0	0	0	291	247	538
1YR Percentage Change	0%	21%	6%	-4%		2%	0%	0%	0%	0%	1%	4%	3%
Number, Fall 2017	3	34	93	109	0	595	6	3	0	1	495	349	844
5YR Percentage Change	0%	-15%	-43%	-39%		-34%	50%	-67%	0%	-100%	-41%	-26%	-35%
Area for improvement compared with national standards? (Yes/No)	✓										✓		

Source: IPEDS Fall Staff, IPEDS Human Resources Data.

Terminology & Abbreviations for Race & Ethnicity

American Indian or Alaskan Native only	AI/AN
Asian only	A
Black or African American only	B
Hispanic or Hispanic and any race category	H
Native Hawaiian or Other Pacific Islanders only	NH/OPI
White only	W
More than one race category	≥2
Non-Resident Alien	NRA
Unknown	UNK

Source: Integrated Postsecondary Education Data System

Tenured Faculty													
Indicator	AI/AN	A	B	H	NH/OPI	W	≥ TWO	NRA	UNK	NOT REPORTED	FEMALE	MALE	TOTAL
Number, Fall 2022	4	150	30	44	0	495	3	7	3	0	251	485	736
Number, Fall 2021	4	143	30	44	0	495	5	7	0	0	244	484	728
1YR Percentage Change	0%	5%	0%	0%	0%	0%	-40%	0%	0%	0%	3%	0%	1%
Number, Fall 2017	2	111	26	35	0	425	1	8	0	0	195	413	608
5YR Percentage Change	100%	35%	15%	26%	0%	16%	200%	-13%		0%	29%	17%	21%
Area for improvement compared with national standards? (Yes/No)					✓		✓						

Source: IPEDS Fall Staff, IPEDS Human Resources Data.

Terminology & Abbreviations for Race & Ethnicity	
American Indian or Alaskan Native only	AI/AN
Asian only	A
Black or African American only	B
Hispanic or Hispanic and any race category	H
Native Hawaiian or Other Pacific Islanders only	NH/OPI
White only	W
More than one race category	≥2
Non-Resident Alien	NRA
Unknown	UNK

Source: Integrated Postsecondary Education Data System

Tenure-Track Faculty													
Indicator	AI/AN	A	B	H	NH/OPI	W	≥ TWO	NRA	UNK	NOT REPORTED	FEMALE	MALE	TOTAL
Number, Fall 2022	0	56	17	19	0	115	5	16	2	0	95	135	230
Number, Fall 2021	0	64	15	20	0	141	4	25	0	0	110	159	269
1YR Percentage Change	0%	-13%	13%	-5%	0%	-18%	25%	-36%	0%	0%	-14%	-15%	-14%
Number, Fall 2017	0	42	13	26	0	158	3	40	0	0	129	152	282
5YR Percentage Change	0%	33%	31%	-27%	0%	-27%	67%	-60%	200%	0%	-26%	-11%	
Area for improvement compared with national standards? (Yes/No)	✓										✓		

Source: IPEDS Fall Staff, IPEDS Human Resources Data.

Terminology & Abbreviations for Race & Ethnicity	
American Indian or Alaskan Native only	AI/AN
Asian only	A
Black or African American only	B
Hispanic or Hispanic and any race category	H
Native Hawaiian or Other Pacific Islanders only	NH/OPI
White only	W
More than one race category	≥2
Non-Resident Alien	NRA
Unknown	UNK

Source: Integrated Postsecondary Education Data System

Non-Tenure-Track Faculty or Faculty at Non-Tenure Granting Universities

Indicator	AI/AN	A	B	H	NH/OPI	W	≥ TWO	NRA	UNK	NOT REPORTED	FEMALE	MALE	TOTAL
Number, Fall 2022	0	37	30	69	0	450	8	10	4	0	344	264	608
Number, Fall 2021	0	35	22	63	0	419	4	11	0	0	324	230	554
1YR Percentage Change	0%	6%	36%	10%	0%	7%	100%	-9%	0%	0%	6%	15%	10%
Number, Fall 2017	1	30	21	47	0	432	6	9	0	0	307	239	546
5YR Percentage Change	-100%	23%	43%	47%	0%	4%	33%	11%	400%	0%	12%	10%	
Area for improvement compared with national standards? (Yes/No)	✓				✓								

Source: IPEDS Fall Staff, IPEDS Human Resources Data.

Terminology & Abbreviations for Race & Ethnicity

American Indian or Alaskan Native only	AI/AN
Asian only	A
Black or African American only	B
Hispanic or Hispanic and any race category	H
Native Hawaiian or Other Pacific Islanders only	NH/OPI
White only	W
More than one race category	≥2
Non-Resident Alien	NRA
Unknown	UNK

Source: Integrated Postsecondary Education Data System

Protected-Class Representation in the Tenure Process					
Males	Applied	Withdrawn	Denied	Deferred	Nominated
American Indian or Alaskan Native only	0	0	0	0	0
Asian only	11	0	1	0	10
Black or African American only	2	0	0	0	2
Hispanic or Hispanic and any race category	1	0	0	0	1
Native Hawaiian or Other Pacific Islanders only	0	0	0	0	0
White only	17	1	0	0	16
More than one race category	0	0	0	0	0
Non-Resident Alien	1	0	0	0	1
Unknown	0	0	0	0	0
Other	0	0	0	0	0
Not Reported	0	0	0	0	0
Total	32	1	1	0	30
Females	Applied	Withdrawn	Denied	Deferred	Nominated
American Indian or Alaskan Native only	0	0	0	0	0
Asian only	6	0	0	0	6
Black or African American only	0	0	0	0	0
Hispanic or Hispanic and any race category	1	0	0	0	1
Native Hawaiian or Other Pacific Islanders only	0	0	0	0	0
White only	11	0	0	0	11
More than one race category	0	0	0	0	0
Non-Resident Alien	0	0	0	0	0
Unknown	0	0	0	0	0
Other	0	0	0	0	0
Not Reported	0	0	0	0	0
Total	18	0	0	0	18

LEGEND:

Applied: Faculty whose names have been submitted for tenure review. Sum of Withdrawn, Denied, and Nominated (or provide explanation).

Withdrawn: Faculty who withdrew from tenure consideration after applying for review.

Denied: Faculty for whom tenure was denied during the review process.

Nominated: Faculty for whom tenure is being recommended by the University.

Annual Goals to Address Areas of Underutilization

For each year in which prior year goals were not achieved, provide a narrative explanation & a plan for achievement of equity.

The university continues to be committed to its value of providing access to Florida's diverse population and will remain focused on providing access and opportunity for all students, Doctoral and First Professional degree program students, as well as employment of faculty members and managers. To assist with the university's efforts, the university will continue to actively recruit students of all backgrounds to its graduate programs. As to employment, the university will continue to encourage all colleges and departments to engage in active recruitment of applicants and to advertise national searches broadly and in diverse publications. In keeping with UCF's commitment to build strong recruitment efforts into the search process, a website was developed to support hiring officials and provide resources. Colleges and departments also are encouraged to advertise job postings in discipline specific boards and listservs, as well as to share job announcements with colleagues in their respective disciplines.

These additional resources supplement those provided by Faculty Excellence (<https://facultyexcellence.ucf.edu/>), which is committed to supporting and strengthening faculty through recruitment, development, and retention of outstanding scholars and educators. Faculty Excellence promotes the growth of academic leaders through professional development opportunities and institutional policies designed to strengthen our collective faculty who advance UCF's mission of discovery, learning, and engagement. Faculty Excellence supports faculty across campus in creating a welcoming and inclusive learning environment for students, and endeavors to diversify our faculty through inclusive excellence.

Furthermore, as noted in previous reports, the Office of Institutional Equity, the Department of Human Resources, and the Office of the Provost conducted an in-depth review of the university's search processes to assess whether the processes could be improved to increase efficiency, as well recruitment efforts to attract highly qualified individuals with different backgrounds, experiences, and perspectives. These offices will continue to partner on the development of improvements within the search process to ensure the university attracts the best talent.

Lastly, UCF Athletics is implementing robust procedures to monitor rosters and scholarships within the 1% variance.



Board of Trustees

September 28, 2023

Agenda Item

FACC-1: Biological Sciences Additional Renovation/Remodel – Funding Approval

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve \$10,000,000 of E&G carryforward funds for the Biological Sciences building renovation/remodel.

