



June 25, 2024 | UCF Board of Trustees
Board of Trustees
UCF Student Union, Pegasus Ballroom
2024-06-25 11:45 - 13:45 EDT

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June 25, 2024 | UCF Board of Trustees

Board of Trustees

Tuesday, June 25, 2024 at 12:30 PM EDT to Tuesday, June 25, 2024 at 2:30 PM EDT

UCF Student Union, Pegasus Ballroom

Virtual Link: <https://www.youtube.com/live/osYc6kqGzxA?feature=shared>

Agenda

I. Opening Actions and Call to Order

A. Call to Order and Welcome

Presenter: Alex Martins, Chair, UCF Board of Trustees

B. Roll Call

Presenter: Lauren Ferguson, Assistant Vice President of Board Relations

C. Public Comment

Presenter: Chair Martins

II. Remarks

A. Chair's Report

Presenter: Chair Martins

B. University Update

Presenter: Alexander Cartwright, President, University of Central Florida

III. Action

A. AUDC-1: Post-Tenure Review Report

Presenter: Trustee Cardenas

B. BUDC-1: Preliminary 2024-2025 University Operating Budget and Spending Authority

Presenter: Trustee Christy

C. BUDC-2: 2024-2025 Proposed Direct Support Organizations and Related Entity Operating Budgets

Presenter: Trustee Christy

D. SPAC-1: External Naming

Presenter: Trustee Miklos

E. SPAC-2: External Naming

Presenter: Trustee Miklos

IV. Committee Reports

A. Academic Excellence and Student Success Committee

Presenter: Trustee Altizer

B. Audit and Compliance Committee

Presenter: Trustee Cardenas

C. Budget and Finance Committee

Presenter: Trustee Christy

D. Facilities and Infrastructure Committee

Presenter: Trustee McAlpin

E. Governance Committee

Presenter: Vice Chair Okaty

F. Strategic Partnerships and Advancement Committee

Presenter: Trustee Miklos

G. Ad Hoc Strategic Planning Committee

Presenter: Trustee Altizer

V. Consent Agenda

A. AESC-1: 2024 UCF Tenure Recommendations

Presenters: Michael Johnson, Provost and Executive Vice President for Academic Affairs, Jana Jasinski, Vice Provost for Faculty Excellence

B. AESC-2: Tenure with Hire

Presenters: Michael Johnson, Jana Jasinski

C. AESC-3: General Education Program Approval

Presenters: Michael Johnson, Timothy Letzring, Vice Provost for Academic Affairs

D. AESC-4: New Degree Program Proposal – B.S. in Health Informatics

Presenter: Timothy Letzring

E. AESC-5: Reduction of Credit Hours – B.S. in Teacher Education, Art Education

Presenter: Timothy Letzring

F. AESC-6: Conferral of Degrees

Presenter: Michael Johnson

G. AESC-7: 2024-2025 Linking Industry to Nursing Education (LINE) Fund Proposals

Presenters: Michael Johnson, Mary Lou Sole, Dean of the College of Nursing

H. AUDC-2: Enterprise Risk Management Program Plan

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

I. BUDC-3: Renewal of Reducing Revolving Line of Credit – Fifth Third Bank

Presenter: Gerald Hector, Senior Vice President for Administration and Finance

J. BUDC-4: UCF Stadium Corporation Release of Unrestricted Surplus

Presenter: Gerald Hector

K. BUDC-5: UCF Pouring Rights with Coca-Cola – Contract Extension Approval

Presenter: Gerald Hector

L. FACC-1: Five-Year Capital Improvement Plan FY25-26 through FY29-30

Presenter: Jon Varnell, Vice President for Administrative Operations

M. FACC-2: Northeast Sector Parking – Project Approval

Presenter: Jon Varnell

N. FACC-3: Northeast Sector Promenade – Project Approval

Presenter: Jon Varnell

O. FACC-4: Rosen Renovation/Remodel – Project Approval

Presenter: Jon Varnell

P. FACC-5: Rosen Property Agreement and Spend Authorization

Presenters: Rodney Grabowski, Senior Vice President for UCF Advancement and Partnerships and Chief Executive Officer, UCF Foundation, Inc., Richard Welsh, Senior Associate General Counsel

Q. FACC-6: 12889 Ingenuity Drive Building Lease

Presenters: Jon Varnell, Winston Schoenfeld, Interim Vice President for Research and Innovation, Jon Bates, Assistant Vice President, Real Estate and Space Administration

R. FACC-7: UCF College of Health Professions and Sciences Project Cost Notification

Presenter: Rodney Grabowski

S. GOVC-1: Approval of Assessment of Leadership Competencies

Presenter: Youndy Cook, Vice President and General Counsel

T. GOVC-2: Approval of Amendments to the University of Central Florida Bonus Plan

Presenter: Youndy Cook

U. GOVC-3: Amendments to University Regulation UCF-2.009 Admission of International Students

Presenter: Youndy Cook

V. GOVC-4: Amendments to University Regulation UCF-2.023 Academic Calendar

Presenter: Youndy Cook

W. GOVC-5: Amendments to University Regulation UCF-3.0122 Resignation and Nonrenewal of Non-unit Faculty and A&P Staff Members

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X. GOVC-6: Amendments to University Regulation UCF-4.033 Delinquent Accounts Receivable

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Y. GOVC-7: Amendments to Chapter 4 University Regulations

Presenter: Youndy Cook

Z. GOVC-8: Amendments to Chapter 5 University Regulations

Presenter: Youndy Cook

AA. GOVC-9: Amendments to University Regulations UCF-6.007 Traffic/Parking Regulation and Enforcement and UCF-6.008 Vehicle Registration Fees; Parking Violation Fines

Presenter: Sara Potter, Associate General Counsel

BB. GOVC-10: Central Florida Clinical Practice Organization, Inc. Bylaw Amendments

Presenter: Youndy Cook

CC. GOVC-11: Amendments to UCF Foundation, Inc. Bylaws

Presenter: Richard Welsh

DD. GOVC-12: Appointment of Direct Support Organization Directors

Presenter: Lauren Ferguson

EE. GOVC-13: Honorary Degrees

Presenter: Michael A. Kilbride, Executive Chief of Staff

VI. New Business

Presenter: Chair Martins

VII. Announcements

Presenter: Chair Martins

VIII. Adjournment

Presenter: Chair Martins



Board of Trustees

June 25, 2024

Agenda Item

AUDC-1: Post-Tenure Review Report

Proposed Board Action

The Board of Trustees is asked to approve, on its non-consent agenda, the adoption of the Post-Tenure Review Report, which was issued by University Audit on June 10, 2024.

Authority for Board of Trustees Action

Florida Board of Governors Regulation 10.003 Post-Tenure Faculty Review

<https://www.flbog.edu/wp-content/uploads/2022/11/Regulation-10.003.pdf>

Supporting Documentation Included

Attachment A: Post-Tenure Review Report

Facilitators/Presenters

Robert Taft, Chief Audit Executive



AUDC-1 Post-Tenure Review Report

EXECUTIVE SUMMARY

Objective

This agenda item was included on the committee's agenda as part of the university's responsibility to be in compliance with Florida Board of Governors Regulation 10.003 Post-Tenure Faculty Review.

Summary of Key Observations/Recommendations

The report was issued on June 10, 2024. While there was overall compliance with the regulation and the process was performed as intended with adequate documentation, a process improvement relating to the faculty selection process was identified.

We recommend that the report be adopted by the committee in its current format and then forwarded to the UCF Board of Trustees for adoption as a non-consent agenda item.

Additional Background

Below is the language from Regulation 10.003 (section 6—Monitoring and Reporting) outlining the process that must be followed to comply with the program reporting requirements.

2. Each university Board of Trustees shall consider the audit report at the next regularly scheduled Board of Trustees meeting after the report's publication date.

a. The chief academic officer or the auditor must present the audit report to the Board of Trustees. The Board of Trustees shall not adopt the report as a consent agenda item.

b. If the audit report shows that a university is in compliance with applicable state laws, Board of Governors' regulations, or university regulations and policies, a copy of the adopted audit report shall be provided to the Board of Governors consistent with Regulation 1.001(6)(g).

c. If the auditor finds that a university is out of compliance with applicable state laws, Board of Governors' regulations, or university regulations and policies, the auditor must present the report to the Board of Governors at its next regularly scheduled meeting.

Rationale

This item is included in the meeting agenda to meet the required timeline for submission of the report noted in the Additional Background section above.

Implementation Plan

The report will be provided to the Board of Governors after the June 25, 2024, UCF Board of Trustees meeting. University Audit will work with management to follow up on action items from the report and prepare for the next required program audit which must be performed on a three-year cycle.

Resource Considerations

No resources other than the time required by UCF personnel to complete the program on an annual basis and audit the results is required.

Conclusion

Recommend that the report be adopted by the committee in its current format and then forwarded to the UCF Board of Trustees for adoption as a non-consent agenda item.

Post-Tenure Faculty Review

Audit of Internal Controls and Compliance as of April 8, 2023



UNIVERSITY OF CENTRAL FLORIDA

University Audit
Audit #373
June 10, 2024

This work product was prepared in accordance with the International Standards for the Professional Practice of Internal Auditing, as published by the Institute of Internal Auditors, Inc.



UNIVERSITY OF CENTRAL FLORIDA

University Audit

Phone: 407-823-2889

P.O. Box 160080

Orlando, FL 32816-0080

MEMORANDUM

TO: Alexander Cartwright
President

FROM: Robert J. Taft
Chief Audit Executive

DATE: June 10, 2024

SUBJECT: Audit of Post-Tenure Faculty Review

The enclosed report represents the results of our audit of Post-Tenure Faculty Review.

We appreciate the cooperation and assistance provided to our office by personnel in Faculty Excellence during the audit.

cc: Rhonda Bishop
Jana Jasinski
Michael Johnson
Mike Kilbride
Board of Trustees
State University System of Florida Inspector General
UCF Board Office

Executive Summary

Based upon our audit, the University of Central Florida’s (UCF) controls and processes for comprehensive post-tenure faculty review (PTR) are adequate to ensure compliance with the Florida Board of Governors (BOG) Regulation 10.003 Post-Tenure Faculty Review. However, during the 2023-24 PTR cycle, management identified a process improvement opportunity relating to identification of eligible faculty which was implemented for the 2024-25 PTR process.

Outcomes for 2023-24

Per BOG Regulation 10.003 (4)(f), faculty must be assigned one of four performance ratings:

	Performance rating	Definition
1.	Exceeds expectations	a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member’s discipline and unit
2.	Meets expectations	expected level of accomplishment compared to faculty across the faculty member’s discipline and unit
3.	Does not meet expectations	performance falls below the normal range of annual variation in performance compared to faculty across the faculty member’s discipline and unit but is capable of improvement
4.	Unsatisfactory	failure to meet expectations that reflect disregard or failure to follow previous advice or other efforts to provide correction or assistance, or performance involves incompetence or misconduct as defined in applicable university regulations and policies

The distribution of final performance ratings for the 94 faculty members having a comprehensive post-tenure review is:

- 30 Exceeds expectations,
- 54 Meets expectations,
- 8 Does not meet expectations, and
- 2 Unsatisfactory.

The faculty members were notified of their outcomes on April 4, 2024. The faculty members with “unsatisfactory” outcomes were provided an “intent to terminate” letter. The deans of those faculty members with outcomes of “does not meet expectations” were notified by email on April 5, 2024, with instruction to work with the faculty members and their immediate supervisor to develop performance improvement plans (PIP). The PIP must include:

- a deadline for the faculty member to achieve the requirements of the PIP not to extend more than 12 months,
- how the specific deficiencies will be remedied,
- set timelines for achieving goals and outcomes, and
- indicate the criteria for assessment.

To align with the academic calendar, Faculty Excellence established a target date of May 6, 2024, to issue PIPs to those faculty members with outcomes of “does not meet expectations”. These faculty must complete quarterly check-ins with their dean and their chair or director to assess progress.

PTR Process for 2023-24

BOG Regulation 10.003 (2)(a) stipulates that 20% of eligible tenured faculty members should be included in the annual PTR. Eligible faculty include those with:

- a) tenure dates before May 8, 2019,
- b) who were not in an administrative appointment, and
- c) not enrolled in the transition-to-retirement program.

The inaugural 2023-24 PTR process, managed by Faculty Excellence, included 70 out of the 417 eligible UCF faculty members, which is only 16.8%.

Also, for 2023-24, as stipulated by regulation, UCF identified an additional 24 faculty members who were in the fifth year following their last promotion that were required to undergo the PTR process. A total of 94 faculty members were reviewed.

Faculty Excellence’s original process to identify “eligible” faculty members did not take into consideration that some faculty members selected for review had not formally notified the university of plans to retire or resign from their position before the review process would take place. The original PTR process also did not take into consideration the policy exception for five faculty members who had taken more than 160 days of approved leave during one semester within the five-year periods of review. Faculty Excellence had identified 87 eligible faculty members to go through the PTR process but 17 were eliminated after formal notification took place of which five were moved to the 2024-25 cycle. By the time Faculty Excellence became aware of all eliminations, it was too late in the 2023-24 PTR process to select additional faculty members to achieve the desired 20% minimum. Management adapted their process for the 2024-25 PTR to ensure minimum requirements are met. By the fifth year of review, all eligible faculty members will have been evaluated.

For the second year’s review (2024-25), Faculty Excellence has updated their PTR procedures to select more than 20 percent of eligible faculty members for formal notification, with the express intention of ensuring UCF will still have evaluated the required minimum of 20 percent of eligible faculty members if some notified faculty members were to retire, resign, or have more than 160 hours of approved leave.

Background

The 2022 Legislature passed Senate Bill 7044, which amends section 1001.706, Florida Statutes, adding that the Board of Governors may adopt a regulation requiring tenured State University System faculty to undergo a comprehensive post-tenure review every five years. The bill provides that the regulation must address accomplishments and productivity; assigned duties in research, teaching, and service; performance metrics, evaluations, and ratings; and recognition and compensation considerations, including improvement plans and consequences for underperformance.

The Board of Governors approved the new BOG Regulation 10.003 Post-Tenure Faculty Review on March 29, 2023, and amended it on November 9, 2023, to specify that faculty grievances may not be appealed beyond the university president or designee based on Senate Bill 266, signed into law on May 15, 2023, which created section 1001.741, Florida Statutes.

UCF Regulation 3.010 Faculty Evaluation and Improvement was amended on July 1, 2023, to include that tenured faculty members shall receive a comprehensive post-tenure review in accordance with BOG Regulation 10.003 and subject to any university policies related thereto. UCF Policy 4-410 Comprehensive Post Tenure Review was approved on August 5, 2023, which outlines UCF's process for the 5-year review. The process is intended to accomplish the following:

- Ensure high standards of quality and productivity among the tenured faculty of the university.
- Determine whether a tenured faculty member is meeting the responsibilities and expectations associated with assigned duties in research, teaching, service, and other assigned responsibilities, as well as compliance with state laws, Board of Governors' regulations, and university regulations and policies.
- Recognize and honor a tenured faculty member's exceptional achievement and provide an incentive for retention, as appropriate.
- When appropriate, refocus the academic and professional efforts of a tenured faculty member and take employment action.

BOG Regulation 10.003 (2)(a) Timing and Eligibility states: "Each tenured faculty member shall have a comprehensive post-tenure review of five years of performance in the fifth year following the last promotion or the last comprehensive review, whichever is later. For faculty hired with tenure, the hire date shall constitute the date of the last promotion.

1. In the first year following the effective date of this regulation, 20% of tenured faculty will be evaluated, in addition to faculty in the fifth year under (2)(a)."

Audit Objectives and Scope

BOG Regulation 10.003 (6) (a) 1. Stipulates:

"Beginning January 1, 2024, and continuing every three years thereafter, each university must conduct an audit of the comprehensive post-tenure review process for the prior fiscal year and submit a final report to the university's board of trustees by July 1."

“The report should include the following:

- a. The number of tenured faculty in each of the four performance rating categories as defined in (4)(f).
- b. The university’s response in cases of each category.
- c. Findings of non-compliance with applicable state laws, Board of Governors’ regulations, and university regulations and policies. “

The primary objective of this audit is to determine compliance of the PTR process with the timing, eligibility, review requirements, and process requirements outlined in the regulation, as well as evaluate the effectiveness of the PTR process and its alignment with university policies and procedures.

University Audit will follow up with management to verify process changes discussed above were made and the 20% criteria is achieved for the 2024-25 PTR. The next audit is scheduled for the 2026-27 PTR.

Audit Timeline

Beginning of audit: March 7, 2024

End of fieldwork: April 30, 2024

Audit Team Members

Dezso Nyitray, Auditor II

Vicky Sharp, Auditor III, Auditor In-Charge

Vallery Morton, Audit Manager, Level I Reviewer

Robert Taft, Chief Audit Executive, Level II Reviewer



Board of Trustees

June 25, 2024

Agenda Item

BUDC-1: Preliminary 2024-2025 University Operating Budget and Spending Authority

Proposed Board Action

The Board of Trustees is asked to approve, on its non-consent agenda, the proposed 2024-2025 University operating budget and spending authority.

Authority for Board of Trustees Action

BOG Regulation 9.007 State University Operating Budgets and Requests

Supporting Documentation Included

Attachment A: 2024-2025 University of Central Florida Spending Authority

Facilitators/Presenters

Gerald Hector, Senior Vice President for Administration and Finance
Kim Banks, Senior Assistant Vice President for Budget Planning and Analysis



2024-2025 Preliminary University Operating Budget and Spend Authority

EXECUTIVE SUMMARY

Objective

The Budget and Finance Committee is being asked to review and recommend approval of the proposed 2024-2025 University Operating Budget and Spend Authority.

Summary of Key Observations/Recommendations

Below are the key components of FY2025 operating budget document that should be understood as the schedule and the corresponding notes are reviewed:

1. The proposed FY2025 operating budget was prepared using the Responsibility Center Management methodology and highlights the “Profit and Loss” statements for each college and unit at the university. Those statements are in the appendix to this narrative.
2. The Board of Governors (BOG) spending authority is presented by the various colors of money by which the university must operate for the FY2025 fiscal year. The document must be approved by vote from the Board of Trustees before being sent to the Board of Governors before June 30, 2024. The university is then bound by the limits outlined in the document, which can only be changed by the university’s Board of Trustees.
3. The operating budget and the spending authority have differences that must be understood as the budget packet is reviewed. The major differences are as follows:
 - a. At the request of the Board of Trustees, the operating budget includes all the Direct Support Organizations. The spending authority does not. Therefore, the operating budget total is higher than the spending authority that the Board of Trustees must take formal action.
 - b. The operating budget reports totals **gross** of budgeted and mandated waivers. The spending authority is produced based on numbers **net** of budgeted and mandated waivers.
 - c. Approximately **\$92 million** in “Generation/(Utilization) of Fund Balances” is budgeted on this line and spans all colors of money for potential use of reserve balances to address unexpected changes during the year. This is down from **\$126 million** in the prior year as the administration now has more sophisticated tools to monitor the finances of the university more holistically.
4. As of the preparation of the operating budget, the university is yet to get final totals of what our performance-based and faculty recruitment and retention funding will be. They are listed as “To Be Determined” (TBD) in the footnotes. We anticipate that those totals will be

additions versus subtractions from the amounts presented in the documents. The Board of Governors will vote on those totals at its upcoming June meeting.

5. In the current year, we utilized approximately **\$35 million** of auxiliary and other fund balances to balance the budget. For FY2025, we anticipate that a budgeted total of **\$4 million** will fall into this category. This need is driven by continuing work on our information technology operations. Now that the administration has more sophisticated tools in both Workday and Adaptive Planning, we anticipate that this amount will be covered.

Some key points that should be understood as the budget is reviewed are the following pressures that remain in terms of short and medium term decisions continuing from the current year for the foreseeable future.

1. Funding multiyear faculty start up commitments to attract world class faculty to the university.
2. Maintenance of buildings inside a formal maintenance program that includes (i) routine, (ii) preventative, (iii) deferred efforts to keep our buildings in top shape.
3. Information technology upgrades and other system refreshes that are necessary for an aging infrastructure.
4. Finding alternate revenues as tuition and fees have remained flat for the past twelve years. This point underscores our desire to become a preeminent institution in the SUS to make up for this reality. We have been getting excellent state support, but in many instances, they are restricted as to purpose.
5. The reimagination of space usage on campus, and how we can monetize dormant or underutilized spaces.

Additional Background

The administration has been focused on how best to match the operating budget (by color of money) to our annual cash flows. There is a need to examine the opportunity costs of not maximizing the intersection of the two to drive investments and operational performance. The question that needs to be answered is: "Is UCF maximizing its cash positions to drive transformational change"? We are adopting an Asset and Liability Matching (ALM) for cash management purposes that will impact how we budget and manage cash flows for FY2025 and beyond. The RCM model was adopted to provide the transparency necessary to understand the programmatic and administrative costs of each college and unit. To that end, the administration is attempting to capitalize on the changes made to our short-term cash management to impact the timing and needs for all twelve months of the fiscal year.

Attachment A is the current spending authority schedule that the Board of Trustees has been approving for several years. This format remains the same for the FY2025 budget submission. It has a formal request from the BOT for **\$2.3 billion** in spending authority. The budget will be balanced to this total.

Rationale

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

Implementation Plan

Per Board of Governors regulation 9.007 (State University Operating Budgets and Requests), each university board of trustees shall adopt an operating budget 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 must be presented to the Board of Governors for approval by a date established by the Chancellor.

Resource Considerations

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

Conclusion

Staff recommends approval of the 2024-2025 Preliminary University Operating Budget and Spend Authority. Without the BOT's approval, the university's ability to submit a Board of Trustees approved budget to the Board of Governors will be missed, and our operations to commence spending on July 1, 2024 will also be impacted.

University of Central Florida
Preliminary Spending Authority
Fiscal Year 2024-25

	FY 2023-24 Spending Authority	FY 2024-25 Spending Authority	Increase/ (Decrease)	% Change
E&G Main	\$ 727,285,128	\$ 753,682,952	\$ 26,397,824	3.6%
E&G College of Medicine	48,630,720	48,630,715	(5)	0.0%
E&G Florida Center for Students with Unique Abilities	8,984,565	12,484,565	3,500,000	39.0%
E&G Community Schools Program	11,000,000	20,116,736	9,116,736	82.9%
Contracts and Grants	265,616,148	279,832,264	14,216,116	5.4%
Auxiliaries	392,383,971	437,097,628	44,713,657	11.4%
Local Funds		-		
Student Activities	29,740,532	32,049,806	2,309,274	7.8%
Student Financial Aid	552,356,512	550,837,904	(1,518,608)	-0.3%
Concessions	800,000	800,000	-	0.0%
Intercollegiate Athletics	80,480,046	80,588,652	108,606	0.1%
Technology Fee	18,910,326	12,329,688	(6,580,638)	-34.8%
Self-Insurance Plan	630,183	644,791	14,608	2.3%
Faculty Practice Plan*	12,915,987	50,064,408	37,148,421	287.6%
Total Uses of Resources	\$ 2,149,734,118	\$ 2,279,160,109	\$ 129,425,991	6.0%

***Faculty Practice Plan** - The \$37m increase in spending authority is primarily related to transfers to the College of Medicine for new expenses for the participation in the Medicaid Supplemental Payment program, as well as facility renovation expenses.



Board of Trustees

June 25, 2024

Agenda Item

BUDC-2: 2024-2025 Proposed Direct Support Organizations and Related Entity Operating Budgets

Proposed Board Action

The Board of Trustees is asked to approve, on its non-consent agenda, the proposed 2024-2025 Direct Support Organizations and Related Entity Operating Budgets.

Authority for Board of Trustees Action

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

Supporting Documentation Included

Attachment A: UCF Academic Health, Inc.
Attachment B: UCF Athletics Association, Inc.
Attachment C: UCF Convocation Corporation
Attachment D: UCF Finance Corporation
Attachment E: UCF Foundation, Inc.
Attachment F: UCF Research Foundation, Inc.
Attachment G: UCF Stadium Corporation
Attachment H: Central Florida Clinical Practice Organization, Inc.

Facilitators/Presenters

Gerald Hector, Senior Vice President for Administration and Finance
Christy Tant, Assistant Vice President for DSO Accounting and Reporting



2024-2025 Proposed Direct Support Organizations and Related Entity Operating Budgets

EXECUTIVE SUMMARY

Objective

The Budget and Finance Committee is being asked to review and recommend approval of the proposed 2024-2025 Direct Support Organizations and Related Entity Operating Budgets.

Summary of Key Discussion Topics and Questions

All of the university's DSOs are planning to break even or generate a small surplus next fiscal year, except for UCF Central Florida Clinical Practice Organization and UCF Academic Health. Those two organizations are planning to draw from their operating cash reserves while maintaining a projected balance of at least \$1 million at the end of FY2024-2025.

The proposed budgets attached to this agenda item include narratives with important details. The more significant items are highlighted below.

- The UCF Board of Trustees approved the Stadium Tower Expansion Project and related financing plan including the issuance of \$88.6 million of new debt on March 25, 2024. The proposed budget for **UCF Stadium Corporation (UCFSC)** reflects the first estimated \$10 million annual allocation of Tourist Development Tax revenues recently awarded from Orange County, \$1.5 million of debt service costs related to the issuance of new debt, and the funding of a \$10 million debt issuance reserve.
- The proposed budget for **UCF Athletics Association (UCFAA)** reflects UCF's second year in the Big 12 Conference. This budget includes a \$2.2 million increase in compensation expense for post-season performance bonuses, contract escalators for coaches, and the impact of changes in the Fair Labor Standards Act minimum exempt salary levels. It also includes a \$1.5 million decrease in the distributions received from UCFSC resulting from the plan to issue new debt to fund the Stadium Tower Expansion project. This will be offset by a \$2.2 million decrease in debt service costs, primarily due to a reduction in the scheduled AAC exit fee payment. To further balance the budget, UCFAA's third consecutive annual contribution to its operating reserve has been reduced from \$2.5 million to \$0.1 million. However, it plans to maintain \$5.3 million in operating cash reserves through next fiscal year and resume annual contributions of \$2.5 million in FY2025-2026 until \$10.0 million is accumulated. Additionally, distributions received from UCFSC have the potential to exceed the amount conservatively budgeted based on the proforma financials that were used to plan for the new debt issuance. It is also worth noting that UCFAA's budget satisfies the travel, equipment, and recruitment needs of its sport teams but does not represent all of the funding requested by them. The lack of revenue to fully fund operational aspirations will require budget discipline by cost center managers.
- **UCF Convocation Corporation (UCFCC)** is planning to use two consecutive years of housing rate increases to invest in deferred maintenance reserves for the four student

residence halls (Towers Knights Plaza), convocation center (Addition Financial Arena and The Venue), surrounding retail space (Knights Plaza), and adjacent parking that it operates. Planned increases totaling \$1.3 million will bring total R&R contributions to \$2.4 million next fiscal year. A 10-year FCA study performed during FY2022-2023 indicated that the corporation's annual contributions to its capital reserves should average \$4.5 million annually. Historical contributions and expenditures have been significantly less than indicated by the FCA study. UCFCC's ability to generate revenues from other sources and invest at this level is limited. Management will need to continue to manage costs and evaluate the criticality of repairs to infrastructure and execute deferred maintenance plans as funds are available.

- **UCF Foundation (UCFF)** is planning for a \$6.0 million increase, including a draw from reserves, of CAPFA Funding which is revenue generated from a land lease agreement with a student housing project, Knights Circle. This will fund increases in personnel costs reflecting the full impact of 40 staff members including development officers, engagement officers, and donor relations staff who were onboarded during FY2023-2024; eight new positions to further enhance donor events and experiences, alumni engagement and leadership annual giving, and communications; and other inflationary cost increases.
- **UCF Research Foundation (UCFRFD)** is projecting a \$2.2 million, or 10%, increase in both revenue and spending on contracts and grants. This will also generate \$1.0 million of additional indirect revenues to fund the full impact of positions that were added late in FY2023-2024.
- **UCF Central Florida Clinical Practice Organization (CFCPO)** is anticipating significant growth in both patient care and non-operating revenue totaling \$6.0 million as a result of expanding its operations through partnerships and the recruitment of four new faculty physicians. These new revenue streams will fund recurring personnel cost increases and increased payments to the Medicaid Supplemental Payment program. This plan is supplemented with approximately \$14.6 million of cash reserves to fund one-time investments including start-up costs for four new faculty, the renovation of space at Lake Nona Cancer Center and UCF Health, student scholarships, and other research and educational initiatives of the College of Medicine.

Additional Background

Refer to the narratives included with the attached proposed budgets for a description of the respective DSO's operations and significant related party transactions.

Rationale

This report is intended to support the board's assessment and approval of the organizations' financial plans for the next fiscal year.

Implementation Plan

The proposed budgets were previously approved by the respective DSO boards of directors prior to being presented to the university board of trustees for approval.

Resource Considerations

Refer to the narratives included with the attached proposed budgets for a description of the respective DSO's financial resources and debt holdings.

Conclusion

Staff recommends approval of the 2024-2025 Proposed Direct Support Organization and Related Entity Operating Budgets.

**UCF ACADEMIC HEALTH, INC.
PROPOSED OPERATING BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

	2024-25 PROPOSED BUDGET	2023-24 APPROVED BUDGET	2023-24 PROJECTED ACTUALS	YOY Fav (Unfav) Variance
<u>Funding Sources</u>	\$	\$	\$	\$
Commercial Lease Revenue ¹	3,005,108	2,612,552	3,145,595	(140,487)
Total Funding Sources	3,005,108	2,612,552	3,145,595	(140,487)
<u>Funding Uses</u>				
Professional Services ²	38,381	36,600	29,760	(8,621)
Facility Expense ³	2,616,016	2,548,492	2,591,897	(24,119)
Information Technology	2,500	2,500	2,630	130
Other Expense ⁴	327,755	24,960	465,410	137,655
Total Funding Uses	2,984,652	2,612,552	3,089,697	105,045
Sources Less Uses	20,456	-	55,898	(35,442)

¹ UCF Academic Health, Inc (UCFAH) receives sub-lease revenue from lease arrangements with clinical partners in the UCF Lake Nona Cancer Center. Each lease contains a 3% annual rent & CAM escalation clause. Lease revenue for fiscal year 2025 is budgeted to be lower than fiscal year 2024 projection due to the expected termination of two short-term leases. The decrease in lease revenue is partially offset by added ad valorem taxes for 2023 paid by clinical tenants.

² The Professional Services budget includes financial audit and legal fees. The increase is the result of higher audit fees for the new fiscal year 2025 agreement.

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

⁴ UCFAH's clinical tenants may be subject to ad valorem taxes by Orange County beginning January 1, 2023. Orange County is still completing their assessment. In anticipation of receiving this assessment, UCFAH has accrued twelve months of ad valorem taxes for fiscal year 2024 and six months for fiscal year 2023. Ad valorem taxes are billable to the clinical partners. The budget for fiscal year 2025 includes ad valorem taxes.



UCF Academic Health, Inc. (UCFAH)

Summary of Key Observations/Recommendations

- The proposed budget reflects lease revenue from current clinical lease arrangements. Each lease includes a 3% annual escalation for both base rent and CAM. Two short-term leases are set to expire in the fall partially offsetting the increases in the remaining leases.
- UCFAH is evaluating if space occupied by the private clinical partners may be subject to ad valorem taxes by Orange County beginning January 1, 2023. In anticipation of receiving this assessment, UCFAH has accrued twelve months of ad valorem taxes for fiscal year 2024 and six months of fiscal year 2023. This expense is billable to the private partners as specified in the leases. The budget for fiscal year 2025 is lower than the current year forecast since it includes only twelve months of ad valorem taxes for both lease revenue and other expenses.
- The remaining budget includes rent and Common Area Maintenance (CAM) payable to UCF and UCFAH operations expense. The UCFAH operating expense budget covers consulting, the annual financial audit, and software expense, as well as officer and general liability insurance.

Additional Background

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

Resource Considerations

The projected cash reserves at the end of FY2023-2024 is \$1.1 million. These cash reserves along with the revenue from long-term lease arrangements are more than sufficient to meet all obligations. With annual escalations built into the current leases, annual lease revenue alone will begin to meet those obligations in FY2024-2025. Cash reserves are not expected to decrease below \$1 million.

**UCF ATHLETICS ASSOCIATION
PROPOSED OPERATING BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

	2024-25 PROPOSED BUDGET	2023-24 APPROVED BUDGET	2023-24 PROJECTED ACTUALS	YOY Fav (Unfav) Variance
<u>Funding Sources</u>	\$	\$	\$	\$
Student athletic fees	23,488,923	22,913,747	23,208,598	280,325
Ticket sales and ticket related transactions	16,270,825	14,708,082	16,239,351	31,474
Philanthropic donations for operations	4,404,055	3,550,000	5,338,610	(934,555)
Game guarantees received	1,013,000	276,670	280,270	732,730
Sponsorships	12,616,667	12,286,667	12,408,880	207,787
Philanthropic donations for capital projects	1,820,209	2,379,550	1,248,306	571,902
NCAA/ conference distributions	20,291,489	20,818,337	19,950,319	341,170
Other athletic revenues	2,372,900	1,822,139	2,975,222	(602,322)
Scholarship support from university	11,463,000	9,463,000	11,463,000	-
Revenue received from Stadium Corp transfer	3,061,611	4,221,050	4,513,975	(1,452,364)
Total Funding Sources	96,802,678	92,439,242	97,626,531	(823,853)
<u>Funding Uses</u>				
Scholarships	12,147,766	11,500,948	12,075,995	(71,771)
Employee compensation	37,403,496	35,688,697	35,224,744	(2,178,753)
Sport operations	13,894,000	9,862,269	13,840,876	(53,124)
Support operations	20,053,720	15,793,537	19,216,341	(837,379)
Game guarantee expense	1,950,000	1,935,000	2,057,056	107,056
Non-recurring operations	1,500,000	2,433,000	1,900,000	400,000
Guaranteed royalty and rent to Stadium Corp	4,121,000	4,121,000	4,096,000	(25,000)
Capital transfer to university	1,820,209	-	660,000	(1,160,209)
Retained Earnings for Liquidity (Reserve)	100,000	2,500,000	2,500,000	2,400,000
Total Funding Uses	92,990,191	83,834,451	91,571,012	(1,419,179)
<u>Non-operating Sources/ (Uses)</u>				
Interest earnings	-	-	240,600	(240,600)
Debt service	(3,773,717)	(8,379,859)	(5,992,561)	2,218,844
Total Non-operating Sources/ (Uses)	(3,773,717)	(8,379,859)	(5,751,961)	1,978,244
Sources Less Uses	38,770	224,932	303,558	(264,787)

¹ Ticket sales and ticket related transactions revenue excludes \$2.8 million of premium seating revenues recorded only on Stadium Corp's financials. Net revenue received from Stadium Corp Transfer is comprised of the following:

Ticket Sales transferred to Stadium Corporation	(4,947,784)
Excess revenues returned to the Association	8,009,395
Net transfers in (out)	<u>3,061,611</u>

Debt Service Summary

	Annual Debt Service Fiscal Year 2025			Outstanding Principal	
	Principal	Interest	Total	As of 6/30/24	As of 6/30/25
Fifth Third - Line of Credit	345,000	225,500	570,500	4,125,000	3,780,000
Regions - Construction Note (Roth Athletic Center)	1,155,000	11,550	1,166,550	1,155,000	-
UCF Foundation - Line of Credit	-	270,000	270,000	9,000,000	9,000,000
UCF - Loan	1,041,650	58,350	1,100,000	3,552,537	2,510,887
AAC Exit Fee Payable	666,667	-	666,667	8,000,000	7,333,333
Total	3,208,317	565,400	3,773,717	25,832,537	22,624,220



UCF Athletics Association, Inc. (UCFAA)

Summary of Key Observations/Recommendations

The proposed budget reflects UCF's second year in the Big 12 Conference.

Funding sources assumptions include:

- Ticket sales and ticket-related transactions are budgeted to match the current year's projected actuals. Football season ticket renewals match last year's pace, a year in which sales were at an all-time high. The 2024 football season includes one additional home game which has a marginal impact on the overall budget since the maximum number of season tickets have already been sold. Men's basketball ticket revenue is budgeted slightly less than the current year's actuals with the same number of home games as the first year due to a favorable home schedule during UCF's first year in the Big 12 conference coupled with uncertainty of opponents in the second year. There is a risk of team performance impacting revenues when budgeting for maximum capacity.
- Philanthropic donations for operations include the addition of parking related transactions matching the current year's projected actuals. There is a balance between donations needed for operations and donations for Name, Image, Likeness (NIL)/Kingdom.
- Game guarantees received reflects contracted agreements primarily for football with the road game at the University of Florida as the primary revenue driver.
- Conference distributions are slightly lower than FY2023-2024 due to the one-time deposit return of \$2.5 million partially offset by the base allocation increasing from \$18 million to \$19 million.
- Other athletics' revenues are budgeted less than the current year projected actuals due to the uncertainty of hosting some special events. For example, UCFAA does not anticipate hosting the Cure Bowl and has not budgeted for the associated revenue in FY2024-2025.
- The revenue received from the Stadium Corporation matches the Stadium Corporation proforma submitted for approval of the new debt issuance. This has the potential to exceed budget, but consistency in these materials was maintained.

Funding uses assumptions include:

- Scholarships are budgeted to exceed funding sources. The increase in housing rates is the primary escalator.
- Employee compensation is projected to be under budget in the current year primarily due to the lack of earned bonus compensation for sports. The proposed budget includes built-in contract escalators for coaches as well as an increase in the Fair Labor Standards Act (FLSA) minimum exempt salary to \$44,000. This budget does not include resources for the January 1,

2025, rate change to \$58,656. It is anticipated this second escalator will be legally challenged but if upheld, midyear budget cuts may be necessary as well as a reclassification of many existing employees. The financial impact of this change has already been calculated and a recommendation to executive leadership for position-by-position designation changes has been developed.

- The proposed budget for sport operations meets the travel, equipment, and recruiting needs of the sport teams but does not represent all of the funding requested. The lack of revenue to fully fund operational aspirations restricts this category. Disciplined budget adherence will be necessary as well as cost center managers scrutinizing the expenses they authorize.
- Capital transfers to the university represents an estimate of the amount of philanthropic donations for capital projects that will be transferred to fund university capital projects and is primarily related to the football campus project. This is simply an estimate with a wide range of variability possible. Both sources and uses move in the same direction on these transactions.
- UCFAA contributed \$2.5 million plus interest to operating reserve accounts in each of the last two fiscal years. Currently, there is a cash balance of approximately \$5.26 million being held. A contribution of \$100,000 is anticipated in FY2024-2025, but annual contributions of \$2.5 million are anticipated to resume in FY2025-2026.
- Principal and interest represent scheduled debt service payments. The Roth Athletics Center final payment will occur in September 2024 concluding this debt. Continued payments on the Fifth Third Line of Credit, the UCF Loan, and American Athletics Conference exit fees are budgeted.

The landscape of the National Collegiate Athletics Association (NCAA) Division I athletics business model is in constant flux unlike any other time in the history of the industry. New litigation and legislation are introduced on a seemingly weekly basis that have significant impacts on the UCFAA financial model. The proposed FY2024-2025 budget does not include provisions for pay for play, revenue sharing, student-athletes as employees, unlimited scholarship funding for all students on a roster, extreme changes in current NIL parameters, etc. All Big 12 correspondence on these topics remain philosophical at the Director of Athletics level only but early indications expect a significant impact in FY2025-2026.

UCFAA is favorably positioned to face these challenges as the organization transitions to full-share Big 12 membership. Full share members are receiving \$34.8 million in conference distributions this year as opposed to the \$18 million currently received. This additional \$16.8 million in FY2025-2026 is earmarked for increases in operational costs as well as a minimum \$10 million placeholder for revenue share/additional costs associated with the new NCAA model. Financial discipline will be required to limit controllable decisions of future resources that may need preservation for the impending transformational changes to the NCAA.

In conclusion, UCFAA's financial position has significantly reversed its course in a short amount of time. Just over two years ago, the athletics department had no gift money accumulated in the Foundation, no operating reserve, and insufficient cash on hand to support operations. Today, the Association has approximately \$7.1 million in fundraised dollars in the Foundation, over \$5 million

in operating reserve accounts, and sufficient cash on hand to process all expenditures in a timely fashion. The financial health of the department has improved considerably in an uncertain and evolving NCAA landscape with pressures from NIL and revenue sharing.

Additional Background

UCFAA operates the university's intercollegiate athletic programs and joined the Big 12 Conference on July 1, 2023. The Association does not fund a repair and replacement reserve, but its leadership committed to building a \$10.0 million operating reserve by retaining \$2.5 million of surplus operating funds for five years beginning in FY2022-2023.

The Association's debt matures on dates that range from September 2024 to July 2033. This includes a note payable to the university, line of credit payable to UCF Foundation, and construction-related debt owed to third parties. In addition, the Association is required to remit annual exit fee payments to the American Athletic Conference through FY2035-2036.

The Association receives athletic fees assessed to students by the university (\$23.5 million) as well as non-cash support provided by the university to fund athletic scholarships (\$11.5 million) and Title IX compensation and benefits for coaches of women's sports (\$0.9 million). It also receives an allocation from the university's exclusive beverage provider contract (\$0.6 million) and licensing fees associated with the sale of apparel and other merchandise from the university's bookstore contract (\$0.7 million). The Association pays the university an annual overhead fee of \$100,000. It is closely related with and acts in good faith as "manager" of UCF Stadium Corporation and for the arena operations of UCF Convocation Corporation.

UCF Stadium Corporation holds debt related to the construction of the university's football stadium. Premium seating revenues, concessions and pledged revenue transfers from UCF Athletics Association are more than sufficient to fund the corporation's operational expenses, debt service payments, and repair and replacement reserves. Once the debt service requirements are fulfilled, any unrestricted excess revenues are transferred back to UCF Athletics Association who depends on the receipt of these funds to maintain its operations.

The UCF Board of Trustees approved the Stadium Tower Expansion Project and related financing plan including the issuance of \$88.6 million of new debt on March 25, 2024.

Pledged revenue transfers to UCF Stadium Corporation include football ticket sales, stadium rent (\$2.1 million), and guaranteed royalty payments (\$2.0 million). The Association also pays guaranteed royalty payments (\$1.0 million) and arena overhead (\$0.5 million) to UCF Convocation Corporation.

Resource Considerations

Approximately \$7.1 million was held by UCF Foundation on behalf of UCF Athletics Association as of March 31, 2024. That balance is expected to drop significantly due to year-end budget balancing.

The Association has \$5.0 million plus interest in operating reserve accounts. It is important to note that the reserve may be utilized if the trend of operational expenditures exceeding sources continues.

The outstanding debt balance will decrease from \$25.8 million for the year ending June 30, 2024, to \$22.6 million for the year ending June 30, 2025, without additional modifications.

Attachment C

UCF CONVOCATION CORPORATION PROPOSED OPERATING BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2025

	2024-25 PROPOSED BUDGET	2023-24 APPROVED BUDGET	2023-24 PROJECTED ACTUALS	YOY Fav (Unfav) Variance
Housing Operations				
<u>Funding Sources</u>				
Apartment Rental	19,413,642	18,139,852	18,812,513	601,129
Miscellaneous Rental Fees and Revenue	400,000	350,000	433,296	(33,296)
Parking Revenue	1,036,388	1,036,388	1,036,388	-
Total Funding Sources	20,850,030	19,526,240	20,282,197	567,833
<u>Funding Uses</u>				
Housing Operating Expenses	2,171,784	2,069,518	1,910,475	(261,309)
Housing Maintenance and Custodial	1,896,104	1,871,692	1,968,427	72,323
Housing Utilities	1,941,909	1,834,031	1,889,196	(52,713)
Total Funding Uses	6,009,797	5,775,241	5,768,098	(169,376)
<u>Non-operating Sources/ (Uses)</u>				
Interest Earnings	175,000	165,000	235,149	(60,149)
Housing Debt Service	(7,735,493)	(7,728,483)	(7,728,483)	(7,010)
Housing R&R Reserve Contributions	(700,000)	(600,000)	(600,000)	(100,000)
Parking R&R Reserve Contributions	(250,000)	(50,000)	(50,000)	(200,000)
Total Non-Operating Revenue/Expenses	(8,510,493)	(8,213,483)	(8,143,334)	(367,159)
Housing Operations - Sources Less Uses	6,329,740	5,537,516	6,370,765	(41,025)
Retail Operations				
<u>Funding Sources</u>				
Total Operating Revenues	1,995,835	1,962,899	2,003,856	(8,021)
<u>Funding Uses</u>				
Retail Operating Expenses	339,796	317,861	369,396	29,600
Retail Utilities	251,741	242,574	234,171	(17,570)
Total Funding Uses	591,537	560,435	603,567	12,030
Retail Operations - Sources Less Uses	1,404,298	1,402,464	1,400,289	4,009
Arena Operations				
<u>Funding Sources</u>				
Arena Event Revenue	8,680,204	7,971,017	8,595,304	84,900
Arena Priority Use - University	2,200,000	2,200,000	2,200,000	-
Coke Sponsorship - University	125,000	-	125,000	-
Arena Rent - UCFAA	535,000	535,000	535,000	-
Guaranteed Royalty - UCFAA	1,060,904	1,050,000	1,050,000	10,904
Total Funding Sources	12,601,108	11,756,017	12,505,304	95,804
<u>Funding Uses</u>				
Arena Event Expenses	8,910,752	8,313,123	8,255,783	(654,970)
Arena Maintenance and Custodial	1,359,334	1,325,830	1,054,837	(304,497)
Arena Utilities	1,609,032	1,398,996	1,553,139	(55,893)
Total Funding Uses	11,879,118	11,037,949	10,863,759	(1,015,359)
<u>Non-operating Sources/ (Uses)</u>				
Transfers to UCF	-	(246,300)	(246,300)	246,300
Interest Earnings	175,000	15,000	257,360	(82,360)
Arena Debt Service	(6,014,438)	(6,014,030)	(6,014,030)	(408)
Arena R&R Reserve Contributions	(1,500,000)	(500,000)	(500,000)	(1,000,000)
Total Non-Operating Revenue/Expenses	(7,339,438)	(6,745,330)	(6,502,970)	(836,468)
Arena Operations - Sources Less Uses	(6,617,448)	(6,027,262)	(4,861,425)	(1,756,023)
Sources Less Uses	1,116,591	912,718	2,909,629	(1,793,038)

Debt Service Summary

Housing debt service
Arena debt service
Total

Annual Debt Service Fiscal Year 2025			Outstanding Principal	
Principal	Interest	Total	As of 6/30/24	As of 6/30/25
5,685,000	2,050,493	7,735,493	75,555,000	69,870,000
3,755,000	2,259,438	6,014,438	56,820,000	53,065,000
9,440,000	4,309,930	13,749,930	132,375,000	122,935,000

R&R Reserve Summary

Housing
Arena
Parking
Total

R&R Reserve Held at Trustee ¹				R&R Reserve Available for Use			
Projected as of 7/01/24	Housing and Parking Contributions	Transfers to Corp.	Projected as of 6/30/25	Projected as of 7/01/24	Transfers from Trust and Arena	Budgeted Expenditures	Projected as of 6/30/25
2,358,390	700,000	(1,960,000)	1,098,390	1,149,109	1,960,000	(1,960,000)	1,149,109
-	-	-	-	1,330,501	1,500,000	(2,170,000)	660,501
78,673	250,000	-	328,673	330,700	-	-	330,700
2,437,063	950,000	(1,960,000)	1,427,063	2,810,310	3,460,000	(4,130,000)	2,140,310

UCF CONVOCATION CORPORATION
 PROPOSED ANNUAL BUDGET
 FOR THE FISCAL YEAR ENDING JUNE 30, 2025

¹ Balance held in trust remains unavailable until board approves withdrawal.

Operating Reserve Summary

	Operating Reserve for Critical Needs			
	Projected as of 7/01/24	Contributions	Budgeted Expenditures	Projected as of 6/30/25
University-managed projects	3,648,459	-	(3,300,792)	347,667
Arena-managed projects	175,237	-	(175,237)	-
Unallocated	61,303	-	-	61,303
Total	3,884,999	-	(3,476,029)	408,970



UCF Convocation Corporation (UCFCC)

Summary of Key Observations/Recommendations

Housing Operations:

Housing operations are projected to generate a surplus of \$6.3 million in FY2023-2024. Historically annual surpluses generated by the Housing and Retail operations fund the Repair and Replacement (R&R) and debt service obligations for the entire organization. The Arena does not generate surpluses in its operations; therefore, the surpluses generated in Housing and Retail operations covers their portion as well. The \$0.6 million increase in apartment rental revenues is due to a 4% rate increase at 98% occupancy for Fall and Spring and 93% occupancy for Summer. There is a slight decrease in Miscellaneous Rental Fees and Revenues which is factoring once off rentals for budget purposes.

The \$0.3 million increase in housing operating expenses assumes that projected savings in operating expenses will not reoccur next fiscal year. Increases in R&R contributions are being funded by FY2023-2024 and FY2024-2025 housing rate increases. Further information about contributions to the R&R reserves is included in the section below.

Retail Operations:

Retail operations are projected to generate a surplus of \$1.4 million in FY2024-2025 which is materially consistent with the FY2023-2024 budget and projected actuals. Budgeted revenues are based on the current occupancy rate.

Arena Operations:

Arena operations are projected to generate a deficit of \$6.6 million in FY2024-2025. The projected deficit is higher than the current year's actuals by approximately \$1.7 million or 34.7%. This is less favorable than the \$4.8 million projected deficit for FY2023-2024 primarily due to increases in arena event expenses (\$0.7 million) and maintenance and custodial expenses (\$0.3 million), as well as a significant increase in the R&R contribution (\$1.0 million) which is being funded by the 2024 and 2025 housing rate increases. Further information about contributions to the R&R reserves is included in the section below. The arena's projected deficit will be funded by the projected surplus generated from the housing and retail operations.

The immaterial increase in arena event revenue (\$0.1 million) relative to the \$0.7 million increase in arena event expenses is primarily due to the projected number and mix of event types. FY2023-2024 was a record year due to a small number of concerts with a high level of success resulting from the community's excitement about the promoter and these types of events in this post-Covid era. Concerts tend to generate higher concession revenue due to alcohol sales, as well as higher Ticketmaster rebates and other ancillary revenue. While there is an increased number of events in the FY2024-2025 budget, the mix of event types is less heavily weighted on concerts. Arena

event revenue is expected to remain materially consistent with the current year but includes increases in ticket and facility rental revenue (\$0.7 million) with offsetting decreases in concessions (\$0.2 million), Ticketmaster rebates (\$0.3 million), and other ancillary revenues (\$0.1 million). Arena event revenues were budgeted using the facilities' current calendar holds and historical information as a base. Achieving revenue goals will depend largely on navigating challenges with availability and continued strength in concert bookings, which account for the majority of event income (45%) and is also the most volatile area due to external factors. Concessions, ticket fees, and parking revenues are in line with peer venues and do not provide immediate growth areas.

The \$0.7 million unfavorable variance in arena event expenses reflects increases for event production (\$0.7 million) which correlates to the increase in ticket and facility rental revenue noted above, plus an increase in salaries (\$0.1 million) offset by a decrease in management fees (\$0.1 million). Rate increases by service providers are anticipated as staff have already been notified by vendors to continue to expect higher costs. The Florida minimum wage will also increase by \$1.00 in September following the schedule that will have it at \$15 per hour by 2026. The increase in salaries is largely being driven by six managers whose salaries will be adjusted to comply with the updated FLSA exemption rules.

The \$0.3 million unfavorable variance in arena maintenance and custodial expenses is primarily due to non-recurring salary savings (\$0.2 million) that occurred in 2024 due to four to five vacant positions.

The \$0.2 million favorable variance in transfers to UCF is resulting from the arena scoreboard payments being paid in full before next fiscal year.

R&R and Operating Reserves:

Increases in the annual contributions to the R&R reserves are based on the amount of funding available from operations and the needs and priorities established by management. However, continued increases are needed in future years to fully fund the annual deferred maintenance needs of the corporation. The university conducted a Facilities Conditions Assessment for all its buildings. Deferred maintenance needs were identified for the corporation that amounts to approximately \$4.5 million annually. Considering that funding cannot take place at that level each year, the increase in the FY2024-2025 budget for deferred maintenance needs were prioritized by greatest need. The residuals from annual operations are critical for this work to be completed each year. The budgeted contribution to the housing and parking R&R reserves complies with minimum funding requirements. Refer to Attachment B for a list of planned projects to be funded from the R&R reserves in FY2024-2025.