Authority for Board of Trustees Action

Board of Governor's Regulation 1.001, sections (3)(b) and (7)(e)
Presidential Authority and Delegation, section (7)(a)2
Capital Projects Funding Policy
UCF Board of Trustees – Facilities and Infrastructure Committee Charter

Supporting Documentation Included

Attachment A: Capital Projects Funding Certification Form, Biological Sciences Building Renovation Renovation/Remodel

Facilitators/Presenters

Jon Varnell, Vice President for Administrative Operations



Biological Sciences Additional Funding Renovation/Remodel – Funding Approval

EXECUTIVE SUMMARY

Objective

The approval of additional funding will enable a more comprehensive renovation of the Biological Sciences Building for scope not allowed by the existing state-allocated federal funding.

Summary of Key Observations/Recommendations

Additional funding for the Biological Sciences renovation/remodel will bring the total amount of funding for the project to:

- \$5,000,000 - E&G carryforward (approved on previous FCOB)
- \$21,630,000 - State Allocated Federal Funding (approved by BOT on 9/29/22)
- \$360,000 - E&G carryforward (approved on previous FCOB)
- \$10,000,000 – E&G carryforward (this request)
- TOTAL - \$36,990,000

Additional Background

The original portion of the Biological Sciences building was constructed in 1975 and is still serviced by its original building systems. The annex portion of the building was added in 2002. The building houses classrooms, teaching laboratories, research laboratories, offices, and conference rooms. The Department of Biology is the primary user of the building, and provides a broad-based curriculum used by majors and non-majors in biology.

Rationale

This is a heavily utilized building in poor condition and needs major renovations to all building components. The state-allocated federal funding is restricted to building systems updates only, which leaves important gaps in the project scope needed to address the overall building renovation needs.

Implementation Plan

Should funding be approved, construction documents are expected to be completed by the end of calendar year 2023. The bidding process is expected to be completed within the first quarter of 2024. Construction is expected to start in the summer 2024 due to long lead equipment purchases. This project is expected to have multiple phases to maintain continuity of operations during construction.

Resource Considerations

This additional funding is a non-recurring request to address a critical programmatic and deferred maintenance need for the university.

Conclusion

The Facilities and Infrastructure Committee recommends approval of funding to renovate the Biological Sciences building.



Capital Projects Funding Certification Form

This form is required as a condition for approval by the Facilities and Infrastructure Committee and the Board of Trustees.

Project name/description: Biological Sciences Building Renovation

Funding source(s): \$31,990,000 total project costs:

E&G Carryforward - \$10,000,000

Previously Approved: State Fiscal Recovery Funds (SFRF) - \$21,630,000,

E&G Carryforward for design - \$360,000

This is to certify that the above capital project which exceeds \$2 million has been reviewed and approved and the type of funding for the project is authorized by state law and Board of Governors Regulations.

All Carfo
President

9/8/23
Date

[Signature]
Vice President

9/14/23
Date

[Signature]
Senior Vice President for Administration and Finance

9/14/23
Date

[Signature]
General Counsel

9/10/23
Date



Board of Trustees

September 28, 2023

Agenda Item

FACC-2: Chemistry Additional Renovation/Remodel – Funding Approval

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve \$10,000,000 of Auxiliary funds for the Chemistry building renovation/remodel.

Authority for Board of Trustees Action

Board of Governor's Regulation 1.001, sections (3)(b) and (7)(e)

Presidential Authority and Delegation, section (7)(a)2

Capital Projects Funding Policy

UCF Board of Trustees – Facilities and Infrastructure Committee Charter

Supporting Documentation Included

Attachment A: Capital Projects Funding Certification Form, Chemistry Additional Renovation/Remodel

Facilitators/Presenters

Jon Varnell, Vice President for Administrative Operations



Chemistry Additional Renovation/Remodel – Funding Approval

EXECUTIVE SUMMARY

Objective

The approval of additional funding will enable a comprehensive renovation of the Chemistry building not included in the current funding plan.

Summary of Key Observations/Recommendations

Additional funding for the Chemistry building renovation/remodel will bring the total amount of funding for the project to:

- \$5,000,000 - E&G carryforward (approved on previous FCOB)
- \$10,000,000 - State Allocated Federal Funding (approved by BOT on 10/20/22)
- \$140,000 - E&G carryforward (approved on previous FCOB)
- \$15,000,000 – PECO (approved in 2023-24 CIP)
- \$10,000,000 – Auxiliary (this request)
- TOTAL - \$40,140,000

Additional Background

The Chemistry building, constructed in 1969, is still serviced by its original building systems and is in grave need of major renovation. The teaching labs in the building support some of the most necessary lab courses at the university, including organic chemistry. A comprehensive renovation of the building will provide students with a state-of-the-art facility for learning and will avoid costly building system failures.

Rationale

The building needs major renovations to all building components. The state-allocated federal funding is restricted to systems upgrades, and while the PECO funds may be used for the remodel scope, they are inadequate to address all of the building upgrades. The approval of this additional funding will allow for the complete renovation of the facility.

Implementation Plan

Should funding be approved, construction documents are expected to be completed by the end of calendar year 2023. The bidding process is expected to be completed within the first quarter of 2024. Construction is expected to start in the summer of 2024 due to long lead equipment purchases. This project is expected to have multiple phases to maintain continuity of operations during construction.

Resource Considerations

The additional funding is a non-recurring request to address critical programmatic and deferred maintenance needs for the university.

Conclusion

The Facilities and Infrastructure Committee recommends approval of funding to renovate the Chemistry building.



Capital Projects Funding Certification Form

This form is required as a condition for approval by the Facilities and Infrastructure Committee and the Board of Trustees.

Project name/description: Chemistry Building Renovation / Remodel

Funding source(s): \$40,140,000 total project costs:

Public Education Capital Outlay (PECO) - \$15,000,000

Auxiliary - \$10,000,000

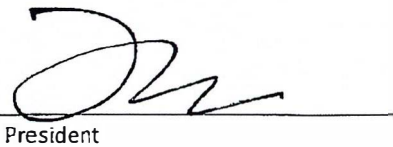
Previously Approved: State Fiscal Recovery Funds (SFRF) -

\$10,000,000, E&G Carryforward including design - \$5,140,000


This is to certify that the above capital project which exceeds \$2 million has been reviewed and approved and the type of funding for the project is authorized by state law and Board of Governors Regulations.


President

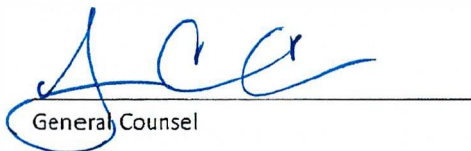
9/18/23
Date


Vice President

9/14/23
Date


Senior Vice President for Administration and Finance

9/14/23
Date


General Counsel

9/10/23
Date



Board of Trustees

September 28, 2023

Agenda Item

FACC-3: FBC Mortgage Stadium Fire Alarm – Funding Approval

Proposed Board Action

The Facilities and Infrastructure Committee is asked to recommend to the Board of Trustees, on its consent agenda, the approval of \$3,050,000 of E&G carryforward funds for the FBC Mortgage Stadium fire alarm renovation.

Authority for Board of Trustees Action

Board of Governor's Regulation 1.001, sections (3)(b) and (7)(e)
Presidential Authority and Delegation, section (7)(a)2
Capital Projects Funding Policy
UCF Board of Trustees – Facilities and Infrastructure Committee Charter

Supporting Documentation Included

Attachment A: Capital Projects Funding Certification Form, FBC Mortgage Stadium Fire Alarm

Facilitators/Presenters

Jon Varnell, Vice President for Administrative Operations



FBC Mortgage Stadium Fire Alarm – Funding Approval

EXECUTIVE SUMMARY

Objective

Fire alarm systems are code required life safety systems which, if not operational, may prevent occupancy of a facility. Due to the age of this particular system, this replacement is now critical to avoid a failure of the system, which could prevent the stadium from being occupied.

Summary of Key Observations/Recommendations

The scope of this project includes:

- fire alarm engineering of a new system
- replacing the main panel/wiring/devices
- integration with the campus radio mesh system, and
- integration with public announcement devices within the stadium, such as the video boards and audio devices.

Additional Background

The fire alarm at FBC Mortgage Stadium is original to the building and is at the end of its useful life. This system needs a complete replacement to ensure continued operations of the stadium.

Rationale

This addresses critical deferred maintenance, which affects life safety systems and is the highest priority of capital renewal efforts.

Implementation Plan

Should funding be approved, the design of the new fire alarm system will occur this fall, with installation expected to begin in 2024.

Resource Considerations

This funding is a non-recurring request to address a critical deferred maintenance need for the university.

Conclusion

The Facilities and Infrastructure Committee recommends approval of funding to replace the FBC Mortgage Stadium Fire Alarm system.



Capital Projects Funding Certification Form

This form is required as a condition for approval by the Facilities and Infrastructure Committee and the Board of Trustees.

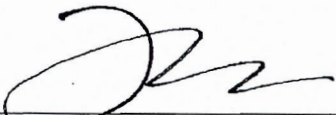
Project name/description: FBC Mortgage Stadium Fire Alarm

Funding source(s): \$3,050,000 - E&G Carryforward

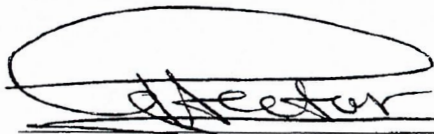
This is to certify that the above capital project which exceeds \$2 million has been reviewed and approved and the type of funding for the project is authorized by state law and Board of Governors Regulations.


President

9/18/23
Date


Vice President

9/14/23
Date


Senior Vice President for Administration and Finance

9/14/23
Date


General Counsel

9/18/23
Date



Board of Trustees

September 28, 2023

Agenda Item

FACC-4: FBC Mortgage Stadium Structural Steel Coating Maintenance – Funding Approval

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve \$3,750,000 of E&G carryforward funds for the FBC Mortgage Stadium Structural Steel Coating Maintenance.

Authority for Board of Trustees Action

Board of Governor’s Regulation 1.001, sections (3)(b) and (7)(e)
Presidential Authority and Delegation, section (7)(a)2
Capital Projects Funding Policy
UCF Board of Trustees – Facilities and Infrastructure Committee Charter

Supporting Documentation Included

Attachment A: Capital Projects Funding Certification Form, FBC Mortgage Stadium Structural Steel Coating Maintenance

Facilitators/Presenters

Jon Varnell, Vice President for Administrative Operations



FBC Mortgage Stadium Structural Steel Coating Maintenance – Funding Approval

EXECUTIVE SUMMARY

Objective

Part of an exterior steel structure's deferred maintenance plan must include proactive coating maintenance to ensure the structure does not become compromised by excessive rust. This funding approval will support and accelerate continued coating maintenance efforts within the FBC Mortgage Stadium.

Summary of Key Observations/Recommendations

Structural steel coating maintenance efforts have been ongoing at the football stadium since 2013. This funding will accelerate annual maintenance within the stadium by supporting the following:

- Continued annual evaluation to determine any “hot spots” that need priority remediation
- Routine coating maintenance in a bay-by-bay approach each year
- Accelerated recoating of steel for delay/prevention of additional rust and improved aesthetics

Additional Background

Structural steel coating maintenance is an ongoing deferred maintenance item for all exterior steel structures. The stadium is inspected by a structural engineer each year prior to football season to certify its safety.

Rationale

This capital renewal effort addresses a critical deferred maintenance need.

Implementation Plan

The time to complete a full stadium coating maintenance program with current funding availability is approximately 8 years; this added funding is anticipated to accelerate this schedule to approximately 2-3 years.

Resource Considerations

This funding is a non-recurring request to address a critical deferred maintenance need for the university. As coating maintenance is an ongoing issue, adequate funding should be planned as part of annual budgets to address this issue in the future.

Conclusion

The Facilities and Infrastructure Committee recommends approval of funding for FBC Mortgage Stadium's structural steel coating maintenance.



Capital Projects Funding Certification Form

This form is required as a condition for approval by the Facilities and Infrastructure Committee and the Board of Trustees.

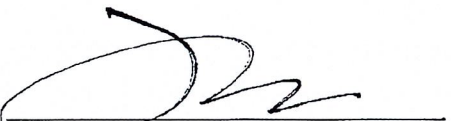
Project name/description: FBC Mortgage Stadium Structural Steel Coating Maintenance

Funding source(s): \$3,750,000 - E&G Carryforward

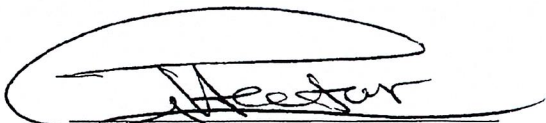
This is to certify that the above capital project which exceeds \$2 million has been reviewed and approved and the type of funding for the project is authorized by state law and Board of Governors Regulations.


President

9/18/23
Date


Vice President

9/14/23
Date


Senior Vice President for Administration and Finance

9/14/23
Date


General Counsel

9/10/23
Date



Board of Trustees

September 28, 2023

Agenda Item

FACC-5: UCF at Daytona State College – Funding Approval

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve \$10,000,000 of E&G carryforward funds for renovation/remodel work at two UCF occupied buildings at Daytona State College.

Authority for Board of Trustees Action

Board of Governor’s Regulation 1.001, sections (3)(b) and (7)(e)
Presidential Authority and Delegation, section (7)(a)2
Capital Projects Funding Policy
UCF Board of Trustees – Facilities and Infrastructure Committee Charter

Supporting Documentation Included

Attachment A: Capital Projects Funding Certification Form – UCF at Daytona State College

Facilitators/Presenters

Jon Varnell, Vice President for Administrative Operations



UCF at Daytona State College – Funding Approval

EXECUTIVE SUMMARY

Objective

This funding is related to improvements at two UCF occupied buildings on Daytona State College (DSC), buildings 140 and 150. These projects will allow UCF to have an extended presence at DSC, related to UCF's Insurance and Risk Management programs.

Summary of Key Observations/Recommendations

Funding will be focused on critical deferred maintenance and interior upgrade needs. This includes:

- roof maintenance/replacement
- window replacement
- building envelope repairs
- exterior signage
- interior finishes, furniture

The Comprehensive Report on Construction Related Activity includes slides showing images of the existing buildings.

Additional Background

The College of Nursing and College of Arts & Humanities currently have a limited amount of space in the building. Renovations will allow the College of Business and College of Engineering and Computer Science to also have space within one or both buildings related to the Insurance and Risk Management programs.

Rationale

Expanding UCF's presence in Volusia County will address economic and workforce needs in Florida; locate educational programming and personnel in the epicenter of Florida's insurance industry; and integrate business, engineering, and computer science to transform the insurance industry.

Implementation Plan

Planning, Design and Construction is evaluating the scope and working with related academic units on developing the scope that addresses programmatic needs. Improvements will most likely be grouped by building, with exterior improvements executed first, followed by interior renovations.

Resource Considerations

The legislature provided one-time non-recurring funding intended for the renovation of these buildings.

Conclusion

The Facilities and Infrastructure Committee recommends approval of funding for the UCF at Daytona State College project.



Capital Projects Funding Certification Form

This form is required as a condition for approval by the Facilities and Infrastructure Committee and the Board of Trustees.

Project name/description: UCF at Daytona State College

Funding source(s): \$10,000,000 - E&G Carryforward


This is to certify that the above capital project which exceeds \$2 million has been reviewed and approved and the type of funding for the project is authorized by state law and Board of Governors Regulations.


President

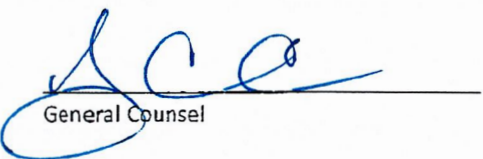
9/18/23
Date


Vice President

9/14/23
Date


Senior Vice President for Administration and Finance

9/14/23
Date


General Counsel

9/10/23
Date



Board of Trustees

September 28, 2023

Agenda Item

FACC-6: Facilities and Infrastructure Committee Charter

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve proposed amendments to the Facilities and Infrastructure Committee Charter.

Authority for Board of Trustees Action

N/A

Supporting Documentation Included

Attachment A: Updated Facilities and Infrastructure Committee Charter (redlined)
Attachment B: Updated Facilities and Infrastructure Committee (clean copy)

Facilitators/Presenters

Caryl McAlpin, Chair, Facilities and Infrastructure Committee



Facilities and Infrastructure Committee Charter

EXECUTIVE SUMMARY

Objective

To provide Committee members the opportunity to review proposed amendments to the Facilities and Infrastructure Committee Charter and recommend additional amendments as needed.

Summary of Key Observations/Recommendations

Proposed amendments to this document include:

- Updated title for Jon Varnell, Vice President for Administrative Operations

Additional Background

The Facilities and Infrastructure Committee Charter was last amended by the Board of Trustees on February 23, 2022, and was last reviewed by the Committee on October 18, 2022.

Rationale

The proposed Charter amendments reflect changes to executive leadership titles.

Implementation Plan

Upon the Committee's review, the Facilities and Infrastructure Committee Charter will be presented to Board of Trustees for final approval.

Resource Considerations

N/A

Conclusion

The Facilities and Infrastructure Committee recommends approval of proposed amendments to the Facilities and Infrastructure Committee Charter.

FACILITIES AND INFRASTRUCTURE COMMITTEE**PURPOSE AND AUTHORITY**

The Facilities and Infrastructure Committee ("Committee") is a standing committee of the University of Central Florida Board of Trustees ("Board"). The purpose of the committee is to advise the Board on the capital improvement needs, including but not limited to, campus master planning, new construction projects, deferred maintenance, real estate, information technology, operational technology, and cybersecurity.