The use of non-recurring operating reserves generated from revenue recovery from the Department of Education's Higher Education Emergency Relief Fund (HEERF) program, and other capex funds received during FY2022-2023 to fund \$11.8 million will continue in FY2024-2025. These projects were approved by the board in a special meeting held on April 27, 2023. These funds are managed by the UCF Facilities and UCF Athletic Association teams. Refer to Attachment C for a list of projects to be funded from this non-recurring operating reserve in FY2024-2025.

Additional Background

UCFCC operates four student residence halls (Towers Knights Plaza), the convocation center (Addition Financial Arena and The Venue), surrounding retail space (Knights Plaza), and adjacent parking. UCFCC's operations yield sufficient revenues to fund its operating expenses, debt service payments, and repair and replacement reserves. The corporation's original financing model planned a surplus to be generated by its housing operations to fund both the housing and arena debt service payments. Revenue increases need to be generated to fund repair and replacement reserves at levels adequate to maintain the corporation's facilities long-term.

UCFCC's debt matures on dates that range from October 2026 to October 2035 with semi-annual debt service payments due in October and April. It is secured by revenues generated from housing operations, arena operations, and commercial retail rental income. With each debt refunding the corporation entered into separate support agreements whereby the university is obligated to the extent that it has legally available revenues to cover any deficiencies.

UCFCC receives rent from the university for its priority use of the arena (\$2.2 million), the corporation's managed parking garages (\$1.0 million), and retail space (\$1.2 million), as well as an allocation from the university's exclusive beverage provider contract (\$0.1 million). The corporation pays the university for managed services related to housing and facilities operations in addition to an annual overhead fee of \$100,000. The corporation also receives guaranteed royalty payments (\$1.0 million) and arena overhead (\$0.5 million) from UCF Athletics Association.

Resource Considerations

Funding sources less uses are anticipated to be sufficient to fund the corporation's debt service obligations and operating costs for the year.

A summary of projected R&R reserves is presented at the bottom of the report.

The outstanding debt balance will decrease from \$132.4 million for the year ending June 30, 2024, to \$122.9 million for the year ending June 30, 2025.

**UCF FINANCE CORPORATION
PROPOSED OPERATING BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

	2024-25 PROPOSED BUDGET	2023-24 APPROVED BUDGET	2023-24 PROJECTED ACTUALS	YOY Fav (Unfav) Variance
<u>Funding Sources</u>	\$	\$	\$	\$
Transfers from University	3,968,724	4,006,756	3,961,756	6,968
Interest Earnings	45,000	5,000	50,000	(5,000)
Total Funding Sources	4,013,724	4,011,756	4,011,756	1,968
<u>Funding Uses</u>				
Debt Service	3,988,724	3,988,136	3,988,136	(588)
Operating Expenses	25,000	23,620	23,620	(1,380)
Total Funding Uses	4,013,724	4,011,756	4,011,756	(1,968)
Sources Less Uses	-	-	-	-

Debt Service Summary

	Annual Debt Service Fiscal Year 2025			Outstanding Principal	
	Principal	Interest	Total	As of 6/30/24	As of 6/30/25
Burnett Biomedical Sciences Building Loan	2,885,000	1,103,724	3,988,724	47,431,000	44,546,000
Total	2,885,000	1,103,724	3,988,724	47,431,000	44,546,000



UCF Finance Corporation (UCFFC)

Summary of Key Observations/Recommendations

- Transfers from the university represents rent on the Burnett Biomedical Sciences building pursuant to the 2017 amended and restated operating lease agreement and is based on annual debt service plus operating expenses less interest income.
- Interest earnings are generated from cash balances held in the university's shared account. Budget assumes interest rates and the university's allocation methodology remain materially consistent with fiscal 2024.
- Principal and interest represent scheduled debt service payments for the Burnett Biomedical Sciences building construction loan.
- Operating expenses include audit and other administrative fees. Budget assumes 5% increase in audit fees.

Additional Background

UCFFC holds debt related to the construction of the Burnett Biomedical Sciences building on the health sciences campus in Lake Nona. The university provides approximately \$4.0 million of annual rent pursuant to the 2017 amended and restated operating lease agreement. This funds the corporation's operating expenses and debt service payments for the following fiscal year.

This corporation does not fund an R&R reserve.

UCFFC's debt matures in July 2037 with semi-annual debt service payments due in July and January. It is secured by the university's indirect cost revenues from federal, state, and private grants.

Resource Considerations

The corporation's restricted and unrestricted cash balance is projected to be approximately \$5.5 million at June 30, 2024. This is more than sufficient to fund debt service and operating costs for the following fiscal year.

The outstanding debt balance will decline from \$47.4 million for the year ending June 30, 2024, to \$44.5 million for the year ending June 30, 2025.

UCF FOUNDATION, INC.
PROPOSED OPERATING BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2025

	2024-25 PROPOSED BUDGET	2023-24 APPROVED BUDGET	2023-24 PROJECTED ACTUALS	YOY Fav (Unfav) Variance
	\$	\$	\$	\$
Funding Sources				
University Support	11,126,498	11,046,138	11,246,138	(119,640)
Total Funding from Related Organizations	11,126,498	11,046,138	11,246,138	(119,640)
Foundation operations				
Endowment assessment	4,600,000	4,200,000	4,200,000	400,000
Operating pool investment earnings draw	11,600,000	5,600,000	5,628,830	5,971,170
Current year allocation from buildings	1,300,000	1,300,000	1,300,000	-
Distribution from CAPFA funds	2,700,000	5,000,000	2,558,478	141,522
Miscellaneous revenues	870,000	893,500	674,867	195,133
Total funding from operations	21,070,000	16,993,500	14,362,175	6,707,825
Total Funding Sources	32,196,498	28,039,638	25,608,313	6,588,185
Funding Uses				
Support to University				
Office of the President	1,384,725	1,384,725	1,353,035	(31,690)
Vice Presidents' allocations	535,643	335,643	420,619	(115,024)
Other allocations to university	259,255	309,255	222,105	(37,150)
Total Support to University	2,179,623	2,029,623	1,995,760	(183,863)
Operating Development				
Personnel	7,968,977	6,279,456	6,120,630	(1,848,346)
Other Operating	1,465,591	1,461,197	639,842	(825,749)
Total Development	9,434,568	7,740,653	6,760,472	(2,674,095)
Alumni				
Personnel	3,668,493	2,955,836	2,530,748	(1,137,744)
Other Operating	2,687,430	2,476,928	1,619,114	(1,068,316)
Total Alumni	6,355,923	5,432,764	4,149,863	(2,206,060)
Administration				
Personnel	9,021,039	7,963,145	8,431,124	(589,915)
Other Operating	5,122,537	4,836,193	4,271,094	(851,443)
Total Administration	14,143,576	12,799,338	12,702,219	(1,441,357)
Total Operating Uses	29,934,066	25,972,755	23,612,554	(6,321,513)
Total Funding Uses	32,113,689	28,002,378	25,608,313	(6,505,376)
Sources Less Uses	82,809	37,260	(0)	82,809



UCF Foundation, Inc. (UCFF)

Summary of Key Observations/Recommendations

The University hired Rodney Grabowski as the new Senior Vice President for Advancement and Partnerships and CEO of the UCF Foundation, Inc. in FY2022-2023. Grabowski took on the task of evaluating the UCF Foundation's resources and readiness for the University's next comprehensive fundraising campaign. Included in this planning process was ensuring alignment between the University's philanthropic goals and the strategic plan, and investments in the necessary research, technology, and infrastructure needed to elevate philanthropy in support of UCF.

These investments included:

- Executing a campaign feasibility study,
- Hiring Ologie, a national marketing and communications firm, to conduct a branding and marketing assessment and refresh for the University,
- Hiring additional fundraisers and alumni engagement officers to continue building pipeline and major gift opportunities,
- Finalizing campaign policies, and
- Hiring a new CFO and an inaugural Associate Vice President for Partnerships.

This work allowed Advancement and Partnerships to solidify the "Big Idea" framework, further aligning the fundraising efforts to become a sustainable \$100 million annual fundraising organization.

Considering the personnel and resources required to support this goal and to continue the necessary work required to enter the next phase of the campaign, the UCF Foundation is proposing an increase of \$6.5 million to the operating budget.

Sources:

- University support reflects a slight decrease in funding of 1%.
- The endowment assessment reflects a 9% increase, reflecting growth in contributions and performance in the endowment pool.
- The Capital Projects Finance Authority (CAPFA) revenue is related to a land lease agreement with a student housing project, Knights Circle whereby surplus revenues after payment of debt service and operating expenses, flow to the UCF Foundation in the form of ground rent payments. The UCF Foundation received its first waterfall payment in 2022 after an 11-year pause as Knight's Circle mitigated the rehabilitation of their properties. Fiscal Years 2022 through 2023 reflected extra distributions related to COVID-19 revenue

holds adding to the UCF Foundation's budgets. Knight's Circle leadership presented a budget that is utilizing funds for capital improvements leading to a projected reduction in waterfall payments to the UCF Foundation. Projected waterfall payments have been reduced from \$5 million annually to an average between \$2 and \$3 million. The UCF Foundation has reduced this budget line reflecting the expected waterfall payment from CAPFA.

- The operating draw reflects a proposed increase of \$6 million primarily reflecting the use of prior year budgeted reserves from the COVID-19 release payments from the CAPFA Funding.

Uses:

- The University support reflects an increase to the budget, covering additional costs related to the Office of the President's projected expenses and increases in the Vice President's unrestricted funds.
- The UCF Foundation focused on filling budgeted positions in FY2023-2024. Understanding this would take time, the FY2024-2025 budget reflected period-based additions for personnel lines. This year the UCF Foundation restructured its operations and has onboarded over 40 staff members including development officers, engagement officers, and donor relations staff. The FY2024-2025 budget reflects the full impact of the filled positions to the personnel budget across development, alumni, and administration, while also adding eight positions to further enhancing donor events and experiences, alumni engagement and leadership annual giving, and communications.

The UCF Foundation is also continuing its efforts to expand its campaign preparation efforts while considering inflationary increases in the FY2024-2025 budget. These increases are incurred by vendor contracts and subscriptions including the EverTrue Software cost increases, email marketing tool conversion, and a refreshed database-wide wealth screening system.

Additional Background

UCFF's principal function is to provide charitable and educational aid to the university. The information provided in the quarterly reports is a reflection of the Foundation's unrestricted activity only and does not include income distribution from endowment or revenue for current operations with donor designations and restrictions.

The Foundation holds debt that matures on dates that range from October 2025 to July 2051. All debt is secured by building rental revenues and collateralized by the same buildings. UCF Foundation receives rental revenue from the university as well as non-cash support provided by the university to fund compensation and benefits (\$11.1 million).

Resource Considerations

The budget serves as a guideline for availability of courses for funds and how those will be utilized.

**UCF RESEARCH FOUNDATION INC.
PROPOSED ANNUAL BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

	2024-25 PROPOSED BUDGET	2023-24 APPROVED BUDGET	2023-24 PROJECTED ACTUALS	YOY Fav (Unfav) Variance
<u>Funding Sources</u>	\$	\$	\$	\$
Royalties and licensing fees	1,250,000	1,000,000	1,712,553	(462,553)
Contracts and grants ²	21,000,000	13,600,000	18,832,975	2,167,025
Contribution and other agreements income ²	4,000,000	3,500,000	3,885,804	114,196
Incubator Rents	350,000	350,000	357,268	(7,268)
Management fees and F&A ³	3,500,000	1,550,000	2,422,660	1,077,340
Total Funding Sources¹	30,100,000	20,000,000	27,211,260	2,888,740
<u>Funding Uses</u>				
Royalties and licensing allocations and expense	937,500	750,000	1,284,416	346,916
Contracts and grants expense ²	21,000,000	13,600,000	18,832,975	(2,167,025)
Contribution and other agreements expense ²	4,000,000	3,500,000	3,882,629	(117,371)
Incubator Rents	350,000	350,000	309,701	(40,299)
Other operating expenses ⁴	2,000,000	1,470,098	1,207,801	(792,199)
Gap Fund ⁵	250,000	250,000	207,135	(42,865)
Total Funding Uses	28,537,500	19,920,098	25,724,657	(2,812,843)
Sources Less Uses	1,562,500	79,902	1,486,603	75,897

¹ Total funding sources include all awarded monies regardless of applicable restrictions as UCFRF's revenue is recognized only to the extent expenses are incurred in executing the applicable contracts and grants or when an enforceable promise is made. Due to this method of recognition, the presentation within may result in budget surpassing revenue while conversely resulting in a budget deficit to expenses or the reverse. This leads to the appearance of favorable or unfavorable positions per line item of budget to actual that do not reflect the factual activity; however, the overall net impact is favorable since additional awards and funding dollars are continuously being received.

² Contracts and grants as well as contributions and other agreement sources and uses exceeds the fiscal 2024 annualized projected actuals and the fiscal 2024 budget with a projected growth for fiscal 2025 expected to be 10%, or \$2.3 million and 46%, or \$7.9 million, respectfully.

³ Management fees and F&A represent the net funds retained by the Research Foundation after necessary distributions. The fiscal 2025 proposed budget represents an 8.9% growth in net F&A dollars earned and retained which is in line with the expected increase in awards as they allow for full indirect rate of 52% to applied.

⁴ Other operating expenses includes funding for research foundation payroll and operating expenses plus offset by reimbursed legal fees. The fiscal 2024 proposed budgeted amount considered the hiring of two Contracts Officers throughout the fiscal year while fiscal 2024 annualized projected actuals highlights that these positions were not filled until the third and fourth quarter of fiscal 2024. The fiscal 2025 proposed budget assumes a full year of the fiscal 2024 budgeted hires in addition to the hiring of an Accounting Manager and two Contracts & Grants Accountants throughout

⁵ The 2024 Gap Fund Award Year was not be fully awarded due to the fewer number of proposals presented to this Board during fiscal 2024. The fiscal 2024 annualized actuals represent expenses associated with prior year Gap Fund Award Years that continue to be utilized for their proposed purpose. The Gap Fund program is fully budgeted in fiscal 2025 with an expectation to distribute the full amount through out the fiscal year.



UCF Research Foundation, Inc. (UCFRF)

Summary of Key Observations/Recommendations

UCFRF is currently recognizing a break-even position compared to the annualized projected actuals for this period. This positive outcome can be attributed to the ongoing funding of contracts and grants as well as contributions and other agreements, which have exceeded initial expectations. It is anticipated that this trend will continue to be a contributing factor in the upcoming fiscal year.

Overall, the UCFRF is experiencing a financial performance that is closely aligned with the projected annualized actuals numbers. This demonstrates the commitment to prudent financial management and responsible resource allocation and this sustained support allows UCFRF to further their mission and initiatives effectively.

Total funding sources encompass all awarded monies, regardless of any applicable restrictions. UCFRF recognizes revenue only when expenses are incurred in executing the respective contracts and grants, or when an enforceable promise is made. This approach to revenue recognition may sometimes lead to the appearance of budget surpassing revenue in certain line items, while in others it may result in a budget deficit to expenses, or vice versa. To emphasize these presentations may occasionally show favorable or unfavorable positions per line item when compared to the actuals. However, it is crucial to understand that these figures may not always reflect the true activity accurately. Overall, the net impact remains favorable due to the continuous receipt of additional awards and funding dollars.

- UCFRF is proposing a \$14 thousand, or 1%, overall increase in revenue and expenses for fiscal 2025 as compared to fiscal 2024 annualized projected actuals. Overall, the FY2024-2025 projected budget is \$1.4 million, or 100%, greater than FY2023-2024 actual budget based upon the continued growth in in contracts and grants as well as contributions and other agreements.
- Contracts and grants as well as contributions and other agreement sources and uses exceeds the FY2023-2024 annualized projected actuals and the fiscal 2024 budget with a projected growth for FY2024-2025 expected to be 10%, or \$2.3 million and 46%, or \$7.9 million, respectfully.
- Additionally, an 8.9% growth in net Facilities and Administrative (F&A) dollars earned and retained is in line with the expected increase in awards as they allow for full indirect rate of 52% to applied.

Other operating expenses include funding for research foundation payroll and operating expenses plus offset by reimbursed legal fees. The FY2023-2024 proposed budgeted amount considered the hiring of two Contracts Officers throughout the fiscal year while FY2023-2024 annualized projected actuals highlights that these positions were not filled until the third and fourth quarter of

FY2023-2024. The FY2024-2025 proposed budget assumes a full year of the FY2023-2024 budgeted hires in addition to the hiring of an Accounting Manager and two Contracts & Grants Accountants throughout FY2024-2025 due to sponsored research growth previously mentioned.

Additional Background

UCFRF promotes and supports the research activities of faculty, staff, and students. Its operating activities include contracts, grants, royalties, contributions, rents, conferences, unit residuals, and consortiums. UCFRF does not hold any debt.

Resource Considerations

There are no new resource considerations associated with this item.

**UCF STADIUM CORPORATION
PROPOSED OPERATING BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

	2024-25 PROPOSED BUDGET	2023-24 APPROVED BUDGET	2023-24 PROJECTED ACTUALS	YOY Fav (Unfav) Variance
<u>Funding Sources</u>	\$	\$	\$	\$
Premium seating	2,850,000	2,798,500	2,850,000	-
Concessions and catering	725,996	500,000	691,425	34,571
Merchandise sales	250,000	250,000	250,000	-
Excess revenues from beverage contract	180,000	180,000	180,000	-
Total Funding Sources	4,005,996	3,728,500	3,971,425	34,571
<u>Funding Uses</u>				
Services and supplies	60,000	55,000	55,000	(5,000)
Repairs and replacement (R&R) funding	250,000	250,000	250,000	-
Total Funding Uses	310,000	305,000	305,000	(5,000)
<u>Non-operating Sources/ (Uses)</u>				
Tourism Development Tax Revenues	10,000,000	-	-	10,000,000
Transfers from UCFAA - Ticket sales	4,947,784	4,562,250	4,803,674	144,110
Transfers from UCFAA - Stadium rent	2,121,000	2,121,000	2,121,000	-
Transfers from UCFAA - Guaranteed royalty	2,000,000	2,000,000	1,975,000	25,000
Pledges for Leadership Center	255,000	255,000	255,000	-
Interest earnings	125,000	50,000	125,000	-
Debt service	(3,621,920)	(3,628,450)	(3,628,450)	6,530
Capitalized interest - new issuance	(1,513,465)	-	-	(1,513,465)
Debt service reserve - new issuance	(10,000,000)	-	-	(10,000,000)
Transfers to UCFAA - Excess Unrestricted Revenue	(8,009,395)	(8,783,300)	(9,317,649)	1,308,254
Total Non-operating Sources/ (Uses)	(3,695,996)	(3,423,500)	(3,666,425)	(29,571)
Sources Less Uses	-	-	-	-

Debt Service Summary

	Annual Debt Service Fiscal Year 2025			Outstanding Principal	
	Principal	Interest	Total	As of 6/30/24	As of 6/30/25
Tax-exempt bonds	1,560,000	953,669	2,513,669	23,755,000	22,195,000
Taxable bonds	440,000	338,185	778,185	6,880,000	6,440,000
Leadership Center	303,000	27,066	330,066	1,087,000	784,000
TDT Loan	-	813,224	813,224	-	60,865,000
New Towers Bond Series	-	700,241	700,241	-	27,755,000
Total	2,303,000	2,832,385	5,135,385	31,722,000	118,039,000

R&R Reserve Summary

	R&R Reserve Available for Use			
	Projected as of 7/1/2024	Contributions	Budgeted Expenditures	Projected as of 6/30/2025
Non-recurring maintenance (R&R) Expenses	915,183	250,000	-	1,165,183
Rust remediation	-	-	-	-
Total	915,183	250,000	-	1,165,183



UCF Stadium Corporation (UCFSC)

Summary of Key Observations/Recommendations

The proposed FY2024-2025 budget reflects the first estimated \$10 million annual allocation of Tourist Development Tax revenues recently awarded from Orange County, \$1.5 million of debt service costs related to the issuance of new debt to fund the Stadium Tower Expansion Project, and the funding of a \$10 million debt issuance reserve approved by UCF the Board of Trustees on March 28, 2024.

The proposed budget also reflects UCF's second year in the Big 12 Conference and seven home football games with a stadium at full capacity. Significant assumptions include:

- Premium seating revenue assumes no price increase but continued sales to a sold-out crowd.
- Concessions and catering revenue conservatively assume approximately \$100,000 of sales per home game, plus a small increase attributed primarily to the sale of alcohol. Increases in recent years were generated by alcohol sales.
- Merchandise sales and excess revenues from beverage contract represent allocations of revenue from contracts between the university and third parties. These budgets remain unchanged; however, the exclusive beverage provider contract is currently being renegotiated.
- Services and supplies include audit and other administrative fees. Budget assumes 5% increase in audit fees.
- The annual contribution to the R&R reserve is based on management's discretion and will remain consistent with the current year at \$250,000. The budget assumes UCFAA will directly cover any required repairs and allow the reserve to accumulate to approximately \$1.1 million by the end of fiscal year ending June 30, 2025.
- Ticket sales assume a 3% price increase at approximately 98% of available tickets sold.
- Guaranteed royalty and stadium rent revenues are based on payment schedules pursuant to agreements with UCFAA and are sufficient to cover the corporation's existing debt service requirements in the event other pledged revenue sources fall short of expectations.
- Interest earnings are generated from cash balances held in the university's shared account. Budget assumes interest rates and the university's allocation methodology remain materially consistent with FY2023-2024.
- Principal and interest represent scheduled debt service payments for the corporation's existing debt and estimated payments for planned debt issuances. Once the debt service requirements are fulfilled, any unrestricted excess revenues are transferred to UCFAA.

- Projected revenues for fiscal year 2025 are anticipated to yield approximately \$8.0 million in unrestricted excess revenues back to UCFAA that depends on the receipt of these funds to maintain day-to-day operations.

Additional Background

UCFSC holds debt related to the construction of the university's football stadium. UCFSC's debt matures on dates ranging from March 2029 to March 2036. Payments are due in September and March annually. It is secured by pledged revenues from UCF Athletics Association including gross ticket revenues, stadium rent, away game guarantees, conference distributions, and a guaranteed royalty payment. There is a support agreement whereby the University will use legally available revenues to fund deficiencies that may arise in the event the corporation is unable to make the minimum bond payments.

Resource Considerations

Pledged revenues are anticipated to be sufficient to fund the corporation's debt service obligations and operating costs for the year, leaving a surplus that will be distributed back to UCFAA. Additionally, the corporation's restricted and unrestricted cash balance is projected to be approximately \$4.0 million at June 30, 2024.

The corporation will hold an R&R reserve of approximately \$1.1 million.

The outstanding debt balance will increase from \$31.7 million for the year ending June 30, 2024, to \$118.0 million for the year ending June 30, 2025.

**CENTRAL FLORIDA CLINICAL PRACTICE ORGANIZATION INC.
PROPOSED OPERATING BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

	2024-25 PROPOSED BUDGET	2023-24 APPROVED BUDGET	2023-24 PROJECTED ACTUALS	YOY Fav (Unfav) Variance
<u>Funding Sources</u>	\$	\$	\$	\$
Patient Care Revenue ¹	11,717,524	8,962,268	9,465,672	2,251,852
Other Operating Revenue ²	1,771,947	1,580,639	1,792,408	(20,460)
Other Non-Operating Revenue ³	28,294,738	-	24,000,000	4,294,738
Total Funding Sources	41,784,209	10,542,906	35,258,080	6,526,129
<u>Funding Uses</u>				
Professional Services ⁴	6,826,768	5,054,715	5,314,563	(1,512,205)
Medical Supplies, Services & Equipment ⁵	3,749,928	2,962,163	3,936,348	186,420
Facility Expense ⁶	2,746,268	130,140	131,032	(2,615,236)
Information Technology ⁷	488,218	347,870	325,533	(162,685)
Other Expense	189,791	143,182	133,061	(56,730)
Transfers to the College of Medicine ⁸	36,063,435	3,557,256	19,058,532	(17,004,903)
Total Funding Uses	50,064,408	12,195,325	28,899,068	(21,165,340)
Sources Less Uses	(8,280,199)	(1,652,419)	6,359,012	(14,639,210)

¹ Patient Care Revenue is expected to increase in FY2025 compared to FY2024 projection due to the planned recruitment of four faculty physicians and through the continued growth of patient volume associated with physicians hired in FY2024. In addition, as part of the development of the UCF Academic Health Science Center, the CFCPO will be providing various shared services and business operations support for the College of Health Professions and Sciences (CHPS) for their Rehabilitation and Wellness Programs. As such, CPHS clinical business units are now included in the financials.

² Other Operating Revenue is expected to remain consistent with fiscal year 2024 projections and is mostly comprised of fee-for-service revenue generated by HealthARCH and medical professional services provided to outside partners.

³ Other Non-Operating Revenue reflects mainly revenue associated with a new affiliation agreement between the UCF College of Medicine and Nemours Children's Hospital. The nature of this agreement is described in the attached narrative. In addition, this line item includes new revenue associated with the roll-out of the UCF Health Mobile Clinic that will be supplying medical and health education services to underserved populations in the community.

⁴ The increase in Professional Services Expense is due to an increase in costs associated with staff hired through the professional employer organization (PEO). This increase is due to higher benefit costs, additional staff needed to support faculty new hires, and the development of an internal nurse triage team currently being outsourced.

⁵ Medical Supplies, Services, and Equipment is expected to increase with higher patient care revenue; however, the increase is offset by the elimination of outsourced triage services.

⁶ The increase in budgeted facility costs is due to the expected use of \$2.5 million in cash reserves for the purpose of renovating the UCF Health clinic at the East Orlando location. This renovation will increase the square footage of patient care space within the existing building and will allow for continued growth of UCF Health. Other facility related expenses are also seeing annual inflationary increases.

⁷ The increase in Information Technology Expense is due to the planned purchase of hardware and licenses for new providers, the replacement of outdated computer equipment, and various projects to improve efficiencies and enhance current functionality of the electronic health records system.

⁸ The majority of the budgeted transfers reflects new expenses related to the participation in the Medicaid Supplemental Payment program. In addition, this line item includes multiple one-time investments, incl. renovation of the research labs located at the UCF Lake Nona Cancer Center for Burnett School faculty researchers, funding of various other one-time research and education initiatives of the College of Medicine, as well as an increase in internal student scholarships. The one-time investments are all funded through existing cash reserves within the CFCPO.



Central Florida Clinical Practice Organization, Inc. (CFCPO)

Summary of Key Observations/Recommendations

- In FY2023-2024, the UCF College of Medicine (COM) established an affiliation agreement with The Nemours Foundation to establish the University of Central Florida College of Medicine - Nemours Children's Health Department of Pediatrics to train the next generation of pediatric physicians. This affiliation will be essential for collaboration in all missions of both institutions to include patient care, medical education, research, and community service. The annual revenue generated by this agreement reflects the significant direct and indirect value that COM will provide to Nemours related to its outstanding reputation in the community and for the professional development of its affiliate faculty appointments.
- Beginning in FY2023-2024, COM, in connection with adding the Department of Pediatrics will have a significant increase in its participation in the Florida Medical School Medicaid Supplemental Payment program through the Florida Agency for Health Care Administration. As such, COM is required to make substantial payments as a requirement of participation. This program provides supplemental payments in addition to standard Medicaid reimbursement rates and is to support Florida College of Medicine faculty practices and public hospitals as it is designed to increase access to quality healthcare for the Medicaid population while training future health care providers.
- In FY2024-2025, COM is implementing a shared services model documented in a Memorandum of Understanding (MOU) between COM and the College of Health Professions and Sciences (CHPS) by which COM will be aiding in various business functions to support the clinical activities of the CHPS Rehabilitation and Wellness Services division. Through CFCPO, COM will provide accounting, budgeting, clinical recruitment, and revenue cycle services. In addition, COM through UCF Health is establishing its first mobile clinic which will be supplying medical and education services to underserved populations in the community. All financial functions of the mobile clinic will be managed through the CFCPO.
- In addition to the activities described above, increases in patient care revenue are expected as UCF Health plans to recruit four new UCF Health physicians while new physicians hired in fiscal year 2024 will continue to grow their practice. Altogether, the proposed budget for FY2024-2025 reflects a 19% revenue increase over current year projections.
- Budgeted expenses reflect a 73% increase over FY2023-2024 projections. The driving factors are:
 - Startup costs for four physician new hires estimated at \$700 thousand that includes added support staff.
 - Increase in scholarship funding for medical students of \$500 thousand.

- An increase in staffing costs associated with higher benefit costs, the creation of a nurse triage team, and the addition of the CHPS clinics and the UCF Health mobile clinic resulting in a combined \$1.5 million increase over current year.
- A combined projected investment of \$11 million for academic and research initiatives at COM, space renovations at the UCF Lake Nona Cancer Center, and space renovations at the East Orlando location of UCF Health.
- And finally, an estimated \$22 million payment to the Florida Agency for Healthcare Administration to increase participation in the Medicaid Supplemental Payment program which is \$4 million more than the projected payment for FY2023-2024.

Additional Background

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

Resource Considerations

Due to the investments of cash reserves into strategic initiatives, CFCPO is budgeting a deficit of \$8.3 million for fiscal year 2025. The projected, uncommitted year-end cash reserves and cash equivalents for 2024 is \$16 million.



Board of Trustees

June 25, 2024

Agenda Item

SPAC-1: External Naming

Proposed Action

Approval of the proposed external naming opportunity.

Authority for Board of Trustees Action

Board of Governors Regulation 9.005

Supporting Documentation Included

N/A

Facilitators/Presenters

Rod Grabowski, Senior Vice President, UCF Advancement and Partnerships, and
Chief Executive Officer, UCF Foundation, Inc.



External Naming Opportunity

EXECUTIVE SUMMARY

Objective

The Board of Trustees and the Strategic Partnerships and Advancement Committee are tasked with reviewing an external naming opportunity resulting from a philanthropic partnership.

Summary of Key Observations/Recommendations

- The proposed naming opportunity has been vetted through the university's internal review process and no concerns were identified.

Additional Background

Board of Governors Regulation 9.005 requires that the naming of any university facility be approved by the Board of Trustees as a noticed, non-consent agenda item. Gift-related naming of a university facility requires a donation which makes a significant contribution to the cost of the university facility.

Rationale

This external naming opportunity is crucial for advancing UCF's strategic goals. Fostering philanthropic partnerships will amplify our global reputation by attracting top-tier talent, supporting impactful programs, and enhancing university infrastructure. These contributions help propel UCF's vision to become the world's leading metropolitan research university.

Implementation Plan

Pending the Board of Trustees' approval of this naming opportunity, staff will leverage this philanthropic investment to strengthen the areas of support outlined in the corresponding gift agreement.

Resource Considerations

The funds associated with this naming opportunity are secured through a philanthropic gift from the donor, whose name will be disclosed during the public meeting for which this executive summary is associated.

Conclusion

Staff recommends approval of the proposed naming opportunity.



Board of Trustees

June 25, 2024

Agenda Item

SPAC-2: External Naming

Proposed Action

Approval of the proposed external naming opportunity.

Authority for Board of Trustees Action

Board of Governors Regulation 9.005

Supporting Documentation Included

N/A

Facilitators/Presenters

Rod Grabowski, Senior Vice President, UCF Advancement and Partnerships, and
Chief Executive Officer, UCF Foundation, Inc.



External Naming Opportunity

EXECUTIVE SUMMARY

Objective

The Board of Trustees and the Strategic Partnerships and Advancement Committee are tasked with reviewing an external naming opportunity resulting from a philanthropic partnership.

Summary of Key Observations/Recommendations

- The proposed naming opportunity has been vetted through the university's internal review process and no concerns were identified.

Additional Background

Board of Governors Regulation 9.005 requires that the naming of any university facility be approved by the Board of Trustees as a noticed, non-consent agenda item. Gift-related naming of a university facility requires a donation which makes a significant contribution to the cost of the university facility.

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This external naming opportunity is crucial for advancing UCF's strategic goals. Fostering philanthropic partnerships will amplify our global reputation by attracting top-tier talent, supporting impactful programs, and enhancing university infrastructure. These contributions help propel UCF's vision to become the world's leading metropolitan research university.

Implementation Plan

Pending the Board of Trustees' approval of this naming opportunity, staff will leverage this philanthropic investment to strengthen the areas of support outlined in the corresponding gift agreement.

Resource Considerations

The funds associated with this naming opportunity are secured through a philanthropic gift from the donor, whose name will be disclosed during the public meeting for which this executive summary is associated.

Conclusion

Staff recommends approval of the proposed naming opportunity.



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>
June 24, 2024	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, there were two robust discussions. The first was a report from the Provost on the outcomes associated with the 2024 UCF post-tenure Review process. The second discussion consisted of a student panel moderated by Dr. Andrea Guzmán, Vice President for Access and Community Engagement, which provided Trustees an opportunity to engage with them in discussing varied student experiences and considerations to address UCF's four-year graduate rate efforts.

Items Appearing as New Business

No items appear as new business.

Items Appearing on the Consent Agenda

- **AESC-1:** 2024 UCF Tenure Recommendations
- **AESC-2:** Tenure with Hire
- **AESC-3:** General Education Program Approval
- **AESC-4:** New Degree Program Proposal – B.S. in Health Informatics
- **AESC-5:** Reduction of Credit Hours – B.S. in Teacher Education, Art Education
- **AESC-6:** Conferral of Degrees
- **AESC-7:** 2024-2025 Linking Industry to Nursing Education (LINE) Fund Proposals



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 action 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>
June 24, 2024	Trustee Rick Cardenas	Trustee Tiffany Altizer

Executive Summary

Trustee Rick Cardenas 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 IntegrityLine Report, and the University Compliance, Ethics, and Risk Update. The 2023-2024 Work Plan Status of Activities was provided as an information item.

Items Appearing as New Business

- AUDC-1: Post-Tenure Review Report

Items Appearing on the Consent Agenda

- AUDC-2: Enterprise Risk Management Program Plan



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>
June 24, 2024	Trustee Bill Christy	Trustee Jeff Condello

Executive Summary

Chair Bill Christy presided over the meeting. In addition to the action items considered by the committee, information items included in the materials were the third quarter investment report; the University's final audited financial statements; and the termination and release agreement concerning a memorandum of understanding between the University, the UCF Athletics Association, and the UCF Foundation.

Items Appearing as New Business

- BUDC-1: Preliminary 2024-2025 University Operating Budget and Spending Authority
- BUDC-2: 2024-2025 Proposed Direct Support Organizations and Related Entity Operating Budgets

Items Appearing on the Consent Agenda

- BUDC-3: Renewal of Reducing Revolving Line of Credit – Fifth Third Bank
- BUDC-4: UCF Stadium Corporation Release of Unrestricted Surplus
- BUDC-5: UCF Pouring Rights with Coca-Cola – Contract Extension Approval



Facilities and Infrastructure Committee

Committee Report

[Facilities and Infrastructure Committee Meeting Packet](#)

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>
June 24, 2024	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, discussion occurred on the topics of Facilities and Business Operations' annual Facilities Condition Assessment and the ongoing Space Utilization Study.

Items Appearing as New Business

- N/A

Items Appearing on the Consent Agenda

- **FACC-1:** Five-Year Capital Improvement Plan FY25-26 through FY29-30
- **FACC-2:** Northeast Sector Parking – Project Approval
- **FACC-3:** Northeast Sector Promenade – Project Approval
- **FACC-4:** Rosen Renovation/Remodel – Project Approval
- **FACC-5:** Rosen Property Agreement and Spend Authorization
- **FACC-6:** 12889 Ingenuity Drive Building Lease
- **FACC-7:** UCF College of Health Professions and Sciences Project Cost Notification



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>
June 25, 2024	Trustee Michael Okaty	Trustee Caryl McAlpin

Executive Summary

Trustee Michael Okaty presided over the meeting.

Items Appearing as New Business

N/A

Items Appearing on the Consent Agenda

- **GOVC-1:** Approval of Assessment of Leadership Competencies
- **GOVC-2:** Amendments to University of Central Florida Bonus Plan
- **GOVC-3:** Amendments to University Regulation UCF-2.009 Admission of International Students
- **GOVC-4:** Amendments to University Regulation UCF-2.023 Academic Calendar
- **GOVC-5:** Amendments to University Regulation UCF-3.0122 Resignation and Nonrenewal of Non-unit Faculty and A&P Staff Members
- **GOVC-6:** Amendments to University Regulation UCF-4.033 Delinquent Accounts Receivable
- **GOVC-7:** Amendments to Chapter 4 University Regulations
- **GOVC-8:** Amendments to Chapter 5 University Regulations
- **GOVC-9:** Amendments to Chapter 6 University Regulations
- **GOVC-10:** Central Florida Clinical Practice Organization, Inc. Bylaw Amendments

- **GOVC-11:** UCF Foundation, Inc. Bylaw Amendments
- **GOVC-12:** Appointment of Direct Support Organization Directors



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>
June 24, 2024	Trustee John Miklos	Trustee Danny Gaekwad

Executive Summary

Trustee Miklos presided over the meeting. The committee recommended approval of the Wayne Densch Practice Complex, Kenneth G. Dixon Career Development Center, and the remaining of Orion Boulevard to Ken Dixon Way to the full Board of Trustees. Discussion occurred around UCF's Advancement and Partnerships' attainment and divisional progress to goal for fiscal year 2023-2024. The committee received board education around UCF's giving history, budget history, cost of fundraising figures, and fundraising return on investment data. The committee received two informational items, including an update on the license plate program and a new strategic communications activity report, recapping the third quarter of the current fiscal year.

Items Appearing as New Business

SPAC-1: External Naming Opportunity
SPAC-2: External Naming Opportunity

Items Appearing on the Consent Agenda

None



Board of Trustees

June 25, 2024

Agenda Item

AESC-1: 2024 UCF Tenure Recommendations

Proposed Board Action

The Board of Trustees, on its consent agenda, is asked to approve the 2024 tenure recommendations.

Authority for Board of Trustees Action

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

Supporting Documentation Included

Attachment A: 2024 UCF tenure recommendation supporting documents can be found [here](#).

Facilitators/Presenters

Michael Johnson, Provost and Executive Vice President for Academic Affairs

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



2024 UCF Tenure Recommendations

EXECUTIVE SUMMARY

Objective

Forty-one (41) faculty are recommended for tenure to the Board of Trustees. These faculty have undergone a rigorous and thorough process to determine their tenure eligibility.

Summary of Key Observations/Recommendations

The UCF tenure process requires that tenure-earning faculty members who are not in the College of Medicine seek tenure by the end of their sixth year of employment. Tenure-earning faculty members in the College of Medicine must seek tenure by the end of their eighth year of employment. The Provost and President support the 2024 Tenure Recommendations.

Additional Background

The tenure procedure involves review by the department promotion and tenure committee, the department chair, the college promotion and tenure committee, the dean of the college, the university promotion and tenure committee, the provost, and the president. Tenure becomes official with final approval of the University of Central Florida Board of Trustees. If approved, tenure will become effective on August 8, 2024.

Rationale

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

Implementation Plan

If approved, tenure for these faculty will become effective August 8, 2024.

Resource Considerations

N/A

Conclusion

The Board of Trustees is asked to approve the 2024 tenure recommendations. The Provost and President support the recommendations. If approved, tenure for these individuals will become effective August 8, 2024.



Board of Trustees

June 25, 2024

Agenda Item

AESC-2: Tenure with Hire

Proposed Board Action

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

Authority for Board of Trustees Action

UCF 3.015(4)(a)6 – 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



Tenure with Hire

EXECUTIVE SUMMARY

Objective

In accordance with university regulation [UCF-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 seven individuals:
 - Eric G. Johnson, Professor, College of Optics and Photonics
 - Alexander Khanikaev, Professor, College of Optics and Photonics
 - Rebecca S. Koszalinski, Associate Professor, Department of Nursing Systems, College of Nursing
 - Brian C. Miller, Professor, Department of History, College of Arts and Humanities
 - David J. Mitchell, Associate Professor, Department of Materials Science and Engineering, College of Engineering and Computer Science
 - Sharon J. Tucker, Professor, Department of Nursing Practice, College of Nursing
 - Pavel Zahorik, Professor, School of Communication Sciences and Disorders, College of Health Professions and Sciences

Additional Background

In accordance with university regulation UCF-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 seven faculty members 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 Board of Trustees is asked to approve the proposed individuals for tenure with hire.

**Tenure with Hire Justification
Board of Trustees Meeting
June 25, 2024**

**Eric G. Johnson, Professor
College of Optics and Photonics**

CV: https://bot.ucf.edu/wp-content/uploads/sites/5/2024/05/Johnson-Eric_CV_Redacted.pdf

Dr. Eric Johnson received his Ph.D. in electrical engineering from the University of Alabama at Huntsville. He came to UCF from Clemson University, where he was a tenured professor of electrical and computer engineering. While at Clemson, Dr. Johnson held the position of Palmetto Net Endowed Chair in Optoelectronics and served as the head of the South Carolina Smart-State Center of Economic Excellence in Optoelectronics. He is a Fellow of Optica/OSA, Fellow of SPIE, and a senior member of (Institute of Electrical and Electronics Engineers (IEEE). Dr. Johnson's research spans the area of optics and photonics, with applications ranging from free optical communications, optical imaging and sensing, and has received funding of over \$20,000,000 with grants from Office of Naval Research (ONR), Air Force Office of Scientific Research (AFOSR), Defense Advanced Research Projects Agency (DARPA), National Science Foundation (NSF), and other Federal Agencies. He has published numerous publications and has 14 patents. Dr. Johnson has extensive teaching experience and has supervised many graduate students. He currently serves as a commission member for the ABET Engineering Accreditation Committee (EAC), has served on the Board of Directors for SPIE, among other service activities in the profession, college, and university. The College of Optics and Photonics supports the recommendation for tenure with hire.

**Alexander Khanikaev, Professor
College of Optics and Photonics**

CV: https://bot.ucf.edu/wp-content/uploads/sites/5/2024/05/KhanikaevAlexander_CV_Redacted.pdf

Dr. Alexander Khanikaev received his Ph.D. in physics from the M.V. Lomonosov Moscow State University. He came to UCF from the City University of New York, where he was a tenured professor of electrical engineering. Dr. Khanikaev's research focus is on design and experimental studies of nascent photonic nanostructures and nanomaterials. His current research interests and directions include quantum and topological phenomena and light-matter interactions in engineered optical nanomaterials for photonics applications. Dr. Khanikaev has received over \$24,500,000 in research funding as principal investigator or co-principal investigator, from Office of Naval Research (ONR), several Department of Defense (DOD) agencies, Defense Advanced Research Projects Agency (DARPA), Simons Foundation, and New York State. He has published numerous publications and has given many invited talks and lectures. Dr. Khanikaev has supervised many undergraduate and master's students and

Ph.D. students. He is a fellow of the Optical Society of America (Optica), recipient of the National Science Foundation (NSF) Creativity Award, and Clarivate Highly Cited Researcher. The College of Optics and Photonics supports the recommendation for tenure with hire.

**Rebecca S. Koszalinski, Associate Professor
College of Nursing, Department of Nursing Systems**

CV: https://bot.ucf.edu/wp-content/uploads/sites/5/2024/05/Koszalinski-Rebecca_CV_Redacted.pdf

Dr. Rebecca S. Koszalinski received her Ph.D. in nursing from Florida Atlantic University. She came to UCF from Florida Atlantic University, where she was an associate professor of nursing. Dr. Koszalinski is a Fellow of the Association of Rehabilitation Nurses (FARN), Fellow in the Society of Nurse Scientists Innovators Entrepreneurs and Leaders (SONSIE) and was the recipient of an Innovation award from the Johnson & Johnson Nurses Change Lives initiative. Her research focuses on application of technological solutions to improving the health of older adults. Dr. Koszalinski has published numerous publications and presented at many regional, national, and international conferences. She has extensive teaching experience at the graduate and undergraduate nursing programs, having taught courses in evidenced based practice, theoretical and philosophical foundations of the advanced practice role, and foundations of caring in nursing. Dr. Koszalinski has served as a mentor for undergraduate and graduate students including Ph.D. students and has served on dissertation committees as chair and committee member. She serves as co-chair of the development committee for The International Society of Nurses in Genetics, among many other service activities in the profession, college, and university. The Department of Nursing Systems and the College of Nursing support the recommendation for tenure with hire.

**Brian C. Miller, Professor
College of Arts and Humanities, Department of History**

CV: https://bot.ucf.edu/wp-content/uploads/sites/5/2024/05/Miller-Brian_CV_Redacted.pdf

Dr. Brian C. Miller received his Ph.D. in history from the University of Mississippi. He came to UCF from Mission College, where he was a tenured professor of history. At UCF, he will serve as the chair of the Department of History. While at Mission College Dr. Miller served as Dean of Humanities, Social Sciences, and Fine Arts, and, prior to that, he was associate professor and chair of the Department of History at Emporia State University. He is a significant scholar and leader in the field of U.S. civil war history and memory. Dr. Miller was the recipient of numerous fellowships including three Andrew W. Mellon Foundation fellowships. He has published numerous articles and chapters as well as three monographs. Dr. Miller has presented at regional and national conferences and has given many keynote addresses and invited lectures. He has extensive teaching experience at the graduate and undergraduate levels, having taught courses on U.S. history, civil war, Abraham Lincoln, southern history, and U.S. military

history. Dr. Miller has served as editor for *Civil War History* and series editor for *The Civil War Era in the South*, among other service activities in the profession, college, and university. The Department of History and the College of Arts and Humanities support the recommendation for tenure with hire.

David J. Mitchell, Associate Professor

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

CV: https://bot.ucf.edu/wp-content/uploads/sites/5/2024/05/Mitchell-David_CV_Redacted.pdf

Dr. David J. Mitchell received his Ph.D. in materials science and engineering from the University of Florida. He came to UCF from Oak Ridge National Laboratory, where he was a senior research and development materials scientist, and previously held a courtesy professor appointment in the Department of Mechanical and Aerospace Engineering at UCF. Dr. Mitchell has been performing research and development of extreme environment, ultra-high temperature materials, including ceramics, ceramic matrix composites (CMCs), refractory metal-ceramic composites, additive manufacturing, coatings, advanced sensors, and electronic materials at companies including General Electric (GE) Global Research, Boeing Research and Development, Siemens Energy, and Oak Ridge National Laboratory (ORNL). He is an industry leader, responsible for exploring high-risk, high-payoff harsh environment technologies from basic science to full-scale ultra-high-temperature materials and advanced manufacturing in the hypersonics, aerospace, aero-engines, and power generation industries. Dr. Mitchell will bring this key hypersonic materials expertise at UCF and generate competitive research funding, produce high visibility publications, advise graduate and undergraduate students in hypersonic materials, and teach MSE/MAE courses at UCF. He has more than 67 issued patents and publications and has delivered numerous invited presentations and panels. The Department of Materials Science and Engineering and College of Engineering and Computer Science support the recommendation for tenure with hire.

Sharon J. Tucker, Professor

College of Nursing, Department of Nursing Practice

CV: https://bot.ucf.edu/wp-content/uploads/sites/5/2024/05/TuckerSharon_CV_Redacted.pdf

Dr. Sharon J. Tucker received her Ph.D. in nursing from Rush University. She came to UCF from Ohio State University, where she was a tenured Grayce Sills Endowed Professor in Psychiatric-Mental Health Nursing. At UCF, Dr. Tucker will serve as chair in the Department of Nursing Practice. While at Ohio State University, Dr. Tucker held the position of Executive Director of the Fuld Evidence-Based Practice (EBP) Institute and had served as the associate dean for Health Promotion and Well-Being. Dr. Tucker's research focuses on behavioral strategies for promoting and restoring optimal health and functioning. She has been extensively published in peer-reviewed journals, and has presented at regional, national, and international invited talks and workshops. Dr.

Tucker has extensive teaching experience at the undergraduate and graduate levels, has served on many dissertation committees as a chair and committee member, and advised numerous MS students and BSN honors students' theses. She serves as chair for the Nursing Practice Committee of the American Holistic Nurses Association, has served on various advisory board and expert panels including the Editorial Board for the **Journal of Nursing Care Quality** and as Associate Editor on **Worldviews on Evidence-Based Nursing**, among many other service activities in the profession, college, and university. The Department of Nursing Practice and College of Nursing support the recommendation for tenure with hire.

Pavel Zahorik, Professor

College of Health Professions and Sciences, School of Communication Sciences and Disorders

CV: https://bot.ucf.edu/wp-content/uploads/sites/5/2024/05/Zahorik-Pavel_CV_Redacted.pdf

Dr. Pavel Zahorik received his Ph.D. in experimental psychology from the University of Wisconsin. He came to UCF from the University of Louisville, where he was a tenured associate professor and the Heuser Hearing Research Endowed Chair in the Department of Psychological and Brain Sciences and the Department of Otolaryngology and Communicative Disorders. Dr. Zahorik is an established and world renown scientist in the areas of virtual and augmented reality, assistive device technology, and speech understanding in acoustically realistic environments. He has published numerous peer-reviewed publications, and has presented at regional, national, and international conferences and invited talks. Dr. Zahorik has extensive teaching experience at the graduate and undergraduate levels having taught courses in statistics and research methods at the graduate level with a focus on application using software tools and has supervised many graduate students. He serves as associate editor of the **Journal of the Acoustical Society of America** and meetings committee chair for the Acoustical Society of America, among other service activities in the profession, college, and university. The School of Communication Sciences and Disorders and the College of Health Professions and Sciences support the recommendation for tenure with hire.



Board of Trustees

June 25, 2024

Agenda Item

AESC-3: General Education Program Approval

Proposed Board Action

The Board of Trustees, on its consent agenda, is asked to approve UCF's General Education Program.

Authority for Board of Trustees Action

Board of Governors Regulation 8.005

Supporting Documentation Included

Attachment A: UCF Completed Board of Governors GEP Template

Attachment B: General Education Review Process Directions from FLDOE Articulation Office

Attachment C: UCF GEP Worksheet

Attachment D: GEP Certification Form

Facilitators/Presenters

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General Education Program Approval

EXECUTIVE SUMMARY

Objective

Seek approval of the University of Central Florida's General Education Program (GEP) course offerings for the 2024-2025 academic year in accordance with [Board of Governors Regulation 8.005](#).

Summary of Key Observations/Recommendations

At the January 24, 2024, Board of Governors meeting, the Board approved amendments to Regulation 8.005, implementing changes to the state-mandated General Education Core. The amendments also require a process for each Board of Trustees to annually review and approve the full GEP for submission and approval by the Board of Governors, using a Board of Governors template. The state-mandated GEP core covers 15 credit hours of the required 36 hours for the GEP.

The timeline for this new approval process, as outlined in the regulation, requires each institution to submit the BOT approved GEP to the Articulation Coordinating Committee (ACC) by September 1. The ACC then submits the SUS GEPs to the BOG by December 1.

Given the quick deadlines, the changes made to the UCF GEP were minimal and based primarily on the changes made by the Board of Governors in Regulation 8.005. Those changes were as follows:

1. Make AMH2010 a GEP Core and move it to the Social Sciences discipline.
2. Remove the GEP core designation of SYG 2000 but maintain it as an institutional GEP option and utilize the updated statewide course description and learning outcomes in the Statewide Course Numbering System (SCNS).
3. Remove MGF 1106 and 1107 from the GEP and replace them with MGF 1130 (GEP Core) and MGF 1131 from the Math Pathways Project.

A part of this process was working with the Articulation Office of the Florida Department of Education in reviewing their records on GEP courses. This office oversees the State Course Numbering System (SCNS) and recognized this was a good time to make needed corrections. Attachment A is the template sent to UCF to use for this correction process with the SCNS, and to submit to the trustees, ACC, and Board of Governors as part of this new approval process. The Articulation Office also provided Attachment B, which outlined the process of making the GEP changes inside the SCNS portal. Attachment A shows the changes to the SCNS during this review process.

The Provost's Office and the College of Undergraduate Studies worked with the academic departments offering GEP courses in implementing the changes. GEP Core courses were reviewed to align their course descriptions and student learning outcomes and updated as needed.

in the catalog and/or the SCNS system. In addition, all departments reviewed their GEP courses for compliance with sections 1007.24, 1007.25, and 1007.55, Florida Statutes. This included each college and department attesting that their General Education Program courses complied with FS 1007.25 and 1007.55.

Additional Background

The state's General Education Core program was implemented and applied to the state university and college systems in 2014. This is the first major modification of that regulation since its initial implementation.

Rationale

Amendments to Board of Governors' regulation 8.005

Implementation Plan

Upon approval, UCF's General Education Program will be submitted to the Articulation Coordinating Committee, which will collect all institutional GEP documents. The ACC will then submit the SUS institutions' GEP programs to the Board of Governors by December 1. The Board of Governors will take action on each SUS institution's GEP at a future full board meeting.