The Board authorizes the Committee to perform activities within the scope of its charter as follows:

- Provide oversight and strategic direction for the University's Campus Master Plan, including the University's program to administer the construction and maintenance of facilities.
- Provide oversight and strategic direction for the University's real estate program including real estate acquisitions, dispositions, or encumbrances for the university and its Related Entities.
- Provide oversight of the facilities and operations associated with on-campus student housing, affiliated off-campus student housing, and managed off-campus student housing.
- Review and assess construction-related activities, including information regarding change order activity and minor projects.
- Assessing and monitoring the effectiveness of the University's information technology, operational technology, and cybersecurity programs.
- Perform other duties as assigned by the Board or the Board Chair.

ROLES AND RESPONSIBILITIES

The Committee will review and recommend the following to the Board for action:

- The Campus Master Plan (CMP) and Campus Master Plan Amendments.
- The Educational Plant Survey (EPS) and Educational Plant Spot Surveys.
- Construction projects (new, remodeling, site work) with a projected total project cost in any amount greater than \$2 million, and any material changes to the projects.
- University facilities seeking funding by the Legislature on the annual Capital Improvement Plan (including the PECO list).
- The acquisition, lease, license, disposition or encumbrance of real property transactions not delegated to the President.
- Additional items within the committee's scope and authority that require approval.

REPORTING RESPONSIBILITIES

- The Committee Chair will, at the next regularly scheduled board meeting, report to the Board any action taken by the Committee.
- The Committee Chair will promptly notify all board members of any matters within its oversight roles and responsibilities that might significantly impact the financial, legal, academic standing, or reputation of the University.

MEMBERSHIP

- The chair of the Board will appoint the chair and members of the Committee and serve as a non-voting ex officio member.
- The Committee will consist of at least three members.
- Members of the Committee will serve until their resignation or replacement by the chair of the Board.

MEETINGS AND MINUTES

- Meetings will be held not less than two times per fiscal year.
- A majority of the Committee members will constitute a quorum for the conduct of business. Action shall require a majority vote of Committee members present.
- The Committee will maintain and post written minutes of its meetings in accordance with Florida Statute 1001.71.

STAFF

- The vice president for ~~facilities and business operations~~ administrative operations and the vice president for information technology and chief information officer will serve as the primary liaisons to the committee and delegate administrative responsibilities as necessary.
- The president, vice president for ~~facilities and business operations~~ administrative operations, and the vice president for information technology and chief information officer may call upon additional staff to provide presentations, information, or recommendations in the scope of the committee's charter.

CHARTER REVIEW

- The Committee will review its charter annually and recommend to the Board any changes that the Committee deems necessary.

ADOPTION



I HEREBY CERTIFY that the University of Central Florida Board of Trustees adopted this charter at its regularly scheduled meeting on ~~February 23, 2022~~ **September 28, 2023**.

Associate Corporate Secretary
University of Central Florida Board of Trustees

Date

FACILITIES AND INFRASTRUCTURE COMMITTEE**PURPOSE AND AUTHORITY**

The Facilities and Infrastructure Committee ("Committee") is a standing committee of the University of Central Florida Board of Trustees ("Board"). The purpose of the committee is to advise the Board on the capital improvement needs, including but not limited to, campus master planning, new construction projects, deferred maintenance, real estate, information technology, operational technology, and cybersecurity.

The Board authorizes the Committee to perform activities within the scope of its charter as follows:

- Provide oversight and strategic direction for the University's Campus Master Plan, including the University's program to administer the construction and maintenance of facilities.
- Provide oversight and strategic direction for the University's real estate program including real estate acquisitions, dispositions, or encumbrances for the university and its Related Entities.
- Provide oversight of the facilities and operations associated with on-campus student housing, affiliated off-campus student housing, and managed off-campus student housing.
- Review and assess construction-related activities, including information regarding change order activity and minor projects.
- Assessing and monitoring the effectiveness of the University's information technology, operational technology, and cybersecurity programs.
- Perform other duties as assigned by the Board or the Board Chair.

ROLES AND RESPONSIBILITIES

The Committee will review and recommend the following to the Board for action:

- The Campus Master Plan (CMP) and Campus Master Plan Amendments.
- The Educational Plant Survey (EPS) and Educational Plant Spot Surveys.
- Construction projects (new, remodeling, site work) with a projected total project cost in any amount greater than \$2 million, and any material changes to the projects.
- University facilities seeking funding by the Legislature on the annual Capital Improvement Plan (including the PECO list).
- The acquisition, lease, license, disposition or encumbrance of real property transactions not delegated to the President.
- Additional items within the committee's scope and authority that require approval.

REPORTING RESPONSIBILITIES

- The Committee Chair will, at the next regularly scheduled board meeting, report to the Board any action taken by the Committee.
- The Committee Chair will promptly notify all board members of any matters within its oversight roles and responsibilities that might significantly impact the financial, legal, academic standing, or reputation of the University.

MEMBERSHIP

- The chair of the Board will appoint the chair and members of the Committee and serve as a non-voting ex officio member.
- The Committee will consist of at least three members.
- Members of the Committee will serve until their resignation or replacement by the chair of the Board.

MEETINGS AND MINUTES

- Meetings will be held not less than two times per fiscal year.
- A majority of the Committee members will constitute a quorum for the conduct of business. Action shall require a majority vote of Committee members present.
- The Committee will maintain and post written minutes of its meetings in accordance with Florida Statute 1001.71.

STAFF

- The vice president for administrative operations and the vice president for information technology and chief information officer will serve as the primary liaisons to the committee and delegate administrative responsibilities as necessary.
- The president, vice president for administrative operations, and the vice president for information technology and chief information officer may call upon additional staff to provide presentations, information, or recommendations in the scope of the committee's charter.

CHARTER REVIEW

- The Committee will review its charter annually and recommend to the Board any changes that the Committee deems necessary.

ADOPTION



Board of Trustees

COMMITTEE CHARTER

I HEREBY CERTIFY that the University of Central Florida Board of Trustees adopted this charter at its regularly scheduled meeting on September 28, 2023.

Associate Corporate Secretary
University of Central Florida Board of Trustees

Date



Board of Trustees

September 28, 2023

Agenda Item

GOVC-1: Amendments to Board of Trustees Policy Presidential Performance and Compensation Review

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve the proposed amendments to Board of Trustees Policy Presidential Performance and Compensation Review.

Authority for Board of Trustees Action

Board of Governors Regulation 1.001

Supporting Documentation Included

Attachment A: Proposed Board of Trustees Policy Presidential Performance and Compensation Review (redline)

Facilitators/Presenters

Alex Martins, Chair, Board of Trustees



GOVC-1: Amendments to Board of Trustees Policy Presidential Performance and Compensation Review

EXECUTIVE SUMMARY

Objective

Consider proposed amendments to Board of Trustees Policy Presidential Performance and Compensation Review.

Summary of Key Observations/Recommendations

The Board of Trustees Policy Presidential Performance and Compensation Review outlines the policy and process associated with the University President's review. The policy provides an annual review of the President's performance by the Board's Governance Committee.

Proposed amendments include:

- Eliminating language that requires the Board of Trustees to arrange a detailed assessment of the president's performance and salary by an outside consultant every three years.

Additional Background

Board of Governors Regulation 1.001 requires that the Board of Trustees conduct an annual review of the president and develop guidelines for that annual review. The current policy addresses the annual evaluation process, in conformance with the Board of Governors regulation, but also includes a provision requiring, every third year, the hiring of outside consultants to lead a comprehensive evaluation of the president addressing the relationship between the president and the board. No other SUS institution includes in their presidential evaluation policy a requirement to conduct a comprehensive review every third year utilizing an external consultant.

Rationale

The proposed amendment to remove the external consultant-led comprehensive review is proposed to align UCF's procedures with standard practices within the system and refine the process surrounding presidential performance and compensation reviews. The proposed changes allow the Board discretion in deciding the necessity, methodology, and timing of supplementary evaluations concerning the president's performance, compensation, or relationship with the Board.

Implementation Plan

If the Board approves the proposed policy amendments, the university will update the policy document as a Board of Trustee resource, and this year's presidential review will adhere to the new terms.

Resource Considerations

The proposed policy changes are not projected to result in any additional costs to the University; if adopted, the University will potentially save money on external consultant fees.

Conclusion

The Governance Committee recommends approval of the proposed amendments to Board of Trustees Policy Presidential Performance and Compensation Review.



UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES POLICY

Presidential Performance and Compensation Review

This policy supplements Florida Board of Governors regulations that require an annual evaluation of the president's performance, goals, and compensation by the UCF Board of Trustees. It details the purposes and process by which the president's performance and compensation shall be reviewed on an annual basis. ~~It further requires that a comprehensive evaluation of the president's performance and compensation shall normally occur at three-year intervals.~~

Annual Evaluation

Purpose

The purpose of the annual evaluation is to enable the president to strengthen his or her performance, to enable the president and the board of trustees to reset mutually agreeable goals, and to inform annual decisions on compensation adjustments and other terms of employment.

Responsibility

It shall be the responsibility of the board of trustees to assess the president's performance, goals, and compensation annually. The board delegates to the UCF Governance Committee, the responsibility for organizing and conducting the process with the president.

Process

The president shall provide a written management review statement and annual self-assessment to trustees for the further review and consideration of the committee. Normally, unless revised by the Governance Committee in consultation with the president in the intervening period, the statement format will remain the same year-to-year. In addition, the board chair shall request participation from the chair of the Board of Governors, who may involve the Chancellor, during the annual evaluation process. This participation will include a review of the president's responsiveness to the Board of Governors' strategic goals and priorities, and the president's compliance with system-wide regulations. The management review statement, any supplemental information the committee may have requested of the president, and any supplemental information the committee has developed shall be sent to all trustees and to the president before the board of trustees meeting at which the president's review, goals, and compensation will be acted upon. The president will attend this meeting. A staff member shall be assigned to work directly with the committee.

Outcomes

After the board's deliberation and action, minutes shall be published that document the review of the president's performance and compensation.

Comprehensive Evaluation

Purposes

The purpose of the review is to strengthen the leadership of the president and board of trustees by assessing the quality of their relationship and the president's performance through an independently conducted process. The process seeks to gather, on a wide range of management and governance matters, the informed perceptions of leaders of major stakeholder groups, as well as those of the president and trustees.

Responsibility

It shall be the responsibility of the board of trustees to comprehensively assess the quality of the relationship between the president and the board, along with the president's performance and compensation, at three-year intervals. The board delegates to the Governance Committee, the responsibility for organizing and conducting the review process with the president, using independent consultants. No consultants shall be connected directly or indirectly with the institution by present or past affiliation. The chair of the board of trustees and the president shall be consulted regarding the selection of the independent consultants. The final selection of the consultants shall be approved by the Governance Committee and by the board. Procedural details shall be decided upon by the Governance Committee with the consultants' advice and counsel, and within the parameters of this policy.

Process

The activities shall include personal interviews with appropriate individuals, internal and external to the institution, as agreed upon by the committee and consultants. In addition, the consultant shall request participation from the chair of the Board of Governors, who may involve the Chancellor, during the evaluation process. This participation will include the president's responsiveness to the Board of Governors' strategic goals and priorities, and the president's compliance with system-wide regulations. The committee also shall provide any guidance on the general nature of the consultant's review. A staff member shall be assigned to work directly with the consultants and the committee.

The customary annual presidential management review shall be modified to be consistent with the advice of the consultants and committee. Prepared in advance of the review process, the statement shall provide a comprehensive picture of the institution's academic and financial status, along with other indicators of progress during the president's tenure. It should highlight particular achievements, as well as persistent institutional issues.

The committee also shall decide how best to communicate with the UCF community and the Central Florida area before, during, and after this process. The committee is delegated the authority to set (1) the report's general written and oral format (for later submission to the committee, president, and board) and (2) the arrangement by which the consultants will be available to discuss their report with the president and the board.

Outcomes

The consultants will provide a comprehensive written report detailing the institution's progress and major achievements during the president's tenure. This shall include substantive recommendations for the president and the board designed to strengthen UCF's management and governance.

History: New 11-30-2004; Revised 3-21-2013, 9-23-2021, 6-29-234

Authority: BOG Regulation 1.001



Board of Trustees

September 28, 2023

Agenda Item

GOVC-2: Amendments to University Regulation UCF-2.003 Admission of Graduate Students

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve the proposed amendments to University Regulation UCF-2.003 Admission of Graduate Students.

Authority for Board of Trustees Action

Board of Governors Regulation 1.001

Supporting Documentation Included

Attachment A: Proposed University Regulation UCF-2.003 Admission of Graduate Students (redline)

Facilitators/Presenters

Youndy Cook, Vice President and General Counsel



GOVC-2: Amendments to University Regulation UCF-2.003 Admission of Graduate Students

EXECUTIVE SUMMARY

Objective

Consider proposed amendments to University Regulation UCF-2.003 Admission of Graduate Students.

Summary of Key Observations/Recommendations

Proposed amendments to Regulation UCF-2.033 include:

- To reinstate language in paragraph (2)(a) that was inadvertently removed when the regulation was amended in July; specifically, language regarding degrees earned from foreign institutions that would be the equivalent of the bachelor's degree from a qualifying U.S. institution

Additional Background

This regulation was last amended at the June 28, 2023, Board of Trustees meeting.

Rationale

The proposed regulation amendments will correct the inadvertent removal of language regarding degrees earned from foreign institutions.

Implementation Plan

The amended policy would go into effect upon approval by the UCF Board of Trustees.

Resource Considerations

The proposed regulation amendments are not anticipated to incur additional costs to the University.

Conclusion

The Governance Committee recommends approval of the proposed amendments to University Regulation UCF-2.003.

UCF-2.003 Admission of Graduate Students.

(1) This regulation applies to all students who seek to be admitted to graduate programs at the University of Central Florida.

(2) Beginning with admission for the Spring 2024 academic year, each admitted student to a graduate degree program or to a post-baccalaureate professional program must meet the following minimum requirements:

- (a) Earned a bachelor's degree or equivalent from a U.S. institution of higher education accredited by an institutional accreditor recognized by the U.S. Department of Education or its equivalent from a foreign institution.

AND

- (b) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an undergraduate student working for a baccalaureate degree, OR
- (c) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an upper division student working for a baccalaureate degree, OR
- (d) Earned a previous graduate degree or professional degree or equivalent from a U.S. institution of higher education accredited by an accrediting body listed in (2)(a) or its equivalent from a foreign institution in a field related to the discipline of the program to which the applicant is applying.

(3) Each graduate program may determine other requirements for admission, consistent with the mission and purpose of their college and program beyond those listed in (2). All program admissions requirements must be published in the Graduate Catalog and are required to be reviewed and updated annually.

- (a) Graduate programs must include at least 2 of the following materials to support the application:
- Letter(s) of reference
 - Resume or CV
 - Writing Sample
 - Personal, Goal, or Professional Statement
 - Research Statement
 - Professional, Academic, Artistic, or Music Portfolio
 - Video answer to prompt
 - Other relevant supporting materials approved by the College of Graduate Studies
- (b) Admissions criteria must not include preferences for applicants on the basis of race, color, national origin, disability, religion, or sex.

(4) The requirement to submit GRE, GMAT, or MCAT scores is at the discretion of the program to which the student is applying. Please refer to the current catalog for specific program level standardized test score requirements.

- (a) For programs that do not require a GRE or GMAT, all international applicants must submit a course-by-course evaluation of the student's official transcript by a credential evaluation service recommended by UCF that shows a GPA equivalent of 3.0 from an earned degree equivalent to a U.S. bachelor's degree obtained from an institution of higher education accredited by an accrediting body listed in (2)(a).

(5) In addition to the above requirements, international students must show proficiency in written and spoken English in accordance with the provisions of University Regulation UCF-2.009.

(6) All graduate applicants must indicate whether or not Florida residency is claimed. An application or residency affidavit submitted by or on behalf of a student which contains false, fraudulent or incomplete statements may result in denial of admission or denial of further registration and/or invalidation of UCF credit.

(7) Exceptions to the above requirements:

- (a) In any academic term, up to 20 percent of the graduate students may be admitted in a given degree program as exceptions to the minimum requirements for graduate admissions as defined in paragraph (2) (b) & (c), above.
- (b) Students who do not meet the admissions criteria and who wish to enroll in courses but not degree programs at the post-baccalaureate level may enroll under the classification of non-degree seeking students. Graduate programs wishing to admit these students to graduate degree programs after the students have satisfactorily completed up to nine hours of graduate course work may do so provided that the number so admitted is included as part of the 20 percent exception, as defined in paragraph (6)(a), above.

(8) In addition to the above requirements, all graduate applicants who are admitted must submit an immunization form. UCF Student Health Services is responsible for oversight of student immunization compliance and reserves the right to require immunizations based on recommendations from the Centers for Disease Control and Prevention (CDC) the Florida Department of Health, the Florida Board of Governors, or the UCF Board of Trustees. UCF reserves the right to refuse registration to any applicant, former student, or student whose health record indicates the existence of a condition which may be harmful to the members of the University community.