Resource Considerations

N/A

Conclusion

UCF's General Education Program has gone through extensive review based on the amendments to Board of Governor regulation 8.005, but only changed what was required in the GEP Core areas or was incorrect in the State Course Numbering System.

**Statewide Course Numbering System
General Education Course Report**

Institution	Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course
UNIVERSITY OF CENTRAL FLORIDA	MGF	1	106		FINITE MATHEMATICS	05/02/2015	3	Math	Math	Reviewed: Removed from Gene	Both General Education (Core/Institution)	Not Applicable	50
UNIVERSITY OF CENTRAL FLORIDA	MGF	1	107		EXPLORATIONS IN MATHEMATICS	05/02/2015	3	Math	Math	Reviewed: Removed from Gene	Both General Education (Core/Institution)	Not Applicable	43
UNIVERSITY OF CENTRAL FLORIDA	SYG	2	000		HONORS INTRODUCTION TO SOCIOLOGY	05/02/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Core)	Other Changes	52
UNIVERSITY OF CENTRAL FLORIDA	SYG	2	000		INTRODUCTION TO SOCIOLOGY	05/02/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Core)	Other Changes	9
UNIVERSITY OF CENTRAL FLORIDA	AMH	2	010		U.S. HISTORY: 1492-1877	08/01/1996	3.0	Social Sciences	Social Sciences	Reviewed: No Updates	General Education (Core)	Discipline/Subject Area	50
UNIVERSITY OF CENTRAL FLORIDA	AMH	2	010		HONORS U.S. HISTORY: 1492-1877	05/01/1993	3.0	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Core)	Course Description	9
UNIVERSITY OF CENTRAL FLORIDA	AMH	2	020		HONORS U.S. HISTORY: 1877-PRESENT	05/01/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Course Description	8
UNIVERSITY OF CENTRAL FLORIDA	AMH	2	020		U.S. HISTORY: 1877-PRESENT	05/01/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Course Description	52
UNIVERSITY OF CENTRAL FLORIDA	ANT	2	000		HONORS GENERAL ANTHROPOLOGY	05/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	4
UNIVERSITY OF CENTRAL FLORIDA	ANT	2	000		GENERAL ANTHROPOLOGY	05/02/2022	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Course Description	31
UNIVERSITY OF CENTRAL FLORIDA	ANT	2	410		CULTURAL ANTHROPOLOGY: GLOBAL PERSPECTIVES, LOCAL CONTEXTS	02/19/2018	3		Humanities	Reviewed: No Updates			22
UNIVERSITY OF CENTRAL FLORIDA	ANT	2	511		THE HUMAN SPECIES	08/30/1997	3.0		Natural Science	Reviewed: Removed from Gene	General Education (Institution)	Not Applicable	17
UNIVERSITY OF CENTRAL FLORIDA	ARH	2	050		HISTORY OF WESTERN ART I	05/01/2004	3.0		Humanities	Reviewed: No Updates			36
UNIVERSITY OF CENTRAL FLORIDA	ARH	2	050		HONORS HISTORY OF WESTERN ART I	05/01/2004	3.0		Humanities	Reviewed: No Updates			4
UNIVERSITY OF CENTRAL FLORIDA	ARH	2	051		HISTORY OF WESTERN ART II	05/01/2004	3.0		Humanities	Reviewed: No Updates			36
UNIVERSITY OF CENTRAL FLORIDA	ARH	2	051		HONORS HISTORY OF WESTERN ART II	05/01/2004	3.0		Humanities	Reviewed: Removed from General Education			3
UNIVERSITY OF CENTRAL FLORIDA	AST	2	002		HONORS ASTRONOMY	05/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	5
UNIVERSITY OF CENTRAL FLORIDA	AST	2	002		ASTRONOMY	05/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	39
UNIVERSITY OF CENTRAL FLORIDA	BOT	1	000		PLANT SCIENCE	05/01/1996	3.0		Natural Science	Reviewed: Removed from General Education			5
UNIVERSITY OF CENTRAL FLORIDA	BSC	1	005		BIOLOGICAL PRINCIPLES	05/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	54
UNIVERSITY OF CENTRAL FLORIDA	BSC	1	050		BIOLOGY AND ENVIRONMENT	08/01/2000	3.0		Natural Science	Reviewed: Removed from General Education			13
UNIVERSITY OF CENTRAL FLORIDA	BSC	2	010	C	BIOLOGY I	05/02/2015	4	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	52
UNIVERSITY OF CENTRAL FLORIDA	BSC	2	010	C	HONORS GENERAL BIOLOGY	05/02/2015	4	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	10
UNIVERSITY OF CENTRAL FLORIDA	CGS	1	060	C	INTRODUCTION TO COMPUTERS	07/06/2022	3		Math	Reviewed: Removed from Gene	General Education (Institution)	Not Applicable	25
UNIVERSITY OF CENTRAL FLORIDA	CGS	2	100	C	COMPUTER FUNDAMENTALS FOR BUSINESS	07/06/2022	3.0		Math	Reviewed: Updated	No General Education Update	Other Changes	37
UNIVERSITY OF CENTRAL FLORIDA	CHM	1	020		CONCEPTS IN CHEMISTRY	05/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	45
UNIVERSITY OF CENTRAL FLORIDA	CHM	1	032		GENERAL CHEMISTRY	05/01/2021	3.0		Natural Science	Reviewed: Updated	No General Education Update	Other Changes	17
UNIVERSITY OF CENTRAL FLORIDA	CHM	2	040		CHEMISTRY FUNDAMENTALS IA	05/01/2015	3		Natural Science	Reviewed: Removed from Gene	General Education (Institution)	Not Applicable	3
UNIVERSITY OF CENTRAL FLORIDA	CHM	2	041		CHEMISTRY FUNDAMENTALS IB	05/01/2015	3		Natural Science	Reviewed: Removed from Gene	General Education (Institution)	Not Applicable	2
UNIVERSITY OF CENTRAL FLORIDA	CHM	2	045	C	CHEMISTRY FUNDAMENTALS I	05/01/2021	4	Natural Science	Natural Science	Reviewed: Updated	General Education (Institution)	Course Description	13
UNIVERSITY OF CENTRAL FLORIDA	CHM	2	045	C	HONORS CHEMISTRY FUNDAMENTALS I	05/01/2015	4	Natural Science	Natural Science	Reviewed: Updated	General Education (Institution)	Course Description	50
UNIVERSITY OF CENTRAL FLORIDA	CHM	2	046		CHEMISTRY FUNDAMENTALS II	05/02/2022	3	Natural Science	Natural Science	Reviewed: Removed from Gene	Both General Education (Core/Institution)	Not Applicable	35
UNIVERSITY OF CENTRAL FLORIDA	CHS	1	440		PRINCIPLES OF CHEMISTRY	05/01/2015	4		Natural Science	Reviewed: Removed from General Education			3
UNIVERSITY OF CENTRAL FLORIDA	CHS	1	440	C	PRINCIPLES OF CHEMISTRY	09/18/2018	4		Natural Science	Reviewed: No Updates			3
UNIVERSITY OF CENTRAL FLORIDA	COM	1	000		INTRODUCTION TO COMMUNICATION	05/01/2009	3		Communications	Reviewed: No Updates			11
UNIVERSITY OF CENTRAL FLORIDA	COP	2	500	C	CONCEPTS IN COMPUTER SCIENCE	05/01/2021	3		Math	Reviewed: Updated	No General Education Update	Other Changes	2
UNIVERSITY OF CENTRAL FLORIDA	COP	3	502	C	COMPUTER SCIENCE I	07/06/2022	3		Math	Reviewed: Updated	No General Education Update	Other Changes	3
UNIVERSITY OF CENTRAL FLORIDA	COT	3	100	C	INTRO TO DISCRETE STRUCTURES		3		Math	Reviewed: Updated	General Education (Institution)	Not Applicable	8
UNIVERSITY OF CENTRAL FLORIDA	COT	3	100	C	HONORS INTRO TO DISCRETE STRUCTURES		3		Math	Reviewed: Updated	General Education (Institution)	Other Changes	1
UNIVERSITY OF CENTRAL FLORIDA	ECO	2	013		HONORS PRINCIPLES OF ECONOMICS MACROECONOMICS	05/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	9
UNIVERSITY OF CENTRAL FLORIDA	ECO	2	013		PRINCIPLES OF MACROECONOMICS	05/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Course Description	55
UNIVERSITY OF CENTRAL FLORIDA	ECO	2	023		HONORS PRINCIPLES OF MICROECONOMICS	11/03/2021	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Core)	Course Description	6
UNIVERSITY OF CENTRAL FLORIDA	ECO	2	023		PRINCIPLES OF MICROECONOMICS		3		Social Sciences	Reviewed: Updated	General Education (Institution)	Not Applicable	55
UNIVERSITY OF CENTRAL FLORIDA	ENC	1	101		HONORS FRESHMAN COMPOSITION I	05/01/2015	3	Communications	Communications	Reviewed: Updated	No General Education Update	Course Description	11
UNIVERSITY OF CENTRAL FLORIDA	ENC	1	101		COMPOSITION I	05/01/2015	3	Communications	Communications	Reviewed: Updated	No General Education Update	Course Description	71
UNIVERSITY OF CENTRAL FLORIDA	ENC	1	102		COMPOSITION II		3		Communications	Reviewed: Updated	General Education (Institution)	Other Changes	64
UNIVERSITY OF CENTRAL FLORIDA	ENC	1	102		HONORS FRESHMAN COMPOSITION II		3		Communications	Reviewed: Updated	General Education (Institution)	Course Description	11
UNIVERSITY OF CENTRAL FLORIDA	EUH	2	000		WESTERN CIVILIZATION I	08/01/1996	3.0		Humanities	Reviewed: Updated	No General Education Update	Other Changes	27
UNIVERSITY OF CENTRAL FLORIDA	EUH	2	000		HONORS WESTERN CIVILIZATION I	05/01/1993	3.0		Humanities	Reviewed: Removed from General Education			2
UNIVERSITY OF CENTRAL FLORIDA	EUH	2	001		HONORS WESTERN CIVILIZATION II	05/01/1993	3.0		Humanities	Reviewed: Removed from General Education			3
UNIVERSITY OF CENTRAL FLORIDA	EUH	2	001		WESTERN CIVILIZATION II	08/01/1996	3.0		Humanities	Reviewed: Updated	No General Education Update	Other Changes	25
UNIVERSITY OF CENTRAL FLORIDA	EVR	1	001		INTRODUCTION TO ENVIRONMENTAL SCIENCE	05/02/2015	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	31
UNIVERSITY OF CENTRAL FLORIDA	EVR	1	001		HONORS INTRODUCTION TO ENVIRONMENTAL SCIENCE	11/03/2021	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	6
UNIVERSITY OF CENTRAL FLORIDA	FIL	1	000		CINEMA SURVEY	08/01/2006	3		Humanities	Reviewed: Updated	No General Education Update	Other Changes	17
UNIVERSITY OF CENTRAL FLORIDA	FIL	2	030		HISTORY OF MOTION PICTURES	05/01/2015	3.0		Humanities	Reviewed: Updated	No General Education Update	Other Changes	9
UNIVERSITY OF CENTRAL FLORIDA	FIL	3	036		FILM HISTORY I		3		Humanities	Reviewed: Updated	General Education (Institution)	Not Applicable	4
UNIVERSITY OF CENTRAL FLORIDA	FIL	3	037		FILM HISTORY II		3		Humanities	Reviewed: Updated	General Education (Institution)	Not Applicable	2

**Statewide Course Numbering System
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UNIVERSITY OF CENTRAL FLORIDA	GEO	1	200		PHYSICAL GEOGRAPHY	08/01/1996	3.0		Natural Science	Reviewed: Updated	No General Education Update	Other Changes	13
UNIVERSITY OF CENTRAL FLORIDA	GEO	2	370		RESOURCES GEOGRAPHY	05/01/2015	3.0		Natural Science	Reviewed: Updated	No General Education Update	Other Changes	3
UNIVERSITY OF CENTRAL FLORIDA	GLY	1	030		GEOLOGY AND ITS APPLICATIONS	08/01/1988	3.0		Natural Science	Reviewed: Updated	No General Education Update	Other Changes	7
UNIVERSITY OF CENTRAL FLORIDA	GLY	2	038		ENVIRONMENTAL GEOSCIENCE	05/01/2017	3		Natural Science	Reviewed: No Updates			2
UNIVERSITY OF CENTRAL FLORIDA	HSA	2	117		CIVIC ENGAGEMENT IN THE US HEALTHCARE		3		Social Sciences	Reviewed: Updated	General Education (Institution)	Not Applicable	7
UNIVERSITY OF CENTRAL FLORIDA	HUM	2	020		ENCOUNTERING THE HUMANITIES	05/02/2015	3	Humanities	Humanities	Reviewed: Updated	No General Education Update	Course Description	43
UNIVERSITY OF CENTRAL FLORIDA	HUM	2	020		HONORS ENCOUNTERING THE HUMANITIES		3		Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	9
UNIVERSITY OF CENTRAL FLORIDA	HUM	2	210		STUDIES IN CULTURE: ANCIENT TO 17TH CENTURY	05/01/2021	3.0		Humanities	Reviewed: Updated	No General Education Update	Other Changes	17
UNIVERSITY OF CENTRAL FLORIDA	HUM	2	210		HONORS HUMANISTIC TRADITION I	08/01/2006	3.0		Humanities	Reviewed: Removed from General Education			2
UNIVERSITY OF CENTRAL FLORIDA	HUM	2	211		HUMANISTIC TRADITION I	05/01/1997	3.0		Humanities	Reviewed: Removed from General Education			2
UNIVERSITY OF CENTRAL FLORIDA	HUM	2	211		HONORS HUMANISTIC TRADITION I	05/01/1997	3.0		Humanities	Reviewed: Removed from General Education			1
UNIVERSITY OF CENTRAL FLORIDA	HUM	2	230		HONORS HUMANISTIC TRADITION II	05/01/1997	3.0		Humanities	Reviewed: Removed from General Education			3
UNIVERSITY OF CENTRAL FLORIDA	HUM	2	230		STUDIES IN CULTURE: 17TH CENTURY TO PRESENT	05/01/2021	3.0		Humanities	Reviewed: Updated	No General Education Update	Other Changes	16
UNIVERSITY OF CENTRAL FLORIDA	LIT	2	110		WORLD LITERATURE I	01/15/1986	3.0		Humanities	Reviewed: Updated	No General Education Update	Other Changes	25
UNIVERSITY OF CENTRAL FLORIDA	LIT	2	120		WORLD LITERATURE II	11/21/1988	3.0		Humanities	Reviewed: Updated	No General Education Update	Other Changes	29
UNIVERSITY OF CENTRAL FLORIDA	MAC	1	105		HONORS COLLEGE ALGEBRA	05/02/2015	3	Math	Math	Reviewed: Removed from General Education			5
UNIVERSITY OF CENTRAL FLORIDA	MAC	1	105	C	COLLEGE ALGEBRA	07/07/2022	3	Math	Math	Reviewed: Updated	No General Education Update	Course Description	7
UNIVERSITY OF CENTRAL FLORIDA	MAC	1	140		HONORS PRE-CALCULUS ALGEBRA	05/01/2015	3	Math	Math	Reviewed: Removed from General Education	General Education (Institution)	Not Applicable	4
UNIVERSITY OF CENTRAL FLORIDA	MAC	2	311		HONORS CALCULUS WITH ANALYTIC GEOMETRY I	07/07/2022	4	Math	Math	Reviewed: Updated	No General Education Update	Course Description	12
UNIVERSITY OF CENTRAL FLORIDA	MAC	2	311	C	CALCULUS WITH ANALYTIC GEOMETRY I	07/07/2022	4	Math	Math	Reviewed: Updated	No General Education Update	Course Description	2
UNIVERSITY OF CENTRAL FLORIDA	MCB	1	310		INTRODUCTION TO BIOTECHNOLOGY AND GENETIC ENGINEERING	05/01/2006	3		Natural Science	Reviewed: No Updates			1
UNIVERSITY OF CENTRAL FLORIDA	MET	2	104		THE EARTH'S CLIMATE		3		Natural Science	Reviewed: Updated	General Education (Institution)	Not Applicable	2
UNIVERSITY OF CENTRAL FLORIDA	MGF	1	106		FINITE MATHEMATICS	05/02/2015	3	Math	Math	Reviewed: Removed from General Education			
UNIVERSITY OF CENTRAL FLORIDA	MGF	1	107		EXPLORATIONS IN MATHEMATICS	05/02/2015	3	Math	Math	Reviewed: Removed from General Education			
UNIVERSITY OF CENTRAL FLORIDA	MGF	1	130		MATHEMATICAL THINKING	06/01/2023	3	Math	Math	Reviewed: No Updates			13
UNIVERSITY OF CENTRAL FLORIDA	MGF	1	131		MATHEMATICS IN CONTEXT	06/01/2023	3	Math	Math	Reviewed: No Updates			9
UNIVERSITY OF CENTRAL FLORIDA	MUH	2	017		SURVEY OF ROCK MUSIC	05/01/2015	3.0		Humanities	Reviewed: No Updates			2
UNIVERSITY OF CENTRAL FLORIDA	MUH	2	017		HONORS SURVEY OF ROCK MUSIC	05/01/2015	3.0		Humanities	Reviewed: No Updates			1
UNIVERSITY OF CENTRAL FLORIDA	MUH	2	019		AMERICAN POPULAR MUSIC, 1840S-PRESENT	05/01/2015	3.0		Humanities	Reviewed: No Updates			6
UNIVERSITY OF CENTRAL FLORIDA	MUL	2	010		ENJOYMENT OF MUSIC	05/01/2015	3	Humanities	Humanities	Reviewed: Updated	No General Education Update	Course Description	43
UNIVERSITY OF CENTRAL FLORIDA	MUL	2	010		HONORS ENJOYMENT OF MUSIC		3	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	5
UNIVERSITY OF CENTRAL FLORIDA	MUL	2	016		EVOLUTION OF JAZZ	05/01/2015	3.0		Humanities	Reviewed: Updated	No General Education Update	Other Changes	1
UNIVERSITY OF CENTRAL FLORIDA	MUL	2	720		MUSIC OF THE WORLD	05/01/2015	3.0		Humanities	Reviewed: Updated	No General Education Update	Other Changes	1
UNIVERSITY OF CENTRAL FLORIDA	PHI	2	010		INTRODUCTION TO PHILOSOPHY	05/01/2015	3	Humanities	Humanities	Reviewed: Updated	No General Education Update	Course Description	48
UNIVERSITY OF CENTRAL FLORIDA	PHI	2	010		HONORS INTRODUCTION TO PHILOSOPHY	05/01/2015	3	Humanities	Humanities	Reviewed: Updated	General Education (Institution)	Course Description	8
UNIVERSITY OF CENTRAL FLORIDA	PHY	1	038		PHYSICS OF ENERGY, CLIMATE CHANGE AND ENVIRONMENT	05/01/2017	3		Natural Science	Reviewed: Updated	No General Education Update	Other Changes	1
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	020		CONCEPTS OF PHYSICS	05/02/2015	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	26
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	048	C	GENERAL PHYSICS USING CALCULUS I	05/01/2016	4	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	18
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	048	C	HONORS GENERAL PHYSICS USING CALCULUS I	05/01/2016	4	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	5
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	048	L	GENERAL PHYSICS USING CALCULUS I LABORATORY	04/07/2023	1	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description	28
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	048		GENERAL PHYSICS USING CALCULUS I	05/02/2021	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	27
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	049	C	GENERAL PHYSICS USING CALCULUS II	05/01/2016	4	Natural Science	Natural Science	Reviewed: Removed from General Education			16
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	053	C	COLLEGE PHYSICS I	05/01/2015	4	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	19
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	053	C	HONORS COLLEGE PHYSICS I	05/01/2015	4	Natural Science	Natural Science	Reviewed: Updated	General Education (Institution)	Course Description	2
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	053	L	COLLEGE PHYSICS I LABORATORY	04/07/2023	1	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description	17
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	053	L	COLLEGE PHYSICS I LABORATORY	04/07/2023	1		Natural Science	Reviewed: Removed from General Education			17
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	053		COLLEGE PHYSICS I	05/02/2021	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Course Description	21
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	053		COLLEGE PHYSICS I	05/02/2021	3	Natural Science	Natural Science	Reviewed: Removed from General Education			21
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	054	C	COLLEGE PHYSICS II	05/01/2015	4.0	Natural Science	Natural Science	Reviewed: Removed from General Education			10
UNIVERSITY OF CENTRAL FLORIDA	PHY	2	054	C	HONORS COLLEGE PHYSICS II	03/23/2022	4.0		Natural Science	Reviewed: Removed from General Education			2
UNIVERSITY OF CENTRAL FLORIDA	POS	2	041		HONORS AMERICAN NATIONAL GOVERNMENT	05/01/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Course Description	9
UNIVERSITY OF CENTRAL FLORIDA	POS	2	041		AMERICAN NATIONAL GOVERNMENT	05/01/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Course Description	37
UNIVERSITY OF CENTRAL FLORIDA	PSC	1	121		PHYSICAL SCIENCE	05/02/2007	3		Natural Science	Reviewed: No Updates			15
UNIVERSITY OF CENTRAL FLORIDA	PSC	1	121		HONORS PHYSICAL SCIENCE	05/01/2000	3.0		Natural Science	Reviewed: Removed from General Education			1
UNIVERSITY OF CENTRAL FLORIDA	PSY	2	012		GENERAL PSYCHOLOGY	05/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	65
UNIVERSITY OF CENTRAL FLORIDA	PSY	2	012		HONORS GENERAL PSYCHOLOGY	05/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Course Description	12
UNIVERSITY OF CENTRAL FLORIDA	REL	2	300		WORLD RELIGIONS	08/01/1988	3.0		Humanities	Reviewed: Updated	No General Education Update	Other Changes	37
UNIVERSITY OF CENTRAL FLORIDA	SPC	1	016		FUNDAMENTALS OF TECHNICAL PRESENTATIONS	05/01/2004	3.0		Communications	Reviewed: Removed from General Education			1
UNIVERSITY OF CENTRAL FLORIDA	SPC	1	016		HONORS FUNDAMENTALS OF TECHNICAL PRESENTATION	05/01/2004	3.0		Communications	Reviewed: Removed from General Education			0
UNIVERSITY OF CENTRAL FLORIDA	SPC	1	600		FUNDAMENTALS OF ORAL COMMUNICATION	05/01/2004	3.0		Communications	Reviewed: Removed from General Education			1
UNIVERSITY OF CENTRAL FLORIDA	SPC	1	600		HONORS - FUNDAMENTALS OF ORAL COMM.	05/01/2004	3.0		Communications	Reviewed: Removed from General Education			0

**Statewide Course Numbering System
General Education Course Report**

UNIVERSITY OF CENTRAL FLORIDA	SPC	1	603		HONORS FUNDAMENTALS OF TECHNICAL PRESENTATION	05/01/2009	3.0		Communications	Reviewed: Updated	No General Education Update	Other Changes	1
UNIVERSITY OF CENTRAL FLORIDA	SPC	1	603		FUNDAMENTALS OF TECHNICAL PRESENTATIONS	05/02/2009	3.0		Communications	Reviewed: Removed from General Education			1
UNIVERSITY OF CENTRAL FLORIDA	SPC	1	603	C	FUNDAMENTALS OF TECHNICAL PRESENTATIONS	05/01/2015	3		Communications	Reviewed: No Updates			1
UNIVERSITY OF CENTRAL FLORIDA	SPC	1	608		FUNDAMENTALS OF ORAL COMMUNICATION	05/02/2009	3.0		Communications	Reviewed: Updated	No General Education Update	Other Changes	52
UNIVERSITY OF CENTRAL FLORIDA	SPC	1	608		HONORS - FUNDAMENTALS OF ORAL COMM.	05/01/2009	3.0		Communications	Reviewed: Updated	No General Education Update	Other Changes	9
UNIVERSITY OF CENTRAL FLORIDA	STA	1	060	C	BASIC STATISTICS USING MICROSOFT EXCEL	05/01/2000	3.0		Math	Reviewed: Removed from General Education			0
UNIVERSITY OF CENTRAL FLORIDA	STA	1	063	C	BASIC STATISTICS USING MICROSOFT EXCEL	05/01/2012	3.0		Math	Reviewed: Removed from General Education			0
UNIVERSITY OF CENTRAL FLORIDA	STA	2	014		PRINCIPLES OF STATISTICS	3/23/2022	3		Math	Reviewed: Updated	General Education (Institution)	Other Changes	6
UNIVERSITY OF CENTRAL FLORIDA	STA	2	014	C	PRINCIPLES OF STATISTICS	05/01/2000	3.0		Math	Reviewed: Updated	No General Education Update	Other Changes	6
UNIVERSITY OF CENTRAL FLORIDA	STA	2	023		STATISTICAL METHODS I	11/03/2021	3	Math	Math	Reviewed: Updated	No General Education Update	Course Description	51
UNIVERSITY OF CENTRAL FLORIDA	STA	2	023		HONORS STATISTICAL METHODS I	05/02/2015	3	Math	Math	Reviewed: Updated	No General Education Update	Course Description	13
UNIVERSITY OF CENTRAL FLORIDA	STA	3	032		PROBABILITY AND STATISTICS FOR ENGINEERS	05/01/2015	3		Math	Reviewed: No Updates			6
UNIVERSITY OF CENTRAL FLORIDA	STA	3	032		HONORS PROBABILITY AND STATISTICS FOR ENGINEERS	05/01/2015	3		Math	Reviewed: No Updates			1
UNIVERSITY OF CENTRAL FLORIDA	THE	2	000		HONORS THEATRE SURVEY	05/01/2015	3	Humanities		Reviewed: Updated	No General Education Update	Course Description	3
UNIVERSITY OF CENTRAL FLORIDA	THE	2	000		THEATRE SURVEY (NON-MAJORS)	05/01/2015	3	Humanities	Humanities	Reviewed: Updated	No General Education Update	Course Description	39
UNIVERSITY OF CENTRAL FLORIDA	THE	2	020		SURVEY OF THEATRE FOR MAJORS	05/01/2015	3		Humanities	Reviewed: Removed from Gene	General Education (Institution)	Not Applicable	6
UNIVERSITY OF CENTRAL FLORIDA	WOH	2	012		WORLD CIVILIZATION I	05/01/1997	3.0		Humanities	Reviewed: Updated	No General Education Update	Other Changes	27
UNIVERSITY OF CENTRAL FLORIDA	WOH	2	012		HONORS WORLD CIVILIZATION I		3		Humanities	Reviewed: Updated	General Education (Institution)	Not Applicable	5
UNIVERSITY OF CENTRAL FLORIDA	WOH	2	022		HONORS WORLD CIVILIZATION II	5/1/2013			Humanities	Reviewed: Updated	General Education (Institution)	Other Changes	4
UNIVERSITY OF CENTRAL FLORIDA	WOH	2	022		WORLD CIVILIZATION II	05/01/1997	3.0		Humanities	Reviewed: Updated	No General Education Update	Other Changes	31

GENERAL EDUCATION REVIEW PROCESS

In accordance with statutory requirements from Sections (ss.) [1007.25](#) and [1007.55](#), Florida Statutes (F.S.), all public postsecondary institutions must annually review their general education course offerings to ensure compliance with the content, principles and standards required for general education courses in the state of Florida. Upon completion of their reviews, each institution's Board of Trustees must approve their institution's general education course list. Those lists must then be submitted to the Articulation Coordinating Committee by **September 1**. Institutions should utilize the following instructions to complete their reviews, make any necessary changes to their course offerings in the Statewide Course Numbering System (SCNS) and complete the submission process.

General Education Course Reviews

Each institution will be supplied with their current inventory of active courses that they have identified as General Education Core and/or General Education Requirements (Institution courses) in the [Statewide Course Numbering System \(SCNS\)](#). This inventory will be provided as a spreadsheet distributed annually by the Office of K-20 Articulation. Institutions will use this inventory report to annually review and submit the courses they have selected for their general education course offerings.

A	B	C	D	E	F	G	H	I	J	K	L	M
Institution	Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates
BROWARD COLLEGE	AMH	2	010		HISTORY OF THE UNITED STATES TO 1877	08/02/2016	3.0		Social Sciences			
BROWARD COLLEGE	AMH	2	020		HISTORY OF THE UNITED STATES SINCE 1877	08/02/2016	3	Social Sciences	Social Sciences			
BROWARD COLLEGE	AMH	2	091		SURVEY OF AFRICAN AMERICAN HISTORY	08/02/2016	3.0		Social Sciences			
BROWARD COLLEGE	AML	2	010		AMERICAN LITERATURE TO 1900	08/01/2011	3.0		Humanities			
BROWARD COLLEGE	AML	2	020		AMERICAN LITERATURE SINCE 1900	08/01/2011	3.0		Humanities			
BROWARD COLLEGE	AML	2	600		AFRICAN AMERICAN LITERATURE	08/01/2011	3.0		Humanities			
BROWARD COLLEGE	AML	2	631		US HISPANIC/LATINO LITERATURE	08/01/2011	3.00		Humanities			
BROWARD COLLEGE	ANT	2	000		INTRODUCTION TO ANTHROPOLOGY	08/02/2016	3	Social Sciences	Social Sciences			
BROWARD COLLEGE	ANT	2	100		INTRODUCTION TO ARCHAEOLOGY	08/02/2007	3.0		Social Sciences			
BROWARD COLLEGE	ANT	2	140		INTRODUCTION TO ARCHAEOLOGY	03/21/2022	3.0		Social Sciences			

Figure 1. Sample of Spreadsheet Layout

Review of Currently Offered General Education Courses. Each general education core course that an institution currently offers should be reviewed to ensure that the institution's course description complies with ss. [1007.25](#) and [1007.55](#), F.S., and follows its newly updated statewide course description. All other institutional general education courses should be reviewed to ensure compliance with these statutory requirements for all general education courses.

After completing the review, institutions should indicate on the spreadsheet shown in Figure 1 what, if any, changes were made in SCNS using columns K (Course Review Status), L (General Education Updates) and M (Additional Updates). These columns provide drop-down options (displayed in Figures 2-4) that should be used to indicate what changes have been made to your course(s). **Column K (Course Review Status) must be completed for each course included in your report, as this will be used to indicate that every course and its description have been reviewed, even if no changes were made.** Use column M to indicate any other necessary changes to the course. If a change is required other than those listed, please select "Other Changes" from the drop-down options, then include a brief description of the necessary changes in Column O. The information that you select in the spreadsheet must correspond to the information you include in the SCNS Change Request Process for each course (described beginning on page 5).

Additionally, statute requires institutions to report the number of Florida College System and State University Systems that also offer the general education courses they have identified. Included in the spreadsheet is a second sheet labeled GENERAL EDUCATION (filter). Institutions can utilize the filter function of this sheet to identify the number of institutions that offer each course included in their list, then enter this number into Column N.

K	L	M
Course Review Status	General Education Updates	Additional Updates
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<div style="border: 1px solid black; padding: 5px;"> <p>Reviewed: No Updates</p> <p>Reviewed: Updated</p> <p>Reviewed: Removed from General Education</p> </div>	<input type="text" value=""/>	<input type="text" value=""/>

Figure 2. Options for Course Review Status (Column K)

	H	I	J	K	L	M	
1	f Last ate	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates
2	016	3.0		Social Sciences			
3	016	3	Social Sciences	Social Sciences		General Education (Core)	
4	016	3.0		Social Sciences		General Education (Institution)	
5	011	3.0		Humanities		Both General Education (Core/Institution)	
6	011	3.0		Humanities		No General Education Update	
7	011	3.0		Humanities			
8	011	3.00		Humanities			
9	016	3	Social Sciences	Social Sciences			
10	007	3.0		Social Sciences			
11	022	3.0		Social Sciences			
12	016	3.0		Social Sciences			
13	021	3.0		Humanities			
14	021	3.0		Humanities			
15	016	3	Humanities	Humanities			
16	016	3		Humanities			
17	016	3		Humanities			
18	018	4.0		Humanities			

Figure 3. General Education Updates (Column L)

K	L	M	N
Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course
			▼
		Course Description	
		Course Level	
		Discipline/Subject Area	
		Course Description and Discipline/Subject Area	
		Course Description and Course Level	
		Course Level and Discipline/Subject Area	
		Other Changes	
		Not Applicable	

Figure 4. Additional Updates (Column M)

	M	N	O
Updates	Additional Updates	Total # Institutions Offering Course	

Figure 5. Column N and O

Addition of New General Education Course Offerings. If an institution chooses to add new courses to the general education core or non-core (institution) offerings, these must be added at the end of the institution's list of courses in the spreadsheet and must be submitted through the Course Request process in SCNS. For any new courses, fill out information for columns A through J on the spreadsheet as it corresponds to the information that will be submitted through the “SCNS Change Request Process” (described on the following pages).

Once the institution review of existing courses and the addition of new courses are completed and **updates are made in SCNS**, please return your completed spreadsheet and Institution Certification Form, signed by the President and Chair of the Board of Trustees, to articulation@fldoe.org by **September 1**.

SCNS CHANGE REQUEST PROCESS

(This process is to be completed by the institution's approved Institution Contact)

The instructions below are for making change requests within SCNS. Changes to course offerings within SCNS are initiated by the Institution Contact (IC) at each participating postsecondary institution. Each IC receives training in how to navigate the SCNS and is assigned login credentials, that allows them to create, change or discontinue courses offered at their institution. To find out who the IC contact is at your institution, please contact Articulation@fldoe.org or 850-245-0427.

The screenshot displays the SCNS Course Search interface. At the top, there is the Florida Department of Education logo and a navigation menu with links for HOME, FIND A COURSE, REPORTS, DOWNLOAD, RELATED LINKS, ARTICULATION, and HELP. Below the navigation menu, there is a session timer indicating 'Session Time Left: 40 minutes'. The main content area is titled 'Taxonomy List / Institution Course Search' and features two tabs: 'Search Courses' (selected) and 'Browse Courses'. Below the tabs, there is a search form with the following fields and options:

- Find a course that contains: (with a dropdown for '15 records per page')
- Institution Name: (ALL) (dropdown)
- Discipline: (All) (dropdown)
- Prefix: (All) (dropdown)
- Course Status: Active (dropdown)
- Course Number: FROM... TO... (text input fields)
- Course Title: COURSE TITLE CONTAINS... (text input field)
- Course Description: COURSE DESCRIPTION CONTAINS... (text input field)

At the bottom of the search form, there is a 'Search' button and a 'Reset Filters' link.

Figure 6. SCNS Course Search

For the following requests, you must LOGIN to your Institution Contact account. (See below for detailed screen shots for the three types of requests.)

- To **Change** a Course: [Course Request - CHANGE \(fldoe.org\)](#)
- To **Discontinue** a Course: [Course Request - DISCONTINUE \(fldoe.org\)](#)
- To **Add** a Course: [Course Request - ADD \(fldoe.org\)](#)

HOW TO SUBMIT A COURSE CHANGE REQUEST

From your Inbox, click the **REQUEST** link and choose **Change Course**.

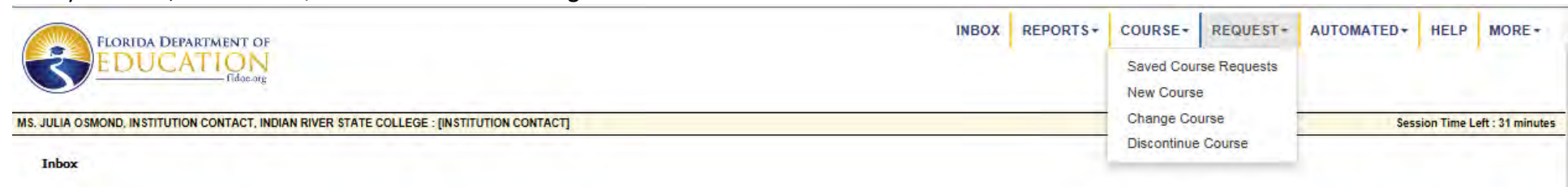


Figure 7. Change Request

This gives you the Change Request screen where you will choose the course you wish to change. The system will show only courses that are active at your institution.

Figure 8.1 Course Request – Change

After selecting the course number to be changed, the Change screen will appear. On the left side of the screen will be the details of the course *as it currently exists*. On the right side of the screen are the fields where you will enter the values to be changed. ICs must indicate whether a course is identified as “General Education Core” in accordance with state law. “General Education Requirements” are any additional courses offered by the institution to meet general education requirements. To remove a “general education requirements” indicator from a course, remove the appropriate checkmark.



Figure 8.2. Course Request – Change

The description, objectives and textbook fields may also need to be updated based on the new principles for general education and standards for each of the five subject disciplines. If deleting information in any of the optional fields, such as prerequisites or corequisites, replace it with “NONE”.

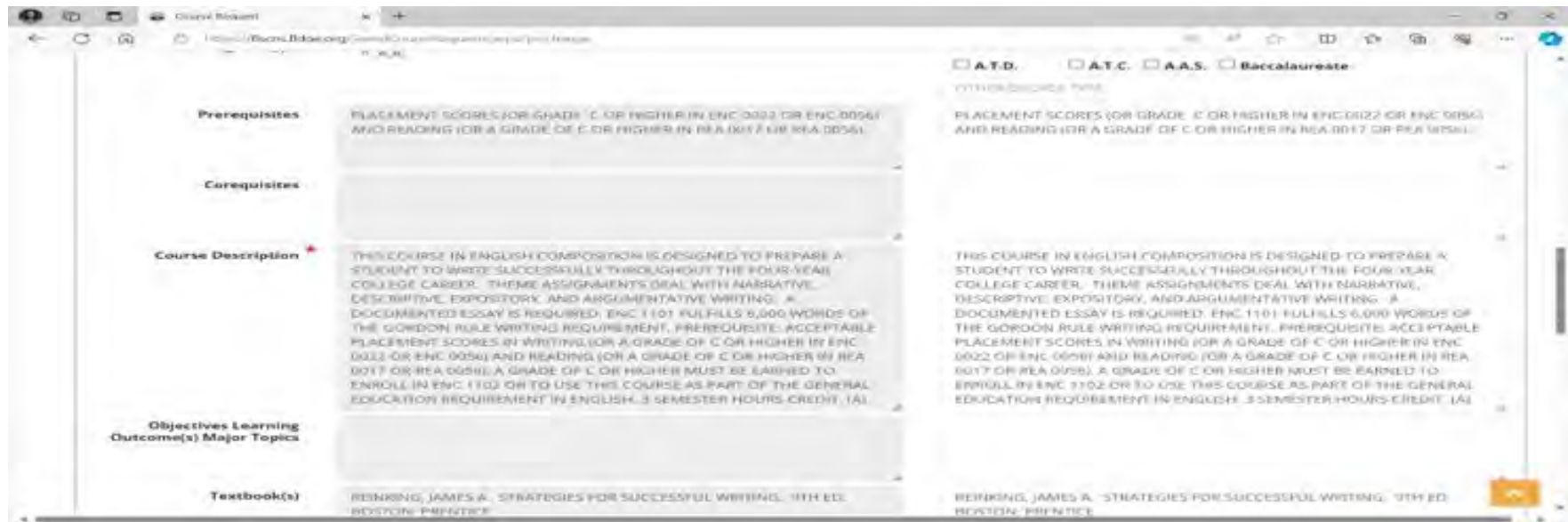


Figure 8.3. Course Request - Change

For all course requests, provide comments on what was updated; this is required for SCNS and institution tracking purposes. Contact information should be provided for the person submitting the change request, which will typically be the institution's assigned IC.

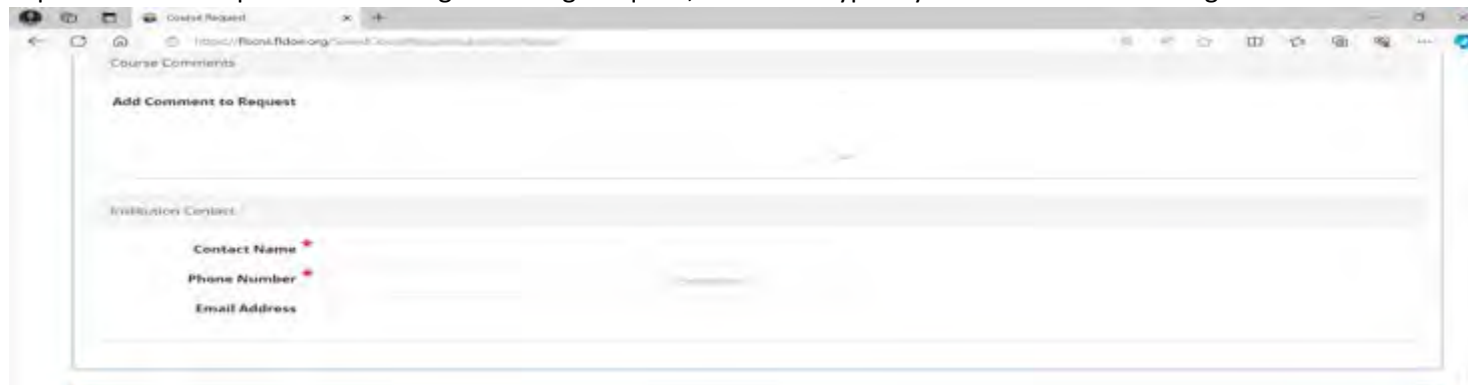


Figure 8.4. Change Request – Change

Be sure to click on the “Submit” button when the changes are completed.



Figure 8.5. Change Request – Change

HOW TO SUBMIT A COURSE DISCONTINUE REQUEST

From your Inbox, click the **REQUEST** link and choose **Discontinue Course**.

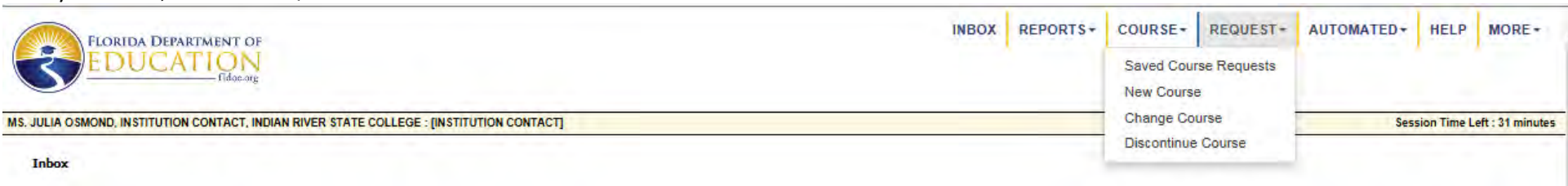


Figure 9.1 Change Request – Discontinue

This gives you the Discontinue Request screen. The system will show you only courses that are active at your institution.

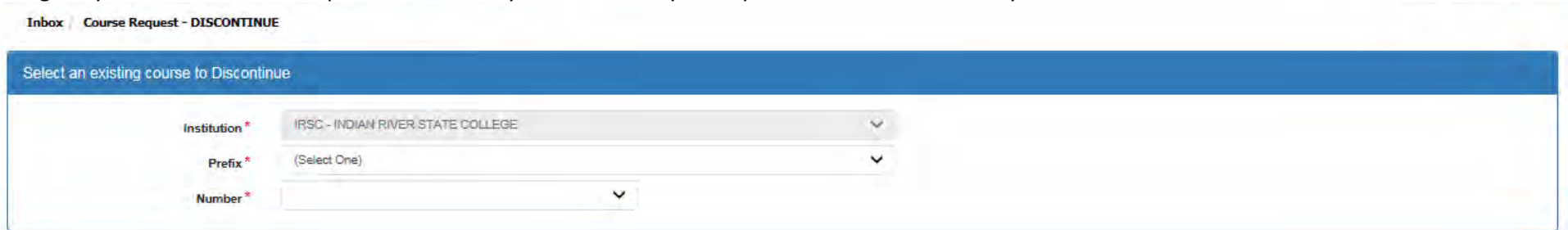


Figure 9.2. Change Request – Discontinue

You will choose the course to be discontinued, and the Discontinue screen appears. The ONLY information you need to enter on this screen is the Discontinue Date. Everything else will be prepopulated with course information as it currently exists. Enter the discontinue date and click **Submit**. **If you are discontinuing courses as part of the mandated five-year purge (Rule 6A-10.0331, F.A.C.),** as the Discontinue Date use the last semester the course was taught, which will free up course numbers as soon as possible for re-use. **If you are discontinuing the course for purposes of a proposed general education course list,** use the date of the last term the course will be included in the institution’s general education course offerings.

To reactivate a previously discontinued course, create a Course Change request, edit as needed, and enter the desired new Effective Date.

HOW TO SUBMIT A NEW COURSE REQUEST

From your Inbox screen, click **Request**. From the dropdown list, choose **New Course**.

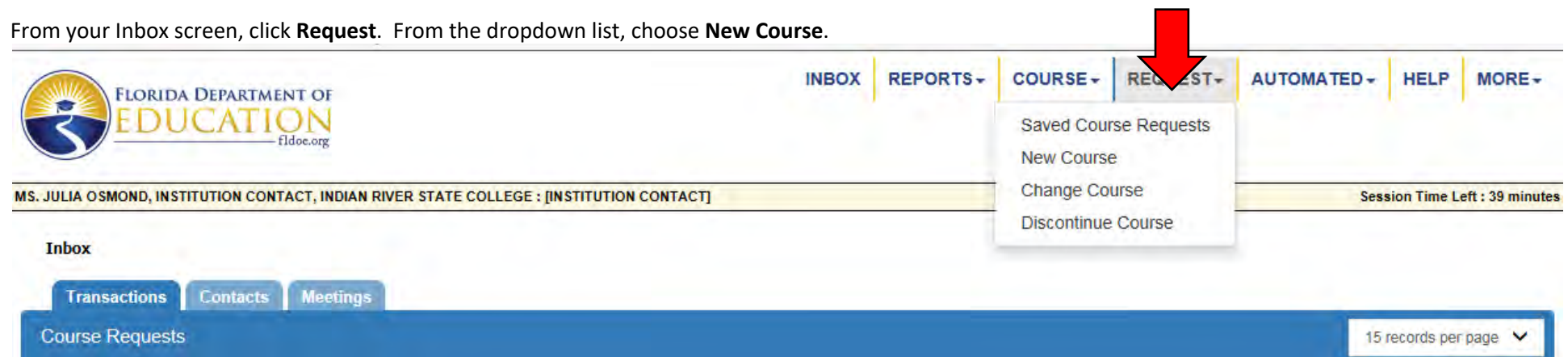


Figure 10.1. Change Request – New Course

This brings you to the New Course Request screen (Figure 9.2). Complete all necessary information (required information is indicated by red asterisks). Your request may be saved if you are unable to complete it, or it may be submitted immediately to SCNS. The Contact Name can be either yourself (the Institution Contact) or it may be the faculty member or program director proposing the course. This is required in case we have questions about the course change request.

The level at which a course is taught can vary from one school to another. One school may choose to teach a course as a freshman (1000-level) course, while another may choose to teach it at the sophomore (2000) level. The same is true with junior and senior level (3000 and 4000) courses. For course transferability purposes, however, we do not cross lower- and upper-division courses, for example, ENC 1101 can be taught as ENC 2101, if desired, but not as 4101. In general, lower-division courses (particularly those leading to the A.S. degree or professional certificates) cannot be taught as upper-division courses.

The SCNS asks that you recommend specific course numbers whenever possible. That gives us a better idea of where you intend this course to be placed within the course taxonomy, though the final decision on a course number assignment will be made by the Discipline Coordinator for that discipline area. If you are unsure of where a course should be placed in the taxonomy, you can enter the Level at which the course will be taught and in the Number field enter 999, which will indicate to SCNS staff that you have no specific course number recommendation.

Request Detail **DISCONTINUE**

Course Request

Request ID: 0

Course ID: 41114

Discontinue Date:

Institution:

Instructional Unit/Dept:

Discipline:

Prefix:

Level:

Number:

Lab:

Course Title: AMERICAN HISTORY: RECONSTRUCTION TO PRESENT

Honors Course: No

Effective Date: 04/12/2023

Term Type: SEMESTER

Course Credits: 3

Type of Credit: COLLEGE CREDIT

Clock Hours:

General Education Core: Communications Humanities Math Natural Science Social Sciences

General Education Requirements: Communications Humanities Math Natural Science Social Sciences

Work-Based Learning Course:

Rule 6A-10.030: No

Rule 6A-10.030 Writing: No

Degree Type: V.C. (PSAV) T.C. A.A. A.S. Graduate A.T.D. A.T.C. A.A.S. Baccalaureate OTHER DEGREE TYPE

Figure 10.2. Change Request – New Course

	Course Request	
Request ID	<input type="text" value="0"/>	
Course ID	<input type="text" value="0"/>	
Institution *	IRSC - INDIAN RIVER STATE COLLEGE ▼	
Instructional Unit/Dept	<input type="text"/>	
Discipline *	(Select One) ▼	
Prefix *	(Select One) ▼	
Level *	(Select One) ▼	
Number *	<input type="text" value="###"/>	View Statewide
Lab	<input type="text"/>	
Course Title *	<input type="text"/>	
Honors Course *	No ▼	
Effective Date *	<input type="text" value="04/12/2023"/>	<input type="button" value="Calendar"/>
Term Type *	SEMESTER ▼	
Course Credits	<input type="text"/>	
Type of Credit *	COLLEGE CREDIT ▼	
Clock Hours	<input type="text"/>	
General Education Core	<input type="checkbox"/> Communications <input type="checkbox"/> Humanities <input type="checkbox"/> Math <input type="checkbox"/> Natural Science <input type="checkbox"/> Social Sciences	
General Education Requirements	<input type="checkbox"/> Communications <input type="checkbox"/> Humanities <input type="checkbox"/> Math <input type="checkbox"/> Natural Science <input type="checkbox"/> Social Sciences	
Work-Based Learning Course	<input type="text"/>	

Rule 6A-10.030

Rule 6A-10.030 Writing

Degree Type * V.C. (PSAV) T.C. A.A. A.S. Graduate
 A.T.D. A.T.C. A.A.S. Baccalaureate

Prerequisites

Corequisites

Course Description *

Objectives Learning Outcome(s) Major Topics

Textbook(s)

Course Comments

Add Comment to Request

Institution Contact

Contact Name *

Phone Number *

Email Address

[Save](#) [Submit](#)

Figure 10.3. Change Request – New Course

TIMELINE FOR 2024 REVIEW

- February 2024 – Institutions receive general education review list and certification form from the Office of Articulation, along with an instruction document.
- March-August 2024 – Institutions will review all general education offerings to ensure compliance with statutory requirements. During their review, institutions will complete the review spreadsheet and submit necessary changes to SCNS.
- Institutions will submit final general education lists to their respective Boards of Trustees for approval in time for submission to the ACC by September 1.
- By September 1, 2024 – Institutions will submit their completed review spreadsheets and their signed certification form to the Office of Articulation by email to articulation@fldoe.org.
- September to December 2024 – Articulation staff in support of the Articulation Coordinating Committee (ACC) will review submissions for compliance with statutory requirements.
- By December 1, 2024 – The ACC will submit each institution’s completed general education course list to the State Board of Education or the Board of Governors, as applicable, for approval.

More about the approval process for the State Board of Education and the Board of Governors may be found in their respective rule and regulation at: [Rule 6A-14.0303, F.A.C.](#), General Education Course Options; [BOG Regulation 8.005](#), General Education Course Options.