(9) Exceptions: Students may apply for an exception to the University's immunization requirements if they meet one of the following criteria and submit appropriate documentation.

- (a) Medical Basis – The student must provide a letter from a healthcare provider, signed on official medical office stationery, stating the medical reason(s) why the student is not able to receive the vaccine(s), and indicating if this is a temporary or permanent condition.
- (b) Religious Basis – The student (or the student's parent/guardian if under 18 years old) can sign a Religious Exemption waiver upon request.
- (c) Active Duty Military and Veterans – Active Duty and Veterans may complete the waiver section of the immunization form if documentation of immunizations is unavailable at the time of registration. Proof of military service is required (DD 214 or military ID card).
- (d) With approval of the UCF President, limited UCF programs may be an exception when students will not be physically present in any UCF classroom or on any UCF campus. Should such students seek to register for face to face courses, they must comply with paragraph (8).

(10) All applicants for admission or readmission to the University of Central Florida, including to any graduate or doctoral programs of study within the University and including any applicant for post-baccalaureate study, are required to disclose on the application prior criminal conduct,

pending criminal charges, and prior educational misconduct. The University reviews all applications in which a student discloses prior criminal conduct, pending criminal charges, or prior educational misconduct to determine whether the admission of the applicant is in the best interest of the University. The office responsible for this review is the Office of Student Rights and Responsibilities. Applicants who fail to disclose prior criminal misconduct, pending criminal charges, or any prior educational misconduct are in violation of the disclosure requirements of this paragraph and may be subject to appropriate action by the University, including denial of admission or readmission, revocation of admission, or other academic and/or disciplinary action prescribed by the University, up to and including dismissal. Applicants are not required to disclose minor traffic violations.

(11) Applicants may appeal an admissions decision by following the university admissions appeal procedure. Information regarding this procedure is available in the Graduate Catalog.

(12) Readmissions.

- (a) Graduate students who do not maintain continuous enrollment, must apply for readmission. Readmission is not guaranteed. The readmission decision is based on multiple factors such as previous academic performance, work taken since last attending UCF, space and fiscal limitations.
- (b) A student who was previously dismissed from his or her graduate program and would like to reapply to the same program must have an approved probation plan on file before a readmission decision can be made.

(13) Graduate applicants and graduate readmit applicants may be admitted subject to space and fiscal limitations.

Authority: BOG Regulations 1.001, 6.001, and 6.003. History—New 10-8-75, Amended 9-27-79, 1-6-82, Formerly 6C7-2.03, Amended 10-2-08, Formerly 6C7-2.003, Amended 7-30-09, 2-29-16, 9-16-16, 4-23-20, 10-22-20, 6-17-21, 5-26-22, 7-11-23, _____-23.



Board of Trustees

September 28, 2023

Agenda Item

GOVC-3: Central Florida Clinical Practice Organization Bylaw Amendments

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve the amendments to the Central Florida Clinical Practice Organization (CFCPO) Bylaws.

Authority for Board of Trustees Action

Board Policy on Presidential Authority, section 8(a)

Supporting Documentation Included

Attachment A: Seventh Amended and Restated CFCPO Bylaws, redline

Facilitators/Presenters

Lauren Ferguson, Assistant Vice President, Board Relations



GOVC-3: Central Florida Clinical Practice Organization, Inc. Bylaw Amendments

EXECUTIVE SUMMARY

Objective

This item proposes amendments to the Central Florida Clinical Practice Organization, Inc. (CFCPO) bylaws. This amendment removes from the composition of the CFCPO Board the university's Sr. Associate Vice President for Financial Affairs as an ex officio Director.

Summary of Key Observations/Recommendations

- Due to staffing changes, the Sr. Associate Vice President for Financial Affairs is no longer necessary as an ex officio Director of the CFCPO Board. Thus, related language is proposed to be stricken from the CFCPO bylaws.
- The CFCPO Board approved the provided amended bylaws at its meeting on Wednesday, September 13, 2023.
- These proposed bylaws would constitute the seventh amended and restated bylaws for the CFCPO.

Additional Background

CFCPO supports the clinical activities of the UCF College of Medicine (COM), including the orderly collection and administration of income generated from COM clinical activities, and serves as an administrative service supporting organization for the COM Faculty Practice Plan. It shall not be involved in the delivery of medical services, the employment of medical doctors or other health professionals, or the determination, control, or evaluation of any medical procedures or standards (Board of Governors Statement of UCF Faculty Practice Plan Structure).

Rationale

The university's Sr. Associate Vice President for Financial Affairs is listed as an ex officio director in the current bylaws. At the time the current bylaws were drafted and approved, the position was included for continuity after a board restructuring. However, between the time the bylaws were approved and when they became effective, there ceased to be a Sr. Associate Vice President for Financial Affairs. These proposed changes will bring CFCPO's bylaws in alignment with board composition needs and staffing changes.

Implementation Plan

Amended CFCPO bylaws will become active upon ratification by the UCF Board of Trustees.

Resource Considerations

N/A

Conclusion

The Governance Committee recommends that the proposed amended bylaws be considered for ratification.

**SIXTHSEVENTH AMENDED & RESTATED BYLAWS OF
CENTRAL FLORIDA CLINICAL PRACTICE ORGANIZATION, INC.**

**ARTICLE I.
MEMBERS, PURPOSE, MISSION, AND OFFICE**

The corporation will have no members and will be managed by the Board of Directors.

The corporation is organized as a corporation not-for-profit under Chapter 617, Florida Statutes. The corporation will be organized and operated exclusively for scientific, educational, and charitable purposes, within the meaning of Section 501(c)(3) of the United States Internal Revenue Code, and not for pecuniary profit, and exclusively for the support and benefit of the University of Central Florida (the “University”). The corporation will possess all powers and authority as are now or may hereafter be granted to corporations not-for-profit under the laws of the State of Florida. The specific purposes for which the corporation is organized will include the promotion and support of medical education, research, and patient care, including the collection, receipt, management, administration and distribution of funds, exclusively for support of the mission and objectives of the university’s College of Medicine (the “College”), in accordance with the College of Medicine Faculty Practice Plan adopted in accordance with Florida Board of Governors Regulation 9.017, or corresponding provisions of any subsequent laws or rules.

The principal office of Central Florida Clinical Practice Organization, Inc. will be located at 6850 Lake Nona Blvd., 3rd Floor, Orlando, Orange County, Florida.

**ARTICLE II.
BOARD OF DIRECTORS**

Section 1. Directors. The Central Florida Clinical Practice Organization, Inc. Board of Directors will consist of:

- A. The President of the University of Central Florida, or designee,
- B. At least one University of Central Florida Board of Trustees (“BOT”) representative appointed by the Chair of the BOT,
- ~~C. —~~ A designee of the Vice President for Health Affairs of the University of Central Florida,
and
- ~~D.C. The Sr. Associate Vice President for Financial Affairs, and~~
- E.D. Additional representatives appointed by the University President.

The BOT will approve all appointments to the Board of Directors other than the BOT Chair or designee and the University President or designee.

Section 2. Terms of Office. *Ex officio* members of the Board of Directors will serve as directors of the corporation for such time as they continue to serve in their positions with the university. Directors designated or appointed to the Board of Directors will serve for three-year terms. Terms will begin on the date of appointment and end June 30 (or July 1 through June 30, whichever applies) or until their successor is duly designated or appointed. Any designated or appointed director may be designated or appointed to successive terms.

Section 3. Vacancies. Whenever any vacancy occurs in the Board of Directors by death, resignation, or otherwise, it will be filled without undue delay. Any person designated or appointed to fill a vacancy in the Board of Directors will hold office for the unexpired term of his or her predecessor in office.

Section 4. Removal. The University President may remove any director at any time upon written notice, with or without cause, except for directors appointed by the BOT Chair. The Board of Directors may remove any director at any time upon a two-thirds vote of the directors, whenever the best interests of the corporation would be served.

Section 5. Resignation. A Director may resign at any time by submitting a written resignation to the Chair.

Section 6. Powers and Duties. The property, affairs, activities, and concerns of the corporation are vested in the Board of Directors subject to the Articles of Incorporation, Bylaws, applicable laws, guidelines and policies and regulations. All management functions will be exercised by the Board of Directors subject to its delegation. The powers and duties of the Board of Directors are as follows:

- A. To discharge faithfully all the duties imposed upon it by the Articles of Incorporation and by law.
- B. To meet upon the call of the Board Chair, the Board Vice Chair, the Chief Executive Officer (“CEO”) of the corporation or any two directors.
- C. To select a bank or banks or other depositories for the deposit of funds and securities of the corporation; and to cause the corporation to conduct its financial affairs in conformity with the policies and procedures adopted by the Board of Directors.
- D. To cause an audit of the books and records of this corporation to be made at least once each fiscal year together with a management letter, including the response from management, if required, conducted by a firm of independent Certified Public Accountants, whose engagement letter will provide that it render an opinion on the financial statements in accordance with generally accepted accounting principles and to have the results of the audit reported to and accepted by the Board of Directors.
- E. To hold and to invest and reinvest any monies it receives and to hold any property, to sell or exchange the same, and to invest and reinvest the proceeds of any sale or other conversion of any such property, for the purpose of earning income, which income, less operating expenses of the corporation, will be used to further the specific purposes of the corporation.