COMMUNICATION FOUNDATION		CM
<i>GEP 1 and GEP 2 are required for all majors</i>		
<input type="checkbox"/>	GEP 1. ♦ ENC 1101 English Composition I (GRW)	PS
<input type="checkbox"/>	GEP 2. ENC 1102 English Comp. II (PR) (GRW)	IE
<i>GEP 3 - choose one class to complete</i>		
<input type="checkbox"/>	COM 1000 Introduction to Communication	IE
<input type="checkbox"/>	SPC 1603C Fund. of Technical Presentations	KA
<input type="checkbox"/>	SPC 1608 Fund. of Oral Communication	CI

HISTORICAL & CULTURAL FOUNDATION		CI
<i>GEP 4 - choose one class to complete</i>		
<input type="checkbox"/>	EUH 2000 Western Civilization I (GRW)	IE
<input type="checkbox"/>	EUH 2001 Western Civilization II (GRW)	IE
<input type="checkbox"/>	♦ HUM 2020 Encountering the Humanities	IE
<input type="checkbox"/>	HUM 2210 Studies in Culture: Anc.-17 th cent. (GRW)	IE
<input type="checkbox"/>	HUM 2230 Studies in Culture: 17 th cent.-pres. (GRW)	IE
<input type="checkbox"/>	WOH 2012 World Civilization I (GRW)	IE
<input type="checkbox"/>	WOH 2022 World Civilization II (GRW)	IE

<i>GEP 5 - choose one class to complete</i>		
<input type="checkbox"/>	ANT 2410 Cultural Anthropology	IE
<input type="checkbox"/>	ARH 2050 History of Western Art I	IE
<input type="checkbox"/>	ARH 2051 History of Western Art II	IE
<input type="checkbox"/>	FIL 1000 Cinema Survey	IE
<input type="checkbox"/>	FIL 2030 History of Motion Pictures	IE
<input type="checkbox"/>	FIL 3036 Film History I (PR)	IE
<input type="checkbox"/>	FIL 3037 Film History II (PR)	IE
<input type="checkbox"/>	LIT 2110 World Literature I (PR) (GRW)	CM
<input type="checkbox"/>	LIT 2120 World Literature II (PR) (GRW)	CM
<input type="checkbox"/>	MUH 2017 Survey of Rock	IE
<input type="checkbox"/>	MUH 2019 Amer. Pop. Music 1840's-Present	IE
<input type="checkbox"/>	♦ MUL 2010 Enjoyment of Music (GRW)	IE
<input type="checkbox"/>	MUL 2016 Evolution of Jazz	IE
<input type="checkbox"/>	MUL 2720 Music of the World	IE
<input type="checkbox"/>	♦ PHI 2010 Introduction to Philosophy	IE
<input type="checkbox"/>	REL 2300 World Religions	IE
<input type="checkbox"/>	♦ THE 2000 Theatre Survey (GRW)	IE

<i>GEP 6 - choose a course from GEP 4 or GEP 5</i>		
<input type="checkbox"/>	<input type="text"/>	Grade or score

MATHEMATICAL FOUNDATION		PS
<i>GEP 7 - choose one class to complete</i>		
<input type="checkbox"/>	♦ MAC 1105C College Algebra (PR) (GRM)	KA
<input type="checkbox"/>	♦ MAC 2311C Calc. w/ Analytic Geo. I (PR) (GRM)	CM
<input type="checkbox"/>	♦ MGF 1130 Mathematical Thinking (GRM)	KA
<input type="checkbox"/>	♦ STA 2023 Statistical Methods I (PR) (GRM)	KA
A math course for which a GEP 7 course is a direct prerequisite: _____		
<i>GEP 8 - choose one class to complete</i>		
<input type="checkbox"/>	CGS 2100C Computer Fund. for Business (GRM)	KA
<input type="checkbox"/>	COP 2500C Concepts in Computer Science (GRM)	KA
<input type="checkbox"/>	COP 3502C Computer Science I (PR) (GRM)	KA
<input type="checkbox"/>	COT 3100C Intro to Discrete Structures (PR) (GRM)	KA
<input type="checkbox"/>	MGF 1131 Mathematics in Context (GRM)	KA
<input type="checkbox"/>	STA 2014 Principles of Statistics (GRM)	KA
<input type="checkbox"/>	STA 3032 Probability & Stats. for Eng. (PR) (GRM)	KA
A math course for which a GEP 7 course is a direct prerequisite: _____		
Choose a second course from GEP 7: _____		

<i>GEP 9 - choose one class to complete</i>		
<input type="checkbox"/>	♦ AMH 2010 U. S. History: 1492-1877 (GRW)*	IE
<input type="checkbox"/>	♦ ANT 2000 General Anthropology	CI
<input type="checkbox"/>	HSA 2117 Civic Engagement in the US Healthcare	PS
<input type="checkbox"/>	♦ PSY 2012 General Psychology	KA
<input type="checkbox"/>	SYG 2000 Introduction to Sociology	PS
<i>GEP 10 - choose one class to complete</i>		
<input type="checkbox"/>	♦ AMH 2020 U.S. History: 1877-Present (GRW) (CL)	CI
<input type="checkbox"/>	♦ ECO 2013 Principles of Macroeconomics	PS
<input type="checkbox"/>	ECO 2023 Principles of Microeconomics	PS
<input type="checkbox"/>	♦ POS 2041 American National Government (CL)	KA

SOCIAL FOUNDATION		IE
<i>GEP 9 - choose one class to complete</i>		
<input type="checkbox"/>	♦ AMH 2010 U. S. History: 1492-1877 (GRW)*	IE
<input type="checkbox"/>	♦ ANT 2000 General Anthropology	CI
<input type="checkbox"/>	HSA 2117 Civic Engagement in the US Healthcare	PS
<input type="checkbox"/>	♦ PSY 2012 General Psychology	KA
<input type="checkbox"/>	SYG 2000 Introduction to Sociology	PS
<i>GEP 10 - choose one class to complete</i>		
<input type="checkbox"/>	♦ AMH 2020 U.S. History: 1877-Present (GRW) (CL)	CI
<input type="checkbox"/>	♦ ECO 2013 Principles of Macroeconomics	PS
<input type="checkbox"/>	ECO 2023 Principles of Microeconomics	PS
<input type="checkbox"/>	♦ POS 2041 American National Government (CL)	KA

Form Legend

- ♦ One Florida State Core course is required in each of the Five Foundations
- GRW** Gordon Rule writing class (must earn C- or better; four courses required)
- GRM** Gordon Rule math class (must earn C- or better; two courses required)
- CL** Civic Literacy Requirement Course option (one course required)
- PR** Course has at least one prerequisite. Prerequisites must be satisfied prior to enrollment. Refer to the UCF Undergraduate Catalog (ucf.edu/catalog) for prerequisite information.


UCF GEP pending annual review by UCF Board of Trustees and the Florida Board of Governors.
Form based on 2024-2025 Undergraduate Catalog, available July 2024.

SCIENCE FOUNDATION		KA
<i>GEP 11 - choose one class to complete</i>		
<input type="checkbox"/>	♦ AST 2002 Astronomy (PR)	IE
<input type="checkbox"/>	♦ CHM 1020 Concepts in Chemistry (PR)	PS
<input type="checkbox"/>	CHM 1032 General Chemistry (PR)	PS
<input type="checkbox"/>	♦ CHM 2045C Chemistry Fund. I (PR)	PS
<input type="checkbox"/>	CHS 1440 Principles of Chemistry (PR)	PS
<input type="checkbox"/>	PHY 1038 Physics of Energy, Climate Change, Env	IE
<input type="checkbox"/>	♦ PHY 2020 Concepts of Physics	CM
<input type="checkbox"/>	♦ PHY 2048 General Physics using Calc I (PR)	PS
<input type="checkbox"/>	♦ PHY 2053 College Physics I (PR)	PS
<input type="checkbox"/>	PSC 1121 Physical Science (PR)	PS
A science course for which a state core science course (♦) is a direct prerequisite: _____		
<i>GEP 12 - choose one class to complete</i>		
<input type="checkbox"/>	ANT 2511 The Human Species	IE
<input type="checkbox"/>	♦ BSC 1005 Biological Principles	IE
<input type="checkbox"/>	♦ BSC 2010C Biology I (PR)	IE
<input type="checkbox"/>	♦ EVR 1001 Intro to Environmental Science	IE
<input type="checkbox"/>	GEO 1200 Physical Geography	IE
<input type="checkbox"/>	GEO 2370 Resources Geography	IE
<input type="checkbox"/>	GLY 1030 Geology and its Applications	PS
<input type="checkbox"/>	GLY 2038 Environmental Geoscience	PS
<input type="checkbox"/>	MCB 1310 Intro. to Biotechnology & Genetic Eng.	IE
<input type="checkbox"/>	MET 2104 The Earth's Climate	IE
A science course for which a state core science course (♦) is a direct prerequisite: _____		

<i>GEP 11 - choose one class to complete</i>		
<input type="checkbox"/>	♦ AST 2002 Astronomy (PR)	IE
<input type="checkbox"/>	♦ CHM 1020 Concepts in Chemistry (PR)	PS
<input type="checkbox"/>	CHM 1032 General Chemistry (PR)	PS
<input type="checkbox"/>	♦ CHM 2045C Chemistry Fund. I (PR)	PS
<input type="checkbox"/>	CHS 1440 Principles of Chemistry (PR)	PS
<input type="checkbox"/>	PHY 1038 Physics of Energy, Climate Change, Env	IE
<input type="checkbox"/>	♦ PHY 2020 Concepts of Physics	CM
<input type="checkbox"/>	♦ PHY 2048 General Physics using Calc I (PR)	PS
<input type="checkbox"/>	♦ PHY 2053 College Physics I (PR)	PS
<input type="checkbox"/>	PSC 1121 Physical Science (PR)	PS
A science course for which a state core science course (♦) is a direct prerequisite: _____		
<i>GEP 12 - choose one class to complete</i>		
<input type="checkbox"/>	ANT 2511 The Human Species	IE
<input type="checkbox"/>	♦ BSC 1005 Biological Principles	IE
<input type="checkbox"/>	♦ BSC 2010C Biology I (PR)	IE
<input type="checkbox"/>	♦ EVR 1001 Intro to Environmental Science	IE
<input type="checkbox"/>	GEO 1200 Physical Geography	IE
<input type="checkbox"/>	GEO 2370 Resources Geography	IE
<input type="checkbox"/>	GLY 1030 Geology and its Applications	PS
<input type="checkbox"/>	GLY 2038 Environmental Geoscience	PS
<input type="checkbox"/>	MCB 1310 Intro. to Biotechnology & Genetic Eng.	IE
<input type="checkbox"/>	MET 2104 The Earth's Climate	IE
A science course for which a state core science course (♦) is a direct prerequisite: _____		

Learning Outcomes

- CM** Communication
- CI** Cultural Interactions
- PS** Problem Solving
- IE** Interpretation and Evaluation
- KA** Knowledge Application



Important Notes

- * AMH 2010 is under consideration as a Civic Literacy Course, pending approval by Florida Board of Governors.
- 36 credit hours are required to satisfy the UCF General Education Program.
- Consider Gordon Rule Writing (GRW) & State Core Requirements (♦) for GEP 6.
- Consult your academic success coach and the UCF Undergraduate Catalog for major-specific course requirements and acceptable course substitutes.
- Course descriptions are available in the UCF Undergraduate Catalog.
- Some classes are not offered every semester. Check myUCF for schedule.



UCF's General Education Program provides you with a **cohesive, integrative learning experience**. You will complete courses in five program areas, each with its own set of learning outcomes, that will enable you to plan, connect, and reflect as you move through your foundational classes. Our integrative general education experience allows you to **relate the knowledge and skills you are learning across academic disciplines, connect foundational ways of knowing to your major, and integrate those skills in new problem-solving contexts** – all to prepare you for your academic, civic and professional worlds.

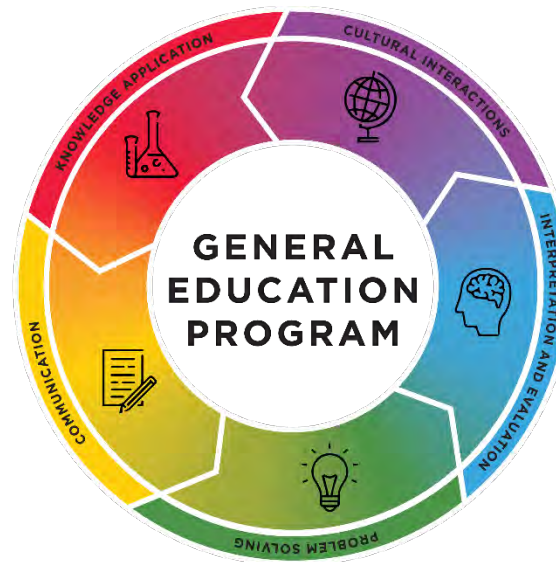
Your academic success coach can assist you with identifying and selecting courses that meet state and UCF requirements, are a good fit for your intended major, spark your interest, and provide you with a diverse range of experiences and a broad basis for your education. Additional information concerning the General Education Program, degree-specific requirements, and course descriptions can be found in the [UCF Undergraduate Catalog](#). As you work through this integrated set of courses you will have the opportunity to make connections, learn skills, and build a strong foundation for your education and your future as a citizen and a professional.

KNOWLEDGE APPLICATION

Understand scientific methods and connect and apply them to challenges facing society.

COMMUNICATION

Become successful writers, speakers and producers of digital materials in their academic, civic, and professional worlds.



CULTURAL INTERACTIONS

Understand common human themes, have an awareness of diverse cultures, and understand the cultural, historical, economic, and social implications of what they learn.

INTERPRETATION AND EVALUATION

Assess and decipher information in a world full of conflicting sources.

PROBLEM SOLVING

Be well-informed citizens who can reason and apply analytical, statistical, and computational methods to the challenges of a globally-diverse and technologically-rich environment.



Board of Trustees

June 25, 2024

Agenda Item

AESC-4: New Degree Program Proposal – B.S. in Health Informatics

Proposed Board Action

The Board of Trustees, on its consent agenda, is asked to approve the new degree program proposal for the B.S. in Health Informatics.

Authority for Board of Trustees Action

Board of Governors Regulation 8.011; UCF Regulation UCF-2.040 Development, Approval, Termination, and Suspension of Degree Programs

Supporting Documentation Included

Attachment A: B.S. in Health Informatics

Attachment B: Request to Offer New Degree Program - B.S. in Health Informatics*

(Please click the link below to access the full request)

- Request to Offer A New Degree Program – B.S. in Health Informatics: [Full Request](#)

Facilitators/Presenters

Timothy Letzring, Vice Provost for Academic Affairs



New Degree Program Proposal – B.S. in Health Informatics

EXECUTIVE SUMMARY

Objective

The proposed B.S. in Health Informatics (CIP 51.2706) at UCF will be the first undergraduate degree in health informatics offered by the SUS and will complement UCF's existing M.S. in Health Informatics. The program consists of 120 credits, with 60 credits in major. This program seeks to meet the needs of the healthcare industry by providing high-quality, innovative education focused specifically on the growing field of health informatics to create a pool of well-qualified health informatics professionals to serve both the state of Florida and the broader national and global healthcare industry.

Summary of Key Observations/Recommendations

- Proposed program capitalizes on existing strengths of the College of Community Innovation and Education (CCIE), School of Global Health Management and Informatics (SGHMI), and the unit's existing programs.
- Workforce demand and need are well documented.
- Abundant input and collaboration demonstrating strong institutional planning and approval, including letters of support from external stakeholders.
- Minimal library, equipment, and space needs and minimal fiscal impact.
- Curriculum and course syllabi approved at the college and university levels.
- Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM) has recently established specialized accreditation for health informatics programs at the undergraduate level. UCF will be an early adopter of this accreditation.

Additional Background

UCF SGHMI also currently offers an undergraduate degree focused on health information management (HIM) leading to a certification as a Registered Health Information Administrator (RHIA) (CIP 51.0706). HIM and the role of the RHIA are a crucial part of the use of information in health care but tend to be more focused on the people and processes that surround the use of health information data and technology. Health informaticists, as trained in the proposed program, focus not just on health data and technology but also on the development, maintenance, and appropriate use of this information. The existing program will continue, differentiated by a curriculum introducing health informatics but focused on health information management.

Rationale

Health informatics is a growing field within the healthcare industry, with nearly half of all graduates entering the field with an undergraduate degree (ONet, 2022). The projected 10-year job growth rate in the state of Florida is 22%, well above the national average of 9%, and workers in this industry, on average, earn an annual salary of \$80,730 (ONet, 2022). There is a need for health informaticists to meet the demands of the healthcare industry in the state of Florida and nationwide.

Implementation Plan

Date	Implementation Activity
April 2024	Submission of proposal to SUS BOG for approval
	Following Approval of Full Proposal
June 2024	Appoint BS HI Program Director
Summer 2024	Develop marketing plan/materials, including website development
Summer 2024	Resource Allocation and Budgeting: <ul style="list-style-type: none">• Create a budget plan that includes facilities, technology, and marketing for the new BS HCI program
Summer 2024	Submission of Letter of Intent/Begin Application - CAHIIM: <ul style="list-style-type: none">• Submit letter of intent to CAHIIM for programmatic accreditation of BS Health Informatics degree as soon as program is approved for enrollment• Begin activities to complete the initial application for programmatic accreditation through CAHIIM
Summer 2024	Develop BS HI Student Handbook/policies and procedures
August – December 2024	Marketing and Recruitment: <ul style="list-style-type: none">• Implement a marketing plan to attract prospective students.• Launch advertising and promotional efforts.• Open admissions for the new program.
Fall 2024	Schedule Spring 2025 course offerings and faculty teaching assignments
January 2025	Begin first semester of the BS in Health Informatics program
January 2025	Evaluate and refine materials and operations – ongoing process

Resource Considerations

A combination of reallocation of the E&G budget and use of auxiliary funds will be used to fund the program. The fiscal impact of the proposed program is minimal as the expertise and courses to be offered build on faculty already in place at the undergraduate and graduate levels.

Conclusion

There is evidence of strong workforce demand for this program based on BLS data, Florida Department of Economic Development projections, job postings, and letters of support from local employers locally and throughout the state of Florida, and there is strong student interest. Based on the evidence outlined here and in the full proposal, the recommendation is to approve this program.



New Degree Program Proposal

B.S. in Health Informatics

Timothy Letzring, Vice Provost for Academic Affairs

B.S. in Health Informatics

- Developed from feedback from current and prospective students, along with input from industry leaders.
- Clear support from industry leaders
 - AdventHealth
 - Nemours Children's Health
 - Piedmont Healthcare
- The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) has established a specialized accreditation for this program.
 - UCF will be an early adopter of this accreditation, ensuring our graduates meet the highest standards.
- The health informatics job market in Florida is projected to grow by 22%, significantly outpacing the national average of 9%.



Board of Trustees

June 25, 2024

Agenda Item

AESC-5: Reduction of Credit Hours – B.S. in Teacher Education, Art Education

Proposed Board Action

The Board of Trustees, on its consent agenda, is asked to approve the credit hour reduction of the B.S. in Teacher Education, Art Education degree from 126 to 120 credit hours.

Authority for Board of Trustees Action

Florida Statutes 1007.25; Board of Governors Regulation 8.014

Supporting Documentation Included

Attachment A: B.S. in Teacher Education, Art Education Program Modification Proposal

Facilitators/Presenters

Timothy Letzring, Vice Provost for Academic Affairs



Reduction of Credit Hours – B.S. in Teacher Education, Art Education

EXECUTIVE SUMMARY

Objective

In accordance with [BOG Regulation 8.014](#), reduce the number of hours the B.S. in Teacher Education, Art Education program requires while still meeting teacher licensure requirements.

Summary of Key Observations/Recommendations

- The B.S. in Teacher Education, Art Education began exploring pathways to reach 120 credit hours this past academic year. The School of Teacher Education submitted this program modification in our curriculum management system in early Spring 2024, and it has been approved through the Provost's Office.
- The Teacher Education, Art Education program faculty reduced the final restrictive electives from nine credit hours to three credit hours to reach the 120 credit hour threshold. While this does reduce student exposure to additional art media and knowledge, this change maintained the required internship and student teaching requirements leading to Florida teacher licensure.

Additional Background

Starting this past spring semester, the SUS institutions have worked with the Board of Governor's Office in evaluating programs approved to offer a bachelor's degree at more than 120 hours. When UCF started this process, there were 15 programs with 120 credit hour waivers. Nine of these are engineering programs, and we are working with the programs and the BOG office on this continuing project over the coming academic years. BOG regulation 8.014 was amended last year to give the Board of Trustees sole authority to approve these reductions in credit hours. Upon approval, UCF will notify the Board of Governors to have this reduction in hours updated in the academic degree inventory.

Rationale

In response to a BOG-initiated review of all programs approved for a waiver of the 120 credit hour degree maximum and to make sure excess hours are necessary for programmatic accreditation and/or licensure requirements.

Implementation Plan

Upon approval, this will take effect in the 2024-25 academic catalog.

Resource Considerations

N/A

Conclusion

Recommend approval of the proposed reduction of required credit hours for the B.S. in Teacher Education, Art Education program.

ARTEDU

Teacher Education, Art Education Track (B.S.)

Under Review | Fall 2024

Proposal Information

Workflow Status

In Progress

University Board of Trustees (BOT), Provost's Office

Waiting for Approval | Senior Associate Provost

expand ▲

Timothy Letzring

Changes

- College
- Department
- Effective Term & Year
- Program Details
- Degree Requirements

Show All ▼

Proposed

What type of revision are you proposing?

Program Revision (edits to description, curriculum/course edits)

Existing

What type of revision are you proposing?

--

Program Information

Proposed
College

Existing
College
College of Community Innovation and Education

Proposed
Department

Existing
Department
School of Teacher Education

Complete Name of Degree
Teacher Education, Art Education Track (B.S.)

CIP Code
13.1206

Proposed	Proposed
Do you need to change the Complete Name of Degree above?	Are there tracks associated with this plan?
No	Yes

Existing	Existing
Do you need to change the Complete Name of Degree above?	Are there tracks associated with this plan?
--	--

Academic Level	Program Type
Undergraduate	Major

Changes

Program Website
[https://www.ucf.edu/catalog/undergraduate/#/programs/Byhm9URj_?
bc=true&bcCurrent=Teacher%20Education%2C%20Art%20Education%20Track%20\(B.S.\)&bcItemType=programs](https://www.ucf.edu/catalog/undergraduate/#/programs/Byhm9URj_?bc=true&bcCurrent=Teacher%20Education%2C%20Art%20Education%20Track%20(B.S.)&bcItemType=programs)

Changes

Program Contact Information

School of Teacher Education

Director: *Andrea Borowczak*

Educational Complex & Gym 115K

ccie.ucf.edu/teachered

407-823-1768

Faculty/Academic Administrator: *Dr. Maria Busch*

Educational Complex & Gym 115H

407-823-1763

maria.busch@ucf.edu

Associate Lecturer (Education Track Contact): *Dr. Debra McGann*

Education Complex and Gym (ED), 122C

debra.mcgann@ucf.edu

Proposed

Is this program available 100% online?

No

Existing

Is this program available 100% online?

--

Proposed

Include Licensure Disclosure

This program has a licensure disclosure.

Existing

Include Licensure Disclosure

Changes

Licensure Disclosure

This program has potential ties to professional licensure or certification in the field. For more information on how this program may prepare you in that regard, please view the [licensure disclosure for the Teacher Education, Art Education Track \(B.S.\)](#) program.

Art Education K-12 - Certification Requirements (Degree and Coursework):

<https://www.fldoe.org/teaching/certification/certificate-subjects/administrative-rules/6a-4-0101.shtml>

Program Description

College of Community Innovation and Education

School of Teacher Education

Education Complex and Gym (ED), 123

Associate Lecturer (Education Track Contact): *Dr. Debra McGann*

Education Complex and Gym (ED), 122C

debra.mcgann@ucf.edu

The Teacher Education B.S. - Art Education program offers students the option of two tracks: Art Education - Education Track and Art Education - Lifelong Learning Track (non-certification). The Education Track is appropriate for students interested in opportunities for employment with formal, K-12 schools that require certification.

This program has potential ties to professional licensure or certification in the field. For more information on how this program may prepare you in that regard, please view the [licensure disclosure for the Teacher Education, Art Education Track \(B.S.\)](#) program

Admission Requirements

- Complete the University General Education requirements or its equivalent, i.e. an AA degree from a Florida College System or State University System institution.
- Complete EDF 2005 - Introduction to the Teaching Profession course with a minimum letter grade of "C-" (1.75) or better.
- Meet the Gordon Rule Requirement.
- Meet the Foreign Language Admission Requirement.
- Have a minimum 2.5 overall GPA

Degree Requirements

- Students should see an advisor prior to registering for classes
- The courses designated in (General Education), (Education Common Program Prerequisites), and (Core Requirements: Basic Level) should be completed prior to admission to the major and upper division education courses.
- The Education Track is a state-approved, initial teacher preparation program designed in compliance with Florida Statutes and State Board of Education Rule 6A-5.066. Degree requirements are subject to change based on state mandates.

Proposed

Strategic Emphasis ⓘ

No

Existing

Strategic Emphasis ⓘ

--

Proposed

Effective Term & Year

Fall 2024

Status

Active

Existing

Effective Term & Year

Spring 2021

Admission Requirements

Changes

Admission Requirements

Admission Requirements

- Complete the University General Education requirements or its equivalent, i.e. an AA degree from a Florida College System or State University System institution.
- Complete EDF 2005 - Introduction to the Teaching Profession course with a minimum letter grade of "C-" (1.75) or better.
- Meet the Gordon Rule Requirement.
- Meet the Foreign Language Admission Requirement.
- Have a minimum 2.5 overall GPA

Proposal Information

Proposal Rationale

126 credit hours are currently required for the Teacher Education, Art Education, Education Track (B.S.).

120 credit hours are proposed. This will better serve students and align with "Preeminent Metrics", namely the four-year graduation rate.

Six (6) credit hours will be eliminated (under "Education Track Specialization") in order to bring the total to 120 credit hours. Two 3000/4000-level elective courses will be removed.

Does this revision include a request to create a restricted plan?

No

Programs of Strategic Emphasis Waiver

Proposed

Does the program fall under one of the CIP codes listed below?

No

Existing

Does the program fall under one of the CIP codes listed below?

--

Programs of Strategic Emphasis Table

CIP CODE	CIP TITLE	CATEGORY
11.0101	Computer and Information Sciences	STEM
11.0103	Information Technology	STEM
14.0801	Civil Engineering	STEM
14.0901	Computer Engineering	STEM
14.1001	Electrical and Electronics Engineering	STEM
27.0101	Mathematics	STEM
40.0801	Physics	STEM
52.0301	Accounting	GAP ANALYSIS
52.0801	Finance	GAP ANALYSIS
52.1201	Management Information Systems	STEM

Curriculum

Changes

AS-to-BS Capstone

Prerequisite Admission Courses

No Rules

General Education (GEP)

**Communication
Foundations**

9

Total Credits

- Complete all of the following
 - Students are strongly advised to take the preferred courses.
 - Complete all courses from the following:
 - ▼ GEP 1 & 2- Communication Foundation
 - Complete at least 1 course(s) from the following:
 - ▼ GEP 3- Communication Foundation
 - Preferred: SPC 1608 - Fundamentals of Oral Communication (3)

**Cultural & Historical
Foundations**

9

Total Credits

- Complete all of the following
 - Complete at least 1 course(s) from the following:
 - ▼ GEP 4- Historical & Cultural Foundation
 - Preferred: AMH 2010 - U.S. History: 1492-1877 (3)
 - Complete at least 1 course(s) from the following:
 - ▼ GEP 5- Historical & Cultural Foundation
 - ARH 2050 - History of Western Art I (3), with a grade of "C-" (1.75) or better, is required for the major.
 - Earn at least 3 credits from the following types of courses:
 - GEP 6: Take one additional course from either Cultural and Historical Foundation, Area 1 or 2. Consider that some courses also partially satisfy the Gordon Rule requirement. Preferred: MUL 2010 - Enjoyment of Music (3), THE 2000 - Theatre Survey (3), or PHI 2010 - Introduction to Philosophy (3)

**Mathematical
Foundations**

6 - 7

Total Credits

- Complete all of the following
 - Complete at least 1 course(s) from the following:
 - ▼ GEP 7- Mathematical Foundation
 - Preferred: MGF 11061130 - Finite Mathematics (3)
 - Complete at least 1 course(s) from the following:

▼ GEP 8- Mathematical Foundations

- Preferred: STA 2014 - Principles of Statistics (3)

Social Foundations

6

Total Credits

- Complete all of the following
 - Complete at least 1 course(s) from the following:
 - ▼ GEP 9- Social Foundation
 - Preferred: PSY 2012 - General Psychology (3)
 - Complete at least 1 course(s) from the following:
 - ▼ GEP 10- Social Foundation
 - Preferred: AMH 2020 - U.S. History: 1877-Present (3)

Science Foundations

6 - 8

Total Credits

- Complete all of the following
 - Complete at least 1 course(s) from the following:
 - ▼ GEP 11- Science Foundation
 - Preferred: PSC 1121 - Physical Science (3)
 - Complete at least 1 course(s) from the following:
 - ▼ GEP 12- Science Foundation
 - Preferred: BSC 1005 - Biological Principles (3)

Grand Total Credits: 36 - 39

Common Program Prerequisites (CPP) (If applicable)

CPP

3

Total Credits

- Complete all of the following
 - See "Common Prerequisites" in the Transfer and Transitions Services section for more information. A grade of "C" (1.75) or better is required.
 - Complete the following:
 - EDF2005 - Introduction to the Teaching Profession (3)

Grand Total Credits: 3

Proposed

Do you need to make changes to Degree Requirements?

Yes

Existing

Do you need to make changes to Degree Requirements?

--

Degree Requirements

Core Requirements:

Advanced Level

0

Total Credits

- A grade of "C-"(1.75) or better is required.

Education Core Requirements

15

Total Credits

- Complete all of the following
 - EDG 4410 - Teaching Strategies and Classroom Management (3) and TSL 4080 - Theory and Practice of Teaching ESOL Students in Schools (3) are prerequisites to Internship I.
 - Complete the following:
 - EDG4410 - Teaching Strategies and Classroom Management (3)
 - EDF4467 - Learning Theory and Assessment (3)
 - EDF4603 - Analysis and Application of Ethical, Legal, and Safety Issues in Schools (3)
 - TSL4080 - Theory and Practice of Teaching ESOL Students in Schools (3)
 - RED4043 - Content Reading in Kindergarten through Grade 12 (3)

Education Track Specialization Requirements

57

51

Total Credits

- Complete all of the following
 - ARE 4453 is taken three (3) times. ARH 2050 - History of Western Art I (3) is required for the major and may be completed in the GEP. ARH 2051 - History of Western Art II (3), ART 2300C - Drawing Fundamentals I (3), ART 2201C - Design Fundamentals-Two Dimensional (3), GRA 2101C - Introduction to Computer Art (3) are prerequisites for Internship I.
 - Complete the following:
 - ARH2051 - History of Western Art II (3)
 - ART2300C - Drawing Fundamentals I (3)
 - ART2201C - Design Fundamentals-Two Dimensional (3)
 - GRA2101C - Introduction to Computer Art (3)
 - ART2203C - Design Fundamentals-Three Dimensional (3)
 - ART2301C - Drawing Fundamentals II (3)
 - ART2754C - Beginning Ceramics (3)
 - ART2500C - Beginning Painting (3)
 - PGY2401C - Beginning Photography (3)
 - ARE4356 - Teaching Art Appreciation & Criticism in the Classroom (3)
 - ARE4351 - Teaching Art in the Elementary School (3)
 - ARE4352 - Teaching Art in the Secondary School (3)

- ARE4250 - Art for Exceptionalities (3)
- Earn at least 9 credits from the following types of courses:
 - ARE 4453 - Studio Experiences in Art Education (3) Taken three times for a total of 9 credit hours
- Earn at least 9 3 credits from the following types of courses:
 - Any 3000 or 4000 level ART, ARE, ARH, GRA, PGY (with advisor's approval) (3)

Internship I Block

3

Total Credits

- Complete all of the following
 - Prior to Internship I, the student must have completed EDG 4410 , TSL 4080 , Common Program Prerequisites, ARH 2050, ARH 2051, ART 2201C, ART 2300C , GRA 2101C, and at least 50% of all required specialization courses indicated with a letter grade of "C-" (1.75) or better. However, a minimum GPA of 2.5 is required in the education core, specialization and overall for admission into Internship I. Passing score on the General Knowledge Test portion of the Florida Teacher Certification Examination (FTCE) is recommended before entry into Internship I. Passing score on the Professional Education Test portion of the Florida Teacher Certification Examination (FTCE) is strongly recommended as soon as possible after completing the following courses: EDG 4410, EDF 4467, RED 4043, and TSL 4080. Students must apply and be approved for Internship I. Deadline dates and placement application are available through the Office of Clinical & Field Experiences at <https://ccie.ucf.edu/clinicalexp/>. A fee may be required as part of the placement application process
 - Earn at least 3 credits from the following types of courses:
 - ARE 3940 - Internship

Internship II Block

12

Total Credits

- Complete all of the following
 - All specialization courses and all education core courses must be completed with a letter grade of "C-" (1.75) or better before entry into Internship II. However, a minimum GPA of 2.5 is required in the education core, specialization and overall for admission to Internship II. Passing scores on all sections [General Knowledge, Professional, and Subject Area (Art K-12)] of the Florida Teacher Certification Examination (FTCE) are required prior to entry into Internship II. Satisfactory completion of Internship II requires the student to demonstrate proficiency in all Florida Educator Accomplished Practices in accordance with State Board of Education rule 6A-5.066. Students must apply and be approved for Internship II. Deadline dates and placement application are available through the Office of Clinical & Field Experiences at <https://ccie.ucf.edu/clinicalexp/>. A fee may be required as part of the placement application process
 - Complete the following:
 - ESE4033C - Critical Issues and Trends in Secondary Education (3)
 - Earn at least 9 credits from the following types of courses:
 - ARE 4941 - Internship

Grand Total Credits: 87 81

Changes

Program Details

Restricted Electives

- None

Capstone Requirements

- None

Electives

- None

Foreign Language Requirements

Admissions

- State University System foreign language admission: two years in high school or one year of college instruction in a single foreign language. (This requirement applies to those students admitted to the University without the required two units of foreign language in high school)

Graduation

- None

Additional Requirements

- None

Required Minors

- None

Departmental Exit Requirements

- Achieve a minimum 2.5 GPA in all courses within the major.
- Achieve a minimum 2.5 GPA in the education core coursework.
- Achieve a minimum 2.5 GPA in the specialization coursework.
- Achieve a minimum overall 2.5 GPA
- Pass all applicable sections of the Florida Teacher Certification Examination. See <http://www.fldoe.org> for test dates and test sites. Effective January 1, 2015, only examination results earned by educators within 10 years prior to the date of application for a new Florida Educator's Certificate with the Florida Department of Education may be acceptable for certification eligibility requirements (SBE Rule 6A-4.002)
- You must upload key assignments using the Watermark platform. Key assignments are assessed by faculty to provide evidence of candidate proficiency in all Florida Educator Accomplished Practices (FEAPs). All teacher education candidates, Lifelong Learning majors, and Early Childhood Development & Education majors (all ECDE tracks) are required to complete Watermark requirements before being certified for graduation. See <https://ccie.ucf.edu/explore-via/>

University Minimum Exit Requirements

- A 2.0 UCF GPA
- 42 semester hours of upper division credit completed
- 60 semester hours earned after CLEP awarded
- 30 of the last 39 hours of course work must be completed in residency at UCF.
- A maximum of 45 hours of extension, correspondence, CLEP, Credit by Exam, and Armed Forces credits permitted.
- Complete the General Education Program, the Gordon Rule, and nine hours of Summer credit.

Total Undergraduate Credit Hours Required: ~~126~~**120**

Additional Information

Honors In Major

- None

Related Programs

- None

Certificates

- None

Related Minors

- None

Advising Notes

- Consult with your Education advisor and review your degree audit for more recent information.

Transfer Notes

- None

Acceptable Substitutes for Transfer Courses

- None

Program Academic Learning Compacts

- Program Academic Learning Compacts (student learning outcomes) for undergraduate programs are located at:
http://www.oeas.ucf.edu/alc/academic_learning_compacts.htm

Equipment Fees

- Part-Time Student: \$12 per term
- Full-Time Student: \$24 per term

Changes

Related Programs and Departments

There is no known potential impact on any programs or departments.

Related Programs and Departments - File Upload

Proposed
Educational Sites
UCF Main Campus

Other Educational Sites

Existing
Educational Sites

Proposed
Delivery Mode
Both online and face-to-face

Existing
Delivery Mode

Internship/Practicum Experiences

Proposed
Equipment Fees
No

Existing
Equipment Fees
--

Admin Panel

End Date
No Date Chosen

Catalog
Include in Catalog

Proposed
Catalog Activation
2024/08/01

Code
ARTEDU

Existing
Catalog Activation



Board of Trustees

June 25, 2024

Agenda Item

AESC-6: Conferral of Degrees

Proposed Board Action

The Board of Trustees, on its consent agenda, is asked to approve the conferral of degrees during the Summer 2024 commencement ceremonies.

Authority for Board of Trustees Action

Board of Governors Regulation 1.001(4)(a); UCF BOT Academic Excellence and Student Success Committee Charter

Supporting Documentation Included

Attachment A: Graduation Count - Summer

Facilitators/Presenters

Michael Johnson, Provost and Executive Vice President for Academic Affairs



Conferral of Degrees

EXECUTIVE SUMMARY

Objective

In accordance with [Board of Governors Regulation 1.001\(4\)\(a\)](#) and the UCF Board of Trustees [Academic Excellence and Student Success Committee charter](#), the conferral of degrees goes before the Board of Trustees for approval.

Summary of Key Observations/Recommendations

UCF expects to award the following degrees during the spring commencement ceremonies on August 2 - 3, 2024.

Baccalaureate Degrees:	3,017
Master's Degrees:	542
<u>Doctoral and Specialist:</u>	<u>190</u>
Total:	3,749

Additional Background

N/A

Rationale

The conferral of degrees must be approved by the Board of Trustees for each term.

Implementation Plan

The UCF commencement ceremonies for the Summer 2024 term will take place on August 2 - 3, 2024.

Resource Considerations

N/A

Conclusion

The conferral of degrees for the Summer 2024 term must be approved in advance of the planned commencement ceremonies on August 2 - 3, 2024.

UCF SUMMER 2024 Commencement

College	Bachelor	Master	Doctorate	CollegeTotals
College of Arts and Humanities	177	11	1	189
College of Business Administration	403	113	0	516
College of Community Innovation and Education	283	157	61	501
College of Engineering and Computer Science	332	54	53	439
College of Graduate Studies	0	6	0	6
College of Health Professions and Sciences	347	116	3	466
College of Medicine	79	9	5	93
College of Nursing	281	10	38	329
College of Optics and Photonics	4	2	2	8
College of Sciences	709	43	24	776
College of Undergraduate Studies	252	0	0	252
Rosen College of Hospitality Management	150	21	3	174
Degree level totals:	3,017	542	190	3,749



Board of Trustees

June 25, 2024

Agenda Item

AESC-7: 2024-2025 Linking Industry to Nursing Education (LINE) Fund Proposals

Proposed Board Action

The Board of Trustees, on its consent agenda, is asked to approve the UCF 2024-2025 LINE Fund proposals as proposed.

Authority for Board of Trustees Action

Florida Statute 1009.8962, Linking Industry to Nursing Education (LINE) Fund.

Supporting Documentation Included

Attachment A: 2024-2025 LINE Fund Proposal UCF and AdventHealth

Attachment B: 2024-2025 LINE Fund Proposal UCF and Orlando Health

Facilitators/Presenters

Michael Johnson, Provost and Executive Vice President for Academic Affairs

Mary Lou Sole, Dean and Professor, UCF College of Nursing



2024-2025 Linking Industry to Nursing Education (LINE) Fund Proposals

EXECUTIVE SUMMARY

Objective

Consideration of the fiscal year 2024-2025 Linking Industry to Nursing Education (LINE) Fund proposals. These proposals leverage UCF's successful collaborations with AdventHealth and Orlando Health to address the growing nursing workforce needs at local, regional and state levels. The Board of Trustees' approval is necessary before the proposals are submitted to the Board of Governors.

Summary of Key Observations/Recommendations

The LINE Fund was created as a result of the passing of Senate Bill 2524 (2022). The Fund provides matching funds, on a dollar-to-dollar basis, to participating agencies that partner with health care providers as defined in s. 768.38(2), F.S. During the 2024 session, the Florida Legislature allocated \$6 million to the State University System for the LINE fund.

If UCF's fiscal year 2024-2025 LINE funding proposals are approved, it will result in the following matching funds:

- AdventHealth: UCF is requesting \$350,000 to support scholarships and additional simulation and laboratory equipment for nursing students to match the \$350,000 committed by AdventHealth.
- Orlando Health: UCF is requesting \$350,000 to support scholarships and additional simulation and laboratory equipment for nursing students to match the \$350,000 committed by Orlando Health.

Additional Background

N/A

Rationale

The College of Nursing is leveraging the LINE Fund application to secure matching dollars that would support a key area of focus, Health and Human Performance, in UCF's strategic plan. These proposals will enable UCF to secure additional funding to serve the growing enrollments in our Nursing program.

Implementation Plan

The 2024-2025 LINE Fund Proposals will support the mission of the College of Nursing by preparing nurse leaders and patient advocates through excellence in education, research and service. Dean Mary Lou Sole and the college's leadership team have been working with nursing leadership from the two hospital systems to implement the Scholars Program, Summer Externship Program and Clinical Faculty, and meet after each semester to evaluate the effectiveness of each initiative.

Resource Considerations

Funds pledged for this matching program are provided through each hospital's Pegasus Partnership Agreement.

Conclusion

The proposed LINE Fund proposals will continue strengthening partnerships with our local hospital systems and provide rich educational opportunities for UCF nursing students.



**State University System
2024-2025 Linking Industry to Nursing Education (LINE) Fund
Proposal Form**

University:	University of Central Florida
Healthcare Partner:	AdventHealth
Date Proposal Approved by University Board of Trustees:	x/xx/xxxx
Amount Requested:	\$350,000
University Contact (name, title, phone, & email):	Mary Lou Sole, PhD, RN Dean, College of Nursing Mary.Sole@ucf.edu , 407-823-5496
Please check the boxes below as appropriate:	<i>All boxes must be checked in order to be eligible to participate.</i>
Healthcare partner making contribution is located in and licensed to operate in Florida?	<input checked="" type="checkbox"/> Yes
Healthcare partner making contribution is a healthcare provider as defined in Section 768.38(2), Florida Statutes?	<input checked="" type="checkbox"/> Yes
Nursing programs met or exceeded a first-time NCLEX passage rate of 75% for the prior year based on the 2024 Accountability Plan?	<input checked="" type="checkbox"/> Yes
The funds will be used for an eligible purpose per section 1009.8962, Florida Statutes?	<input checked="" type="checkbox"/> Yes

Background

The LINE Fund is intended to incentivize collaboration between nursing education programs and healthcare partners and to meet local, regional, and state workforce demand by recruiting faculty and clinical preceptors, increasing the capacity of high-quality nursing education programs, and increasing the number of nursing education program graduates who are prepared to enter the workforce. Subject to available funds, for every dollar contributed to an institution by a healthcare partner, the fund shall provide a dollar-for-dollar match to the participating institution for approved proposals.

Funds may be used for student scholarships, recruitment of additional faculty, equipment, and simulation centers to advance high-quality nursing education programs throughout the state. Funds may not be used for the construction of new buildings. To participate, an institution must submit a timely and complete proposal to the Board of Governors for consideration. For more details, see Board of Governors [Regulation 8.008 - Nursing Education](#).

Proposals must be submitted with a total of no more than three pages of narrative for the following sections. Proposals with more than three pages of narrative will be rejected.

Proposal Details

Provide a detailed narrative for each section below.

- I. Use of Funds** - *Describe in detail and with specificity how the institution plans to use the funds, including how the funds will be utilized to increase student enrollment and program completion.*

Matching funds are requested for a **\$350,000 gift** provided by AdventHealth, which will be utilized for nursing student scholarships during the 2024-2025 academic year and the procurement of additional simulation equipment.

\$100,000 is dedicated towards student scholarships which are a priority funding area for the UCF College of Nursing. The funds help alleviate costs related to their education and enable our students to solely focus on their academic success to more efficiently complete their degrees and enter the workforce. One reason these funds are essential to our nursing students is that they are highly encouraged not to work, due to the rigorous curriculum.

The scholarship funding will support the AdventHealth Scholars program, which will provide tuition assistance for 10 nursing students in the amount of \$10,000 per student during the 2024-2025 academic year. This Scholars program will provide students with an opportunity to work closely with AdventHealth nursing leadership to learn more about their hospital system.

The matching funds will be increase the number of Scholars in spring 2025 and summer 2025. Our plan is to implement the Scholars program across the three cohorts of pre-licensure students. We are now admitting 400 new students annually, so the additional scholarships are of high need.

\$250,000 is dedicated towards purchasing new simulation equipment for UCF's College of Nursing Simulation, Technology, Innovation and Modeling (STIM) Center. The STIM Center is accredited by the Society of Simulation in Healthcare for its educational excellence. The STIM Center is also one of 26 simulation programs worldwide, as of 2023, to earn the new Healthcare Simulation Standards Endorsement from the International Nursing Association for Clinical Simulation and Learning (INACSL). The STIM Center was in the first nine programs endorsed by INACSL. The international endorsement recognizes the UCF STIM Center for the high quality of simulation experience and the expertise of our faculty and staff. This recognition is also for our commitment to innovation in the field, as it regularly incorporates new technologies, such as augmented, virtual, and mixed reality, into simulation learning experiences.

This simulation equipment will be needed in UCF's new education and teaching facility that will triple the existing research and clinical lab space and will enable the College of Nursing to leverage its internationally recognized expertise in healthcare simulation and achieve its vision of serving the global community as a leader in innovative nursing education.

\$250,000 in matching funds will be paired with \$250,000 of AdventHealth's gift to purchase new and upgrade existing simulation equipment (such as a bariatric mannequin, other specialized mannequins [mannequin with Down's Syndrome, adolescents] additional and/or newer versions of augmented reality/virtual reality headsets, task trainers for skills, and auscultation trainers [adult and pediatrics]) for the STIM Center. Monies may be used to support warranties and service agreement expense costs that are not always considered when acquiring new technologies. New software may be added to include programs for augmented, virtual, and mixed realities. This equipment, software, supplies, and other needed items will provide the necessary capacity to serve UCF's growing enrollment in the nursing program, as well as to allow us to continue to provide high-quality simulation experiences.

Additionally, budget may be used to support the Standardized Patient Program, i.e., patient actors, engaged within simulations. Onsite training courses and development of STIM Center operations staff to learn and remain efficient in the operation new technology will also be considered. With the increased focus on competency-based education, it is expected that simulation-based education will be increased across multiple programs to support new graduate practice readiness.

II. Onboarding & Retention of Graduates - Describe in detail and with specificity how the health care partner will onboard and retain graduates.

The Scholars will be placed in one of AdventHealth's 8 hospitals in the Central Florida region to conduct their clinical placements. These clinical placements will provide the students with the education and training they need to graduate and successfully pass the NCLEX examination. They will also have the rich opportunity to work closely with their nurse preceptor and AdventHealth's leadership team, as they are dedicated to recruiting highly-qualified Knight Nurses.

III. Program Expansion - Describe in detail and with specificity how the funds will expand the institution's nursing education programs to meet local, regional, or state workforce demands. If applicable, include advanced education nursing programs and how the funds will increase the number of faculty and clinical preceptors and planned efforts to utilize the clinical placement process established in Section 14.36, Florida Statutes.

With support from the State of Florida, and our community partners, UCF is working to **increase our pre-licensure BSN student enrollment by 50%**, which will result in approximately 150 new students annually. This increase will result in graduating a total of 4,150 graduates eligible for licensure over the next 10 years. With existing new investments, UCF has already admitted 150 new students over the past two years.

Simulation learning has increased across programs. Simulation contact hours have increased by approximately 51% from 2021 to 2023. This increase is partially due to the College of Nursing's increase in on campus clinical experiences and admission of new students over the past two years. Simulation days have increased, as well as the number of simulation staff and simulation educators/faculty to provide simulation-based education. UCF is also working to increase graduate student enrollment by 20% with concentrations in nurse educator, doctoral, and educator/simulation certificate programs to support the shortage in nurse educators across the state.

As we have admitted more students, it is essential to retain them. Scholarships, along with additional student success resources, help UCF sustain and increase our retention and graduation rates, because of the rigorous program requirements.

Additionally, as UCF expands our STIM Center, we will need the necessary equipment to train the larger cohorts of nursing students in our programs.



**State University System
2024-2025 Linking Industry to Nursing Education (LINE) Fund
Proposal Form**

University:	University of Central Florida
Healthcare Partner:	Orlando Health
Date Proposal Approved by University Board of Trustees:	x/xx/xxxx
Amount Requested:	\$350,000
University Contact (name, title, phone, & email):	Mary Lou Sole, PhD, RN Dean, College of Nursing Mary.Sole@ucf.edu , 407-823-5496
Please check the boxes below as appropriate:	<i>All boxes must be checked in order to be eligible to participate.</i>
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Healthcare partner making contribution is a healthcare provider as defined in Section 768.38(2), Florida Statutes?	<input checked="" type="checkbox"/> Yes
Nursing programs met or exceeded a first-time NCLEX passage rate of 75% for the prior year based on the 2024 Accountability Plan?	<input checked="" type="checkbox"/> Yes
The funds will be used for an eligible purpose per section 1009.8962, Florida Statutes?	<input checked="" type="checkbox"/> Yes

Background

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Proposals must be submitted with a total of no more than three pages of narrative for the following sections. Proposals with more than three pages of narrative will be rejected.

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Provide a detailed narrative for each section below.

- I. Use of Funds** - *Describe in detail and with specificity how the institution plans to use the funds, including how the funds will be utilized to increase student enrollment and program completion.*

Matching funds are requested for a **\$350,000 gift** provided by Orlando Health, which will be utilized for nursing student scholarships during the 2024-2025 academic year and the procurement of additional simulation equipment.

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The scholarship funding will support the Orlando Health Scholars program, which will provide tuition assistance for 10 nursing students in the amount of \$10,000 per student during the 2024-2025 academic year. This Scholars program will provide students with an opportunity to work closely with Orlando Health nursing leadership to learn more about their hospital system.

The matching funds will be increase the number of Scholars in spring 2025 and summer 2025. Our plan is to implement the Scholars program across the three cohorts of pre-licensure students. We are now admitting 400 new students annually, so the additional scholarships are of high need.

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Additionally, budget may be used to support the Standardized Patient Program, i.e., patient actors, engaged within simulations. Onsite training courses and development of STIM Center operations staff to learn and remain efficient in the operation new technology will also be considered. With the increased focus on competency-based education, it is expected that simulation-based education will be increased across multiple programs to support new graduate practice readiness.

II. Onboarding & Retention of Graduates - Describe in detail and with specificity how the health care partner will onboard and retain graduates.

The Scholars will be placed in one of Orlando Health 16 hospitals in the Central Florida region to conduct their clinical placements. These clinical placements will provide the students with the education and training they need to graduate and successfully pass the NCLEX examination. They will also have the rich opportunity to work closely with their nurse preceptor and Orlando Health's leadership team, as they are dedicated to recruiting highly-qualified Knight Nurses.

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Additionally, as UCF expands our STIM Center, we will need the necessary equipment to train the larger cohorts of nursing students in our programs.



Board of Trustees

June 25, 2024

Agenda Item

AUDC-2: Enterprise Risk Management Program Plan

Proposed Board Action

The Board of Trustees is asked to approve, on its consent agenda, the university's enterprise risk management (ERM) program plan.

Authority for Board of Trustees Action

The Audit and Compliance Committee Charter states that one of the committee's responsibilities is to "Review and approve the University's enterprise risk policy to include approval of the University's risk appetite and tolerance."

Supporting Documentation Included

Attachment A: Enterprise Risk Management Program Plan

Attachment B: Enterprise Risk Management Program Plan Presentation

Facilitators/Presenters

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



Enterprise Risk Management Program Plan

EXECUTIVE SUMMARY

Objective

To review and approve the university's Enterprise Risk Management (ERM) Program Plan.

Summary of Key Observations/Recommendations

ERM establishes a framework for effective decision-making regarding pursuit of strategies, initiatives, and programs including a mechanism to discuss when strategies are not aligned with the university's mission and vision. UCF, as is the case with many other entities, has finite resources and innumerable needs. Every unmet need represents a risk. The university must have a way to prioritize which risks should be addressed with the set number of resources available. ERM provides key information to focus university resources on critical risks with the potential for the most substantial impact. Additionally, ERM creates a mechanism to escalate risks when broader management and resources are needed. ERM provides a systematic approach for leadership to respond to risks and equips leadership with tools for greater speed in decision making.

In consultation with President Cartwright a phased implementation approach was set for the development of an enterprise risk management program and was provided to the Audit and Compliance Committee of the Board of Trustees. The first phase was heavily focused on education and targeted risk assessments. The final item in phase 1 is the approval of the Enterprise Risk Management Program Plan. The plan outlines the tenets of the enterprise risk management program, responsibilities, how risk is assessed, and communication. The next phase of the program plan will expand further educational outreach to university units and offices and implementation of the foundational pieces of the program including governance structure and initial risk identification. The last phase is full program implementation including continued guidance and education of the university community on the identification and mitigation of identified risks with full risk assessment occurring every three years. In each phase, targeted risk assessments will occur in collaboration with university departments.