- F. To authorize the CEO, other Officers, and the corporation's senior management to take action(s) as directed by the Board of Directors.
- G. To borrow money by issuing long or short-term notes, bonds, or debentures and to pledge, mortgage, or otherwise encumber its assets within the discretion of the Board, subject to the policies of the University of Central Florida, its Board of Trustees and the Florida Board of Governors.
- H. To annually approve the corporation's operating budget as well as any material changes to the budget, and then submit the budget to the University of Central Florida Board of Trustees for approval.
- I. To annually submit to the University of Central Florida Board of Trustees and the Board of Governors its federal Internal Revenue Service Return of Organization Exempt from Income Tax filing ("Form 990").

Section 7. Meetings of the Board. The Board Chair will preside at meetings of the Board of Directors. In the absence of the Board Chair, the Vice Chair will preside.

- A. Regular meetings of the Board of Directors will be held as determined by the Board of Directors. Written notice of the time and place of the annual meeting and regular meetings will be provided to each director, by personal delivery, first class mail, or electronic mail or board portal notice, at least three (3) business days before the meeting.
- B. Special meetings of the Board of Directors may be called by the Board Chair, Vice Chair, CEO or upon the written request of two (2) members of the Board of Directors. At least three (3) business days prior written notice of any special meeting will be provided to all members of the Board of Directors by personal delivery, first class mail, electronic mail or board portal notice.
- C. Proxies, general or special, will not be accepted for any purpose in the meetings of the Board of Directors.
- D. Any director may waive notice of any meeting. The attendance of a director at any meeting will constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 8. Public Notice. Public notice of any meeting of the Board of Directors or any Committee will be made as required by Florida law. Opportunity for public comment may be permitted.

Section 9. Public Comment. To the extent required by law or permitted by the Chair, individuals who desire to appear before the Board of Directors or any Committee regarding an item being considered must submit their requests in writing to the address or email address noted in the posted notice for the meeting in advance, specifying the agenda item about which they wish to speak. Public comment will be limited to three (3) minutes per person.

Section 10. Quorum and Voting. A majority of the Board of Directors will constitute a quorum for the transaction of business. The act of a majority of the directors present at a meeting at which a quorum is present will be the act of the Board of Directors unless a greater number is required by these bylaws or by law.

Section 11. Participation by Electronic Means. Members of the Board of Directors may participate in a meeting of the Board by conference, telephone or similar communications means provided all persons participating in the meeting are able to communicate with each other.

Section 12. Chair and Vice Chair of the Board. The Board of Directors will have a Chair and Vice Chair serve as officers of the Board.

- A. Chair of the Board. The Chair of the Board (“Board Chair”) will be selected by the University President and must be a member of the Board. The Board Chair will:
 - 1. Preside at the meetings of the Board of Directors. The Board Chair or designee will prepare the agenda for all meetings of the Board of Directors.
 - 2. Sign all certificates, bonds, deeds, mortgages, leases, and contracts of the corporation except as otherwise approved by the Board of Directors.
 - 3. Perform all duties as the Board of Directors will designate and may delegate certain duties with the Board of Directors’ approval.
 - 4. Perform other duties as are necessarily incident to the office of the Board Chair.
- B. Vice Chair. The Vice Chair will be elected by the Board of Directors to serve as its Vice Chair and must be a member of the Board. The Vice Chair will assume the Chair’s duties in the Chair’s absence or incapacity and perform such duties as are assigned by the Chair.
- C. Term of Board Officers. Officers of the Board will serve for three years or until their successor is duly selected or elected. Any such selected or elected Board officer may serve successive terms.
- D. Removal. The Board of Directors may remove any Board officer at any time upon a two-thirds vote of the directors, whenever the best interests of the corporation would be served.
- E. Vacancies. In the event of absence, inability, or refusal to act of the Chair, the University President will select another member of the Board to serve as Chair. In the event of absence, inability or refusal to act of the Vice Chair, the Board will elect a new Vice Chair no later than its next regular meeting.

ARTICLE III.
OFFICERS OF THE CORPORATION

Section 1. Officers. The officers of the corporation will be non-members of the Board and will be as follows:

- A. CEO, who is the Vice President of the University of Central Florida with responsibility for health affairs;
- B. Secretary, who will be appointed by the CEO;
- C. Treasurer, who will be appointed by the CEO, in consultation with the Chief Financial Officer of the University; and
- D. Other officers, listed below, as may be appointed by the CEO.

Section 2. Term of Corporate Officers. *Ex officio* Corporate Officers who are employees of the University of Central Florida will serve as long as they continue to be employed with the University of Central Florida in that position. The term of office for appointed Corporate Officers will commence when appointed and continue for three (3) years or until their successor is duly appointed. Any such appointed officer may serve successive terms.

Section 3. Duties of Officers. The duties and powers of the officers of the corporation will be as follows:

- A. CEO. The CEO will be the chief executive officer of the corporation, will have general and active management of the business and affairs of the corporation, subject to the directions of the Board of Directors, and, in the absence of a Chair or Vice Chair of the Board of Directors, will preside at all meetings of the Board of Directors.
- B. Secretary. The Secretary will be responsible for the following permanent records:
 1. Accurate minutes of the proceedings of all meetings of the Board of Directors and a record of the actions of the Board and committees.
 2. A copy of the Articles of Incorporation and Bylaws of the corporation and all amendments.
- C. Treasurer. The Treasurer will oversee the fiscal affairs of the corporation. The duties of the Treasurer include assuring that adequate provision is made for the care and custody of all the assets of the corporation.

Section 4. Removal. The CEO may remove any corporate officer at any time whenever the best interests of the corporation would be served.

Section 5. Vacancies. In the event of absence, inability, or refusal to act of any of the appointed or designated officers of the corporation, the CEO, except as otherwise provided for in these Bylaws and subject to University Regulation 10.001, will appoint a successor or successors to perform the duties of their respective offices.

**ARTICLE IV.
COMMITTEES**

Section 1. General. The Board Chair may, at any time, appoint and charge such committees necessary and advisable to assist in the conduct of the corporation's affairs. Although committee members may include members who are not directors, committees will include a majority of directors and will be chaired by a director appointed by the Board Chair. Committee member appointments will be for defined terms, and committee members may be removed at any time, with or without cause, by the Board Chair. A majority of any committee of the corporation will constitute a quorum for the transaction of business.

Section 2. Audit Committee. The Board of Directors may establish an Audit Committee to provide for oversight of the integrity of financial reporting, internal controls and the independence and performance of the audit function of the corporation's independent auditors.

**ARTICLE V.
GOVERNING AUTHORITY AND FISCAL YEAR**

Section 1. Governing Authority. Notwithstanding any other provision of these Bylaws to the contrary, the affairs and operations of the corporation will be conducted in compliance with the applicable regulations of the Florida Board of Governors and the University of Central Florida, including regulations governing the faculty practice plan for the University of Central Florida College of Medicine.

Section 2. Fiscal Year. The fiscal year of the corporation will begin on July 1 and end on June 30 of the following year.

**ARTICLE VI.
NONDISCRIMINATION**

The corporation is committed to non-discrimination with respect to race, color, religion, age, disability, sex, marital status, national origin, veteran status or any other basis protected by law.

**ARTICLE VII.
AMENDMENTS**

These Bylaws may be made, altered, or rescinded by a two-thirds (2/3) vote of members of the Board of Directors present at any regular or special meeting at which a quorum is present. All amendments must be submitted to the University of Central Florida Board of Trustees.

ARTICLE VIII.
DISTRIBUTION OF NET RECEIPTS

The accumulation, expenditure, and distribution of all funds of the corporation will be exclusively for the support of the mission and objectives of the University of Central Florida College of Medicine and will be made only after approval by the Vice President for Health Affairs of the university or designee.

ARTICLE IX.
OPERATIONAL PROVISIONS

Section 1. Contracts. Contracts for the activities of this corporation will be signed in the name of the corporation by the Board Chair except as otherwise delegated.

Section 2. Financial Audits and Reports. The corporation will annually have a financial audit of its accounts and records conducted by an independent certified public accountant. The audit will be performed in accordance with the applicable rules adopted by the Auditor General and by the BOT, which will be forwarded to the BOT for review and to the Board of Governors and Auditor General.