The ERM Program Plan includes:

- The goal and value of an enterprise risk management program
- Summary of international standard, ISO 31000, which will serve as the basis of the plan
- Roles and responsibilities of certain functions critical to the plan's execution
- Details of the risk assessment process

The Audit and Compliance Committee will oversee the university's ERM program as well as assist the Board in fulfilling its responsibility to oversee the university's management of risk. The president and president's cabinet will set the university's risk appetite and tolerance, report to the Board on enterprise risk topics, and establish the university's risk priorities. Risk owners will be responsible for managing risks and embedding risk management thinking into decision making. The Office of Enterprise Risk and Insurance will facilitate the ERM program including maintaining the university risk universe, coordinating risk reporting, and developing tools to support risk assessment.

The Office of Enterprise Risk and Insurance will work with cabinet members to identify risk champions from each area. These risk champions will serve on the Risk Champions Working group that will provide input on identifying top risks to be discussed by the cabinet when prioritizing the university's risk universe. To identify the potential risks for the university, the Office of Enterprise Risk and Insurance will conduct one-on-one interviews and facilitate risk workshops to identify risk across the university. Risks will be categorized into one of five categories (Compliance / Legal, Operational, Financial, Hazard / Safety, Strategic). Once risks are identified, they will be assessed and segregated into enterprise-level and unit-level risks. Risks will be prioritized based on potential exposure to the university by evaluating the potential reputational, financial, and operational impact as well as complexity of the risk, likelihood, and velocity. Prioritized risks will be evaluated to support decision making. Evaluation may result in further analysis of the risk, better understanding of treatment options, or no additional action. Ultimately, each step of the process leads to determining how to best treat and manage risk. The purpose of risk treatment is to select and implement options for addressing risk.

Annually the Audit and Compliance Committee will receive an update on the current state of the ERM program.

Additional Background

University Compliance, Ethics, and Risk hired the director of enterprise risk and insurance management and committed to developing and implementing a formalized enterprise risk management program as part of the 2019 post investigation action plan.

Rationale

The Audit and Compliance Committee Charter outlines the Audit and Compliance Committee roles and responsibilities including (1) review and approval of the university's enterprise risk policy to include approval of the university's risk appetite and tolerance and (2) oversight of the identification, assessment and mitigation of the university's enterprise risks and opportunities.

Implementation Plan

University Compliance, Ethics, and Risk has established a target timeline for implementing an ERM program plan. Establishment of an enterprise risk management governance structure as well as university-wide risk identification will begin June 2024. An initial risk register is anticipated to be provided to the Audit and Compliance Committee during the September 2025 committee meeting. The ERM program plan outlines the facilitation of the formal risk identification process every three (3) years with ad-hoc assessments occurring as needed.

Resource Considerations

This item has no additional resource considerations at this time.

Conclusion

Recommend approval of the ERM program plan. Committee members are encouraged to ask questions and provide feedback related to the Enterprise Risk Management Program Plan.

Enterprise Risk Management Program Plan

May 2024

Background

Risk is defined as uncertainty of outcomes, whether positive opportunity or negative threats, of actions and events¹. Enterprise risk management is a holistic approach to managing risks; risks which can impact the successful execution of the university's mission and objectives.

The goal of the UCF enterprise risk management (ERM) program is to provide a systematic approach to identify and manage various types of risk, regardless of the origin. Risks can include those affecting the whole of higher education, risks specific to the UCF, or risks related to certain units and processes.

A robust ERM program will benefit UCF by:

- ✓ Better aligning UCF's strategy and objectives to its risk appetite: UCF has a mission and vision that provide the basis for decision-making. Strategy and objectives are developed to support the university mission and vision, the development and execution of which come with risks. ERM establishes a framework for effective decision-making regarding pursuit of strategies, initiatives, and programs including a mechanism to discuss when strategies are not aligned with the university's mission and vision.
- ✓ Identifying and managing risk enterprise-wide: The university is faced with a myriad of risks. Sometimes the impacts of those risks are localized to one area, but more often the impacts are felt across various departments. It is important to consider a risk from an enterprise perspective to understand how actions taken can affect other departments and partners. An ERM program provides the vehicle to identify, discuss, and manage risks at an entity level to ensure actions taken represent the best option for the university.
- ✓ Improving resource deployment: UCF, as is the case with many other entities, has finite resources and innumerable needs. Every unmet need represents a risk. The university must have a way to prioritize which risks should be addressed with the set number of resources available. ERM provides key information to focus university resources on critical risks with the potential for the most substantial impact. Additionally, ERM creates a mechanism to escalate risks when broader management and resources are needed.
- ✓ Enhancing resilience: The landscape of higher education continues to evolve and change. New opportunities and challenges are identified almost daily. The university's continued viability is contingent on its ability to anticipate and respond to change. An effective ERM program helps identify factors that represent not just risk, but change, and how that change could impact performance and necessitate a shift in strategy.

¹ Her Majesty's Treasury. Government and Finance Function. *UK Orange Book*, 2020.
<https://www.gov.uk/government/publications/orange-book>

The university will take a phased approach to ERM implementation.

<i>Phase 1: Targeted risk assessment and education</i>
<ul style="list-style-type: none"> • Risk tabletop with university leadership
<ul style="list-style-type: none"> • Education of university leadership
<ul style="list-style-type: none"> • Risk assessment of key initiatives / topics
<i>Phase 2: Program foundation</i>
<ul style="list-style-type: none"> • Education of university units and offices
<ul style="list-style-type: none"> • Articulation of university risk appetite
<ul style="list-style-type: none"> • Implementation of risk governance structure
<ul style="list-style-type: none"> • Initial risk identification of university-wide risks
<ul style="list-style-type: none"> • Risk assessment of key initiatives and topics
<i>Phase 3: Full program implementation</i>
<ul style="list-style-type: none"> • Roll-out of ERM program
<ul style="list-style-type: none"> • Continued education of university community
<ul style="list-style-type: none"> • Evaluation of program effectiveness

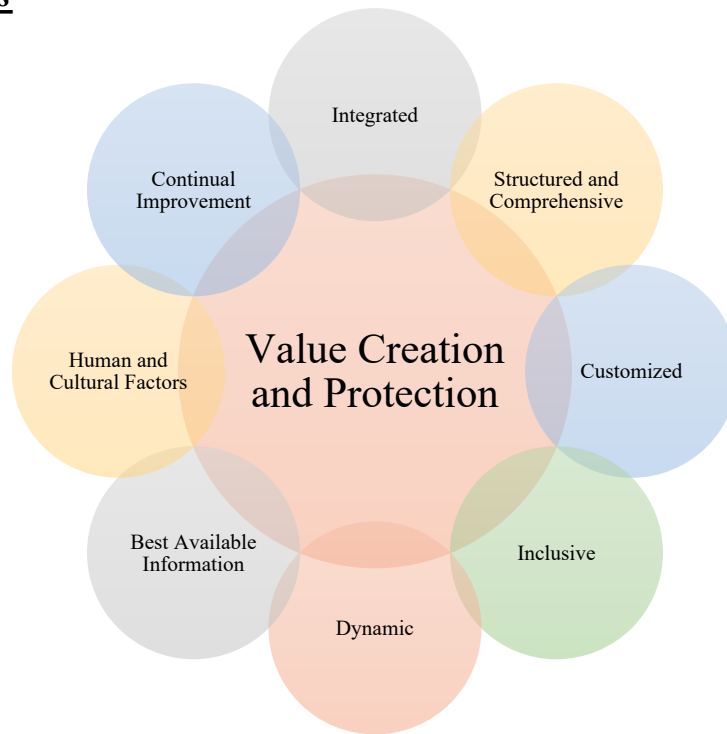
The sections below outline the university’s ERM program including the risk management standard that will serve as the basis for the program and the process used to identify, analyze, and evaluate risks.

Risk Management Standard: ISO 31000

ISO 31000 is the only international standard on the practice of risk management. The best practice guidelines provide principles, a framework, and a process for managing risk, which it defines as “the effect of uncertainty on objectives”. The standard is flexible and can be customized to any organization, including public entities and institutions of higher education. It can be applied to any activity and decision-making at any level of the organization. Using ISO 31000 can help increase the likelihood of achieving objectives, improve the identification of opportunities and threats, and effectively allocate and

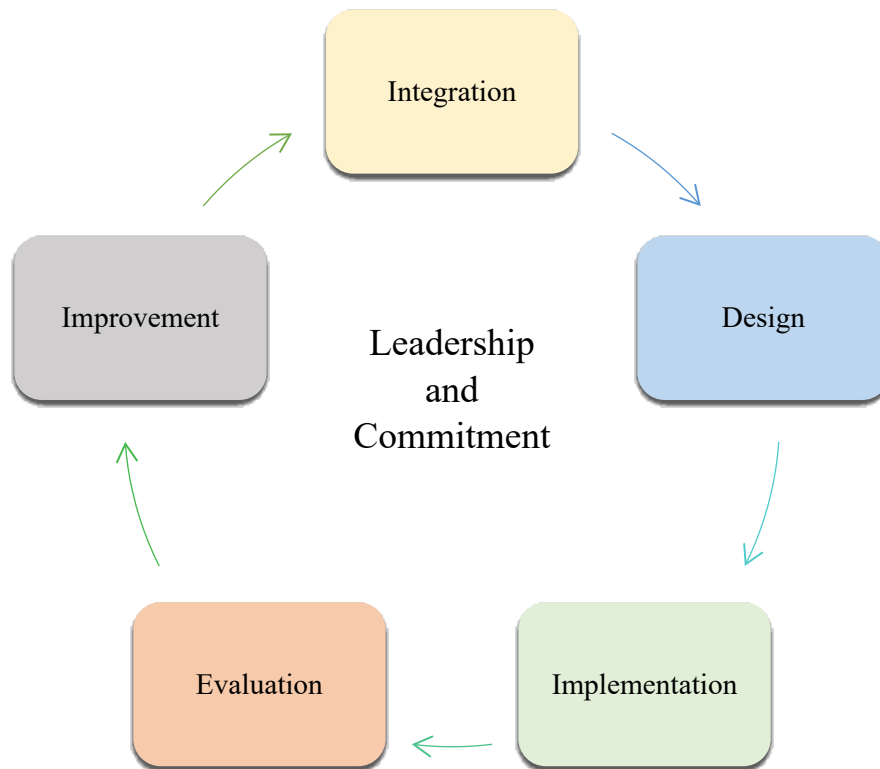
use resources for risk treatment. The standard creates a foundation to implement, maintain, and continually improve the enterprise risk management of an organization. The three tenets of the standard are pictured and described below.

Tenet 1: Principles



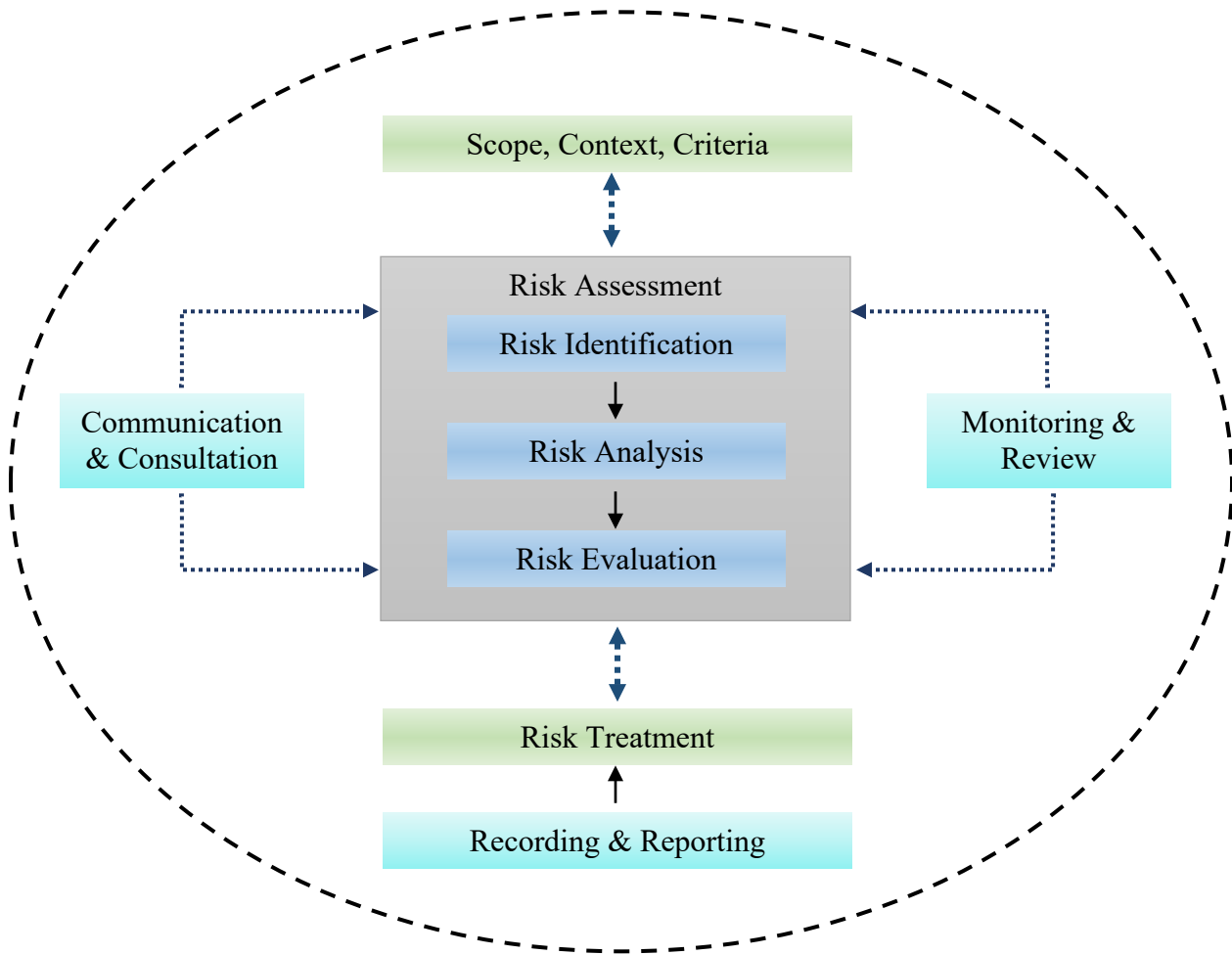
At its core, the purpose of ERM is to create and protect value of an organization. The principles serve as the basis for managing risk in a way that supports ERM’s purpose. The eight principles outline important factors that should be incorporated when designing, planning, and implementing an effective ERM program. While each principle is important, having ERM embedded in the university’s decision-making culture as well as establishing a program that can respond to risks as they emerge, change, or disappear are essential. The design and implementation of UCF’s ERM program will be based on these principles.

Tenet 2: Framework



The framework provides guidance on implementing a value-creating program. One of the central elements of the framework is leadership and commitment. The UCF Board of Trustees and UCF leadership will be responsible for establishing the campus tone for ERM. The ERM program will align risk appetite to the university’s objectives, strategies, and culture. To ensure the program is robust, it will be designed to factor internal and external aspects, establish and articulate roles and responsibilities, and integrate ERM into university activities, functions, and decision-making. The framework will be used to clearly define the decision-making process, communication expectations, and program objectives. UCF’s ERM program will be continually monitored for improvement opportunities and modified as needed. Periodically, the ERM program will be evaluated for its effectiveness.

Tenet 3: Process



The process outlines the systematic tactical steps to implementing an ERM program. The process will engage multiple stakeholders across the organization to ensure different areas of expertise and risk are represented. The success of the ERM program will depend on input from various university members, and it will be important for each person to clearly understand the objectives, expectations, and value of the process. One of the key components of the risk process is to identify and implement the appropriate risk treatment strategy. Continually monitoring process outputs and communicating with leadership are essential fundamentals of the ERM process.

Enterprise Risk Assessment Process

While the guidelines outline principles and a framework, the primary focus of the remainder of this document is on governance and process. The risk assessment process has three key steps: risk

identification, risk analysis, and risk evaluation. Each step of the risk assessment process is outlined below including the governance structure to facilitate the risk assessment process.

Governance

As indicated in the framework overview, it is important to define the roles and responsibilities associated with ERM. While the role of managing risk is everyone’s responsibility, certain functions will serve specific program oversight and facilitation functions.

Role	Responsibilities
Board of Trustees (Board)	<ul style="list-style-type: none"> • Provide oversight of university’s risks by understanding leadership’s approach to managing risk including risk culture, current processes, and effectiveness of identifying and mitigating the most significant enterprise-wide risk exposures • Provide oversight of the university’s risk appetite and tolerance to be considered when approving strategy, making decisions, and managing relationships • Set the tone for ERM and risk decision-making including fostering a culture of risk awareness
Board of Trustees Audit & Compliance Committee	<ul style="list-style-type: none"> • Oversee the university’s ERM program • Assist the Board in fulfilling its responsibility to oversee the university’s management of risk • Obtain an annual update on the university’s enterprise risk management program and risk assessment process • Update the Board on critical risks and risk-related considerations
President and President’s Cabinet	<ul style="list-style-type: none"> • Accountable to the Board to manage the university’s risks including those with the most significant risk exposure • Set university risk appetite and tolerance • Report to the Board on enterprise risk topics • Develop university strategy and ensure strategy’s alignment with mission, vision, and risk appetite • Review, validate, and / or revise the university’s risk priorities • Review proposed mitigation plans associated with certain enterprise-level risks and ensure plans align with university’s strategy, objectives, and budgetary resources • Establish “tone” for the university regarding ERM by fostering a culture of risk awareness and actively supporting the development and implementation of the ERM program • Allocate resources to manage and mitigate risks
Risk Champions	<ul style="list-style-type: none"> • Serve as an ERM liaison within their respective organization which includes supporting department / unit in (1) understanding ERM and risk, (2) risk-aware decision-making, (3) identifying and analyzing risks • Review landscape to identify emerging or changing risks • Support Office of Enterprise Risk and Insurance in prioritization of risks

	<ul style="list-style-type: none"> • Make recommendations on mitigation, where applicable • Identify risk owners for key risk areas • Support university-wide risk management including addressing functional, cultural, and departmental barriers to managing risks
Office of Enterprise Risk and Insurance	<ul style="list-style-type: none"> • Accountable to the President’s Cabinet to prioritize identified risks • Advise Board, President, and university on risk management topics • Facilitate ERM program implementation and execution including providing ongoing oversight and management • Maintain university risk universe and coordinate risk reporting • Develop and maintain risk assessment procedures, tools, and documents • Provide support for risk aware decision-making
Risk Owners	<ul style="list-style-type: none"> • Manage and mitigate risks • Partner with the Office of Enterprise Risk and Insurance to assess and report risks • Embed risk management thinking into decision making

Risk Identification

The first step of the risk assessment process is risk identification. Risk identification involves scanning the internal and external environment for events, decisions, or actions that may impact the university’s objectives. This process will occur by conducting one-on-one interviews, facilitated risk workshops, and surveying across campus. During risk discussions, the Office of Enterprise Risk and Insurance will seek to gather information regarding key business processes, legal and regulatory requirements, key suppliers and contracts, technology systems, major initiatives, and challenges faced by the unit. The Office of Enterprise Risk and Insurance will summarize the output and define the risks identified from the discussion; internal risk identification will be supplemented with risks from higher education and other sources as applicable. In conjunction with risk champions, risks will be appropriately categorized. Risks will be organized based on the categories outlined below. The categories will be further divided into sub-groups based on the specific nature of the risk.

The Office of Enterprise Risk and Insurance will provide tools to the university community to identify risks which can be used to evaluate changes to operations, new opportunities and partnerships, and / or new laws or requirements. Providing tools along with education will support embedding risk thinking into university decision-making. The formal risk identification process facilitated by the Office of Enterprise Risk and Insurance will occur every three years.

Categories of Risk

- **Compliance / Legal / Regulatory** – Risks related to adherence to federal and state laws and regulations, local municipal laws, case law, accreditation standards, university policies and procedures, and contractual obligations, including contractual agreements, employment contracts, and collective bargaining agreements.

- **Operational** – Risks related to people, processes, and technology systems including efficient and effective use of university resources.
- **Financial** – Risks related to the university’s financial position and resources including tuition, government support, gifts, research funding, endowment, budgeting, accounting and reporting, investments, credit rating, fraud, cash management, long-term debt, etc.
- **Hazard / Safety** – Risks related to injury, damage, or health and safety of the campus population, including impacts caused by accidental or unintentional acts, errors or omissions, or external events such as natural disasters.
- **Strategic** – Risks related to achievement of UCF’s strategy including development and execution of business plans and initiatives, change and disruption management, competition, adaptation, innovation etc.

Reputational risk is inherent in all activities and present in each risk category. Therefore, UCF’s reputation will be evaluated for each risk as opposed to a defined risk category.

Risk Analysis

Once risks have been identified, the potential impacts to the university need to be considered. The risk analysis step will segregate risks into enterprise-level and unit-level risks and prioritize based on potential exposure to the university. To prioritize the various risks and thus the areas of focus, the impact, likelihood, velocity, and complexity of the enterprise risks will be defined. A consistent scale and formula will be used to comparably analyze and develop a risk score (see below). A summary of risks identified will be reviewed with each dean and vice president. The full set of risks will be shared with University Audit to support risk-based audit planning.

Inherent Risk Ranking	High (5)	Medium (3)	Low (1)
Reputational Impact (25%)	Potential for extensive media coverage or impact to UCF brand; failure to meet stakeholder expectations and loss of stakeholder trust; community engagement and participation impaired	Potential for significant media coverage or impact to UCF brand; inability to meet stakeholder expectations; community engagement and participation affected	Potential for little to no media coverage or impact to UCF brand; stakeholder expectations met or exceeded; community engagement and participation remain high
Financial Impact (20%)	Significant portion of federal funding, state funding, endowments, or auxiliary revenue at risk; research grant funding substantially impacted; inefficient and excessive costs with minimal to no positive return	Some portion of federal funding, state funding, endowments, or auxiliary revenue in jeopardy; research grant funding potentially impacted; inefficient cost management; significant additional costs to university	Ability to maintain level of federal funding, state funding, endowments, and auxiliary revenue to support university operations; research grant funding sustained; costs effectively managed; no additional costs to university

Operational Impact (20%)	Potential for major disruption or impairment to any of the following: academic activities, research activities, core or support activities, athletics, ability to meet student needs; expected to occur for sustained duration with long-term effects	Potential for moderate disruption to any of the following: academic activities, research activities, core or support activities, athletics, ability to meet student needs; disruption may occur for sustained period	Negligible to minor delay or disruption to any of the following: academic activities, research activities, core or support activities, athletics, ability to meet student needs
Complexity (10%)	Little to no understanding of topic, topic extremely dynamic or yet to be fully defined; significant gaps exist in resources to address, highly inter-connected with other risks, initiatives, and / or processes	Topic not fully understood and some variability present; limited resources exist to properly address; some interdependencies identified with plans for management in place.	Well-defined and understood topic; resources available to address; interdependencies limited and / or well-managed
Likelihood (10%)	High probability of occurrence in next five years and / or occurs quite often.	As likely to occur as not in the next five years and / or occurs sometimes	Low probability of occurrence in the next five years and / or occurs in rare occasions
Velocity (15%)	Impact materializes in days, weeks, or months	Impact materializes in one to three years	Impact materializes in three years or greater

Stakeholders widely defined as any of the following groups: students, parents, donors, regulators, legislators, Board of Governors, partnership associates, and the surrounding community.

Risk Score = Risk ranking weighted average

Risk Evaluation

The last step of the risk assessment process is to evaluate each risk in support of decision making. Risk evaluation leverages output of risk analysis to determine the appropriate next step to best protect the university. Next steps could include:

- ✓ Further analysis of the risk,
- ✓ Better understanding of risk treatment options,
- ✓ No additional steps based on the potential exposure, existing management, and available mitigation options.

For unit-level topics, the Office of Enterprise Risk and Insurance will provide a self-assessment tool to guide the decision-making process for each of the unit’s risks. In determining additional actions, the university’s mission, goals, objectives, and risk appetite and tolerance must be considered.

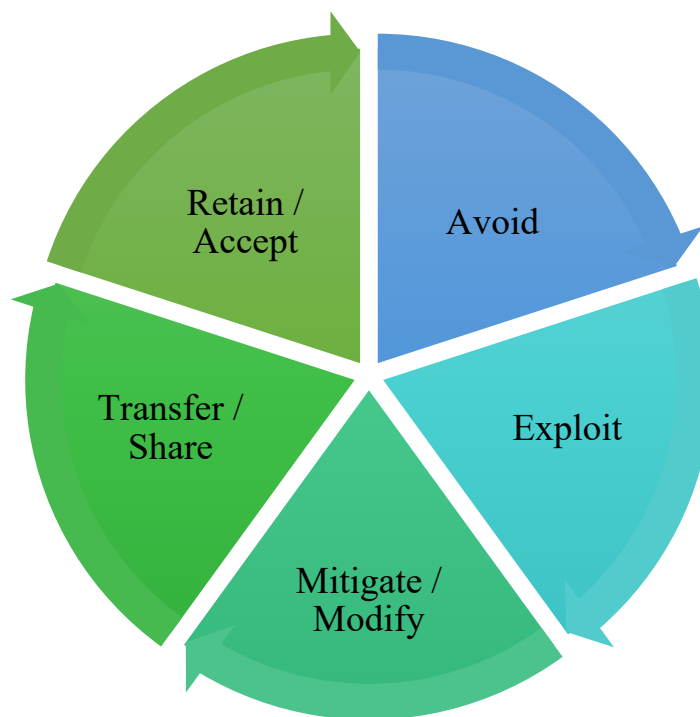
It is the responsibility of department leaders to escalate, as needed, any topic which would represent an enterprise risk either due to change in exposure or further evaluation. Risks should be escalated to the risk champion for their respective area. For risks identified as enterprise, the Office of Enterprise Risk and Insurance will work with risk owners and appropriate parties to understand the various drivers, existing risk mitigation and controls, and mitigation gaps, if any. If it is determined efforts are insufficient, the risk owner in conjunction with the Office of Enterprise Risk and Insurance, will evaluate if objectives should be reconsidered, further analysis conducted, or additional controls and plans implemented.

Enterprise Risk Treatment

Each step of the assessment process leads to determining how to best treat and manage risk. The purpose of risk treatment is to select and implement options for addressing risk. The process of risk treatment is iterative and includes:

- 1) Selecting treatment options,
- 2) Planning and implementing options,
- 3) Assessing effectiveness of treatment,
- 4) Deciding whether remaining risk is acceptable, and
- 5) Taking additional action if needed.

Risk Treatment Strategies



A combination of treatment options may be most appropriate. Selecting risk treatment option(s) should involve balancing the potential benefits versus costs, effort, or disadvantages of treatment option. If there are no treatment options available or if treatment options do not sufficiently modify the risk, the risk should be recorded and kept under ongoing review. For unit-level topics, the Office of Enterprise Risk and Insurance will provide a treatment and response plan template for units to collect key elements of treatment plans including responsible parties and actions. For risks identified as enterprise, risk owners, with support from the Office of Enterprise Risk and Insurance, will develop a treatment and response plan including a monitoring and communication strategy.

Based on the score of the risk determined during the risk analysis step, the following evaluation, management response, communication, and monitoring are recommended:

Risk Score	Response for Enterprise Risks
1.0 – 2.3	<ul style="list-style-type: none"> ○ Risk evaluation conducted at the unit level with support as needed from Office Enterprise Risk and Insurance ○ Treatment and response plan developed at the unit level ○ Periodic review and monitoring by appropriate university leadership ○ Communication of risk and plan(s) to appropriate university leader
2.4 – 3.7	<ul style="list-style-type: none"> ○ Risk evaluation conducted at the unit level with support as needed from Office of Enterprise Risk and Insurance ○ Treatment and response plan developed at the unit level ○ Continuous monitoring and periodic review by appropriate university leadership ○ Communication of risk and plan(s) to appropriate university leader and President, as needed
3.8 – 5.0	<ul style="list-style-type: none"> ○ Risk evaluation conducted by Office of Enterprise Risk and Insurance to support risk treatment plan development and resource allocation decisions ○ Development of treatment plan in 6 – 12-month timeframe ○ Continuous review by university leadership ○ Communication of risk and plan(s) to appropriate university leader, President, and Board, as needed

Enterprise Risk Management Communication

To support the Audit and Compliance Committee’s oversight role, the Office of Enterprise Risk and Insurance will provide an annual update on the current state of the ERM program. Additionally, the Office of Enterprise Risk and Insurance will partner with the Board Relations Office to drive Board and Committee agenda items, as needed, based on topics identified during the assessment process. Annually the President and Cabinet will also receive an update. Department leaders will be responsible for providing updates to the President and respective Cabinet members on enterprise and / or unit risks as needed.



Enterprise Risk Management Program Plan

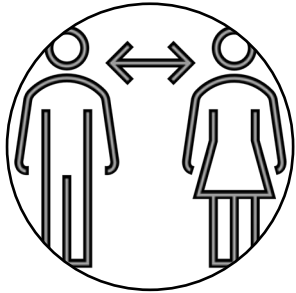
Rhonda Bishop

Vice President, Compliance, Ethics, and Risk

June 24, 2024

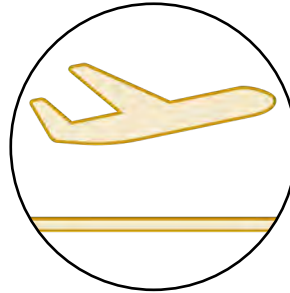
Phased ERM Approach

Phase 1



- ✓ Program plan finalization
- ✓ Targeted assessments
- ✓ ERM Program Manager
- Program plan approval

Phase 2



- Governance structure
- University-wide risk identification
- Articulation of university risk appetite
- Assessment of key initiatives and topics

Phase 3



- Full program roll-out
- Continued assessment of initiatives and topics
- Rolling evaluation of program effectiveness



ERM Program Plan – Key Roles

Audit and Compliance Committee

- Oversee ERM program and process
- Update the Board on critical risks and risk-related considerations
- Assist the Board in fulfilling its responsibility to oversee the university's management of risk

President and Cabinet

- Establish tone at the top
- Set university risk appetite and tolerance
- Allocate resources to mitigation plans aligned with strategic objectives
- Review and validate risk priorities

Risk Owners

- Mitigate and manage risks
- Partner with the Office of Enterprise Risk and Insurance to assess and report on risks
- Embed risk management thinking into daily decision-making

Office of Enterprise Risk

- Facilitate program execution
- Maintain university risk universe
- Develop risk assessment procedures, tools, and training
- Guide definition of risk appetite

ERM Program Plan – Highlights

RISK CATEGORIZATION

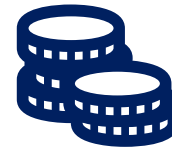
Compliance / Legal /
Regulatory



Operational



Financial



Hazard /
Safety



Strategic



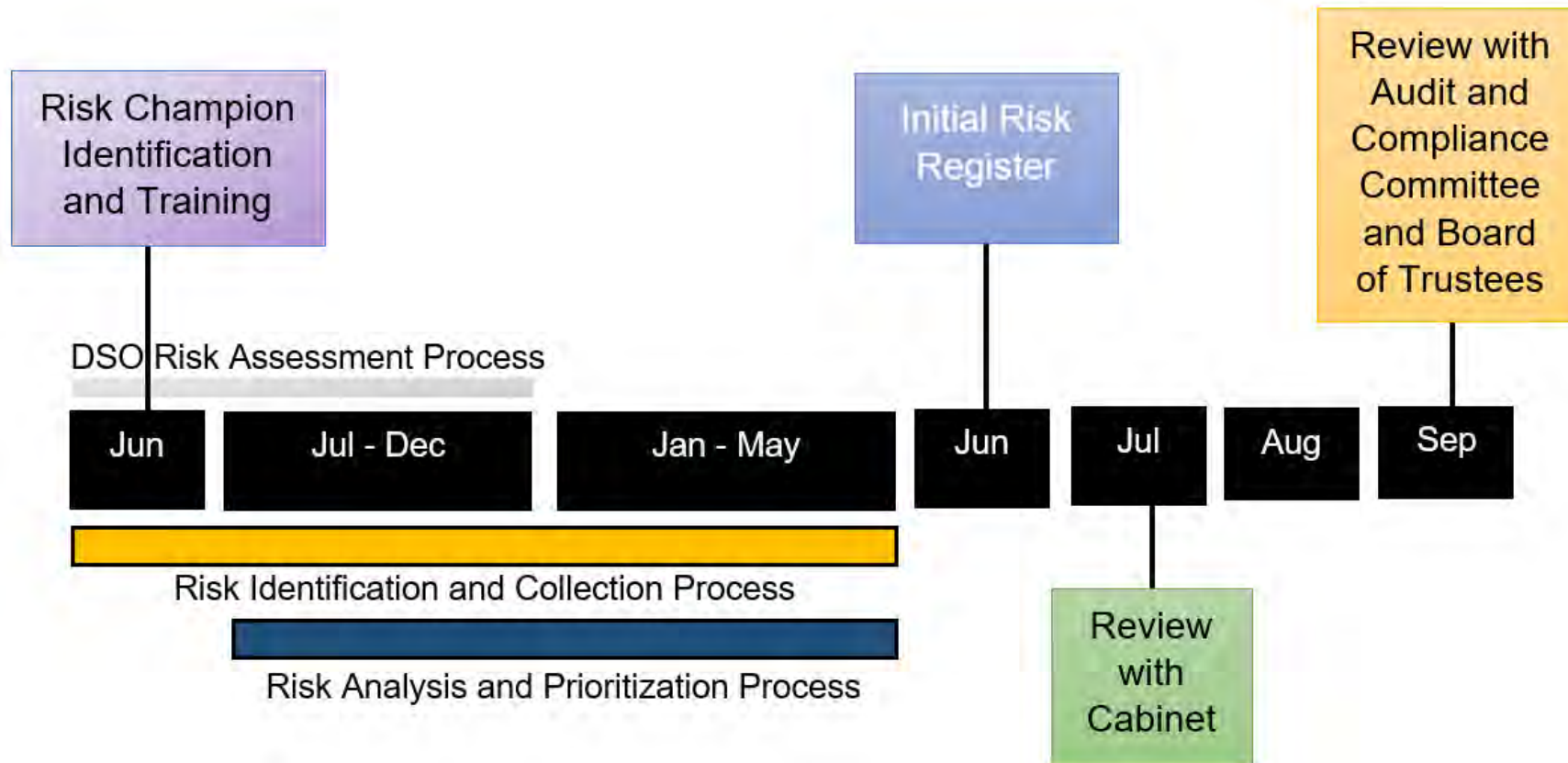
Assessment
Details

- Conduct enterprise risk assessment process every 3 years
- Facilitate 1-on-1 discussions and risk workshops
- Leverage cross-functional Risk Champions committee

Assessment
Methodology

- Prioritize risk using consistent approach and scoring
- Evaluate impact (reputational, financial, operational)
- Assess complexity, likelihood, and velocity

Target Timeline for Implementation





Board of Trustees

June 25, 2024

Agenda Item

BUDC-3: Renewal of Reducing Revolving Line of Credit – Fifth Third Bank

Proposed Board Action

The Board of Trustees is asked to approve, on its consent agenda, the annual renewal of UCF Athletics Association's reducing revolving line of credit with Fifth Third Bank.

Authority for Board of Trustees Action

- Florida Statute 1004.28
- UCF-4.034 University Direct Support Organizations Regulation
- Bylaws Article II, Section 6

Supporting Documentation Included

Attachment A: Modification of Renewal Revolving Line of Credit Promissory Note and Other Loan Documents

Facilitators/Presenters

Gerald Hector, Senior Vice President for Administration and Finance
Terry Donovan, Deputy Athletics Director, Administration & Engagement and UCF Athletics Association Chief Financial Officer



Renewal of Reducing Revolving Line of Credit – Fifth Third Bank

EXECUTIVE SUMMARY

Objective

The Budget and Finance Committee is being asked to review and recommend approval of the annual renewal of UCF Athletics Association's (UCFAA) reducing revolving line of credit with Fifth Third Bank.

Summary of Key Observations/Recommendations

Key terms of the renewal are as follows:

- Principal shall bear interest at a floating rate equal to 79% of the 30-day SOFR Rate plus 1.34%, with no rate minimum provision. This is consistent with the terms of the previous renewal.
- Principal payment of \$345,000 will be due on July 15, 2024. The remaining principal outstanding will be \$3,780,000.

Additional Background

This line of credit was opened in 2004 for the purpose of constructing facilities for women's sports. The original amount of the line was \$4.5 million and was increased to \$8.5 million in 2006 to help fund the initial costs of the football stadium and then additional needs once the stadium bonds were issued. Each year, the line is renewed and includes a negotiated principal payment. The interest rate on the line is tax-exempt. There are no more draws available on the line.

Rationale

Renewal is necessary because UCFAA does not have the funds available to pay off the outstanding principal balance and would be unable to make draws on the revolving line, limiting UCFAA's ability to pay expenses in a timely manner.

Implementation Plan

Upon approval by the UCF Board of Trustees, the renewal will be executed.

Resource Considerations

The UCF Athletic Association's FY2024-2025 proposed budget includes \$570,500 for principal and interest on the note to be funded from operating funds.

Conclusion

Staff recommends the approval of the renewal of the reducing revolving line of credit with Fifth Third Bank.

**ELEVENTH MODIFICATION OF
RENEWAL REDUCING REVOLVING LINE OF CREDIT PROMISSORY NOTE
AND OTHER LOAN DOCUMENTS**

THIS TENTH MODIFICATION OF RENEWAL REDUCING REVOLVING LINE OF CREDIT PROMISSORY NOTE AND OTHER LOAN DOCUMENTS (this "Modification") is executed as of the 15th day of July, 2024, by and between **FIFTH THIRD BANK, NATIONAL ASSOCIATION** ("Lender"), whose address is 200 East Robinson Street, Suite 1000, Orlando, Florida 32801, and **UCF ATHLETICS ASSOCIATION, INC.**, a not-for-profit Florida corporation ("Borrower"), whose address is 4192 North Orion Boulevard, Orlando, Florida 32816.

WITNESSETH:

WHEREAS, Borrower is indebted to Lender under a \$4,125,000.00 reducing revolving line of credit loan (the "Loan") as evidenced by that certain Renewal Reducing Revolving Line of Credit Promissory Note by Borrower in favor of Lender, effective as of December 31, 2013, as modified by that certain First Modification and Renewal of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 3, 2014, that certain Second Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 5, 2015, that certain Third Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated to be effective as of July 4, 2016, that certain Fourth Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated to be effective as of July 3, 2017, that certain Fifth Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated to be effective as of June 30, 2018, that certain Sixth Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 20, 2019; that certain Seventh Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 19, 2020; that certain Eighth Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 18, 2021, that certain Ninth Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 17, 2022, and that certain Tenth Modification of Renewal Reducing Revolving Line of Credit Promissory Note and Other Loan Documents dated as of July 16, 2023 (collectively as modified, the "Note"), with a Maturity Date of July 15, 2024, pursuant to that certain Amended and Restated Loan Agreement, effective as of December 31, 2013 (as amended, supplemented or otherwise modified at any time or from time to time, the "Loan Agreement") and other related loan documents (as the same may be amended, supplemented or otherwise modified at any time or from time to time, collectively, the "Loan Documents"); and

WHEREAS, the Loan is scheduled to mature on July 15, 2024 and the Borrower has requested the Lender to renew and extend the Loan through July 15, 2025, and the Lender has agreed to do so, provided the Borrower executes this Modification, including without limitation agreeing to the amendments set forth herein, and reaffirms the pledge of certain revenues available to the Borrower in favor of Lender for the payment of the Loan; and

WHEREAS, the Borrower and the Lender have agreed to modify the Note, the Loan Agreement and the Loan Documents upon the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the premises hereof, and the mutual covenants contained herein, and the sum of TEN AND 00/100 DOLLARS (\$10.00) in hand paid by the Borrower to the Lender, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. Recitals. All of the foregoing recitations are true and correct and are hereby incorporated herein and made a part hereof.

- 2. Representations of Borrower. In order to induce Lender to enter into this Agreement, Borrower does hereby acknowledge, represent and warrant to and in favor of Lender that: (a) the indebtedness represented by the Note is due from Borrower to Lender in accordance with the terms of the Note as modified, free from any defense, claim, or right to set-off; (b) as of July 15, 2024, the maximum principal balance of the Loan is \$3,780,000.00 plus accrued and unpaid interest, (c) the principal payment on the Loan, due on July 15, 2024, in the amount of \$345,000.00, is being paid by the Borrower concurrent with the execution and delivery hereof, and (d) there are no suits, judgments, bankruptcies or executions pending against Borrower in any court which could in any way materially affect Borrower's ability to make payments of obligations due on the Loan.

- 3. Modification of Loan Documents. The Note, the Loan Agreement and/or the other Loan Documents are hereby modified as follows:
 - (a) The definition of the term “Maturity Date” in the first line of Section 1 of the Note is hereby amended by deleting “July 15, 2024” and inserting “July 15, 2025” in place thereof.

 - (b) Section 3(b) of the Note is hereby amended and restated in its entirety as follows:
 - “(b) Principal Payments. Principal shall be payable on the following dates, in the following amounts (assuming the Maturity Date continues to be extended for successive Extension Periods as hereinafter provided):

DATE	AMOUNT
07/15/2025	\$360,000
07/15/2026	\$370,000
07/15/2027	\$385,000
07/15/2028	\$400,000
07/15/2029	\$420,000
07/15/2030	\$435,000
07/15/2031	\$450,000
07/15/2032	\$470,000
07/15/2033	\$490,000

4. Reaffirmation of Revenue Pledge. The Borrower hereby reaffirms the pledge of the Collateral as defined in the Loan Documents, including without limitation all student athletic fee revenues from the University of Central Florida, and agrees and confirms that said pledge remains in full force and effect and continues to secure the Loan. Further, the Borrower represents to the Lender that the Board of Trustees of the University of Central Florida has not rescinded or modified the pledge by the Borrower of the Collateral to the repayment of the Loan. The Borrower also hereby authorizes Lender at any time to file any new or amended financing statements with the Florida Secured Transaction Registry deemed by Lender in its discretion to be necessary or appropriate to ensure perfection of the security interest and pledge reaffirmed hereby.
5. **WAIVER OF JURY TRIAL.** BY THE EXECUTION HEREOF, BORROWER AND LENDER HEREBY KNOWINGLY, VOLUNTARILY AND INTENTIONALLY AGREE, THAT:
- (a) **NEITHER THE BORROWER NOR LENDER, NOR ANY ASSIGNEE, SUCCESSOR, HEIR OR LEGAL REPRESENTATIVE OF ANY OF THE SAME SHALL SEEK A JURY TRIAL IN ANY LAWSUIT, PROCEEDING, COUNTERCLAIM, OR ANY OTHER LITIGATION PROCEDURE ARISING FROM OR BASED UPON THIS MODIFICATION OR ANY LOAN DOCUMENT EVIDENCING, SECURING OR RELATING TO THE OBLIGATIONS OR TO THE DEALINGS OR RELATIONSHIP BETWEEN OR AMONG THE PARTIES THERETO;**
 - (b) **NEITHER THE BORROWER NOR LENDER SHALL SEEK TO CONSOLIDATE ANY SUCH ACTION, IN WHICH A JURY TRIAL HAS BEEN WAIVED, WITH ANY OTHER ACTION IN WHICH A JURY TRIAL HAS NOT BEEN OR CANNOT BE WAIVED;**
 - (c) **THE PROVISIONS OF THIS PARAGRAPH HAVE BEEN FULLY NEGOTIATED BY THE PARTIES HERETO, AND THESE PROVISIONS SHALL BE SUBJECT TO NO EXCEPTIONS;**
 - (d) **NEITHER THE BORROWER NOR LENDER HAS IN ANY WAY AGREED WITH OR PRESENTED TO ANY OTHER PARTY THAT THE PROVISIONS OF THIS PARAGRAPH WILL NOT BE FULLY ENFORCED IN ALL INSTANCES; AND**
 - (e) **THIS PROVISION IS A MATERIAL INDUCEMENT FOR LENDER TO ENTER INTO THIS MODIFICATION AND SHALL RUN TO THE BENEFIT OF LENDER AND BORROWER ONLY AND SHALL NOT BENEFIT ANY THIRD PARTIES.**
6. Fees. Borrower agrees that all costs and expenses associated with the negotiation, preparation, execution and delivery of this Agreement, including, but not limited

to, the Lender's attorney's fees, and documentary stamp fee and intangible taxes, if applicable, (together with all interest and penalties thereon, if any) and other related expenses, plus accrued interest on the Loan, shall be paid by Borrower on or before the effective date of this Modification. Borrower agrees to defend, indemnify, and hold harmless the Lender from and against any and all such costs and expenses, and agrees that the Lender shall not in any way be held liable for such costs and expenses.

7. Conditions to Effectiveness. This Modification and the effectiveness of the provisions hereof shall be conditioned upon (i) the accuracy of the representations of the Borrower set forth in Section 2 above and each of the other representations and warranties set forth in the other Loan Documents, in each case as of the effective date hereof, (ii) payment of the fees and expenses set forth in Section 6 above, (iii) receipt by the Lender of a certificate of status issued by the Secretary of State of Florida not earlier than fifteen (15) business days prior to the effective date hereof and satisfactory results of lien searches and other due diligence conducted by the Lender in its discretion, (iv) execution and delivery by the Borrower of this Modification and the Certificate of Organizational Documents, Resolutions and Incumbency as of the date of execution of this Modification, and (v) any other agreement, certificate, instrument or other document reasonably required by the Lender.

8. Miscellaneous. Except for the changes and modifications effected hereby, it is expressly agreed that the Loan Documents shall remain in full force and effect in strict accordance with the terms thereof, and nothing herein contained shall affect or be construed to affect the other Loan Documents, or to release or affect the liability of any party or parties who may now or hereafter be liable under or on account of the Loan Documents. This Modification constitutes the complete agreement between the parties hereto and incorporates all prior discussions, agreements and representations made in regard to the matters set forth herein. This Modification shall be binding upon and shall inure to the benefit of, the heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto. This Modification shall be governed by and interpreted in accordance with the laws of the State of Florida.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties to this Modification have executed this Modification in a manner and form sufficient to bind them as of the day and year first above written.

LENDER:

FIFTH THIRD BANK, NATIONAL ASSOCIATION

By: _____

Name: Lisa Z. Cox

Title: Senior Vice President

BORROWER:

UCF ATHLETICS ASSOCIATION, INC., a
Florida not-for-profit corporation

By: _____

Name: Terry Mohajir

Title: President

UCF ATHLETICS ASSOCIATION, INC., a
Florida not-for-profit corporation

By: _____

Name: Terry Donovan

Title: Treasurer



Board of Trustees

June 25, 2024

Agenda Item

BUDC-4: UCF Stadium Corporation Release of Unrestricted Surplus

Proposed Board Action

The Board of Trustees is asked to approve, on its consent agenda, the UCF Stadium Corporation Release of Unrestricted Surplus.

Authority for Board of Trustees Action

- Florida Statute 1004.28
- UCF-4.034 University Direct Support Organizations Regulation
- Bylaws Article II, Section 6

Supporting Documentation Included

Attachment A: UCF Stadium Corporation Proposed FY2024-2025 Operating Budget

Facilitators/Presenters

Gerald Hector, Senior Vice President for Administration and Finance

Terry Donovan, UCFAA Executive Associate Athletics Director Chief Financial Officer



UCF Stadium Corporation Release of Unrestricted Surplus

EXECUTIVE SUMMARY

Objective

The Budget and Finance Committee is being asked to recommend approval of the release of UCF Stadium Corporation's (UCFSC) unrestricted surplus for the fiscal year ending June 30, 2025, to the UCF Athletics Association (UCFAA).

Summary of Key Observations/Recommendations

The attached FY2024-2025 operating budget, as approved by UCFSC's Board of Directors, is based on the proforma financial information previously submitted to the UCF Board of Trustees for the approval of the corporation's new debt issuance. It reflects the release of the projected unrestricted surplus in the amount of \$8,009,395. This represents the estimate of funds that will be available to transfer to UCFAA after UCFSC's annual debt service requirements, contributions to the repair and replacement (R&R) reserve, and annual operating costs are funded. The release of the unrestricted surplus is offset by the transfer of pledged ticket sales and reflected as an estimated net transfer of \$3,061,611 on UCFAA's FY2024-2025 budget.

The unrestricted surplus distributed back to UCFAA is likely to exceed \$8,009,395 if pledged football revenues exceed those early proforma projections and loan proceeds are used to fund capitalized interest on the new debt issuance.

Additional Background

UCFSC's term loan is secured by football ticket sales as well as rent and guaranteed royalty payments from UCFAA. These pledged revenues are anticipated to be sufficient to fund UCFSC's annual debt service, R&R contributions, and operating costs. Football away game guarantees and conference distributions are also pledged but are not reflected in the annual budget because the funds are not needed. Additionally, there is a support agreement whereby the university will use legally available revenues to fund deficiencies that may arise in the event UCFSC is unable to make its minimum bond payments.

Rationale

UCFSC has minimal operations. The release of the unrestricted surplus to UCFAA has been the historical funding model for these DSOs.

Implementation Plan

The release of the unrestricted surplus to UCFAA typically begins toward the end of the second quarter after the UCFSC's annual debt service, R&R contributions, and operating costs are funded.

Resource Considerations

UCFAA relies on the use of these funds to support its operations.

Conclusion

Staff recommends the approval of the release of UCF Stadium Corporation's FY2024-2025 unrestricted surplus to UCF Athletics Association.

**UCF STADIUM CORPORATION
PROPOSED ANNUAL BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

	2024-25 PROPOSED BUDGET	2023-24 APPROVED BUDGET	2023-24 PROJECTED ACTUALS	YOY Fav (Unfav) Variance
<u>Funding Sources</u>	\$	\$	\$	\$
Premium seating	2,850,000	2,798,500	2,850,000	-
Concessions and catering	725,996	500,000	691,425	34,571
Merchandise sales	250,000	250,000	250,000	-
Excess revenues from beverage contract	180,000	180,000	180,000	-
Total Funding Sources	4,005,996	3,728,500	3,971,425	34,571
<u>Funding Uses</u>				
Services and supplies	60,000	55,000	55,000	(5,000)
Repairs and replacement (R&R) funding	250,000	250,000	250,000	-
Total Funding Uses	310,000	305,000	305,000	(5,000)
<u>Non-operating Sources/ (Uses)</u>				
Tourism Development Tax Revenues	10,000,000	-	-	10,000,000
Transfers from UCFAA - Ticket sales	4,947,784	4,562,250	4,803,674	144,110
Transfers from UCFAA - Stadium rent	2,121,000	2,121,000	2,121,000	-
Transfers from UCFAA - Guaranteed royalty	2,000,000	2,000,000	1,975,000	25,000
Pledges for Leadership Center	255,000	255,000	255,000	-
Interest earnings	125,000	50,000	125,000	-
Debt service	(3,621,920)	(3,628,450)	(3,628,450)	6,530
Capitalized interest - new issuance	(1,513,465)	-	-	(1,513,465)
Debt service reserve - new issuance	(10,000,000)	-	-	(10,000,000)
Transfers to UCFAA - Excess Unrestricted Revenue	(8,009,395)	(8,783,300)	(9,317,649)	1,308,254
Total Non-operating Sources/ (Uses)	(3,695,996)	(3,423,500)	(3,666,425)	(29,571)
Sources Less Uses	-	-	-	-

Debt Service Summary

	Annual Debt Service Fiscal Year 2025			Outstanding Principal	
	Principal	Interest	Total	As of 6/30/24	As of 6/30/25
Tax-exempt bonds	1,560,000	953,669	2,513,669	23,755,000	22,195,000
Taxable bonds	440,000	338,185	778,185	6,880,000	6,440,000
Leadership Center	303,000	27,066	330,066	1,087,000	784,000
TDT Loan	-	813,224	813,224	-	60,865,000
New Towers Bond Series	-	700,241	700,241	-	27,755,000
Total	2,303,000	2,832,385	5,135,385	31,722,000	118,039,000

R&R Reserve Summary

	R&R Reserve Available for Use			
	Projected as of 7/1/2024	Contributions	Budgeted Expenditures	Projected as of 6/30/2025
Non-recurring maintenance (R&R) Expenses	915,183	250,000	-	1,165,183
Rust remediation	-	-	-	-
Total	915,183	250,000	-	1,165,183



Board of Trustees

June 25, 2024

Agenda Item

BUDC-5: UCF Pouring Rights with Coca-Cola – Contract Extension Approval

Proposed Board Action

The Board of Trustees is asked to approve, on its consent agenda, a 10-year contract extension for university pouring rights with the Coca-Cola Company.

Authority for Board of Trustees Action

Florida Statutes s. 1001.73. University board empowered to act as trustee.

Supporting Documentation Included

Attachment A: Contract Summary Form

Facilitators/Presenters

Gerald Hector, Senior Vice President for Administration and Finance
Jon Varnell, Vice President for Administrative Operations
Kevin Sowers, Assistant Vice President for Auxiliary Services



UCF Pouring Rights with Coca-Cola – Contract Extension Approval

EXECUTIVE SUMMARY

Objective

Approval of the Coca-Cola contract extension is related to university beverage pouring rights and sponsorship for UCF campuses and is a revenue source for both the campuses and the UCF Athletics Association (UCFAA). An extension of this contract with Coca-Cola will allow for greater return of revenues and donations to UCF, while also creating scholarships and job opportunities for students.

Summary of Key Observations/Recommendations

Through negotiations with Coca-Cola between the university and UCFAA, this contract will include growth in the below areas.

- Sponsorship revenue will increase over the life of the term by 31% from the current annual \$1,200,000 to \$1,500,000 in the first year and escalates to \$1,669,074 by the final year of the contract.
- Analysis of 11 active comparable Football Bowl Subdivision schools, including seven from the Big XII, reveals an average annual sponsorship of \$1,310,416.
- Commissions on vended products will remain at 35% of sales with a \$300,000 annual minimum guarantee.
- Campus product donations will increase 44% over current during the contract term to an average of \$36,000 annually. This will benefit the campus through distribution to departmental and student organizations.
- UCFAA product and equipment donations represent a contract increase of 95% collectively of product and equipment. This \$131,000 annual average helps support UCFAA by lowering the amount of hydration products and equipment needed to be purchased directly.
- Annual funding of \$15,000 has been added to support campus sustainability initiatives.
- Professional development opportunities for students:
 - Three (3) Tuition Scholarships annually for incoming freshmen (Florida Prepaid College Foundation)
 - Three (3) Summer Paid Student Internships (New)
 - Two (2) Paid Campus Ambassadors (Currently 1)
 - Student Athlete summer jobs programs (New)
- The contract renewal includes funds to support campus and Athletics marketing initiatives.
- A new \$10,000 annual funding commitment has been added to support support Athletics events or initiatives.

Additional Background

N/A

Rationale

This new agreement would help support the Mission XII objectives with corporate partnerships and growing critical support for the financial obligations of the UCFAA operating budget. It will also aid in providing championship-caliber services to our students and student athletes in their educational and career pursuits with the new summer jobs programs, and corporate internship opportunities.

Implementation Plan

No implementation plan is needed, as services will be continuous to current operation.

Resource Considerations

There are three categories for financial consideration that make up approximately \$24.3 million of contract value over the life of this proposed contract. This represents a 40% growth over prior contract structure.

- Sponsorship Revenue - The sponsorship structure represents a revenue income of \$15,500,000 over a 10-year period.
- Other Revenue or Expense Savings resources - Other sources include an Athletics Concession Fee, Beverage vending commission, Sustainability funding, Marketing funding, Athletic Campaign funds and product donations. These additional categories represent approximately \$6.743 million of revenue or expense savings to the campus over the 10-year period.
- Additional Campus Benefit – There are four additional benefits within for Annual Scholarships, Paid Internships, Athletic Summer Jobs programs, and Campus Ambassador Program. Although not a direct financial benefit to the university, the value is approximately \$2.056 million over the 10-year period creating opportunities for students to gain paid professional experience.

Conclusion

Based on the information provided, staff recommends approval of the Coca-Cola contract extension.

Summary of Agreement

<p>Purpose/Background</p>	<p>The purpose of this discussion and vote is to determine whether to solidify the partnership between UCF and the Coca-Cola Company via a long-term, mutually beneficial, extension. Both members of UCF Administration and UCF Athletics have agreed this is worthy of approval to move forward with the contract extension.</p> <p>Coca-Cola Company has been a long-standing partner to the university and is a leader in beverage supply and venue sponsorship. They continually exceed in areas of community engagement and campus support through product donations and professional opportunities for students.</p> <p>Having evaluated a number of other pouring rights agreements in higher education that are currently active, it was determined that the only true competitor to Coca-Cola would be Pepsi. Upon reviewing these evaluations, it was decided that remaining with Coca-Cola was of greater benefit considering Coca-Cola is structured with services being provided by franchisee bottlers over a singular corporate model. The Coca-Cola Florida franchisee can provide better resources and partnership and is represented as one of Florida's largest certified minority-owned businesses with a commitment to serving the community.</p> <p>Considering the longevity of the relationship, and Coca-Cola Florida's ability to meet the service deliverables to UCF campuses, Coca-Cola will continue to provide consistent service and support along with increased financial benefit.</p>
<p>Parties</p>	<p>UCF, UCFAA, and the Coca-Cola Company to include Coca-Cola Florida</p>
<p>Term</p>	<p>July 1, 2024 – 6/30/2034 (10-Year Extension)</p> <p>Current agreement ends June 30, 2024, but does have a 3-year renewal option.</p>
<p>Obligations of UCF</p>	<p>UCFAA to provide sponsorship components to include signage and event access.</p> <p>UCF to provide pathway to Coca-Cola to sell and promote product.</p>
<p>Obligations of other party</p>	<p>To provide beverage services to the campus through vending, retail, concessions and catering in exchange for sponsorship revenues, commission revenues, and donated product.</p>
<p>Financial terms</p>	<p>Paid by Coca-Cola:</p> <ul style="list-style-type: none"> • Sponsorship Fee \$1,500,000 year 1-5 with 2.15% escalation years 6-10 to grow to \$1,669,074 • Athletics Concession Fee \$25,000 • Commission on vending sales at 35% with a \$300,000 minimum guarantee. • Product donations to campus \$30,000 year 1 with 4% annual growth rate.

Summary of Agreement

	<ul style="list-style-type: none">• Product donation to UCFAA \$80,000 year 1 with 4% annual growth rate• Powerade product and equipment donation \$35,000 annually.• Athletic Campaign Fund \$10,000 annually• Sustainability Funds - \$15,000 annually• Marketing Funds Campus - \$37,500• Marketing Funds UCFAA - \$37,500
Termination rights	No change to previous agreement.
Additional terms	Coca-Cola to provide scholarships, paid campus ambassador program, paid internships, and paid athletic summer jobs program.
Link to agreement	Campus-Wide Sponsorship Agreement



Board of Trustees

June 25, 2024

Agenda Item

FACC-1: Five-Year Capital Improvement Plan FY25-26 through FY29-30

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve the Five-Year Capital Improvement Plan FY25-26 through FY29-30.

Authority for Board of Trustees Action

Florida Statutes 1001.74, 1011.40(1), 1013.60, 1013.64(4), and 1001.706(12)
Board of Governor's Regulation 14.004

Supporting Documentation Included

- Attachment A: Capital Improvement Plan Overview Presentation
- Attachment B: Cover Letter (CIP-1)
- Attachment C: Public Education Capital Outlay (PECO) Projects (CIP-2A)
- Attachment D: Capital Improvement Trust Fund (CITF) Projects (CIP-2B)
- Attachment E: Back of Bill (BoB) Projects (CIP-2C)
- Attachment F: PECO Project Detail (CIP-3)

Facilitators/Presenters

Jon Varnell, Vice President for Administrative Operations



Five-Year Capital Improvement Plan FY25-26 Through FY29-30

EXECUTIVE SUMMARY

Objective

To recommend approval of the Five-Year Capital Improvement plan to the Board of Trustees, as presented.

Summary of Key Observations/Recommendations

The Capital Improvement Plan (CIP) is required to be approved annually by the Board of Trustees and submitted to the Board of Governors by July 1, 2024. There are multiple parts to the CIP:

- CIP-1 - Cover Letter
- CIP-2 - Summary of Projects
 - CIP-2A - Public Education Capital Outlay (PECO) Projects
 - Research II - \$114.6M new construction
 - Howard Phillips Hall - \$34.0M remodel/renovation
 - Discovery and Innovation Hub, Daytona - \$60M new construction
 - Advanced Workforce Entrepreneurship Center - \$76.9M new construction
 - Engineering II - \$14.0M remodel/renovation
 - CIP-2B - Capital Improvement Trust Fund (CITF) Projects
 - Creative School for Children - \$10.6M new construction
 - Student Union Renovations - \$6.0M renovation
 - CIP-2C - Back of Bill Debt Projects
 - None
- CIP-3 - narratives and details of PECO project requests

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

The two CITF requests include the construction of a new Creative School building, and the renovation of the Student Union. These projects were reviewed and agreed upon by the student body president and university president, in compliance with Board of Governors regulation 14.006(4).

Additional Background

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

This plan identifies projects that will be included in the five-year Public Education Capital Outlay (PECO) list and provides information to the State Board of Education for its request for capital project funding for 2025-26. The projects listed in the CIP represent the highest university priorities. Once submitted, the Board of Governors will evaluate all university submissions based on the Board of Governor's scoring methodology, a points-based system to prioritize all SUS requested projects to present a request for PECO funding to the Legislature. If the state does not approve the funds requested, the University may include the same projects on next year's CIP, or, if available, may request authorization to utilize E&G carryforward funds within allowable limits.

Rationale

The UCF Capital Project Planning Committee (CPPC) conducts an annual process to evaluate capital project requests, rank qualified projects, align projects with allowable funding sources, and recommend projects to university leadership. The Capital Improvement Plan is the vehicle used to communicate the university's capital plans and needs to the Board of Governors.

Implementation Plan

Should funding be awarded from the state for these priority projects, the Planning, Design and Construction department will immediately begin the process to design and construct these projects.

Resource Considerations

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

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

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

- Research II - 2% annual funding equals \$1,700,163
- Howard Phillips Hall – 1% annual funding equals \$231,707
- Discovery and Innovation Hub, Daytona – 2% annual funding equals \$963,000
- Advanced Workforce Entrepreneurship Center – 2% annual funding equals \$1,190,862
- Engineering II – 1% annual funding equals \$126,000

The new Research II building will need an estimated \$1.7M of annual PO&M and the Discovery and Innovation Hub building will need an estimated \$1.1M of annual PO&M from a reoccurring university funding source. These estimates are based on the \$/sf PO&M state formulas which consider the size and type of building.

Conclusion

It is recommended that the Board approve the Five-Year Capital Improvement Plan as presented.

Attachment A



Capital Improvement Plan

Capital Project Planning Committee (CPPC)

PLANNING FRAMEWORK

CAMPUS MASTER PLAN

ELEMENT 10.0 - CAPITAL IMPROVEMENTS & IMPLEMENTATION

GOAL 1:

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

OBJECTIVE 1.1

Establish criteria to evaluate and prioritize capital improvement projects.

OBJECTIVE 1.2

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

COMMITTEE ENGAGEMENT

Capital Project Planning Committee (CPPC)

10 year - Campus Master Plan

5 year - Capital Priorities

1 year - Annual Capital Improvement Plan

University Master Planning Committee (UMPC)

Advisory Committee

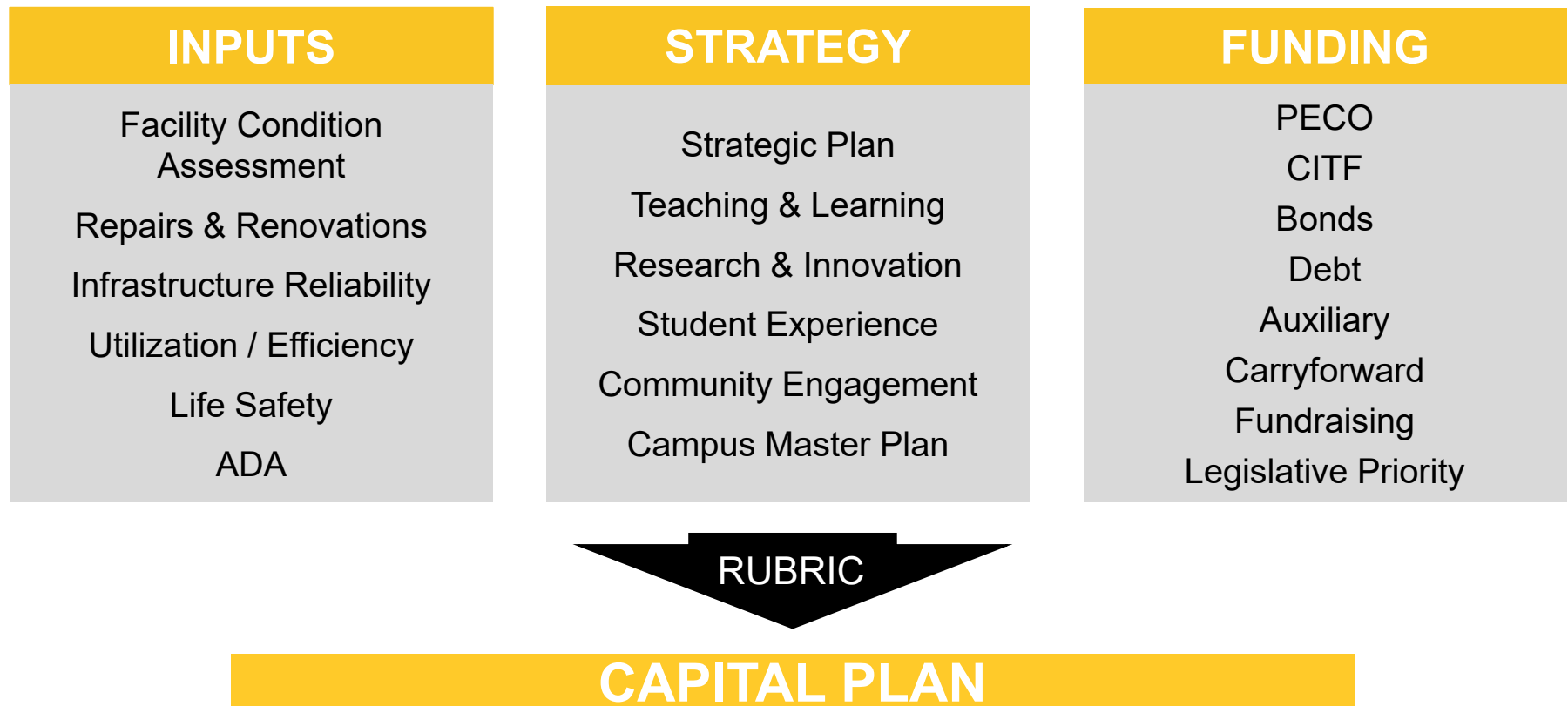
Land use, campus aesthetics, public art

University Space Committee (USC)

Advisory Committee

Real estate, space initiatives

THE MAKING OF A PLAN



TWO PLANNING LEVELS

UNIVERSITY PLAN

Strategic Plan
Alignment

Larger Projects,
typically over \$2M

Annual request to state
for funding

Capital Improvement Plan (CIP)

UNIT PLAN

Support Strategic Plan
at Unit level

Smaller Projects,
typically under \$2M

Annual plan to state,
updates reported quarterly

Fixed Capital Outlay Budget
(FCOB)

TERMS

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

PECO SCORING CRITERIA

Scoring criteria:

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

For projects that receive PECO funds:

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

CAPITAL PLANNING PROCESS FEATURES

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

PROJECT SUBMISSION REQUIREMENTS

BASIC PROJECT INFORMATION

Project Description

Cost
Schedule

Source of Funds

CMP?
EPS?

Interdisciplinary?
Support Projects?

Consequences
if not funded?

STRATEGIC PRIORITIES

Student Success and Well-Being

Discovery and Exploration

Community and Culture

Innovation and Sustainability

OPERATIONAL PRIORITIES

Compliance &
Life Safety

Infrastructure
Reliability

Capital Renewal
Deferred Maintenance

Improve Utilization
& Efficiency

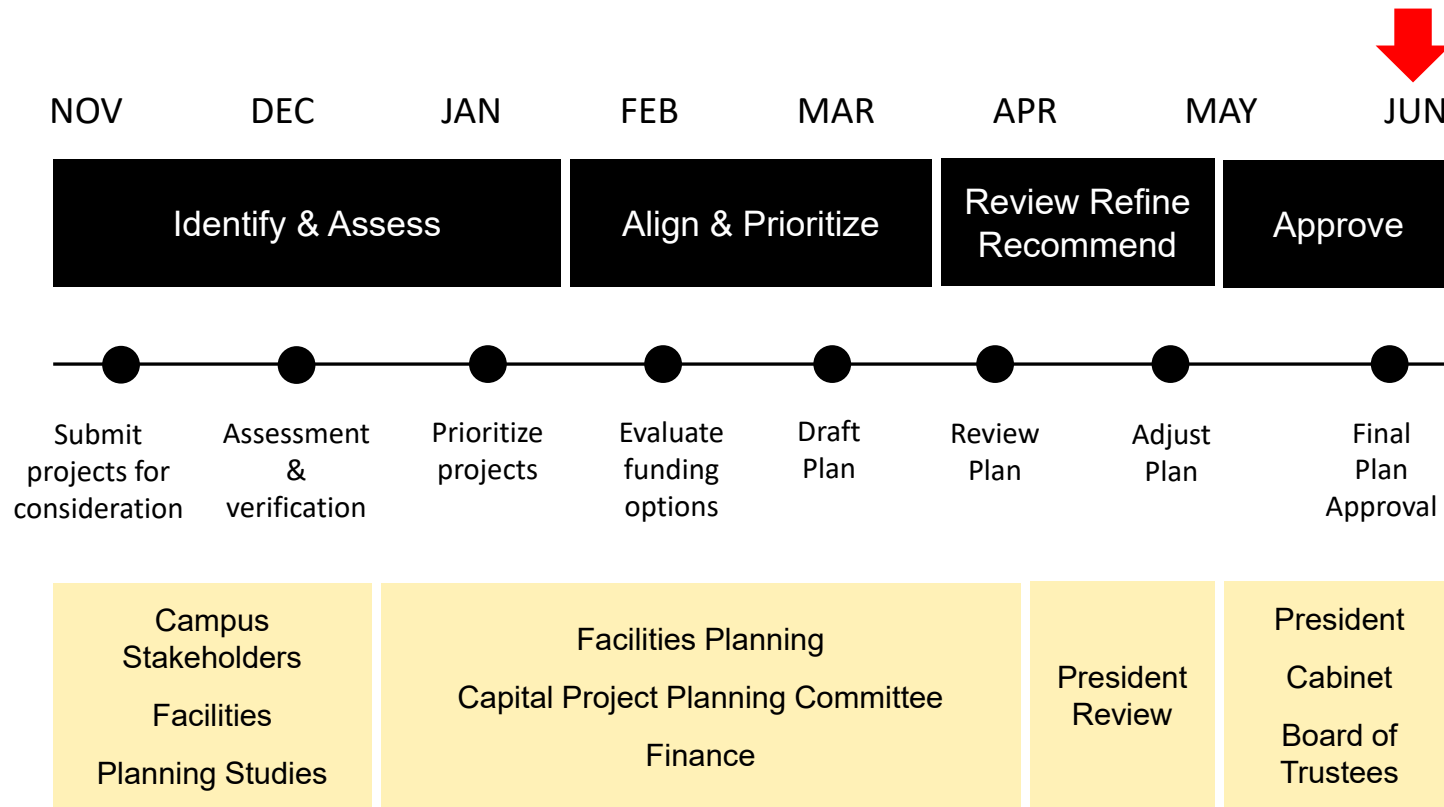
STEP 1 – SCORING FOR STRATEGIC NEED

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

STEP 2 – EVALUATE FOR FUNDING STRATEGY

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

CAPITAL PROJECT PLANNING SCHEDULE



FY2025-26 CAPITAL IMPROVEMENT PLAN

JUNE 2024 FY 2025-26 to FY 2029-30
<u>PECO</u> * #1 Research II #2 Howard Phillips Hall Remodel #3 Discovery and Innovation Hub - Daytona #4 Advanced Workforce Entrepreneurship Center #5 Engineering II Remodel
<u>CITF</u> Creative School Student Union Renovations
<u>Back of Bill (Debt, P3)</u> None

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

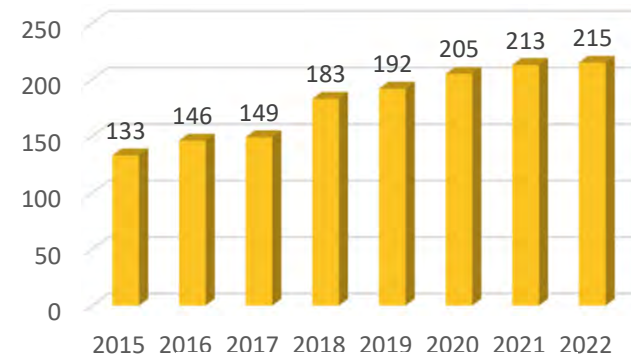
RESEARCH II

105,060gsf, \$114.6M total project cost

- Provost, Deans, and Facilities have developed a building program in alignment with the Strategic Plan's interdisciplinary research needs
- Addresses the Educational Plant Survey's (EPS) research lab space deficit
- Creates shared dry/damp/wet labs and clean room space



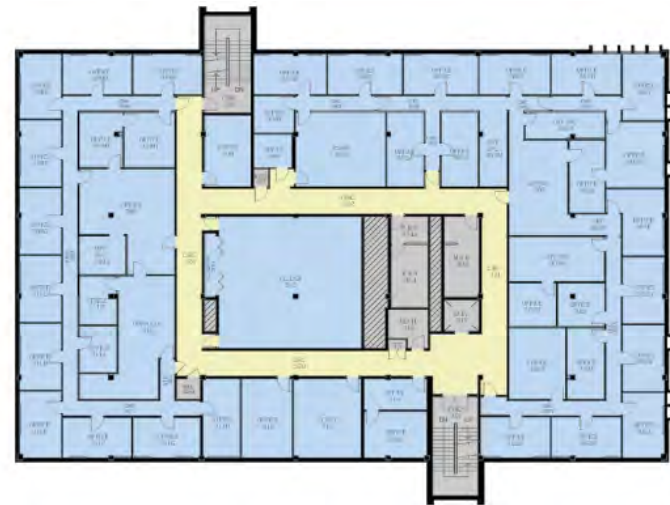
Research Dollars Awarded, in Millions



HOWARD PHILLIPS HALL REMODEL/RENOVATION

64,619gsf, \$34.0M total project cost

- Will be the home of a new student success center, supporting Strategic Plan goals
- Full building interior renovation to optimize space utilization, drive collaboration, and provide flexible work modalities per space study results
- Building is high on the FCA list for renovation/remodel needs



DISCOVERY AND INNOVATION HUB - DAYTONA

78,000gsf, \$60M total project cost

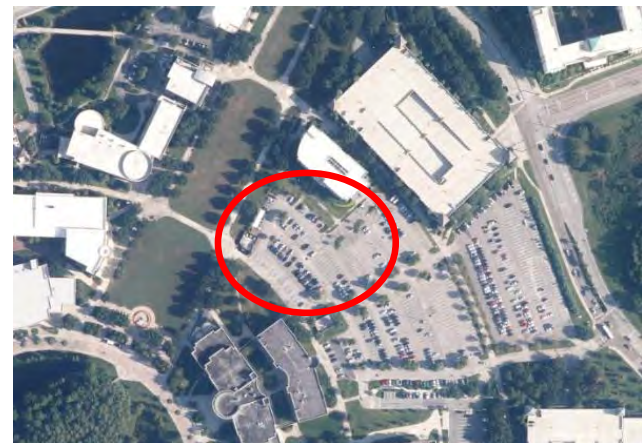
- New facility to respond to growing industries in Daytona
 - Risk Management and Insurance
 - Energy and Sustainability
 - Transformative Technologies
- Workforce Development,
Executive and Continuing Education



ADVANCED WORKFORCE ENTREPRENEURSHIP CENTER

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

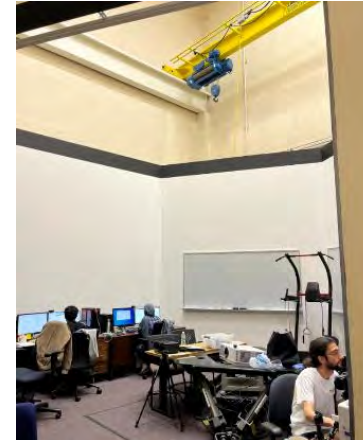
- High return on investment; increases graduation rates in STEM majors
- Critical space need for teaching lab space based on current utilization and EPS space deficit
- Creates numerous active learning spaces for facilitated group learning



ENGINEERING II REMODEL

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

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





UNIVERSITY OF CENTRAL FLORIDA

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

June 25, 2024

Mr. Tim Jones
Senior Vice Chancellor, Finance/Administration and CFO
Board of Governors
State University System of Florida
325 West Gaines Street, Suite 1614
Tallahassee, Florida 32399-0400

Dear Mr. Jones:

In accordance with your request dated March 22, 2024 to the Institutional Data Administrators, enclosed is the University of Central Florida's (UCF) Five-Year Fixed Capital Improvement Plan for the years 2025-26 through 2029-30. The final plan was approved by the University Board of Trustees on June 25, 2024.

This year's top PECO priority is a new 105,060 gsf Research II Building. This building is critical to successfully meeting the research targets of our [Strategic Plan](#), especially the Discovery and Exploration 2027 Goals and Metrics. We have already conducted an Advanced Planning programming exercise to examine our specific research needs and to determine the best site location for this new building, and are ready to aggressively advance this project into the design and construction phases, should it be funded.

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

Our third PECO priority is a new Discovery and Innovation Hub at the Daytona State Campus. The building will be the home of an extended UCF presence in Volusia County. While this project is not on our Educational Plant Survey, it was awarded \$20M by the legislature in the previous session. This building is anticipated to house programs focused on the insurance industry, energy systems, coastal preservation, and technology development.

Our fourth PECO priority is a new Advanced Workforce Entrepreneurship Center on our main campus, labeled the “Learning Lab” on our Educational Plant Survey. This interdisciplinary building is focused on supporting our student success metrics. It will include teaching labs, active learning classrooms, and maker spaces that can be used by multiple colleges across our campus.

Our fifth and final PECO priority is an interior remodel of our Engineering II building. This project creates additional student and classroom space within an existing four-story atrium.

These priorities reflect the university’s commitment to educating students in STEM fields, taking care of our existing assets, and maximizing the utilization of existing space.

Our CITF priorities include funding to construct a new Creative School for children, and renovation funding for one of our highest used buildings - the Student Union. The Back of Bill list does not include any new projects.

We are excited about these projects and their promise to [Unleash Potential](#) in keeping with the university’s Strategic Plan. Please contact Jon Varnell at (407) 823-1522 or Bill Martin at (407) 823-4037 if you have any questions or need additional information.

Cordially yours,

Alexander Cartwright, Ph.D.

President
University of Central Florida

Alex Martins

Chair
Board of Trustees

Attachments

cc: Mr. Gerald Hector, Senior Vice President for Administration and Finance
Mr. Jon Varnell, Vice President for Facilities and Administrative Operations
Mr. Bill Martin, University Architect
Mrs. Gina Seabrook, Construction Project Coordinator

State University System
5-Year Capital Improvement Plan (CIP)
FY 2025-26 through 2029-30

Summary of Projects
(PECO-Eligible Project Requests)

University of Central Florida

Contact: Bill Martin
(name)

407-823-4037
(phone)

bill.martin@ucf.edu
(email)

Priority No.	Project Title	Total Supplemental (Non PECO) funding	Total Prior PECO Funding	Projected Annual PECO Funding Requested					Programs to Benefit from Project	Net Assignable Sq. Ft. (NASF)	Gross Sq. Ft. (GSF)	Total Project Cost	Project Cost Per GSF	EPS Recommendation Date & Rec. # ⁽¹⁾
				FY25-26	FY26-27	FY27-28	FY28-29	FY29-30						
1	Research II			\$ 57,320,625	\$ 57,320,625				Total Campus	61,800	105,060	\$ 114,641,250	\$ 1,091.20	6/22/2021 No. 5.3
2	Howard Phillips Hall Remodel/Renovation			\$ 17,000,000	\$ 17,000,000				Total Campus	33,584	64,619	\$ 34,000,000	\$ 526.16	6/22/2021 No. 3.5 and 4.6
3	Discovery and Innovation Hub - Daytona Campus		\$ 20,000,000	\$ 40,000,000					Total Campus	52,000	78,000	\$ 60,000,000	\$ 769.23	Legislative Initiative (see footnote 2)
4	Advanced Workforce Entrepreneurship Center			\$ 38,450,000	\$ 38,450,000				Total Campus	66,666	100,000	\$ 76,900,000	\$ 769.00	6/22/2021 No. 5.2
5	Engineering Building II Remodel			\$ 7,000,000	\$ 7,000,000				College of Engineering	17,000	25,500	\$ 14,000,000	\$ 549.02	6/22/2021 No. 3.5

1) Pursuant to s. 1001.706(12)c., F.S., new projects that have not already been partially appropriated funding must be recommended in the latest Educational Plant Survey (EPS) in order to be included in the final prioritized list of projects (for the FCO LBR). If a project was partially appropriated funding without an EPS Recommendation, please cite the General Appropriations Act year and (\$) amount(s) appropriated, for reference.

2) Project is anticipated to receive \$20,000,000 of funding in FY 2024-25

Attachment E

State University System
 5-Year Capital Improvement Plan (CIP)
 FY 2025-26

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

University University of Central Florida

Contact: Bill Martin
 (name)

407-823-4037
 (phone)

bill.martin@ucf.edu
 (email)

Estimated Annual Operating & Maintenance Cost

Project Name *	Brief Description of Project	GSF	Project Location	Project Cost	Project Funding Source(s)	Amount (\$)	Funding Source(s)

* List all proposed FCO projects for FY 2024-25 to be constructed, acquired and financed by the university or DSO via Debt or P3 that require Legislative (Back-of-Bill) authorization. **Projects meeting the requirements listed in s. 1010.62(7)(a) are Legislatively approved and do not require Legislative 'back-of-bill' authorization.**

Attachment F

State University System
5-Year Capital Improvement Plan (CIP)
FY 2025-26 through 2029-30

PECO Project Detail

Project Priority #: 1

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

PROJECT NARRATIVE

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

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

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

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

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

SUSTAINABILITY AND LEED

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

SPACE CLASSIFICATIONS

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

EDUCATIONAL PLANT SURVEY

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

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

RESERVE ESCROW PLAN

	Renovation/Remodeling Projects (1% per s. 1001.706(12)(c) F.S.)	New Construction Projects (2% per Board Regulation 14.002)
Estimated Bldg Value:	\$ -	\$ 85,008,146
Value Basis/Source:	Total construction cost or insurable value, whichever is greater, per Board Regulation 14.002	
Estimated 1st Yr Deposit:	\$ -	\$ 1,700,162.92
Funding Source:	Carry Forward	
Comments:		

BUILDING SPACE DESCRIPTION (account for all building space below)

Space Type (per FICM)	Net Assignable Sq. Ft. (NASF)	Net-to-Gross Conversion Factor	Gross Sq. Ft. (GSF)	Unit Cost * (per GSF)	Building Cost
NEW CONSTRUCTION					
Research Lab	10,000	<u>2.0</u>	20,000	<u>1,200</u>	24,000,000
Office	10,000	<u>1.5</u>	15,000	<u>450</u>	6,750,000
Research Lab	40,000	<u>1.7</u>	68,000	<u>600</u>	40,800,000
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
Subtotal NASF:	60,000		103,000		71,550,000
'Other Assignable' E&G Space	1,472	<u>1.4</u>	2,060	<u>555</u>	1,142,676
Other Non-E&G Budget Entity Space	-		-		-
Total:	61,472		105,060		72,692,676

* Apply Unit Cost to total GSF based on Space Type

REMODELING / RENOVATION	Remodeling Projects Only	
	BEFORE	AFTER
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Subtotal NASF:	-	-
'Other Assignable' E&G Space	-	-
Other Non-E&G Budget Entity Space	-	-
Total:	-	-
Grand Total:	61,472	105,060
		72,692,676

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs Incurred to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
Basic Construction Costs							
Building Cost (from above)	-	36,000,000	36,692,676	-	-	-	72,692,676
Environmental Impacts/Mitigation	-	-	-	-	-	-	-
Site Preparation	-	1,000,000	-	-	-	-	1,000,000
Landscape / Irrigation	-	-	1,000,000	-	-	-	1,000,000
Plaza / Walks	-	-	1,000,000	-	-	-	1,000,000
Roadway Improvements	-	-	1,000,000	-	-	-	1,000,000
Parking : <input type="text"/> spaces	-	-	-	-	-	-	-
Telecommunication	-	-	3,000,000	-	-	-	3,000,000
Electrical Service	-	1,000,000	-	-	-	-	1,000,000
Water Distribution	-	500,000	-	-	-	-	500,000
Sanitary Sewer System	-	500,000	-	-	-	-	500,000
Chilled Water System	-	1,315,470	-	-	-	-	1,315,470
Storm Water System	-	900,000	-	-	-	-	900,000
Energy Efficient Equipment	-	1,100,000	-	-	-	-	1,100,000
Subtotal: Basic Const. Costs	-	42,315,470	42,692,676	-	-	-	85,008,146
Other Project Costs							
Land / existing facility acquisition	-	-	-	-	-	-	-
Professional Fees	-	7,869,261	-	-	-	-	7,869,261
Fire Marshall Fees	-	194,600	-	-	-	-	194,600
Inspection Services	-	258,179	-	-	-	-	258,179
Insurance Consultant	-	-	-	-	-	-	-
Surveys & Tests	-	500,000	-	-	-	-	500,000
Permit / Impact / Environmental Fees	-	417,960	-	-	-	-	417,960
Artwork	-	-	100,000	-	-	-	100,000
Moveable Furnishings & Equipment	-	-	6,803,104	-	-	-	6,803,104
Project Contingency	-	5,765,155	7,724,845	-	-	-	13,490,000
Subtotal: Other Project Costs	-	15,005,155	14,627,949	-	-	-	29,633,104
Total Project Cost:	-	57,320,625	57,320,625	-	-	-	114,641,250

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						25-26	57,320,625	Should equal <i>Total Project Cost</i> above
						26-27	57,320,625	
		-			-		114,641,250	114,641,250

PECO Project Detail

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

Priority #: 2

PROJECT NARRATIVE

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

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

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

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

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

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

SUSTAINABILITY AND LEED

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

SPACE CLASSIFICATIONS

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

EDUCATIONAL PLANT SURVEY

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

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

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

RESERVE ESCROW PLAN

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

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs Incurred to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
Basic Construction Costs							
Building Cost (from above)	-	12,170,190	10,250,728	-	-	-	22,420,918
Environmental Impacts/Mitigation	-	-	-	-	-	-	-
Site Preparation	-	-	-	-	-	-	-
Landscape / Irrigation	-	-	-	-	-	-	-
Plaza / Walks	-	-	-	-	-	-	-
Roadway Improvements	-	-	-	-	-	-	-
Parking : [] spaces	-	-	-	-	-	-	-
Telecommunication	-	-	-	-	-	-	-
Electrical Service	-	378,082	-	-	-	-	378,082
Water Distribution	-	-	-	-	-	-	-
Sanitary Sewer System	-	371,728	-	-	-	-	371,728
Chilled Water System	-	-	-	-	-	-	-
Storm Water System	-	-	-	-	-	-	-
Energy Efficient Equipment	-	-	-	-	-	-	-
Subtotal: Basic Const. Costs	-	12,920,000	10,250,728	-	-	-	23,170,728
Other Project Costs							
Land / existing facility acquisition	-	-	-	-	-	-	-
Professional Fees	-	2,793,714	-	-	-	-	2,793,714
Fire Marshall Fees	-	66,731	-	-	-	-	66,731
Inspection Services	-	100,000	-	-	-	-	100,000
Insurance Consultant	-	-	-	-	-	-	-
Surveys & Tests	-	10,000	-	-	-	-	10,000
Permit / Impact / Environmental Fees	-	162,225	-	-	-	-	162,225
Artwork	-	-	100,000	-	-	-	100,000
Moveable Furnishings & Equipment	-	-	3,830,000	-	-	-	3,830,000
Project Contingency	-	947,330	2,819,272	-	-	-	3,766,602
Subtotal: Other Project Costs	-	4,080,000	6,749,272	-	-	-	10,829,272
Total Project Cost:	-	17,000,000	17,000,000	-	-	-	34,000,000

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						25-26	17,000,000	Should equal <i>Total Project Cost</i> above
						26-27	17,000,000	
		-					34,000,000	34,000,000

State University System
5-Year Capital Improvement Plan (CIP)
FY 2025-26 through 2029-30

PECO Project Detail

Project Priority #: 3

University: University of Central Florida

Project Name: Discovery and Innovation Hub - Daytona Campus

Project Address: Main Campus TBD

PROJECT NARRATIVE

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

This project will be located on the Daytona State Campus and be the hub of an extended UCF presence in Volusia County. The project will house degree granting and professional education programs that integrate academic disciplines such as business, engineering, nursing, and computer science to support workforce development in Volusia County's target industries including advanced manufacturing, aviation, aerospace, life sciences, finance, and insurance. Space will also be provided to conduct applied research related to energy systems, coastal preservation, and defense technology development.

SUSTAINABILITY AND LEED

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

SPACE CLASSIFICATIONS

The space classifications in the facility are primarily expected to be classrooms, teaching laboratories, research laboratories, secure/classified facilities, and office. There is also the potential for there to be assembly and meeting room spaces to support industry and community focused events and functions.

EDUCATIONAL PLANT SURVEY

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

This project is not on the current 2021-2026 Educational Plant Survey, however it is a legislative priority project that was funded \$20M in the previous year's budget. Supplemental funding is required to construct this project.

RESERVE ESCROW PLAN

	Renovation/Remodeling Projects (1% per s. 1001.706(12)(c) F.S.)	New Construction Projects (2% per Board Regulation 14.002)
Estimated Bldg Value:	\$ -	\$ 48,150,000
Value Basis/Source:	Total construction cost or insurable value, whichever is greater, per Board Regulation 14.002	
Estimated 1st Yr Deposit:	\$ -	\$ 963,000
Funding Source:	Carry Forward	
Comments:		

BUILDING SPACE DESCRIPTION (account for all building space below)

Space Type (per FICM)	Net Assignable Sq. Ft. (NASF)	Net-to-Gross Conversion Factor	Gross Sq. Ft. (GSF)	Unit Cost * (per GSF)	Building Cost
NEW CONSTRUCTION					
Teaching Lab	30,000	1.5	45,000	675	30,375,000
Classroom	14,000	1.5	21,000	575	12,075,000
Office	8,000	1.5	12,000	475	5,700,000
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
Subtotal NASF:	52,000		78,000		48,150,000
'Other Assignable' E&G Space	-		-		-
Other Non-E&G Budget Entity Space	-		-		-
Total:	52,000		78,000		48,150,000

* Apply Unit Cost to total GSF based on Space Type

REMODELING / RENOVATION	Remodeling Projects <u>Only</u>	
	BEFORE	AFTER
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Subtotal NASF:	-	-
'Other Assignable' E&G Space	-	-
Other Non-E&G Budget Entity Space	-	-
Total:	-	-
Grand Total:	52,000	78,000
		48,150,000

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs Incurred to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
Basic Construction Costs							
Building Cost (from above)	-	40,000,000	-	-	-	-	40,000,000
Environmental Impacts/Mitigation	-	-	-	-	-	-	-
Site Preparation	-	750,000	-	-	-	-	750,000
Landscape / Irrigation	-	600,000	-	-	-	-	600,000
Plaza / Walks	-	700,000	-	-	-	-	700,000
Roadway Improvements	-	-	-	-	-	-	-
Parking : spaces	-	-	-	-	-	-	-
Telecommunication	-	1,500,000	-	-	-	-	1,500,000
Electrical Service	-	700,000	-	-	-	-	700,000
Water Distribution	-	250,000	-	-	-	-	250,000
Sanitary Sewer System	-	250,000	-	-	-	-	250,000
Chilled Water System	-	800,000	-	-	-	-	800,000
Storm Water System	-	600,000	-	-	-	-	600,000
Energy Efficient Equipment	-	2,000,000	-	-	-	-	2,000,000
Subtotal: Basic Const. Costs	-	48,150,000	-	-	-	-	48,150,000
Other Project Costs							
Land / existing facility acquisition	-	-	-	-	-	-	-
Professional Fees	-	4,000,000	-	-	-	-	4,000,000
Fire Marshall Fees	-	120,000	-	-	-	-	120,000
Inspection Services	-	100,000	-	-	-	-	100,000
Insurance Consultant	-	-	-	-	-	-	-
Surveys & Tests	-	100,000	-	-	-	-	100,000
Permit / Impact / Environmental Fees	-	250,000	-	-	-	-	250,000
Artwork	-	100,000	-	-	-	-	100,000
Moveable Furnishings & Equipment	-	2,180,000	-	-	-	-	2,180,000
Project Contingency	-	5,000,000	-	-	-	-	5,000,000
Subtotal: Other Project Costs	-	11,850,000	-	-	-	-	11,850,000
Total Project Cost:	-	60,000,000	-	-	-	-	60,000,000

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
Legislative Initiative	24-25	20,000,000			-	25-26	40,000,000	Should equal Total Project Cost above
					-			
					-			
					-			
		20,000,000			-		40,000,000	60,000,000

PECO Project Detail

Project Priority #: 4

University: University of Central Florida
 Project Name: Advanced Workforce Entrepreneurship Center
 Project Address: Main Campus TBD

PROJECT NARRATIVE

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

The Advanced Workforce Entrepreneurship Center, formerly known as the Learning Lab, is an interdisciplinary facility that will serve as a bridge between the academic mission of UCF and our industry partners supercharging our ability to provide a highly educated workforce in the fields where it is most needed.

This 100,000sf building will contribute to the achievement of the student success metrics outlined in the University's Strategic Plan, especially as these pertain to engineering and technology. This building is the embodiment of a transformational concept – a merging of higher education with the industries who employ our graduates.

The building will feature a number of teaching labs that are intended to support the following colleges:

- College of Sciences (COS)
- College of Engineering and Computer Science (CECS)
- College of Health Professions and Sciences (CHPS)

Active learning classrooms which allow flexible and collaborative teaching / learning will be provided for use by multiple colleges, and centrally scheduled by the registrar. These classrooms will allow us to quickly adapt to what employers need our students to know. In addition, maker spaces will allow for hands on learning and creative problem solving which models what students will be expected to do after graduation in jobs related to engineering and technology.

Offices will be provided only for facility personnel necessary for the building, and will follow UCF's collaborative workspace model. This will allow us to offer spaces for temporary or semi-permanent offices for companies that provide internships for our students or engage with UCF in other productive ways. The model of UCF employees sharing a building with our industry partners will allow for new synergies to emerge and for students to see this space as a natural transition supporting their career goals.

SUSTAINABILITY AND LEED

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

SPACE CLASSIFICATIONS

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

EDUCATIONAL PLANT SURVEY

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

The 2021-2026 UCF Educational Plant Survey included the Advanced Workforce Entrepreneurship Center (formerly known as the Learning Laboratory) as one of three New Construction Recommendations:

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

RESERVE ESCROW PLAN

	Renovation/Remodeling Projects (1% per s. 1001.706(12)(c) F.S.)	New Construction Projects (2% per Board Regulation 14.002)
Estimated Bldg Value:	\$ -	\$ 59,543,080
Value Basis/Source:	Total construction cost or insurable value, whichever is greater, per Board Regulation 14.002	
Estimated 1st Yr Deposit:	\$ -	\$ 1,190,862
Funding Source:	Carry Forward	
Comments:		

BUILDING SPACE DESCRIPTION (account for all building space below)

Space Type (per FICM)	Net Assignable Sq. Ft. (NASF)	Net-to-Gross Conversion Factor	Gross Sq. Ft. (GSF)	Unit Cost * (per GSF)	Building Cost
NEW CONSTRUCTION					
Teaching Lab	42,806	1.5	64,210	476	30,563,770
Classroom	16,360	1.5	24,540	439	10,773,060
Office	7,500	1.5	11,250	445	5,006,250
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
Subtotal NASF:	66,666		100,000		46,343,080
'Other Assignable' E&G Space	-		-		-
Other Non-E&G Budget Entity Space	-		-		-
Total:	66,666		100,000		46,343,080

* Apply Unit Cost to total GSF based on Space Type

REMODELING / RENOVATION	Remodeling Projects Only	
	BEFORE	AFTER
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Subtotal NASF:	-	-
'Other Assignable' E&G Space	-	-
Other Non-E&G Budget Entity Space	-	-
Total:	-	-
Grand Total:	66,666	100,000
		46,343,080

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs Incurred to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
Basic Construction Costs							
Building Cost (from above)	-	17,793,080	28,550,000	-	-	-	46,343,080
Environmental Impacts/Mitigation	-	-	-	-	-	-	-
Site Preparation	-	1,400,000	-	-	-	-	1,400,000
Landscape / Irrigation	-	-	900,000	-	-	-	900,000
Plaza / Walks	-	-	900,000	-	-	-	900,000
Roadway Improvements	-	-	-	-	-	-	-
Parking : <input type="text"/> spaces	-	-	-	-	-	-	-
Telecommunication	-	-	3,000,000	-	-	-	3,000,000
Electrical Service	-	1,500,000	-	-	-	-	1,500,000
Water Distribution	-	600,000	-	-	-	-	600,000
Sanitary Sewer System	-	600,000	-	-	-	-	600,000
Chilled Water System	-	1,000,000	-	-	-	-	1,000,000
Storm Water System	-	800,000	-	-	-	-	800,000
Energy Efficient Equipment	-	2,500,000	-	-	-	-	2,500,000
Subtotal: Basic Const. Costs	-	26,193,080	33,350,000	-	-	-	59,543,080
Other Project Costs							
Land / existing facility acquisition	-	-	-	-	-	-	-
Professional Fees	-	5,668,920	-	-	-	-	5,668,920
Fire Marshall Fees	-	153,000	-	-	-	-	153,000
Inspection Services	-	200,000	-	-	-	-	200,000
Insurance Consultant	-	-	-	-	-	-	-
Surveys & Tests	-	100,000	-	-	-	-	100,000
Permit / Impact / Environmental Fees	-	335,000	-	-	-	-	335,000
Artwork	-	-	100,000	-	-	-	100,000
Moveable Furnishings & Equipment	-	3,800,000	-	-	-	-	3,800,000
Project Contingency	-	2,000,000	5,000,000	-	-	-	7,000,000
Subtotal: Other Project Costs	-	12,256,920	5,100,000	-	-	-	17,356,920
Total Project Cost:	-	38,450,000	38,450,000	-	-	-	76,900,000

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						25-26	38,450,000	Should equal <i>Total Project Cost</i> above
						26-27	38,450,000	
		-					76,900,000	76,900,000

PECO Project Detail

Project Priority #: 5

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

PROJECT NARRATIVE

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

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

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

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

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

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

SUSTAINABILITY AND LEED

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

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

SPACE CLASSIFICATIONS

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

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

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

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

EDUCATIONAL PLANT SURVEY

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

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

RESERVE ESCROW PLAN

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

BUILDING SPACE DESCRIPTION (account for all building space below)

Space Type (per FICM)	Net Assignable Sq. Ft. (NASF)	Net-to-Gross Conversion Factor	Gross Sq. Ft. (GSF)	Unit Cost * (per GSF)	Building Cost
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
Subtotal NASF:	-		-		-
'Other Assignable' E&G Space	-		-		-
Other Non-E&G Budget Entity Space	-		-		-
Total:	-		-		-

* Apply Unit Cost to total GSF based on Space Type

						Remodeling Projects Only	
						BEFORE	AFTER
REMODELING / RENOVATION							
Teaching Lab	6,000	1.5	9,000	476	4,286,520	16,877	22,877
Classroom	2,000	1.5	3,000	439	1,317,060	7,680	9,680
Research Lab	6,000	1.5	9,000	555	4,992,030	27,230	33,230
Office	3,000	1.5	4,500	445	2,001,870	22,210	25,210
	-		-		-	-	-
	-		-		-	-	-
	-		-		-	-	-
	-		-		-	-	-
	-		-		-	-	-
Subtotal NASF:	17,000		25,500		12,597,480	73,997	90,997
'Other Assignable' E&G Space	-		-		-	-	-
Other Non-E&G Budget Entity Space	-		-		-	-	-
Total:	17,000		25,500		12,597,480	73,997	90,997
<hr/>							
Grand Total:	17,000		25,500		12,597,480		

PROJECT COMPONENT COSTS & PROJECTIONS

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

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						25-26	7,000,000	Should equal <i>Total Project Cost</i> above
						26-27	7,000,000	
		-					14,000,000	14,000,000



Board of Trustees

June 25, 2024

Agenda Item

FACC-2: Northeast Sector Parking – Project Approval

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve up to \$2,200,000 to design and construct parking, sidewalk, lighting, landscape, and infrastructure improvements to the NE Sector of campus.

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: NE Sector Parking Presentation

Attachment B: Capital Projects Funding Certification Form

Facilitators/Presenters

Jon Varnell, Vice President for Administrative Operations



Northeast Sector Parking - Project Approval

EXECUTIVE SUMMARY

Objective

To recommend approval to the Board of Trustees of up to \$2,200,000 to design and construct the Northeast Sector Parking project.

Summary of Key Observations/Recommendations

The Northeast Sector of the UCF campus, adjacent to the future Football Campus buildings, is planned to have a new parking lot to support vehicular and pedestrian traffic flow in this area of campus.

Additional Background

The parking lot is on the south side of the existing west football practice field. This area is three to four feet lower than the adjacent roadway and is bordered by an existing retaining wall on its western edge. Construction of the parking lot will require demolition of the existing retaining wall, substantial fill dirt, reconstruction of the retaining wall on the parking lot's eastern edge, a new transformer for parking lot lights, stormwater drains/tie-in to adjacent infrastructure, and a new Orion Blvd median curb-cut. The parking lot will require decals during regular business hours and become a premium parking lot during football games and other campus events.

Rationale

This project supports overall vehicular and pedestrian circulation in the NE Sector of campus. This project is also critical for the function of the future Football Campus buildings.

Implementation Plan

The parking lot project is in the construction documents phase. We anticipate bidding this project in Fall 2024 and beginning construction after this year's football season.

Resource Considerations

This project is funded by Auxiliary funds.

Conclusion

If approved, the parking lot project will proceed with construction after the Fall 2024 football season is completed.

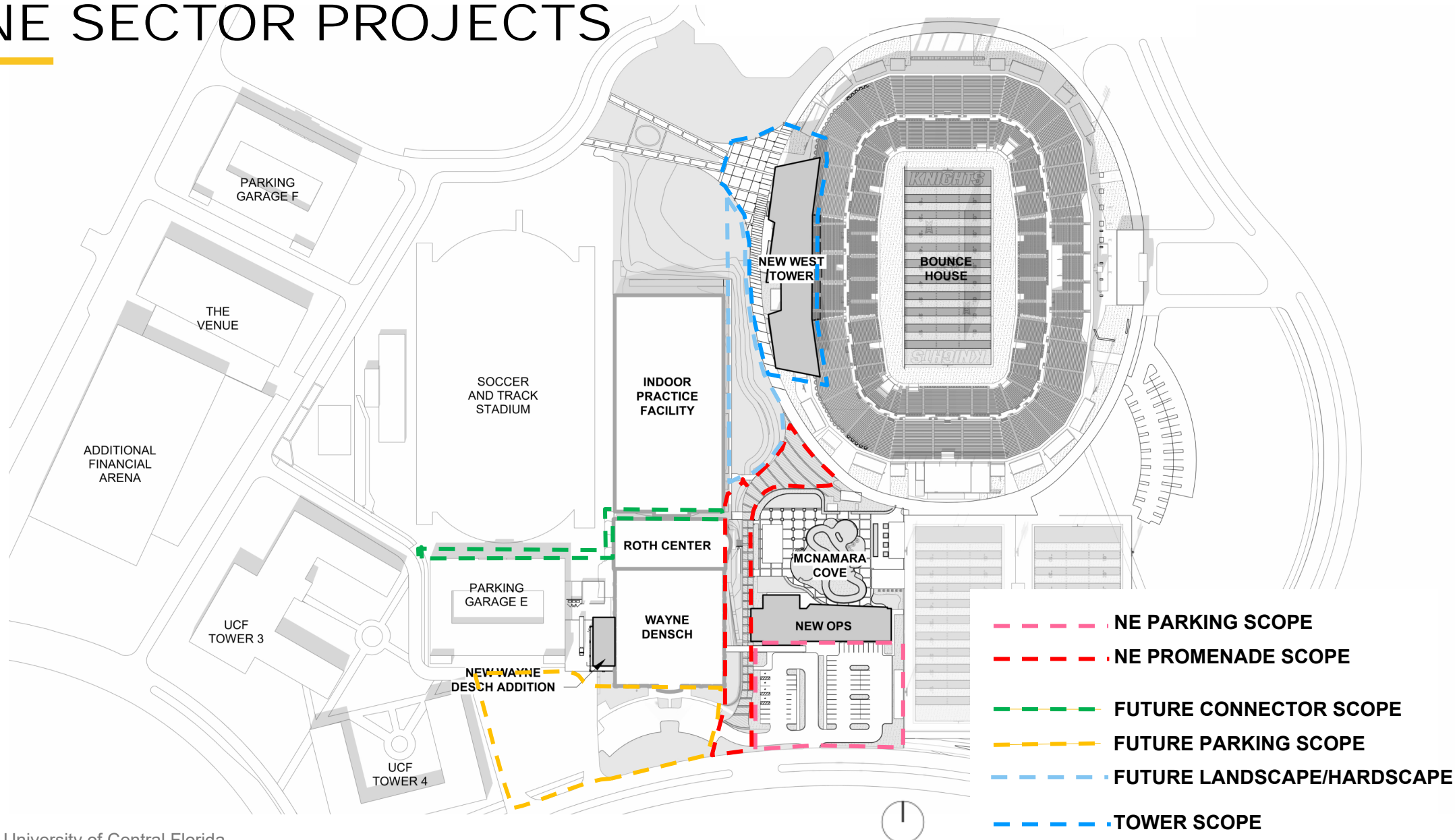


Northeast Sector Parking

NORTHEAST SECTOR PARKING



NE SECTOR PROJECTS



**UNIVERSITY OF CENTRAL FLORIDA
BOARD OF TRUSTEES
POLICY**

Capital Projects Funding Certification

This Board policy requires that the attached Capital Projects Funding Certification Form be completed and signed by the University President, the Vice President submitting the item, the Senior Vice President for Administration and Finance, and the General Counsel for any capital project that exceeds \$2 million.