Section 3. Compensation and Employment. The directors and officers of this corporation, except those otherwise employed by the corporation or UCF, will not receive any compensation from this corporation for their services as director or officer.

- A. Directors, officers, and employees of this corporation may be reimbursed from funds of the corporation for any travel expenses or other expenditures incurred by them in the proper performance of their duties, provided the reimbursements or expenditures comply with applicable laws, regulations and policies.
- B. Personnel employed by this corporation will not be considered employees of the State of Florida by virtue of employment by this corporation.
- C. The corporation will provide equal employment opportunities for all persons regardless of race, color, religion, sex, age, or national origin. Personal services provided to the organization must comply with Section 1012.976, Florida Statutes.

Section 4. Travel Expenses. The corporation will not use state funds for travel expenses.

Section 5. Indemnification. Pursuant to Sections 607.0850 and 617.0831, Florida Statutes, any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit, or proceeding whether civil, criminal, administrative, or investigative (other than an action by, or in the right of, the corporation, by reason of the fact that he or she is or was a Director or Officer of the corporation) shall be indemnified against expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit, or proceeding, including any appeal

thereof, but only if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interest of the corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The corporation shall have the authority to purchase insurance for this purpose.

Authorization of Indemnification. Any indemnification hereunder shall be made by the corporation only upon a determination that indemnification of the Director or Officer is proper in a specific case because he or she has met the standard of conduct set forth in the previous paragraph of this Section 5. Such determination shall be made by the Board by a majority vote of a quorum consisting of Directors who were not parties to such action, suit or proceeding or, if such quorum is not obtainable, by a majority vote of a committee duly designated by the Board (in which Directors who are parties may participate) consisting solely of two (2) or more Directors not at the time parties to the action, suit or proceeding or by a committee comprised of individuals who were not parties to such action, suit or proceeding where such committee is selected by a majority vote of the full Board (in which Directors who are parties may participate).

Section 6. Ethics and Financial Disclosure. It is the duty of each Director and Officer to fully comply where applicable with the Government-in-the-Sunshine Law set forth in Section 286, et seq., Florida Statutes, the Public Records Law set forth in Section 119, et seq., Florida Statutes, and to the extent it applies, the Code of Ethics for Public Officers and Employees set forth in Chapter 112, Part III, Florida Statutes.

Section 7. Seal. The seal of this corporation will be in the form of a circle and will bear, among other things, the name of the corporation and year of its incorporation.

Section 8. Insurance. Central Florida Clinical Practice Organization, Inc. will keep in force a blanket surety bond, or directors and officers liability insurance, or other general liability insurance, the adequacy of which will be determined by the Board, or a Committee designated by the Board, to assure that each Officer and employee who is authorized to collect, hold, or disburse funds of Central Florida Clinical Practice Organization, Inc. will faithfully discharge their duties.

Section 9. Rules. These Bylaws govern the transaction of business for this Board of Directors. To the extent that the Bylaws do not cover specific procedures, the most recent version of *Robert's Rules of Order* will be applied.

ARTICLE X. CONFLICT OF INTEREST

All actual or potential conflicts of interest involving directors and officers of the corporation will be disclosed and addressed in accordance with the corporation's Conflict of Interest Policy.

I CERTIFY these ~~Sixth~~Seventh Amended & Restated Bylaws of the Central Florida Clinical Practice Organization, Inc. were approved and adopted by the corporation's Board of Directors on ~~October 17, 2022~~_____.

Jeanette C. Schreiber, JD, MSW
Secretary

Amendment History

Adopted by Board of Directors: 4/5/2010

Amended and Restated: 8/1/2011

Second Amended and Restated: 9/4/2012

Third Amended and Restated: 9/11/2014

Fourth Amended and Restated: 3/10/2015

Fifth Amended and Restated: 8/29/2019, 2/19/202; UCF Board of Trustees 2/20/2020

Sixth Amended and Restated: 10/17/2022; UCF Board of Trustees 11/17/2022

Seventh Amended and Restated:_____



Board of Trustees

September 28, 2023

Agenda Item

INFO-1: Use of the FBC Mortgage Stadium to host the 2024 Hula Bowl

Proposed Board Action

Information only.

Authority for Board of Trustees Action

N/A

Supporting Documentation Included

Attachment A: Use of Stadium for Certain Large Events Board Policy

Facilitators/Presenters

David Hansen, Senior Executive Associate Athletics Director/ COO, UCF Athletics Association
Terry Mohajir, Vice President and Director of Athletics



INFO-1: Use of the FBC Mortgage Stadium to host the 2024 Hula Bowl

EXECUTIVE SUMMARY

Objective

This item has been prepared as information only to keep the UCF Board of Trustees abreast of non-university related events upcoming in the FBC Mortgage Stadium. On January 13, 2024, the Hula Bowl will be held at the FBC Mortgage Stadium, with anticipated attendance of less than 10,000.

Summary of Key Observations/Recommendations

The UCF Board of Trustees instituted a policy that applies to all users of the stadium and states that, other than permitted uses outlined in the policy, uses of the UCF Football Stadium that may have attendance of 10,000 or more should be reviewed and approved by the board.

- Permitted uses that do not require Board approval include home football games, practices for the UCF football team, homecoming events such as a concert, national presidential campaign events, and events with anticipated actual attendance of less than 10,000.
- The 2024 Hula Bowl is expected to have attendance of less than 5,000, and as such this item is provided for information only.

Additional Background

The Hula Bowl was established in 1946 as the Hula Bowl All-Star Football Classic game. Starting in 1960, the Hula Bowl game was established as an All-Star game that invited NCAA college players to participate. This year, 100 of the top senior athletes from across the United States, Canada, Australia and Japan will be selected to play. Throughout its tenure, the game was historically played in Hawaii, moving in 2022 to Orlando and the UCF FBC Mortgage Stadium. Historically, attendance has been less than 3,000 for each game played in Orlando.

Rationale

N/A, information only.

Implementation Plan

N/A, information only.

Resource Considerations

N/A, information only.

Conclusion

N/A, information only.



Board of Trustees

Board Policy

UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES POLICY

Use of Stadium for Certain Large Events

POLICY STATEMENT:

It is the policy of the UCF Board of Trustees that uses of the stadium on the UCF campus that may have a significant impact on the surrounding community should be reviewed and approved by the board.

This policy applies to all uses of the stadium. This policy does not apply to meetings held in such areas as the stadium concourse, ground level rooms, or Roth Tower. Events held outside of the stadium gates shall be subject to existing university event policies and regulations.

1. Except as otherwise provided in this policy, the stadium shall be used for permitted uses.
2. Home football games and practices shall have priority over all other uses of the stadium.
3. Permitted use of the stadium other than home football games or practices shall require approval of the president or his designee.
4. All uses of the stadium must be coordinated with the UCF Athletics Association, Inc., which will advise the president or his designee about the appropriateness of the proposed use and whether the use could potentially damage the stadium turf or other stadium facilities.
5. All uses of the stadium other than permitted uses shall require approval of the Board of Trustees. The president or his designee shall make a recommendation to the Board regarding the proposed use.

DEFINITIONS:

Board of Trustees: University of Central Florida Board of Trustees.

Permitted Uses:

1. Home football games (including any conference championship game in which UCF is a participant) and practices for the UCF football team;
2. Homecoming events such as a concert;
3. National presidential campaign events; and
4. Events with anticipated attendance of less than 10,000.

Stadium: The football Stadium located on the UCF Campus.

PROCEDURES:

Any organization or person desiring to hold an event at the Stadium located on the UCF campus shall submit a written request for use of the stadium to the Vice President and Director of Athletics for review and comment. The written request should include details of the proposed use, and the vice president or designee will interact with the requestor to gather sufficient information to reasonably assess the requested use. The vice president will determine if the requested use is to be further considered and, if it is, what agreement with the requestor will be required and what university procedures and regulations may apply.

The vice president will forward a summary of the use request, with any comments, to the president or designee for review and consideration. The president or designee may approve permitted uses. Requests for uses other than permitted uses which have the preliminary approval of the vice president as well as the president or designee, shall then be submitted to the Board of Trustees for its consideration. Subject to the terms of this policy, the vice president will notify the applicant in writing of approval or denial of the application. Approval may be subject to the requirement that the applicant meet conditions outlined in the approval, including such conditions as a license for use that includes insurance requirements and indemnification provisions for damage.

Initiating Authority: UCF Board of Trustees

History: New 9-17-2009. Revised 9-23-2021.

Authority: Section 7(c), Article. IX, Florida Constitution; FL BOG Regulation 1.001