The University President or his designee will be responsible for the implementation of this Board policy.

POLICY STATEMENT

The Board of Trustees desires to establish a policy that all capital projects exceeding \$2 million have a signed certification form that identifies the amount and the source of funds for the project.

PROCEDURES:

For any capital project exceeding \$2 million, a written certification form must be completed and signed by the University President, the Vice President submitting the item, the Senior Vice President for Administration and Finance, and the General Counsel certifying that the project has been reviewed and the funding source is appropriate for the nature of the project.

INITIATING AUTHORITY

UCF Board of Trustees

History: New 9-2018.
Amended 7-2023.

Authority: BOG Regulation 1.001



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: NE Sector Parking

Funding source(s): \$2,200,000 - Auxiliary

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: 2024.05.29 13:59:51 -05'00'

President

Date

Jon Varnell
Digitally signed by Jon Varnell
Date: 2024.05.28 15:51:42 -04'00'

Vice President

Date

ge208399
Digitally signed by ge208399
Date: 2024.05.29 01:14:10 -04'00'

Senior Vice President for Administration and Finance

Date

Youndy Cook
Digitally signed by Youndy Cook
Date: 2024.05.28 10:44:57 -04'00'

General Counsel

Date



Board of Trustees

June 25, 2024

Agenda Item

FACC-3: Northeast Sector Promenade – Project Approval

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve up to \$2,800,000 to design and construct a pedestrian promenade that includes lighting, landscape, and infrastructure improvements to the NE Sector of campus. This promenade may periodically be used for service or emergency vehicular access.

Authority for Board of Trustees Action

Board of Governors 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: NE Sector Promenade Presentation
Attachment B: Capital Projects Funding Certification Form

Facilitators/Presenters

Jon Varnell, Vice President for Administrative Operations

**UNIVERSITY OF CENTRAL FLORIDA
BOARD OF TRUSTEES
POLICY**

Capital Projects Funding Certification

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The University President or his designee will be responsible for the implementation of this Board policy.

POLICY STATEMENT

The Board of Trustees desires to establish a policy that all capital projects exceeding \$2 million have a signed certification form that identifies the amount and the source of funds for the project.

PROCEDURES:

For any capital project exceeding \$2 million, a written certification form must be completed and signed by the University President, the Vice President submitting the item, the Senior Vice President for Administration and Finance, and the General Counsel certifying that the project has been reviewed and the funding source is appropriate for the nature of the project.

INITIATING AUTHORITY

UCF Board of Trustees

History: New 9-2018.
Amended 7-2023.

Authority: BOG Regulation 1.001



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: NE Sector Promenade

Funding source(s): \$2,800,000 - 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.

Alexander Cartwright
Digitally signed by Alexander Cartwright
Date: 2024.05.29 14:00:18 -05'00'

President

Date

Jon Varnell
Digitally signed by Jon Varnell
Date: 2024.05.28 15:51:21 -04'00'

Vice President

Date

ge208399
Digitally signed by ge208399
Date: 2024.05.29 01:15:05 -04'00'

Senior Vice President for Administration and Finance

Date

Youndy Cook
Digitally signed by Youndy Cook
Date: 2024.05.28 10:45:24 -04'00'

General Counsel

Date

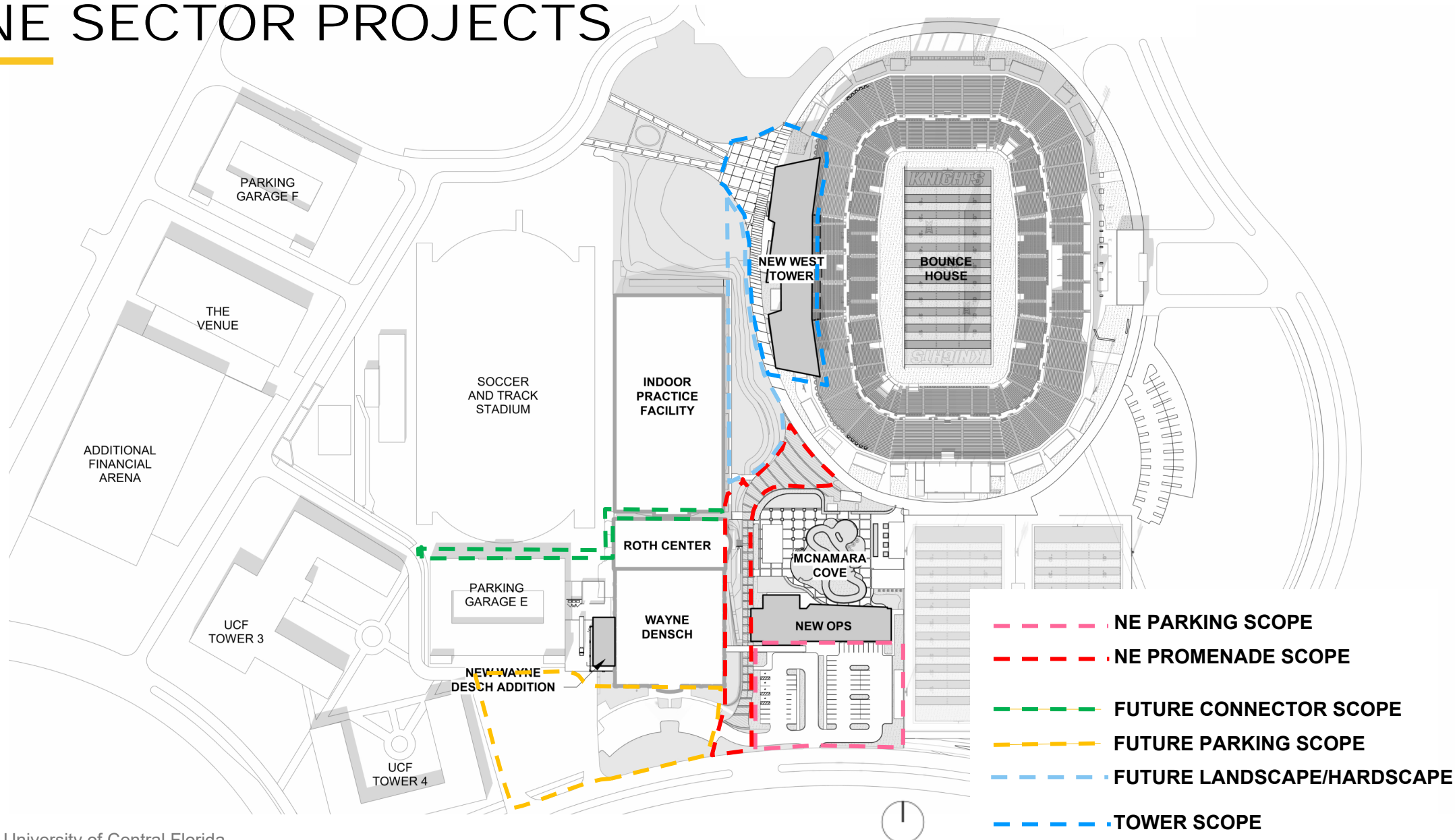


Northeast Sector Promenade

NORTHEAST SECTOR PROMENADE



NE SECTOR PROJECTS





Board of Trustees

June 25, 2024

Agenda Item

FACC-4: Rosen Renovation/Remodel – Project Approval

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve \$11,352,369 of philanthropic donations and \$1,500,000 in undergraduate equipment fees to design and construct interior renovation and remodel improvements to the Rosen College of Hospitality Management academic building.

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: Rosen Renovation/Remodel Presentation
Attachment B: Capital Projects Funding Certification Form, Rosen Renovation/Remodel

Facilitators/Presenters

Michael D. Johnson, Provost and Executive Vice President for Academic Affairs
Jon Varnell, Vice President for Administrative Operations



Rosen Renovation/Remodel

EXECUTIVE SUMMARY

Objective

Approve the use of \$11,352,369 of philanthropic donations and \$1,500,000 in undergraduate equipment fees to design and construct the interior renovation and remodel improvements to the Rosen College of Hospitality Management academic building.

Summary of Key Observations/Recommendations

The Rosen College of Hospitality Management academic building was constructed in 2003. Over the past 21 years, the facility has successfully supported a top-ranked academic program without a comprehensive renovation. In order to continue to effectively support the world-renowned academic programs, the facility needs a significant remodel. The main goals of this project are:

- Efficient utilization of existing space to meet current and future space needs
- Provide overall design improvements for a more modernized and active student and faculty experience
- Invest in the longevity of the existing campus while achieving additional programmatic requirements

Additional Background

The recent space utilization study found that many of the classroom and office spaces in the building are underutilized. The university engaged a planning firm to evaluate opportunities for an interior remodel to improve the building's utilization and modernize the aesthetics of the facility. This project recommendation, as reinforced by the space study results, is endorsed by university leadership and our donor partners.

Rationale

Reinvestment in the existing facility will improve its space utilization, which will allow the university to avoid the need to construct and maintain an 18,700 gross sf building addition.

Implementation Plan

The remodel portion of the project is aimed at upgrading the facility to improve the educational, student, faculty, and staff experience. The planned improvements include:

- Opening up the office floorplans to introduce natural light into all workspaces
- Right-sizing active and quiet student spaces for greater access and efficiency
- Centralizing student support services thereby creating an easy to find, convenient,

and outward focused “welcome mat” to the campus.

- Creating flexible classrooms with collaborative furniture for multiple uses
- Refreshing aesthetics within critically important instructional labs

Additionally, several systems and finish renovations will be incorporated into the project where feasible:

- New carpet, base, wall, and ceiling finishes in remodeled areas
- Replacement of chilled water and controls systems where possible
- Upgraded lighting systems in select spaces

The project will be a phased renovation, coordinated with the academic calendar to minimize disruption to building occupants.

Resource Considerations

This project is funded by a combination of philanthropic donations and undergraduate equipment fees.

Conclusion

Approval of this funding request will allow this project to be advertised to architectural and engineering professionals in summer 2024, thereby supporting the implementation of an aggressive design and construction schedule.



Rosen Renovation/Remodel

GOALS



- Efficient utilization of existing space to meet the current and future needs
- Provide overall design improvements for a more modernized and active student and faculty experience
- Investing in the longevity of the existing campus while achieving the additional programmatic requirements

PROPOSED IMPROVEMENTS



Borrowed Light



Collaborative Furniture



Right-Sized Student Spaces



Flexible Classrooms



Quiet Study Spaces



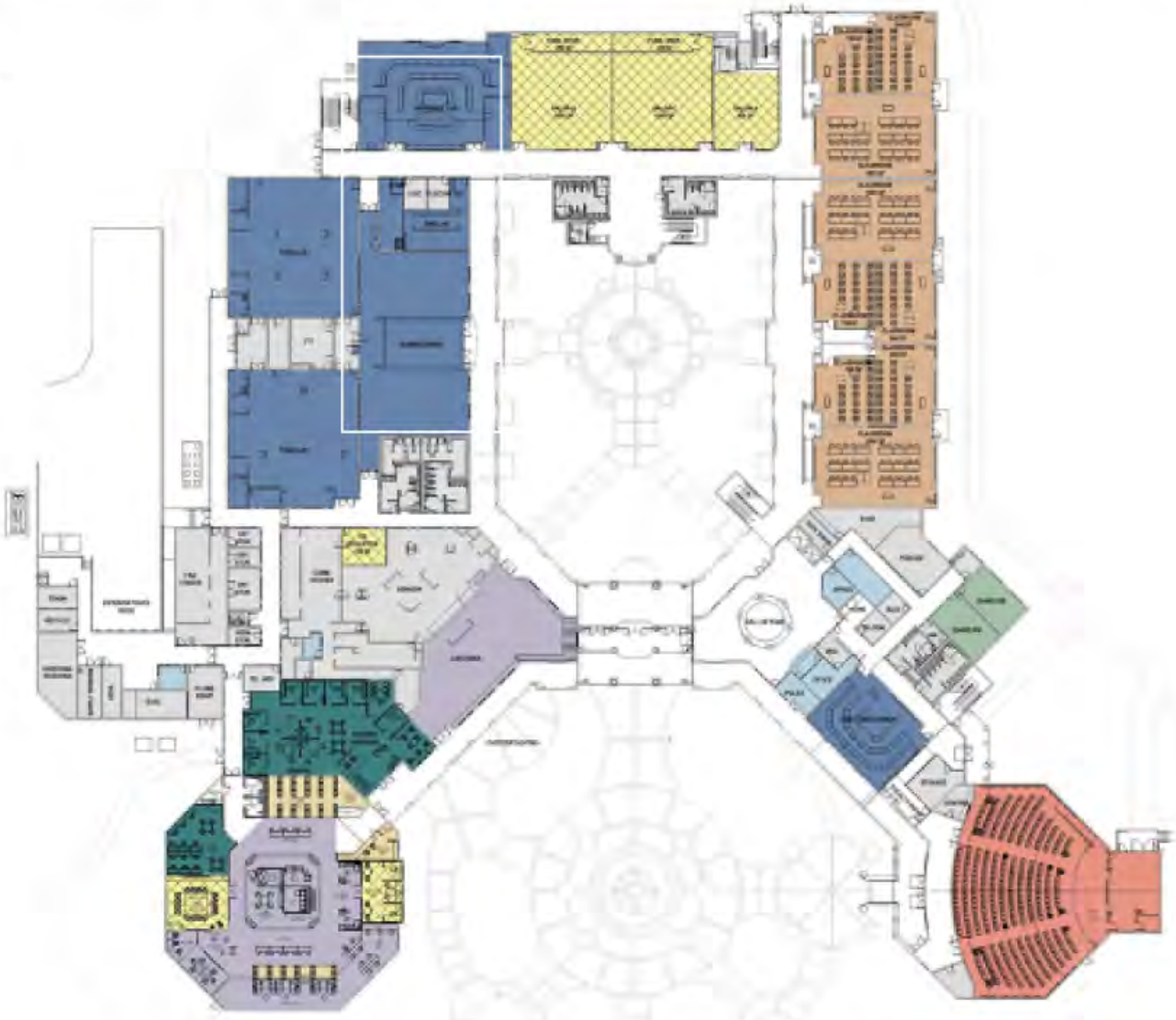
Refreshed Teaching Labs

PROPOSED SPACE UTILIZATION

Level 1

COLOR LEGEND

- SUPPORT
- CLASSROOM/
INSTRUCTIONAL
- LAB
- STUDENT WORKSPACE
- STUDENT LOUNGE
- "ME" FACULTY /
STAFF WORKSPACE
- "WE" FACULTY / STAFF
SHARED WORKSPACE
- LIBRARY
- AUDITORIUM
- RETAIL
- NEW PROGRAM

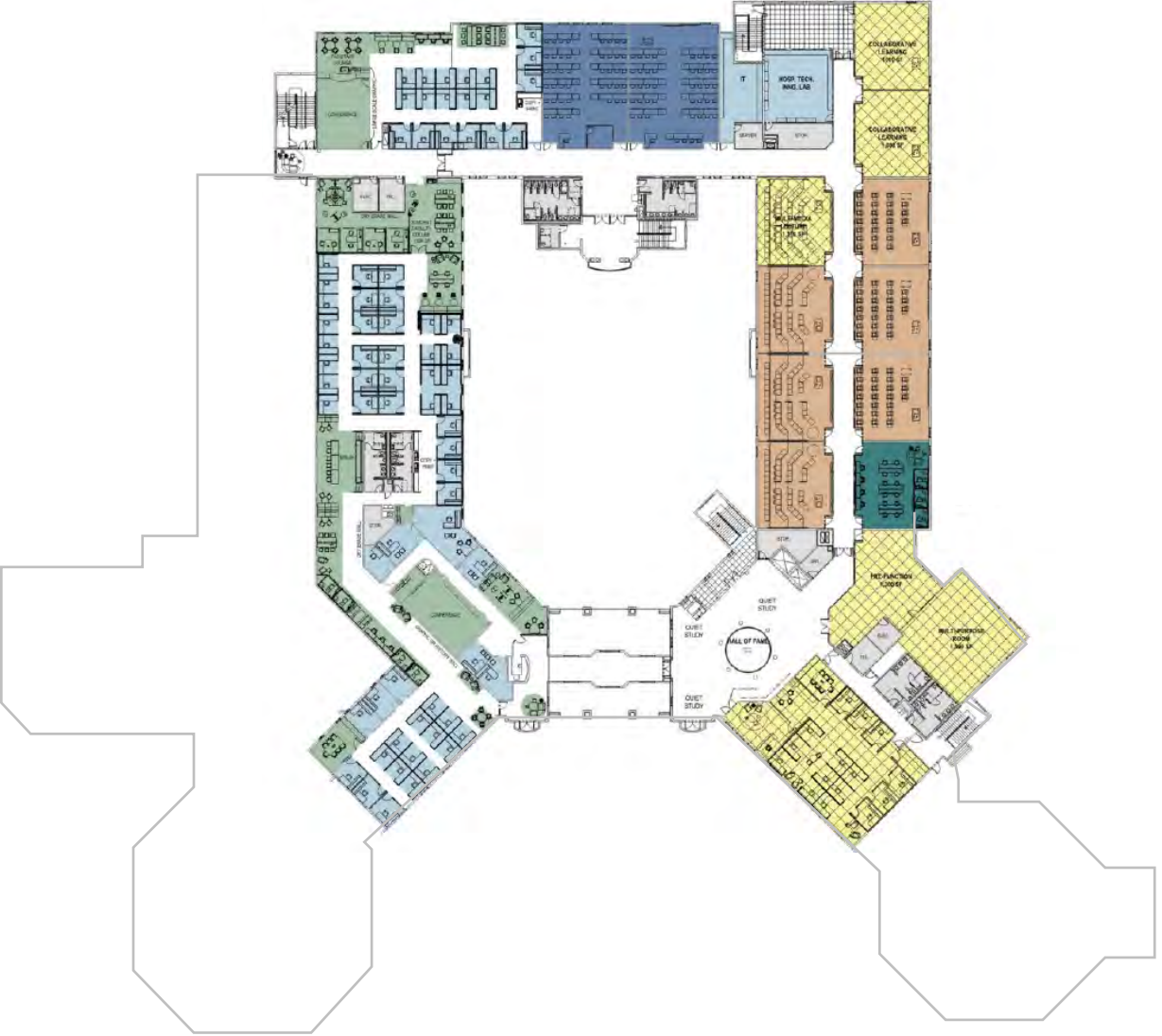


PROPOSED SPACE UTILIZATION

Level 2

COLOR LEGEND

-  SUPPORT
-  CLASSROOM/
INSTRUCTIONAL
-  LAB
-  STUDENT WORKSPACE
-  STUDENT LOUNGE
-  "ME" FACULTY /
STAFF WORKSPACE
-  "WE" FACULTY / STAFF
SHARED WORKSPACE
-  LIBRARY
-  AUDITORIUM
-  RETAIL
-  NEW PROGRAM



LIBRARY - REIMAGINED



PROPOSED COMMUNITY ROOM



Opportunity within the new library space to prominently showcase Harris Rosen Albums.

FACULTY / STAFF OFFICE SPACE - REIMAGINED



**UNIVERSITY OF CENTRAL FLORIDA
BOARD OF TRUSTEES
POLICY**

Capital Projects Funding Certification

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The University President or his designee will be responsible for the implementation of this Board policy.

POLICY STATEMENT

The Board of Trustees desires to establish a policy that all capital projects exceeding \$2 million have a signed certification form that identifies the amount and the source of funds for the project.

PROCEDURES:

For any capital project exceeding \$2 million, a written certification form must be completed and signed by the University President, the Vice President submitting the item, the Senior Vice President for Administration and Finance, and the General Counsel certifying that the project has been reviewed and the funding source is appropriate for the nature of the project.

INITIATING AUTHORITY

UCF Board of Trustees

History: New 9-2018.
Amended 7-2023.

Authority: BOG Regulation 1.001



Capital Projects Funding Certification Form

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

Project name/description: Rosen renovation/remodel

Funding sources:	Donations	\$ 11,352,369
	Equipment fees	<u>1,500,000</u>
	Total	\$ 12,852,369

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: 2024.06.13 17:46:00 -04'00'

President

Michael D. Johnson Digitally signed by Michael D. Johnson
Date: 2024.06.07 12:04:04 -04'00'

Provost

ge208399 Digitally signed by ge208399
Date: 2024.06.07 10:36:50 -04'00'

Sr. Vice President of Administration and Finance

Rodney Grabowski Digitally signed by Rodney Grabowski
Date: 2024.06.07 09:10:21 -04'00'

Sr. Vice President for Advancement and Partnerships

Jon Varnell Digitally signed by Jon Varnell
Date: 2024.06.06 23:26:30 -04'00'

Vice President, Administrative Operations

Youndy Cook Digitally signed by Youndy Cook
Date: 2024.06.05 14:26:06 -04'00'

General Counsel



Board of Trustees

June 25, 2024

Agenda Item

FACC-5: Rosen Property Agreement and Spend Authorization

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve the termination of an Operating Lease (defined below) for a student housing facility (“Housing Facility”) on the UCF Rosen School of Hospitality campus (“Rosen College”), subject to the UCF Real Estate Foundation (“UCFREF”) paying off the outstanding principal on the debt associated with the Housing Facility.

Simultaneously, the University and UCFREF, as owner of the Housing Facility land, will amend the School Lease (defined below) for the Rosen College academic campus and parking lot to include the acreage associated with the Housing Facility and incorporate a rental rate that will pay back the UCFREF for its payment of the debt.

Authority for Board of Trustees Action

UCF Regulation 7.203 Real Property Leasing

Supporting Documentation Included

Attachment A: Rosen Housing Lease Presentation

Facilitators/Presenters

Rodney Grabowski, Senior Vice President, UCF Advancement & Partnerships, and CEO, UCF Foundation, Inc.

Richard Welsh, Senior Associate General Counsel, UCF



Rosen Property Agreement and Spend Authorization

EXECUTIVE SUMMARY

Objective

This Committee is asked to recommend approval of the termination of an Operating Lease (defined below) between the UCF Hospitality School Student Housing Foundation, Inc. (“Housing Foundation”) and the University. The UCF Rosen College of Hospitality (“Rosen College”) supporter and namesake *Harris Rosen* founded the Housing Foundation which constructed a student housing facility (“Housing Facility”) on the Rosen College campus.

The termination of the Operating Lease is contingent upon the UCF Real Estate Foundation (“UCFREF”) paying off the outstanding principal on the debt associated with the Housing Facility. However, the termination will enable the University to invest in the Housing Facility and improve the experience for Rosen College students.

Simultaneously, the University and UCFREF, as owner of the Housing Facility land, will amend the School Lease (defined below) for the Rosen College academic campus and parking lot to include the acreage associated with the Housing Facility and incorporate a rental rate that will pay back the UCFREF for its payment of the debt.

This transaction was made possible by the generosity and partnership of Harris Rosen and his family who have made Rosen College a reality. The Housing Foundation’s voluntary termination of the Operating Lease will free up resources to invest in the Housing Facility’s long-term financial well-being and physical infrastructure.

Summary of Key Observations/Recommendations

This action would include:

- Termination of the Operating Lease associated with the Housing Facility that is between the Housing Foundation (defined below) and the University.
- UCFREF payment of the outstanding principal of \$4.75M on the debt associated with the Housing Facility as a condition of the termination of the Operating Lease.
- Amendment of the School Lease (defined below) to:
 - Include the Housing Facility as part of the University’s leasehold estate.
 - Document the University’s obligation to pay a rental rate to pay back UCFREF for its retirement of the debt. The rental rate shall be over the next 7 years of the School Lease term. Payment shall be based on an amortization scheduled utilizing a 5% simple interest rate. There shall be no prepayment penalty.

Additional Background

In 2001, UCFREF acquired approximately 20 acres of property located on Universal Boulevard where the Rosen College campus is currently located. In 2002, UCFREF and UCF entered a lease in which UCF was constructed and has managed and maintained the Rosen College

academic building (the “School Lease”).

In 2004, UCFREF leased a 1.72 acre portion of the Rosen College campus to the Housing Foundation (the “Ground Lease”). The purpose of the Ground Lease was to enable the Housing Foundation to construct a student housing facility for use by Rosen College students on a portion of Rosen Campus. As part of the transaction, the Housing Foundation worked with the Orange County Industrial Development Authority to issue bonds, the proceeds of which were lent to the Housing Foundation to construct the Housing Facility.

Pursuant to a facility lease and management agreement (“Operating Lease”), UCF leases the Housing Facility from the Housing Foundation with the obligation to operate and maintain the Housing Facility for use as student housing. During the term of the Operating Lease, UCF pays base rent to the Housing Foundation that encompasses the principal and interest of the bonds and costs associated with the use and occupancy of the facility.

At present, there is approximately a remaining principal balance of \$4.75M on the bonds which UCF anticipates will be paid off by April 1, 2029. The Ground Lease and Operating Lease will expire on June 30, 2045, at which time UCFREF will obtain full rights of ownership, title, use, and occupancy of the housing.

Rationale

This transaction allows the University to restructure the remaining debt associated with the Housing Facility which will allow a greatly level of support towards its maintenance and capital renewal needs. By amortizing the \$4.75 million over the next 7 years UCF Housing will reduce its budget obligations by approximately \$300-\$400k annually, thereby freeing up funds that are critical to addressing deferred maintenance and capital expenditures to improve the overall student experience for the residents of these facilities.

Implementation Plan

The goal is to terminate the Operating Lease, issue payment of the outstanding debt principal, and amend the School Lease as described above by July 1, 2024.

This transaction was approved by the Board of Directors of the UCF Foundation, Inc. which is the owner of the UCFREF during their meeting on Friday, May 31, 2024.

Resource Considerations

The Housing Facility will become part of the University’s leasehold estate under the School Lease and the University will have total financial and legal responsibility for the Housing Facility under the School Lease per its terms. The University will repay, through a rental rate, the approximate \$4.75M over a period of seven (7) years at 5% interest.

Conclusion

Staff encourages the Committee to recommend the following to the Board of Trustees:

- Grant University personnel authority to enter necessary contracts to carry out the termination of the Operating Lease.

- Grant University personnel the authority to amend the School Lease to include the Housing Facility and repay UCFREF for its retirement of the debt through a rental payment.



ROSEN HOUSING TRANSACTION

UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES

Facilities and Infrastructure Committee Meeting

June 24, 2024



Destination Pkwy

Destination Pkwy

Destination Pkwy

al Blvd

ation Pkwy

ation Pkwy

Universal Blvd

Rosen College Apartments

Rosen College of Hospitality Management

Subway
Introducing New
Subway® Wraps

NYPD Pizza Lake Cay
Pizza • \$5

Ternnerita Steakhouse
PROMADECA Furniture
- Home Storage

The UPS Store
The UPS Store®
Services

Publix Super Market
at Lake Cay Commons

Lake Cay Commons

PARTIES

UNIVERSITY OF CENTRAL FLORIDA REAL ESTATE FOUNDATION (“**FOUNDATION**”)

- Owner of the housing land
- Owner of the school land

UCF HOSPITALITY STUDENT HOUSING FOUNDATION (“**HOUSING FOUNDATION**”)- Harris Rosen-President

- Ground tenant and owner of the housing facility
- Obligor on bonds

UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES (“**UCF**”)

- Subtenant and manager of the housing facility
- Tenant and manager of the school property

CURRENT AGREEMENTS



Ground Lease-Housing Property

-Lease from the **Foundation** to the **Housing Foundation**

-Permitted the **Housing Foundation** to build the Housing Facility and finance the construction through bonds

-Debt projected to be paid off by 2029, and Lease expires 2045



Operating Lease-Housing Property

-**UCF** manages the housing facility responsible for all improvements and principal and interest on the bonds as rent to the **Housing Foundation**;

-Net profits paid as additional rent to **Housing Foundation**

-Expires 2045



Ground Lease-School Property

-**Foundation** leases School Property to **UCF**;

-**UCF** has all obligations to operate and maintain; nominal rent; expires in 2032

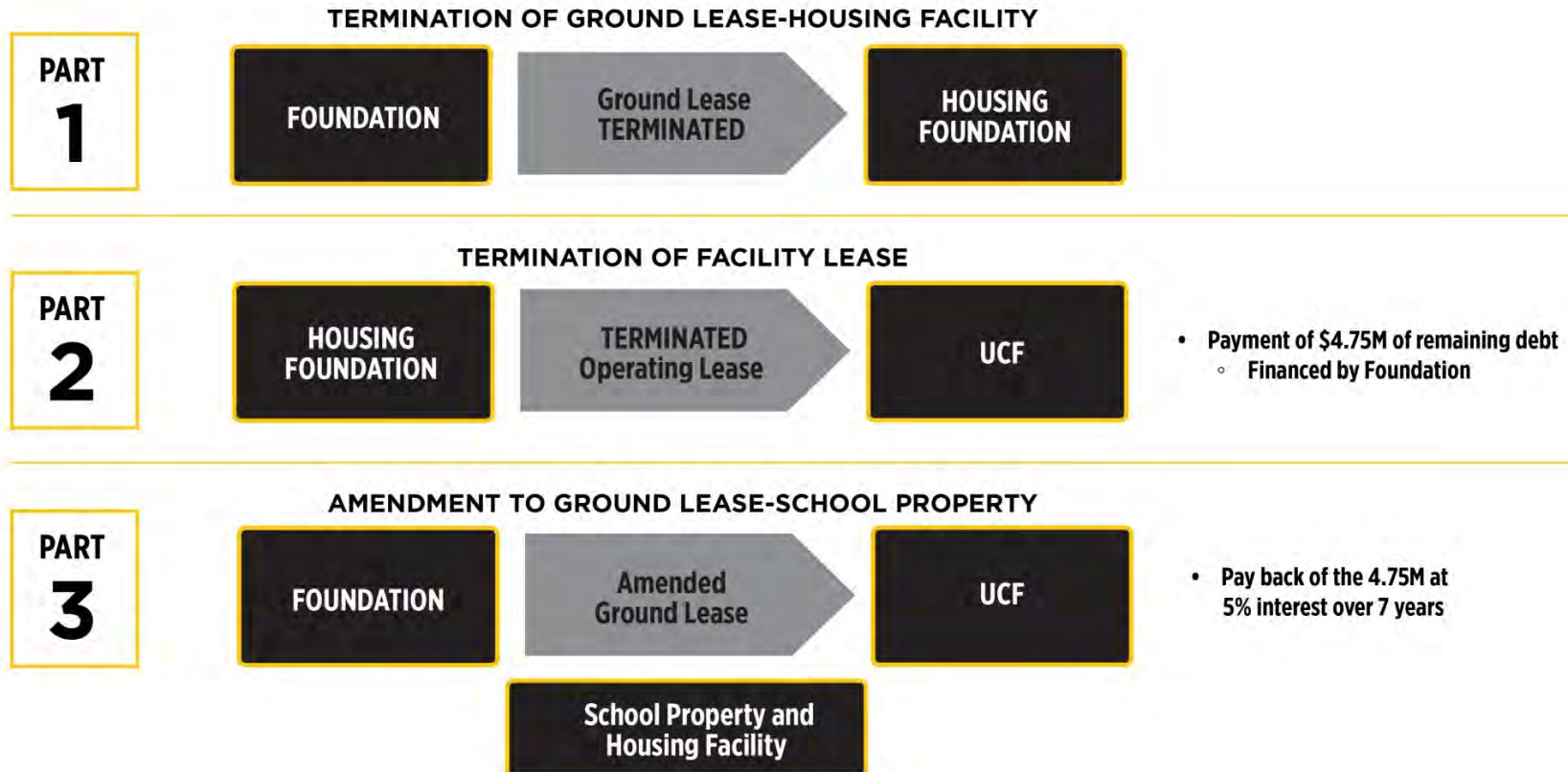
CURRENT OPERATIONS: HOUSING PROPERTY



CURRENT OPERATIONS: SCHOOL PROPERTY



ROSEN TRANSACTION TERMS:





Board of Trustees

June 25, 2024

Agenda Item

FACC-6: 12889 Ingenuity Drive Building Lease

Proposed Board Action

The Board of Trustees, on its consent agenda, is requested to approve the lease for the building located at 12889 Ingenuity Drive in the Central Florida Research Park.

Authority for Board of Trustees Action

UCF Regulation 7.203 Real Property Leasing

Supporting Documentation Included

Attachment A: 12889 Ingenuity Drive Building Lease Presentation

Facilitators/Presenters

Jon Varnell, Vice President for Administrative Operations

Winston V. Schoenfeld, Interim Vice President for Research & Innovation

Michael Georgiopolous, Dean, UCF College of Engineering and Computer Science

Jon Bates, Assistant Vice President for Real Estate & Space Administration



12889 Ingenuity Drive Building Lease

EXECUTIVE SUMMARY

Objective

Outline the critical need to lease the 12889 Ingenuity Building in order to provide space to support hypersonic research initiatives.

Summary of Key Observations/Recommendations

This facility will allow the University to quickly and efficiently establish a Center of Excellence (COE) to position UCF as a national and world leader in hypersonics and space propulsion (HyperSpace).

In addition, the following items will be reinforced through the access to this building and space:

- ***UCF is leading the demonstration of the world's first stabilized detonation propulsion*** based on a recent discovery at UCF, PNAS 2021. It became a matter of national security and an opportunity to make history with the world's first high-hypersonic detonation propulsion (Mach 8 to 17) through a series of hypersonic flights awarded by DoD. The request is focused on centralizing research in hypersonics and space into one facility. As well as develop world-class infrastructure and research facilities (*DoD funded hypersonic wind tunnel and equipment*) for advanced research, training and education, technology development and innovation with the potential to make a significant impact on society.
- Creating the Center of Excellence for Hypersonics and Space Propulsion (HyperSpace) will accomplish the following:
 - Position UCF in the Top 5 in the nation in Hypersonics and Space
 - Generate competitive research funding on the order of \$20+ million in research expenditures per year (*~\$1-2 million per faculty per year for 5-10 new and existing center members*)
 - Provide a research facility for five new faculty hires in hypersonics (*modeling, laser diagnostics/sensors, materials, and additive manufacturing*)
 - Generate high visibility publications with near 40 journals and 65 conference papers per year, and 40 Ph.D. students, 40-50 M.S. students and 20 HUT (*Honors Undergraduate Thesis*) students graduating per year
 - Support the accelerated growth of UCF's newly instituted Aerospace Engineering Ph.D. program
 - Impact the USNews and World Report ranking of the Mechanical and Aerospace Engineering Department and the ranking of the College of Engineering and Computer Science.
- The facility will ***expand the impact through a network of partnerships*** with AFOSR, AFRL, ONR, Army, DOD, UCAH/JHTO, DLR Germany, L3Harris Aerojet Rocketdyne, Boeing, Lockheed Martin, Raytheon, Leidos, GE, Blue Origin, and SpaceX.

- This effort is in line with two strategic focal areas that UCF has identified in its Strategic Plan: *Space Technologies and Systems* and *Transformative Technologies and National Security*. It will also positively impact the metrics in UCF's Priority areas such as *Discovery and Exploration* (e.g., total R&D expenditures), *Community and Culture* (e.g., Pegasus Partnerships), and *Innovation and Sustainability* (e.g., Peer Evaluation Rank).
- The facility further **supports augmented research expansion through the availability of an additional 20k sq. ft. space** that will greatly support research space capacity needs.

The terms of the lease for the 12889 Ingenuity Drive building are summarized as follows:

- **Leased Premises:** 50,800 rentable square feet
- **Lease Term:** Ten (10) years
 - One (1) option to renew for an additional term of five (5) years
 - UCF shall have an early termination option any time after the 5th lease year
- **Lease Commencement:** July 1, 2024
 - Base Rent commencement shall occur 180 days thereafter
- **Rental Obligations:**
 - **Annual Base Rent:**
 - Years 1-2: \$14.00 per rentable SF
 - Years 3-10: \$15.00 per rentable SF
 - Annual escalations of 4%
 - **Additional Rent (CAM Charges):** Estimated at \$4.65 per rentable SF
 - UCF shall be responsible for paying utility costs directly to the utility provider
 - **Total Anticipated Rental Obligations:**
 - Year 1 - FY25: \$947,420
 - Average Annual Cost: \$1.115M
 - Total Lease Term Commitment: \$11.15M
 - **Purchase Option:** UCF shall have the right to purchase the property at any time between Lease Commencement and the end of the 2nd lease term year. Purchase price is set as follows:
 - During 1st Lease Year: \$12M
 - During 2nd Lease Year: \$12.6M

Additional Background

The vision is to create a Center of Excellence (COE) for Hypersonics and Space Propulsion. This would establish UCF as a national and world leader in hypersonics and space propulsion research and drive competitive research programs (\$25+ million/year). This request is focused on centralizing this research focus in one facility and developing world-class infrastructure and research facilities (Department of Defense funded hypersonic wind tunnel and equipment) for advanced research, training and education, technology development and innovation directly making an impact on society. The COE leverages five (5) new faculty hires in hypersonics modeling, laser diagnostics/sensors, materials, and additive manufacturing while also supporting the accelerated growth of UCF's newly instituted Aerospace Engineering Ph.D. program.

Rationale

Appropriate and aggressive utilization of the university's space assets is required to fully realize

the success of the UCF Strategic Plan. Through new construction, as well as capturing underutilized research, office, and instructional space for re-purposing, we can accommodate research and faculty growth to support achievement in the initiative of \$350 million in annual research expenditures, preeminence in the State of Florida, and acceptance into the Association of American Universities (AAU).

The space utilization study further identified a need for 187,500 square feet of additional research lab capacity. It was suggested that this need could be potentially addressed as follows:

- Existing Research Lab Capacity: 145,000 ASF of existing research lab space has been identified without active external funding.
- Planned Research 2 Building: current space program includes 47,000 ASF of new research lab space.
- Underutilized instructional and office space, as well as space vacated in Research Park, can be viewed as a contingency for growth opportunities within the research enterprise as internally funded research is further evaluated, justified and/or re-purposed.

The unique requirements for the space to support the hypersonics and space propulsion research lab, as well as the aggressive timeline, make the above identified solutions for space problematic.

Implementation Plan

An aggressive timeline is being developed in order to support partner requirements for testing to occur by Fall/Winter 2024.

Resource Considerations

Funding to support the identified lease obligations will come from the state appropriated funds targeting growth within the College of Engineering and Computer Science and the faculty recruitment initiatives.

Analysis is ongoing to determine the rough order of magnitude costs associated with tenant improvements and equipment to outfit the space. At this time, it is anticipated that initial costs will be less than \$2M. Once determined, if required, additional engagement and approvals from this committee will be sought.

Conclusion

It is requested that the Committee recommend approval of this lease transaction to the full board in order to support the growth of the hypersonics and space propulsion research initiatives.



12889 Ingenuity Drive Building Lease Approval

Board of Trustees – Facilities and Infrastructure Committee

June 24, 2024

Allows Establishment of a Center of Excellence

Position UCF as a national and world leader in hypersonics and space propulsion (HyperSpace).

- UCF is leading the demonstration of the world's first stabilized detonation and propulsion (8 flight experiments funded by the DoD.)

Expand the impact through a network of partnerships.

- AFOSR, AFRL, ONR, Army, DoD, UCAH/JHTO, DLR Germany, L3Harris Aerojet Rocketdyne, Boeing, Lockheed Martin, Raytheon, Leidos, GE, Blue Origin, and SpaceX.

Augment future research expansion.

- 30,000 sf to support the space needs of the new Hypersonics faculty, including the needs to conduct the Air Force funded Hypersonics experiments.
- 20,000 sf of additional space to support faculty research hiring initiatives.



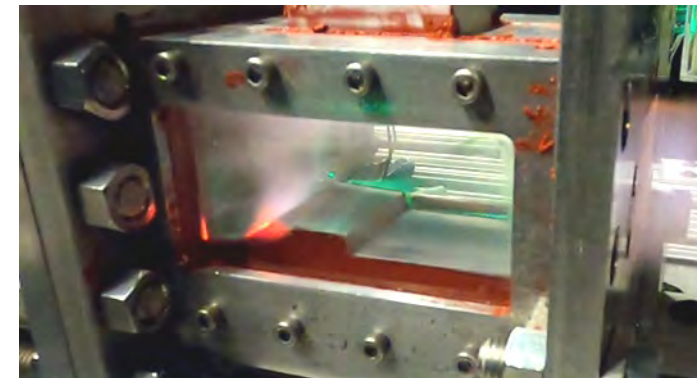
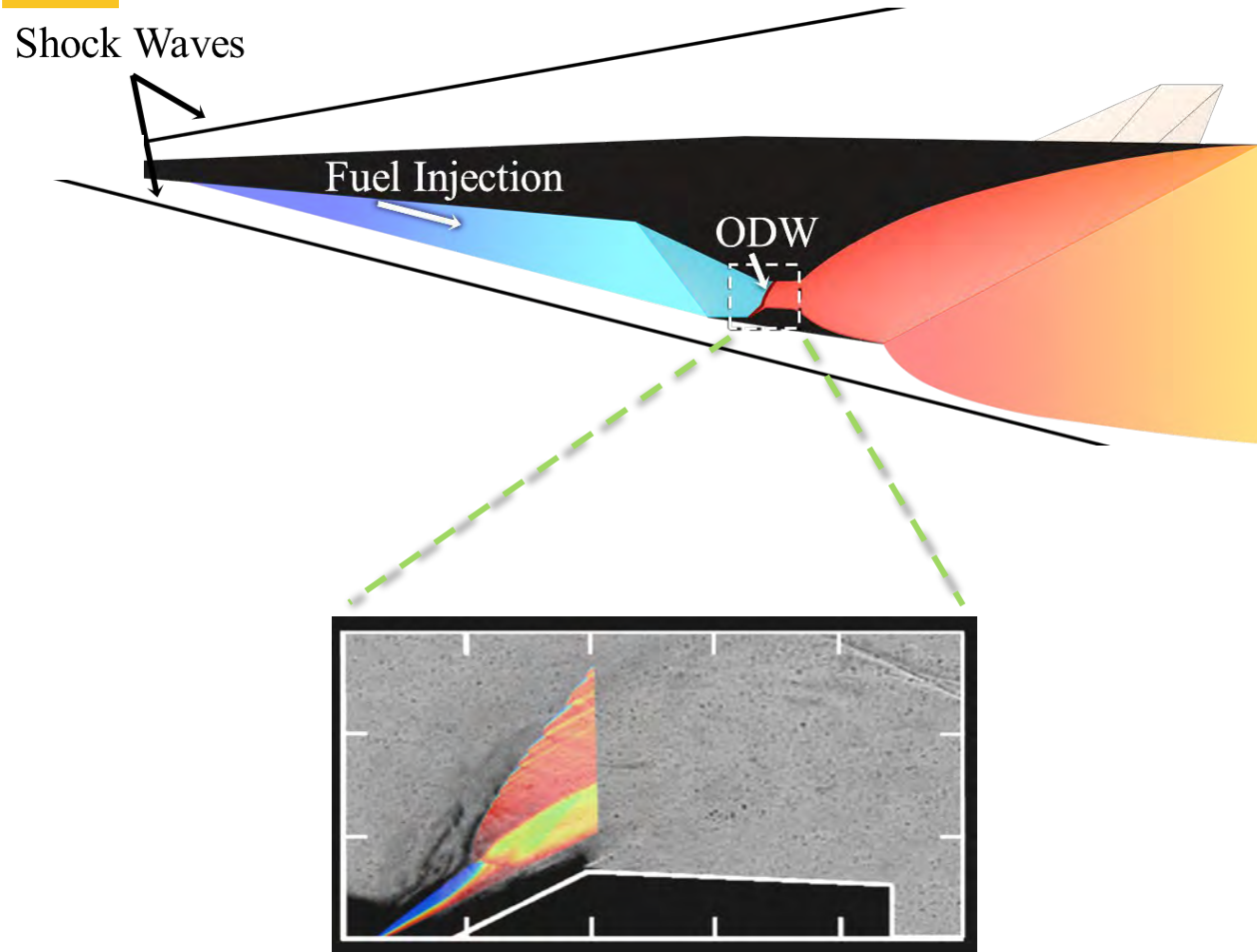
Motivation

Speed and Space

Goal: *achieve ultra-high-speed flight through our atmosphere, and efficient planetary entry and exit*

Impact: *make space exploration and intercontinental travel as routine as intercity travel is today*

Discovery of Oblique Detonation (OD) Propulsion for Hi-Hypersonic Mach 8-17 Powered Flight



Rosato, D. A., Thornton, M., Sosa, J., Bachman, C., Goodwin, G. B., & Ahmed, K. A. Stabilized detonation for hypersonic propulsion PNAS, 2021.

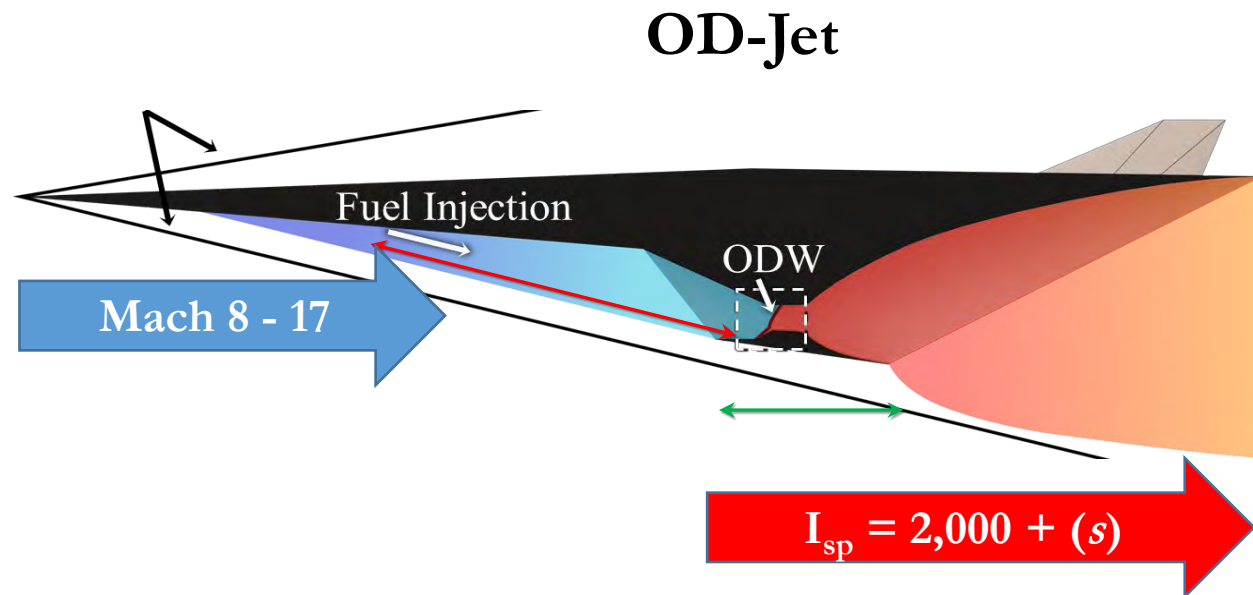
University of Central Florida

Supported by



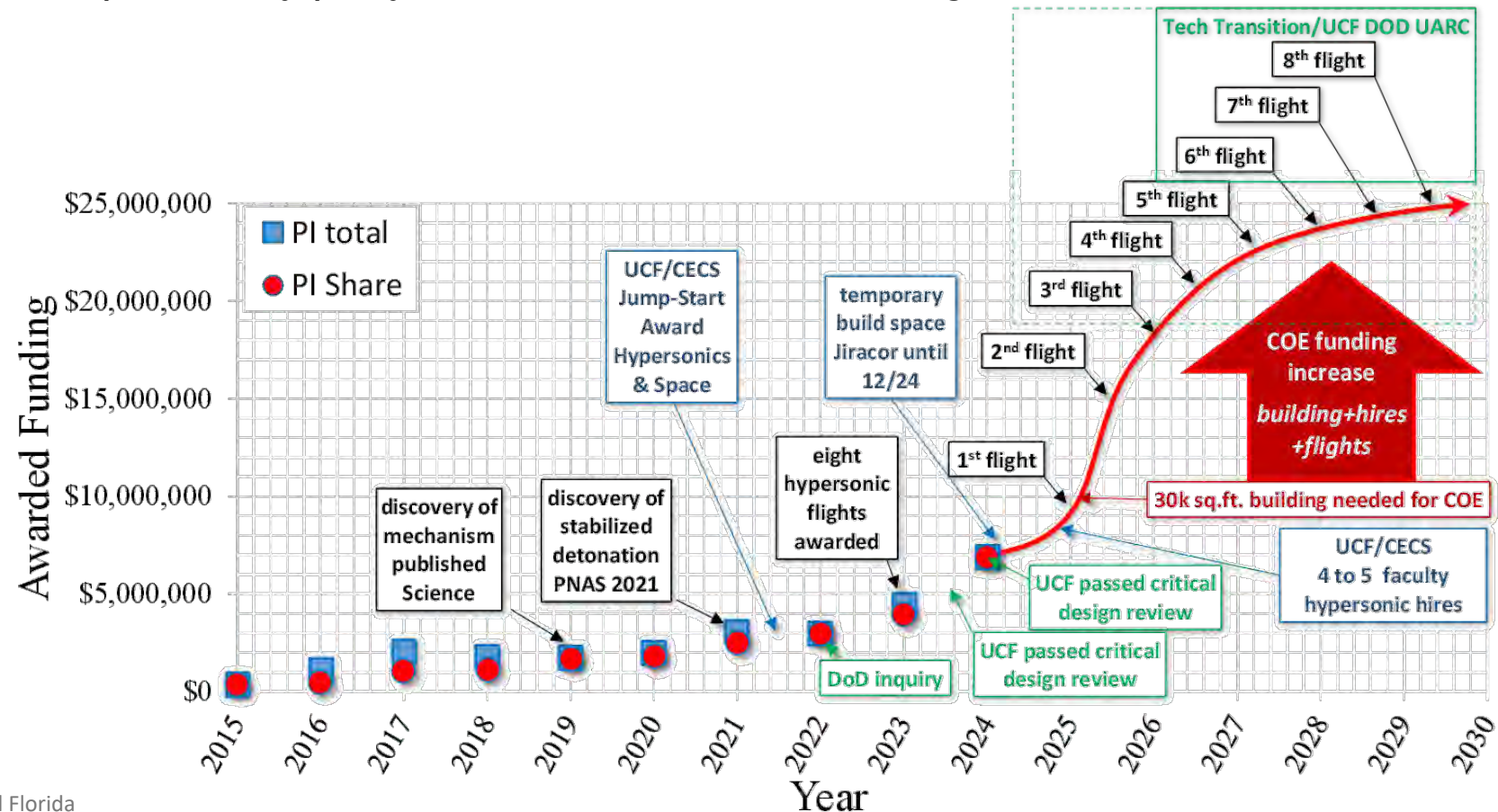
Why Hypersonic Detonation Propulsion?

- **Smaller Engine** (5 times smaller engine)
- **Simpler Inlet** (easy to make)
- **Higher Pressure and Temperature** (uses 4-5 times less fuel compared to a rocket engine)
- **Higher Mach** (Mach 8 to 17, 6,000 to 13,000 mph)



COE Hyperspace: Funding, Evolution, UCF Hypersonic Flight Program

- First flight scheduled for 2025 with a 6-month tempo between flights
- Two hypersonics faculty already hired and would be allocated space in building
- Strategic hires expand the hypersonics expertise and potentially generate competitive research funding ~\$1-2 million per faculty per year for 5-10 new and existing center members.



Allows Establishment of a Center of Excellence

- **Leased Premises:** 50,800 rentable square feet
- **Lease Term:** Ten (10) years
 - One (1) option to renew for an additional term of five (5) years
 - UCF shall have a termination right anytime after the 5th lease year
- **Lease Commencement:** July 1, 2024
 - Base Rent commencement shall occur 180 days thereafter
- **Rental Obligations:**
 - **Annual Base Rent**
 - Years 1-2: \$14.00/rentable sf
 - Years 3-10: \$15.00/rentable sf w/ annual escalations of 4%
 - **Additional Rent (CAM):** Estimated at \$4.65/rentable sf
 - UCF shall be responsible for paying utility costs directly.
 - **Total Anticipated Rental Obligations:**
 - **Year 1 – FY25: \$947,420**
 - **Average Annual Cost: \$1.115M**
 - **Total Lease Term Commitment: \$11.15M**
- **Tenant Improvement Cost:** Initial estimates are for the improvements to support the hypersonic and space propulsion lab to be less than \$2M.
 - If required, additional engagement and approvals from this committee will be sought.
- **Purchase Option:** UCF shall have the right to purchase the property at anytime between now and the end of the 2nd lease term year. The purchase price is set as follows:
 - **Now until end of the 1st lease year: \$12M**
 - **During the 2nd lease year: \$12.6M**





Board of Trustees

June 25, 2024

Agenda Item

FACC-7: UCF College of Health Professions and Sciences Project Cost Notification

Proposed Committee Action

The Facilities and Infrastructure Committee is asked to recommend to the Board of Trustees, on its consent agenda, approval of a construction project budget overage for the College of Health Professions and Sciences whose projected cost is greater than \$2M.

Authority for Board of Trustees Action

- Florida Statute 1004.28

Supporting Documentation Included

Attachment A: CHPS Project Budget Summarization
Attachment B: Project Timeline and Cost Milestones
Attachment C: Project Milestone Summary
Attachment D: Checks and Balances Implementation Plan

Facilitators/Presenters

Rod Grabowski, Senior Vice President, UCF Advancement and Partnerships, and CEO, UCF Foundation, Inc.



CHPS Project Cost Notification

EXECUTIVE SUMMARY

Objective

The Facilities and Infrastructure Committee is being notified of a construction project for the College of Health Professions and Science whose projected cost is greater than \$2 million. Trustees are asked to consider approval of the project budget overage.

Summary of Key Observations/Recommendations

- This building that houses the College of Health Professions and Science is owned by the UCF Foundation.
- The original project cost was \$1,273,487. The final project cost will be \$2,227,146 and will be completed in June 2024.
- \$200,000 of the project budget was sourced from the UCF Foundation to cover the low voltage cost line items, approved in June 2023. The remaining funds have been sourced from E&G Funds.

Additional Background

This project originated in 2022. The original construction timeline was March 2023 through Summer 2023, with a construction budget of \$1.2M.

In 2023, the College of Health Professions and Sciences (CHPS) obtained approval to hire a clinical audiology researcher. This faculty addition and research would increase the space needs of the CHPS at Innovation Center, requiring new office and sound lab space. Increasing research activity aligns with the UCF Strategic Plan.

After the original budget was approved, the following changes were made in support of research and clinical needs:

- The department increased the construction square footage to include CHPS physical therapy,
- An additional acoustical consultant was added to the project,
- An additional sound booth was added, for a total of seven (7) booths, and
- Department furniture and equipment were added.

By Fall 2023, the budget exceeded \$2 million. At this point, BOT approval should have been sought. To prevent future incidents, changes in process have been adopted in coordination between the UCF Foundation and the University.

Therefore, due to the additions of the following expenses, the project now has a total projected cost of \$2,227,146.60, which requires BOT approval. The projected summary of the buckets of cost are outlined below, noting that scientific equipment is excluded from the project cost.

Soft Costs	\$209,034.18	Architect & Project Management Fees
Hard Costs	\$1,549,588.34	General Contractor
Low Voltage	\$227,528.68	Access Control/Low Voltage
Furniture/Signage	\$240,995.40	
Total Project Cost w/o Scientific Equipment	\$2,227,146.60	
Scientific Equipment (<i>not included in project budget</i>)	\$480,060.00	Sound Booths & Noldus Research Cameras (with specialty install)
Total Project Cost	\$2,707,206.60	

Rationale

This item will be brought before the Board of Trustees per Florida Board of Governors Regulation 1.001. The Presidential Authority and Delegation policy includes two clauses applicable to this issue:

- 7-2: Initiate and manage construction projects (new, remodeling, or site work) with a projected construction cost, in one or a series of related transactions, in the amount equal to or less than \$2 million. Manage construction projects with a projected construction cost greater than \$2 million following Board approval of the project.
- 7-4: “a project budget increase must be approved by the Board” greater than or equal to ten percent (10%) of the total approved value of the project.

Implementation Plan

This project, upon board approval, will be completed in June 2024.

Since March 2024, all UCF Foundation projects are now added to e-Builder, providing additional information and greater visibility. The UCF Foundation has begun providing weekly status updates on all exception projects. CBRE, the property management company, now advises tenants to submit space request forms and tickets for minor project requests.

Tenant requests on issues such as space requests (space planning and space utilization) or minor project requests (planning, design, and construction) are directed to the appropriate teams who collaborate from both the UCF Foundation and UCF Facilities.

<https://spaceadmin.provost.ucf.edu/>

<https://www.fp.ucf.edu/>

Resource Considerations

This item exceeded the original project budget by \$953,659.60.

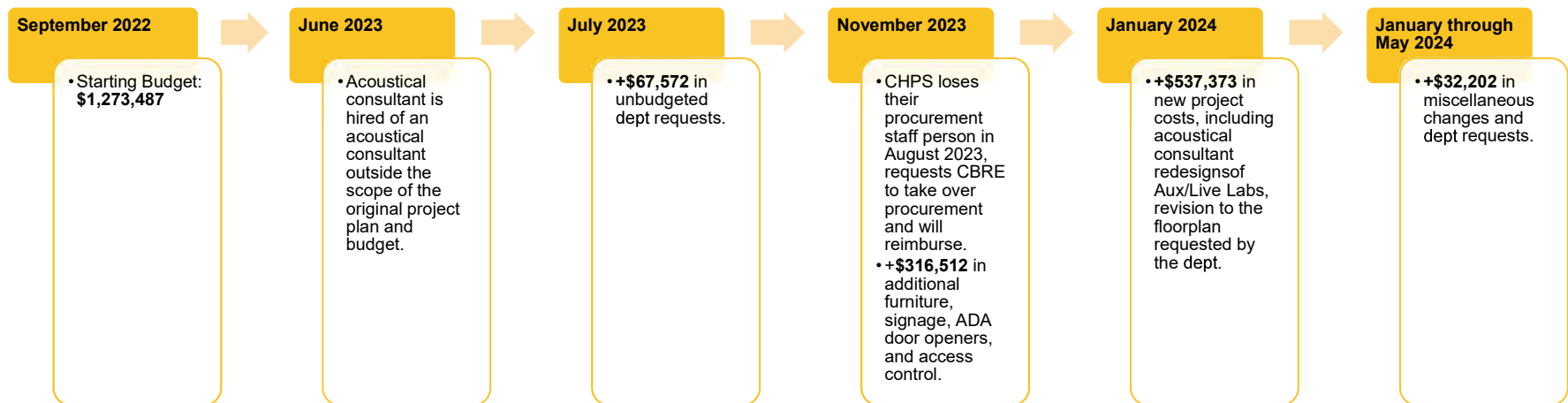
Conclusion

Staff encourages the Facilities and Infrastructure Committee to consider the project budget overage for approval.

CHPS AUDIOLOGY RESEARCH LAB PROJECT BUDGET SUMMARIZATION

Cost Category	Total	Notes
Soft Costs	\$209,034.18	Architect and Project Management Fees
Hard Costs	\$1,549,588.34	General Contractor
Low Voltage	\$227,528.68	Access Control/Low Voltage
Furniture/Signage	\$240,995.40	
Project Cost w/o Scientific Equipment	\$2,227,146.60	
Scientific Equipment (<i>not included in project budget</i>)	\$480,060.00	Sound booths and Noldus research cameras (with specialty install)
Total Project Cost	\$2,707,206.60	

CHPS AUDIOLOGY RESEARCH LAB PROJECT TIMELINE AND COST MILESTONES



CHPS AUDIOLOGY RESEARCH LAB PROJECT MILESTONE SUMMARY

Timeline	Summarization Unbudgeted Project Changes	Budget Increase (Starting Budget \$1,273,487)	Notes
July 2023	+ \$67,572	\$1,341,059	Department Changes
November 2023	+ \$316,512	\$1,657,571	Additional furniture procured by CBRE
January 2024	+ \$537,373	\$2,194,944	Acoustical consultant redesign of Aux/Live Labs, Revision to floorplan per department request
March 2024	+ \$32,202	\$2,227,146	Miscellaneous changes and tenant requests

CHPS AUDIOLOGY RESEARCH LAB CHECKS AND BALANCES IMPLEMENTATION

- Implemented March 2024:
 - UCF Foundation projects are now added to E-Builder.
 - UCF Foundation provides weekly status updates on all 3-114 exception projects.
 - CBRE, the property management company, now advises departments to submit space request forms and tickets for minor project requests.



Board of Trustees

June 25, 2024

Agenda Item

GOVC-1: Approval of Assessment of Leadership Competencies

Proposed Committee Action

The Board of Trustees is asked to approve, on its consent agenda, the proposed amendments to the Assessment of Leadership Competencies used in the Presidential Assessment and Incentive Plan.

Authority for Board of Trustees Action

Board of Governors Regulation 1.001

Supporting Documentation Included

Attachment A: Presidential Leadership Criteria Assessment Form

Facilitators/Presenters

Youndy Cook, Vice President and General Counsel



GOVC-1: Approval of Assessment of Leadership Competencies

EXECUTIVE SUMMARY

Objective

Consider the proposed Assessment of Leadership Competencies for use as part of the presidential assessment.

Summary of Key Observations/Recommendations

The Assessment of Leadership Competencies is part of the Presidential Assessment and Incentive Plan. The leadership competencies are used to evaluate the president across twelve assessment criteria, which are: personal characteristics; strong academic leader/faculty focus; student focus; community engagement; partnerships and external relations; administrative acumen, judgment, and decision making; resource alignment with university mission; athletics knowledge; knowledge of metropolitan universities; leadership; relationship with governance; and financial acumen. A thirteenth criteria addresses overall performance. The Assessment Criteria have been revised from prior years to better reflect the University's strategic plan goals.

Additional Background

The last presidential assessment was conducted in November 2023 via structured interviews with Trustees utilizing the prior version of the Assessment of Leadership Competencies instrument. The assessment criteria at the time were: personal characteristics; strong academic leader/faculty focus; student focus; proven record of diversity and inclusion; partnerships and external relations; administrative leadership, judgment, and decision making; fundraising and diversification of resources; athletic knowledge; knowledge of metropolitan universities; relationship with governance; and financial acumen.

This item was presented at the February 22, 2024, Governance Committee meeting as an information item and no additional feedback was received.

Rationale

As the highest-ranking university official, the university president is a critical position with direct reporting responsibilities to the UCF Board of Trustees. A thorough annual assessment of the president's leadership, in addition to being mandated by BOG regulation, ensures regular review regarding whether the president is performing in alignment with the university's strategic objectives and maintaining appropriate operational leadership.

Implementation Plan

Following approval by the UCF Board of Trustees, utilize the updated assessment criteria in

the Fall 2024 presidential assessment cycle.

Resource Considerations

N/A

Conclusion

Staff recommends that the committee recommend approval of the Assessment of Leadership Competencies.



**Presidential Assessment and Incentive Plan:
II. Assessment**

Part 1: Assessment of Leadership Competencies

Assessment Criteria	Rating & Comments
1. Personal Characteristics <ul style="list-style-type: none"> • High level of integrity. • Resilient, able to learn from failures and move constantly forward. • Tolerant of risk and encourages creativity and innovation 	<input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
2. Strong Academic Leader / Faculty Focus <ul style="list-style-type: none"> • Committed to academic excellence and investing in programs of strategic emphasis. • Understanding, respect, and concern for the roles and responsibilities of the faculty. • Effective facilitator in cultures where governance is shared and buy-in is critical. • Strong personal and professional academic background. 	<input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
3. Student Focus <ul style="list-style-type: none"> • Committed to student success. • Committed to undergraduate education, as well as dedication to and understanding of graduate and professional education and research. • Respect and concern for students. 	<input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
4. Community Engagement <ul style="list-style-type: none"> • Creates a welcoming and inclusive environment for all students, faculty, and staff. • Desire and ability to address access and inclusion. • Focused on attracting and retaining high-quality faculty and staff. 	<input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations



<p>5. Partnerships and External Relations</p> <ul style="list-style-type: none">• Demonstrated record of partnership and spirit of entrepreneurship.• Ability to engage with community partners to build strong relationships on behalf of the university.• Ability to work with a variety of government partners and agencies to support the university's mission.	<p><input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations</p>
<p>6. Administrative Acumen, Judgement, and Decision Making</p> <ul style="list-style-type: none">• Demonstrated record of building, nurturing, and working with a high-caliber leadership team.• Willingness to make strategic choices, timely decisions, and responsive actions.• Courageous decision maker who embraces the responsibility to make tough calls.	<p><input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations</p>
<p>7. Resource alignment with University Mission</p> <ul style="list-style-type: none">• Ability to acquire resources from a variety of sources, including fundraising.• Strategic pursuit of revenue diversification.• Aligns university resources in support of the strategic plan.	<p><input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations</p>
<p>8. Athletics Knowledge</p> <ul style="list-style-type: none">• Appreciates the significant role of intercollegiate athletics in the life of the university.• Understands the changing intercollegiate athletics landscape.	<p><input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations</p>
<p>9. Knowledge of Metropolitan Universities</p> <ul style="list-style-type: none">• Keen understanding of the unique mission of and the ability to lead a multistate metropolitan research university.	<p><input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations</p>



<p>10. Leadership</p> <ul style="list-style-type: none"> Engages university community in the strategic plan to achieve the university’s goals. Cultivates the institution’s unique strengths and character with a commitment to academic, operational and inclusive excellence. Demonstrated ability to foster a culture of innovation and collaboration. 	<p><input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations</p>
<p>11. Relationship with Governance</p> <ul style="list-style-type: none"> Ability to work effectively with the board of trustees and other governmental agencies, including the Florida Board of Governors (BOG). 	<p><input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations</p>
<p>12. Financial Acumen</p> <ul style="list-style-type: none"> Effective and efficient financial management. Drives investment in academic excellence to drive greater student success and research outcomes while meeting BOG performance-based funding objectives and progressing toward Preeminent status in the Florida State University System. 	<p><input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations</p>
<p>13. Overall Assessment</p> <ul style="list-style-type: none"> Consideration of the president’s overall performance over the last year. 	<p><input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations</p>

Leadership Competency Performance Ratings

Determined relative to approved Leadership Competencies

Exceeds Expectations: Exceeds expectations for competency on a consistent basis. Achievement and abilities are clearly recognized and supported by leadership, faculty, staff, and students.

Meets Expectations: Fulfills expectations for competency on a consistent basis and may at times exceed expectations. Level of performance is effectively and consistently maintained.

Does Not Meet Expectations: Fails to consistently fulfill expectations for competency.



Board of Trustees

June 25, 2024

Agenda Item

GOVC-2: Approval of Amendments to the University of Central Florida Bonus Plan

Proposed Committee Action

The Board of Trustees is asked to approve, on its consent agenda, the proposed amendments to the University of Central Florida Bonus Plan.

Authority for Board of Trustees Action

Section 1012.978, Florida Statutes
Board of Governors Regulation 9.015

Supporting Documentation Included

Attachment A: University of Central Florida Bonus Plan

Facilitators/Presenters

Maureen Binder, Vice President and Chief Human Resources Officer



GOVC-2: Approval of Amendments to the University of Central Florida Bonus Plan

EXECUTIVE SUMMARY

Objective

Consider approving the proposed amendments to the University of Central Florida Bonus Plan

Summary of Key Observations/Recommendations

Board of Governors Regulation 9.015 requires that bonuses paid pursuant to this plan be reported to the Board of Trustees. The University proposes to amend the Bonus Plan to allow for more flexibility in when the results are shared with the Board.

Additional Background

Section 1012.978, Florida Statutes, provides that, notwithstanding Section 215.425(3)(d), Florida Statutes, a university board of trustees may implement a bonus scheme based on awards for work performance or employee recruitment and retention. Florida Board of Governors (BOG) Regulation 9.015 permits each board of trustees to establish and implement one or more bonus plans that authorizes the award of bonuses based on the employee work performance or for purposes of recruitment and retention and has established criteria for such plans. The bonus plan submitted for approval complies with the BOG Regulation 9.015.

Rationale

The current Bonus Plan states that the results will be shared at the first Board of Trustees meeting on each Fall semester. The amended language gives the university more flexibility in delivering the results to the Board.

Implementation Plan

Results of the bonus plan for the prior year will be communicated to the trustees during the Fall Semester each year.

Resource Considerations

N/A

Conclusion

The proposed amendments will align the current practice with the Bonus Plan.

University of Central Florida Bonus Plan

The University of Central Florida Bonus Plan is designed to comply with Section 1012.978, Florida Statutes, and Florida Board of Governors Regulation 9.015. Pursuant to the Bonus Plan, the University will provide incentive bonuses based on work performance as well as bonuses to address recruitment and retention needs. A bonus is a one-time monetary award given to faculty or staff which is not added to the base salary.

General Employee Eligibility Criteria

To be eligible for any type of bonus, the employee must meet all of the following criteria:

1. Hold a position that is not in a bargaining unit (non-unit).
2. Have a current positive overall performance rating, generally meaning a rating of “Effective” or “Satisfactory”.
3. Have no disciplinary action on file for the previous twelve (12) months.
4. Be in an employment relationship with the University on the date any bonus is to be paid.

Types of Bonuses and Evaluation Criteria

This Bonus Plan contemplates three types of bonuses – work performance bonuses, recruitment bonuses, and retention bonuses. Each bonus type is further described below, and related evaluation criteria are provided.

1. Work Performance Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses includes, but is not limited to, successful documented work performance involving increased duties/responsibilities, completion of a special project, attainment of established goals, superior performance, or specific achievements or assignments of significance.

Bonuses Falling Within This Category:

- A. Performance-Based Employee Recognition Bonus

The UCF Employee Recognition Award Program is intended to recognize and reward documented distinctive and exceptional achievements that go above and beyond an employee's core job duties and significantly contribute to: University initiatives; departmental initiatives and objectives; student success and/or improved student experience; improved operational efficiency; and/or exceptional customer service.

Employee Recognition Awards (a.k.a. “one-time performance pay”) serve to recognize employees for excellence in circumstances such as:

- the successful completion of a special project or assignment with pre-determined goals or performance levels in addition to the employee's regularly assigned duties.
- assuming additional duties and performing them successfully for a period generally less than six (6) months.
- a documented productivity goal achievement.
- going above and beyond by helping another employee in a specific event or task that has been completed.

- B. Incentive Compensation Plan Award

An Incentive Compensation Plan (“ICP”) is a department-specific pre-approved program that provides for a lump-sum award based on successful attainment of clearly defined objectives. An ICP establishes the award based on eligible faculty or staff's contributions to departmental goals, which typically includes revenue generation and

specific targets to be achieved with a pay-out schedule based on achieving the stated goals within the fiscal year. Incentive compensation programs may be appropriate in circumstances such as clinical practice and advancement; must define eligible employees; and must be provided to Human Resources in advance. The general Bonus Plan eligibility requirements listed above apply to any award under an ICP.

Any Faculty Practice Plan incentive compensation programs must operate in accordance with Board of Governors Regulation 9.017 and are authorized upon approval by the Board of Trustees

C. Recognition Awards

Recognition Awards serve to recognize employees for superior performance or specific achievements in designated categories. These awards are generally based on an application or nomination process, with documentation of performance and success. The UCF community gathers each year to honor and recognize distinguished staff and faculty members for their outstanding achievements and years of service through the Service and Recognition Awards. Select employees are recognized with an award for significant achievements (e.g., USPS Employee of the Month, non-unit Pegasus Professor Awards, non-unit Trustee Chair Professorships, College of Medicine awards for teaching and research). Faculty excellence awards are presented during an annual ceremony in categories such as teaching, research/creative activities, service, instructional design, advising/mentorship. and librarianship.

2. Recruitment (Sign on) Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses include, but are not limited to, identification of external candidates with desirable specialized skills and exceptional experience, or where market conditions or departmental structure merit such an award.

3. Retention Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses include, but are not limited to, circumstances to address verified offers of competing employment, address market conditions which are significantly higher than the current salary, ameliorate salary compression or inversion, or acknowledge successful completion of career development training, or certification programs that are in the best interests of the University or support the mission of the University. The general Bonus Plan eligibility requirements do not apply, except that the employee must be in active pay status at the time of payment of a retention bonus and the employee must not have a disciplinary action within the 12-month period preceding the payment.

Bonuses Falling Within This Category:

A. One-Time Payment In Lieu of Salary Increase

A one-time payment in lieu of a salary increase may be made to broad categories of employees where the university's budget cannot reasonably support recurring salary increases but can support one-time payments using non-recurring funds. Such one-time payments enhance retention of valuable workforce members and avoid the cost to the university of replacing individuals who may leave to seek an increase in salary elsewhere.

B. One-Time Payment for Employee at Top of Range

A one-time payment in lieu of all or part of a salary increase may be made for retention purposes where an employee is 'red-circled' – i.e., would otherwise be eligible for a university salary increase except that the employee is near or above the maximum

salary range for the position. The employee may receive some level of salary increase; however, the amount of such increase will vary depending on the availability of funds, performance, and internal equity considerations. Amounts may be paid as a lump sum rather than as an adjustment to base salary.

Delegations of Authority

The University of Central Florida Board of Trustees (UCFBOT) delegates authority to the President or the President's designee to establish procedures to implement this bonus plan, including levels of approvals and compensation for specific bonuses described in this bonus plan. The University of Central Florida Bonus Plan shall be overseen by the Chief Human Resources Officer for all staff employees, and in conjunction with the Office of the Provost for all faculty employees.

Reporting to the Board of Trustees

The Board of Governors requires that bonuses paid pursuant to this plan be reported to the UCF BOT on a schedule to be set by the Board. ~~Starting with the first BOT meeting of the Fall 2022 Semester, and accordingly each year thereafter, the~~Annually, during the Fall semester, the President shall submit a report to the Board that certifies the following: (i) that any bonuses paid during the prior year complied with the criteria in this bonus plan; and (ii) that the bonuses were within the University's budget as approved by the Board. The report shall include the total amount of funds paid for performance, recruitment, and retention bonuses.

Authority: BOG Regulations 1.001 and 9.015. History – New 9-23-21. Revised 5-26-22, ____-24.



Board of Trustees

June 25, 2024

Agenda Item

GOVC-3: Amendments to University Regulation UCF-2.009 Admission of International Students

Proposed Committee Action

The Board of Trustees is asked to approve, on its consent agenda, the proposed amendments to University Regulation UCF-2.009 Admission of International Students.

Authority for Board of Trustees Action

Board of Governors Regulation 1.001

Supporting Documentation Included

Attachment A: University Regulation UCF-2.009 Admission of International Students (redline)

Facilitators/Presenters

Youndy Cook, Vice President and General Counsel



GOVC-3: Amendments to University Regulation UCF-2.009 Admission of International Students

EXECUTIVE SUMMARY

Objective

Consider the proposed amendments to University Regulation UCF-2.009 Admission of International Students.

Summary of Key Observations/Recommendations

This regulation is amended to update the university's admission requirements for proficiency in written and spoken English for an international applicant whose native language is other than English. Additionally, the name of the department overseeing this process has been updated.

Additional Background

This regulation was last amended on July 11, 2023.

Rationale

The proposed regulation amendments will allow the university flexibility for assessing English language proficiency as part of the admission of international students.

Implementation Plan

Upon approval by the UCF Board of Trustees, the proposed amendments will be sent to the Board of Governors for approval as this is a select regulation. The amended regulation would take effect upon approval by the Board of Governors.

Resource Considerations

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

Conclusion

Staff recommends that the committee recommend approval of the proposed amendments to University Regulation UCF-2.009.

UCF-2.009 Admission of International Students.

Admission of international students to UCF is governed by the university admission regulations, Florida Board of Governors Regulation 6.009 and the following:

(1) Eligible international students may be accepted at the appropriate level subject to space and fiscal limitations. International applicants can only be admitted in a status that is appropriate for the visa category designated on the application.

(2) In addition to University admission requirements, international students must meet the following requirements as a minimum:

- (a) The applicant shall be academically eligible for further study in his/her own country.
- (b) An applicant whose native language is other than English shall show proficiency in written and spoken English by:
 1. proving they are from a country where English is the only official language; or
 2. establishing that a prior bachelor's, master's or doctoral degree was earned from a United States institution of higher education accredited by an institutional accreditor recognized by the U.S. Department of Education; or
 3. establishing that a prior bachelor's, master's or doctoral degree was earned from a country where English is the only official language, or a university at which English is the only official language of instruction; or
 4. ~~submitting a qualifying score on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Qualifying scores for graduate applicants are: a TOEFL computer based score of 220; a TOEFL internet based score of 80 (or equivalent score on the paper based test); or an IELTS score of 6.5. Specific programs may establish higher scores for qualification, and such information will be included in the Graduate Catalog and program website information for that specific program. Qualifying scores for undergraduate applicants are: a TOEFL computer based score of 220, a TOEFL internet based score of 80, a TOEFL paper based score of 550, or an IELTS score of 6.5; or~~
 54. completion of the English Language Institute's (ELI) UCF Global's English Programs (IEP & OEP) level 8 or higher with a grade of a "B" or better; or
 65. completion of GAA 10210 (EAS 2) with a grade of a "C" or better, completion of EAP 2851 with a grade of a "C" or better or placement into ENC 1101; or
 67. an onsite assessment by UCF-ELI Global's -faculty qualified to administer English proficiency assessment and determining that the student is English proficient at the university level; or-
 7. obtaining required score on English language proficiency tests endorsed by UCF Global and UCF Undergraduate and Graduate Admissions and featured on UCF's official website.

- (c) Students who are non-native speakers of English (and do not have a degree from a U.S. institution) must pass the Versant English Speaking exam administered by ~~UCF Global~~ ~~the UCF English Language Institute~~ before they will be permitted to teach as a Graduate Teaching Associate or Graduate Teaching Assistant.
- (d) The graduate applicant shall have an overall GPA of at least 3.0 on a 4 point scale or equivalent.
- (e) The applicant shall furnish a detailed statement showing specific sources of a satisfactory level of financial support and the amount expected from each source.
- (f) The applicant shall submit a health examination form to the University physician indicating his fitness, mentally and physically to pursue a college level study program. In addition, all international students on an F or a J visa must submit proof of health insurance that complies with the requirements of BOG Regulation 6.009.
- (g) International student applications, undergraduate and graduate, along with all other records required for admission must be received by the program or university international application deadline, whichever is earliest, or the deadline must be waived by the university.

Authority: BOG Regulations 1.001 and 6.009. History—New 10-8-75, Amended 7-14-80, Formerly 6C7-2.09, Amended 3-16-03, Formerly 6C7-2.009, Amended 6-11-09, 12-19-16, 3-21-19, 4-23-20, 7-11-23, _____-24.



Board of Trustees

June 25, 2024

Agenda Item

GOVC-4: Amendments to University Regulation UCF-2.023 Academic Calendar

Proposed Committee Action

The Board of Trustees is asked to approve, on its consent agenda, the proposed amendments to University Regulation UCF-2.023 Academic Calendar.

Authority for Board of Trustees Action

Board of Governors Regulation 1.001

Supporting Documentation Included

Attachment A: University Regulation UCF-2.023 Academic Calendar (redline)

Facilitators/Presenters

Youndy Cook, Vice President and General Counsel



GOVC-4: Amendments to University Regulation UCF-2.023 Academic Calendar

EXECUTIVE SUMMARY

Objective

Consider the proposed amendments to University Regulation UCF-2.023 Academic Calendar.

Summary of Key Observations/Recommendations

This regulation is amended to state that the university will have three academic semesters – fall, spring, summer – and that each semester may consist of multiple sessions of differing lengths.

Additional Background

This regulation was last amended on May 27, 2009.

Rationale

The proposed regulation amendments allow the university flexibility to offer students additional sessions within each semester.

Implementation Plan

The amended regulation would take 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

Staff recommends that the committee recommend approval of the proposed amendments to University Regulation UCF-2.023.

UCF-2.023 Academic Calendar.

- (1) The University of Central Florida operates on a year-round calendar which provides at least two hundred twenty (220) days of classroom instruction including examinations, or at least two hundred ten (210) days of instruction excluding examinations. The academic calendar will comply with Florida Board of Governors Regulation 8.001.
- (2) The University of Central Florida shall operate ~~three~~two longer semesters, fall, ~~and~~ spring, and summer, each with a final exam period, ~~and a summer term that~~ Each semester may consist of multiple sessions of different length that may run concurrently.
- (3) The University of Central Florida academic calendar shall be arranged so that the first semester of each year closes prior to Christmas.
- (4) Provisions shall be made in the summer terms for the enrollment of teachers employed in the public schools and for other students desiring to enter or to continue their studies during that period.

Authority: BOG Regulations 1.001 and 8.001. History—New 10-8-75, Amended 6-17-82, Formerly 6C7-2.23, Amended 3-16-03, Formerly 6C7-2.023, Amended 5-27-09, _____-24.



Board of Trustees

June 25, 2024

Agenda Item

GOVC-5: Amendments to University Regulation UCF-3.0122 Resignation and Nonrenewal of Non-unit Faculty and A&P Staff Members

Proposed Committee Action

The Board of Trustees is asked to approve, on its consent agenda, the proposed amendments to University Regulation UCF-3.0122 Resignation and Nonrenewal of Non-unit Faculty and A&P Staff Members.

Authority for Board of Trustees Action

Board of Governors Regulation 1.001

Supporting Documentation Included

Attachment A: University Regulation UCF-3.0122 Resignation and Nonrenewal of Non-unit Faculty and A&P Staff Members(redline)

Facilitators/Presenters

Youndy Cook, Vice President and General Counsel



GOVC-5: Amendments to University Regulation UCF-3.0122 Resignation and Nonrenewal of Non-unit Faculty and A&P Staff Members

Objective

Consider the proposed amendments to University Regulation UCF-3.0122 Resignation and Nonrenewal of Non-unit Faculty and A&P Staff Members.

Summary of Key Observations/Recommendations

This regulation is amended to update how much notice employees are expected to provide when resigning, including clarifying the expectation that employees with patient care responsibilities will provide more notice of resignation to allow for uninterrupted healthcare for patients. The proposed amendments also update how much notice the university gives to employees for nonrenewal. The amount of nonrenewal notice given depends on how long the employee has been employed and whether the employee has patient care responsibilities.

Additional Background

This regulation was last amended on November 14, 2019.

Rationale

The proposed regulation amendments will allow for continuity of care for patients when employees with patient care responsibilities leave the university.

Implementation Plan

The amended regulation would take 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

Staff recommends that the committee recommend approval of the proposed amendments to University Regulation UCF-3.0122.

UCF-3.0122 Resignation and Nonrenewal of Non-unit Faculty and Administrative and Professional Staff Members.

(1) Resignation by the Employee

- (a) Non-unit Faculty and Administrative and Professional (“A&P”) staff members shall give one month’s written notice of resignation if possible, except that UCF College of Medicine Faculty and A&P staff members shall provide notice as set forth in (b) below.
- (b) UCF College of Medicine Faculty and A&P staff with patient care responsibilities (whether at UCF Health or another institution with whom UCF has contracted to provide professional services) shall give at least three months’ (or 90 calendar days’) written notice of resignation.
- (c) Failure to provide at least two (2) weeks’ written notice of resignation as described above will result in the designation of the employee as ineligible for rehire, except in cases of medical or family emergency, or where the employee’s early departure is approved by the University.
- (de) Employees are required to work their resignation notice period unless on approved leave of absence. Failure to work during the resignation notice period will result in the designation of the employee as ineligible for rehire. Use of accrued leave during the resignation notice period should not exceed one week, and the employee is expected to report to work on the employee’s last day of the resignation notice period.

(2) Nonrenewal by the University

- (a) Nonrenewal means an employee is given written notice that his or her employment with the University will end no later than the time set forth in the written notice.
- (b) Non-unit faculty and A&P staff members have no expectation of continued employment beyond the terms listed herein. These employees may be given a notice of nonrenewal for any reason, subject to the notice period provisions herein, at any time during their employment, and such notice supersedes any term provisions of an appointment or contract. The nNotice period is provided to allow time for the employee to seek other employment, either with UCF or elsewhere.
- (c) Any reference to “non-unit faculty” in this Regulation specifically excludes tenured faculty.
- (b) Nonrenewal means an employee is given written notice that his or her employment with the University will end at the time set forth in the written notice.

(3) Terms and Conditions of Notice; Notice Periods

The length of the notice period provided to the employee when the University issues a notice of nonrenewal depends on years of employment and work assignment at the time of notice of nonrenewal, as set forth below:

- (a) For non-unit Faculty and A&P staff members who do not have a work assignment that includes patient care responsibilities at UCF Health or another institution with whom UCF has contracted to provide professional services:
 - (i) Non-unit Faculty and A&P staff members with up to 6 months of employment in their current pay plan -, may be given two weeks’ notice terminating the employment relationship.

- ~~(ii) (b)~~—Non-unit Faculty and A&P staff members with at least six months but fewer than two (2) years of employment in their current pay plan ~~- may be given~~ four (4) weeks’ written notice ~~terminating the employment relationship~~.
- ~~(e)(iii)~~ Non-unit Faculty and A&P staff members with at least two (2) years but fewer than five (5) years of employment in their current pay plan ~~- , may be given~~ twelve (12) weeks’ written notice ~~terminating the employment relationship~~.
- ~~(bd)~~ For non-unit Faculty and A&P staff members employed by UCF in the College of Medicine with fewer than five years of employment in their current pay plan and who have work assignments that include patient care responsibilities at UCF Health or another institution with whom UCF has contracted to provide professional services - twelve weeks’ written notice.
- ~~(cd)~~ For nNon-unit Faculty and A&P staff members with at least five (5) years but fewer than ten (10) years of employment in their current pay plan ~~- may be given~~ sixteen (16) weeks’ written notice ~~terminating the employment relationship~~.
- ~~(de)~~ For nNon-unit Faculty and A&P staff members with ten (10) years or more of employment in their current pay plan ~~may be given-~~ twenty (20) weeks’ written notice ~~terminating the employment relationship~~.
- ~~(ef)~~ Notwithstanding any provision of this regulation, employees hired on or moved to Executive Service appointments may have their employment terminated with sixty (60) days’ written notice of nonrenewal, regardless of how long the individual has been employed with the University.

(4) Following receipt of the notice of nonrenewal, the employee may be reassigned to other duties and responsibilities, at the discretion of the supervisor. An employee reassigned during part or all of the-a notice of nonrenewal period is entitled to the same level of salary ~~he or she~~they received prior to reassignment. An employee on notice of nonrenewal shall not receive any pay increase during the notice period.

(5) At the time of or following issuance of a notice of nonrenewal to any employee, the University may elect in its discretion to pay the employee for all or a portion of the notice of nonrenewal period, as may be allowed under Florida law and as may be appropriate to the employee’s work assignment. If the University elects this option, it shall pay the employee an amount, less withholding, equal to the salary for that portion of the notice period which the University is paying out, and the employee’s employment shall terminate immediately. Those employees with patient care responsibilities may be expected to continue seeing patients during some or all of the notice of nonrenewal period.

(6) Exceptions to Notice Requirements; Special Conditions

- (a) Employees on “soft money” funded appointments. Notwithstanding paragraphs (2) and (3) above, the University may nonrenew without notice employees who are on “soft money” funded appointments (e.g., contracts and grants, sponsored research funds, ~~and~~ grants and donations trust funds, and revenues from clinical services) with less than five continuous years of service on such “soft money” funded appointments.- For employees on a “soft money” funded appointment with five years or greater of such continued service, the University shall provide ninety (90) days’ notice of nonrenewal if funds are available in the contract, grant or fund.

- (b) Employees on Visiting Appointments. Notwithstanding paragraphs (2) and (3) above, the University may nonrenew an employee on a Visiting Appointment without providing notice.
- (c) Each employee on “soft money” or a Visiting Appointment shall have the following or an equivalent statement included in an appointment document or employment agreement: “Your employment is a Visiting Appointment or is funded by ‘soft money’ as defined in Regulation UCF-3.0122 and may cease with little or no notice.”

(7) The decision to nonrenew a University employee shall not be based on constitutionally or statutorily impermissible grounds.

Authority: BOG Regulation 1.001. History—New 4-30-81, Formerly 6C7-3.122, Amended 1-6-93, 4-23-03, 7-16-07; Formerly 6C7-3.0122, Amended 5-7-09, 8-25-14, 10-27-17, 11-14-19, _____-24.



Board of Trustees

June 25, 2024

Agenda Item

GOVC-6: Amendments to University Regulation UCF-4.033 Delinquent Accounts Receivable

Proposed Committee Action

The Board of Trustees is asked to approve, on its consent agenda, the proposed amendments to University Regulation UCF-4.033 Delinquent Accounts Receivable

Authority for Board of Trustees Action

Board of Governors Regulation 1.001

Supporting Documentation Included

Attachment A: University Regulation UCF-4.033 Delinquent Accounts Receivable (redline)

Facilitators/Presenters

Youndy Cook, Vice President and General Counsel



GOVC-6: Amendments to University Regulation UCF-4.033 Delinquent Accounts Receivable

EXECUTIVE SUMMARY

Objective

Consider the proposed amendments to University Regulation UCF-4.033 Delinquent Accounts Receivable.

Summary of Key Observations/Recommendations

This regulation is amended to comply with recently revised federal Department of Education regulations that go into effect on July 1, 2024. Specifically, the proposed amendment will remove a provision allowing withholding of academic transcripts for those students with an unpaid balance; under current language, the university could withhold a transcript due to an unpaid balance greater than \$500.

Additional Background

This regulation was last amended on June 29, 2023.

Rationale

The proposed regulation amendments will put the university in compliance with the recently revised federal Department of Education regulations that take effect on July 1, 2024.

Implementation Plan

The amended regulation would take 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

Staff recommends that the committee recommend approval of the proposed amendments to University Regulation UCF-4.033.

UCF-4.033 Delinquent Accounts Receivable

- (1) The University may pursue the collection of delinquent accounts receivable through the use of lawful procedures.
- (2) Collection efforts may include contracting for the services of a collection agency.
- (3) Students with delinquent accounts will have a hold placed on their accounts. Students with balances of \$500 or greater may not be allowed to register ~~or receive transcripts~~. Students with a balance of any amount may not be allowed to receive a diploma. The account hold will remain until the debt is paid, settled, or otherwise resolved. If the student account is written off pursuant to the procedures in subsection (4) below, the hold will continue in force until the indebtedness is paid, settled, or otherwise resolved.
- (4) Except for such delinquent, unpaid and uncanceled scholarship loan notes and student loan agreements as may be collected pursuant to Rule 6A-20.024, F.A.C., by the Department of Education:
 - (a) The Student Accounts Office is authorized to charge off as uncollectable accounts with past due balances of \$500 or less when those accounts become six (6) months past due and the cost of further collection efforts would not be warranted.
 - (b) The University Controller is authorized to settle or charge off as uncollectable accounts up to \$10,000.00 after reasonable and lawful collection attempts have failed.
 - (c) The Vice President for Administration and Finance, or designee, is authorized to settle or charge-off uncollectable accounts over \$10,000.00 after reasonable and lawful collection attempts have failed.

Authority: BOG Regulations 1.001 and 7.002. History—New 7-14-80, Formerly 6C7-4.33, Amended 4-27-03; Formerly 6C7-4.033, Amended 8-7-09, 3-10-15, 6-29-23, _____-24.



Board of Trustees

June 25, 2024

Agenda Item

GOVC-7: Amendments to Chapter 4 University Regulations

Proposed Committee Action

The Board of Trustees is asked to approve, on its consent agenda, the proposed amendments to University Regulations UCF-4.029 Use of University Facilities; Definitions; Priority of Use; Restrictions on Use and UCF-4.0292 Potentially Hazardous Events, as well as the repeal of University Regulations UCF-4.0293 Use of University Grounds by the Campus Community; Campus Demonstrations and Outdoor Events and UCF-4.0294 Use of University Facilities; General Requirements.

Authority for Board of Trustees Action

Board of Governors Regulation 1.001

Supporting Documentation Included

- Attachment A: University Regulation UCF-4.029 (new)
- Attachment B: University Regulation UCF-4.029 (redline)
- Attachment C: University Regulations UCF-4.0292 (redline)
- Attachment D: University Regulation UCF-4.0293 (redline)
- Attachment E: University Regulation UCF-4.0294 (redline)

Facilitators/Presenters

Youndy Cook, Vice President and General Counsel



GOVC-7: Amendments to Chapter 4 University Regulations

EXECUTIVE SUMMARY

Objective

Consider the proposed amendments to University Regulations UCF-4.029 and UCF-4.0292, as well as the repeal of University Regulations UCF-4.0293 and UCF-4.0294.

Summary of Key Observations/Recommendations

University Regulation UCF-4.029 Use of University Facilities; Definitions; Priority of Use; Restrictions on Use is amended to consolidate the content of UCF-4.0293 and UCF-4.0294 into this regulation concerning use of university facilities and grounds to reduce the risk of repetition and confusion and to group related material together. Existing concepts have been retained, however there are proposed amendments related to time, place, and manner restrictions including a prohibition on camping and a change in the times for unscheduled use of university grounds. Due to the extensive nature of revisions resulting from the consolidation, a completely new version of the regulation is presented. Additionally, the title of this regulation has been amended to better capture the consolidation of topics.

University Regulation UCF-4.0292 Potentially Hazardous Events outlines the procedures for planning and holding potentially hazardous events using University facilities. The proposed amendments to this regulation include identifying commencement as within the scope of those university-planned events that are not covered by this regulation and to clarify language regarding the approval process.

University Regulations UCF-4.0293 Use of University Grounds by the Campus Community; Campus Demonstrations and Outdoor Events and UCF-4.094 Use of University Facilities; General Requirements are proposed for repeal as their content is being incorporated into UCF-4.029.

Additional Background

The proposed consolidation of the material covered by these regulations is expected to simply these regulations that concern the use of campus facilities.

Rationale

The proposed regulation amendments and repeals will merge regulatory content related to the use of campus facilities into a single regulation, and amend the regulation related to the planning and approval process for potentially hazardous events on campus.

Implementation Plan

The actions to amend and repeal these regulations would take effect upon approval by the UCF Board of Trustees.

Resource Considerations

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

Conclusion

Staff recommends that the committee recommend approval of the proposed amendments to University Regulations UCF-4.029 and UCF-4.0292 and the repeal of University Regulations UCF-4.0293 and UCF-4.0294.

UCF-4.029 Use of University Facilities; Events and Protests**(1) Definitions.**

- (a) “University” means the University of Central Florida.
- (b) “University campus” or “campus” means all grounds and buildings of the University of Central Florida occupied or controlled by the University or under the guidance, supervision, regulation, or control of the University of Central Florida. “University campus” or “campus” does not include those facilities occupied by the University in leased or shared-use facilities; instead, events at those facilities must comply with policies and procedures prescribed by the owner of the facility. (E.g., Seminole State College establishes guidelines for events at Seminole State College, including in those areas used by the University of Central Florida.) “University campus” or “campus” does not include Research Park or affiliated housing.
- (c) “University facilities” means all buildings and grounds, including athletic and recreational fields, on the University campus.
- (d) “Instructional space” means all University facilities used primarily for the conduct of scheduled classes and other academic activities, including but not limited to classrooms, laboratories, studios, theaters, auditoriums, and lecture halls.
- (e) “University Grounds” means the generally accessible outdoor areas of campus, as defined by section 1004.097, F.S., in which members of the campus community are commonly allowed, including grassy areas, walkways, or other similar common areas. The term does not include outdoor areas of campus to which access is restricted such as parking facilities, athletic or recreational facilities, the grounds of the Creative School for Children, or the grounds of the Burnett House. The term also does not include courtyards or grounds within the curtilage of University buildings, or grounds immediately adjacent to University buildings where activities or use could impair entrance to or exit from the building or interfere with operations within the buildings.
- (f) “Event” is a gathering or activity, typically involving multiple persons. A gathering or activity does not have to be scheduled in advance to constitute an event. An event may be expressive in nature and constitute an “expressive activity,” as defined below.
- (g) “Potentially hazardous event” is a gathering or activity that, due to the size of the gathering or the nature of the activity, could reasonably be expected to create a risk of harm to persons or damage to property. Potentially hazardous events are also subject to the requirements of University Regulation UCF-4.0292.
- (h) “Expressive Activities” are activities such as assemblies, exercises of free speech, protests, parades, marches, and picketing protected under the First Amendment to the United States Constitution and Article 1 of the Florida Constitution. For purposes of this regulation, expressive activity does not include solicitation or other commercial speech.
- (i) “March” means an organized walk, run, or procession by a group of people for a specific cause or issue where the organizer does or could reasonably expect at least 50 people to participate.
- (j) “Parade” means a public procession, sometimes including a marching band or float(s) and often of a celebratory nature, held in honor of an anniversary, event, person, cause, etc.
- (k) “University organizations” means units of the University (i.e., colleges, schools, divisions, departments, institutes, or centers); the Student Government Association; and certain corporate entities authorized by the University that operate for the benefit of the University (including but not limited to all University direct support organizations,).
- (l) “University-related organizations” means registered student organizations; honor societies officially recognized by the University; and those organizations that, although

not officially recognized or registered by or affiliated with the University or otherwise failing to meet the definition in paragraph (j) above, are related to the University because they promote the interests of the University or perform other service to the University, such as nationally or regionally organized academic professional associations or professional fraternal societies supported by an academic unit. Other public educational institutions and other governmental agencies of and within the State of Florida may be treated as “University-related organizations” at the discretion of the University.

- (m) “Non-university organizations” means persons or organizations that do not meet the definitions in paragraphs (j) and (k), immediately above. “Non-university organizations” include unregistered student groups; candidates for election to public office; organizations supporting such candidates; charitable organizations; organizations that exist primarily for the purpose of carrying on commercial activity for profit; and those persons whose activities are primarily for personal gain or benefit.
- (n) “Organization” means any group of persons or individuals, whether incorporated or not and whether organized by means of bylaws or not, acting in coordinated fashion, including clubs.

(2) Use of University Facilities – Reservation of Rights; Priority of Use

- (a) University facilities are reserved and used primarily for the official and regular conduct of the University’s business by the University and the campus community. The University supports and encourages the exposure of its students and employees to a diverse and varied marketplace of ideas, but is dedicated foremost to the University’s mission and to the State of Florida’s directive to educate its students and engage in research and other scholarly activities. Therefore, the University gives precedence to the educational and administrative activities of the University and limits the use of University facilities by non-University organizations and persons, as outlined herein.
- (b) Certain campus facilities which are funded by student activity and service fees may give priority to student events and activities over university department business, according to policies set by those facilities.
- (c) The general public may access the streets, libraries, bookstores, and parking lots on campus solely for the purposes of conducting legitimate business with the University and participating in University-related activities that are open to the public. Unless invited by someone with authority to do so, members of the general public shall not have access to lecture halls, classroom buildings, classrooms, laboratories, studios, residential facilities, research areas, administrative buildings, faculty or staff offices, or other buildings and areas reserved for University housing, teaching, research, administration, recreation, creative activity, or athletic activity.
- (d) The University reserves the right to change, relocate, cancel, or reschedule an event, expressive activity, or scheduled use of University facilities, as necessary, due to:
 - (i) the need to accommodate University educational and administrative activities;
 - (ii) an emergency; or
 - (iii) reasonable grounds to believe that the use or activity presents an imminent threat to health, safety, or welfare that cannot be sufficiently mitigated using reasonable alternative means.

(3) Scheduled Use of University Facilities

- (a) University organizations and University-related organizations may request non-commercial use of University buildings, and particular facilities may be assigned in response to such requests on a non-interference basis, subject to the requirements of the University.

- (b) Use of University buildings, indoor facilities, and athletic or recreational facilities must be scheduled in advance. Recreation and Wellness Center recreational fields and areas are not generally accessible for common access by the university community, but may be available for reservation under procedures established by the Recreation and Wellness Center. Athletic facilities may be scheduled for use provided such use is authorized by the Athletics Association. Except in regard to expressive activities on occasions where there is not a prior reservation or scheduled event, use of certain areas of University Grounds must be scheduled in advance: Memory Mall, Lake Claire, the Reflecting Pond, the Arboretum, and Ferrell Commons courtyard.
- (c) Certain University facilities may be reserved by the general public, for a fee, on a space-available basis, pursuant to a facility use agreement or other formal arrangement with the University, for personal purposes (such as a reception) or commercial purposes (such as a test preparation service), subject to the policies and procedures of the University and the specific facility. This includes Memory Mall, rooms within the Student Union or Ferrell Commons, the Live Oak Event Center, the Fairwinds Alumni Center, the UCF Arena, and various outdoor recreation facilities. The University reserves the right to charge use fees on a differential basis depending on a number of factors, including but not limited to: nature of the proposed use, size of expected crowd, presence of potentially hazardous items or activities, whether the user is affiliated with the University, whether the user is an educational or governmental entity, and whether additional security or utilities will be required. Usage fees and/or service charges will be assessed by the authority controlling the facility to defray the costs of use. Charges will not be imposed for the spontaneous conduct of expressive activities on University Grounds as defined above. However, if a person or organization wishes to reserve an outdoor area of campus for exclusive, prescheduled use to conduct expressive activities, and such outdoor area is available, then the requestor will be expected to pay a usage fee and/or service charge otherwise charged for such reservations.
- (d) Requests for scheduling events in University facilities should be directed to the authority controlling the facility,.
- (e) Even where advance scheduling is not required, persons and organizations are encouraged to schedule events and activities in advance, because scheduled events and activities are given priority over unscheduled ones, except in the event of an emergency or the need to conduct educational or administrative activities of the University.
- (f) Use of University facilities for solicitation or other commercial speech must be scheduled and approved in advance and cannot be sponsored by a University organization or University-related organization. The University shall review commercial use requests in light of the University's contractual and other legal requirements, the relationship of the activity to the University's mission, and the benefit of the activity to the University and the State of Florida. Commercial use of University facilities is governed also by University Regulation UCF-4.010.

(4) Use of University Facilities – General Principles

- (a) The University shall not discriminate on the basis of the viewpoint expressed by any person or organization making authorized use of University facilities.
- (b) No person or organization may use University facilities for unlawful purposes or in an unlawful manner.
- (c) A condition for the scheduled use of University facilities may be that the sponsoring person or organization obtain adequate insurance coverage and/or that adequate security be provided by the University Police. The costs of such insurance and/or security shall

- be borne by the event sponsor/organizer. See University Regulation UCF-4.0292 for further information regarding insurance requirements.
- (d) No outside food service shall be permitted on or in University facilities during, or in conjunction with, any public meeting, event or function without the specific approval of the University.
 - (e) Camping is prohibited on campus, except where such camping is in connection with an official activity of the University, such as an activity of an academic or administrative unit, and has been approved in writing by the Senior Vice President for Administration and Finance, the Provost, or one of their designees. Camping means the use of any outdoor space for living accommodation purposes, such as overnight sleeping activities, making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), storing personal belongings, making a fire, using any tents or other structures for sleeping, digging or earth breaking, and/or carrying on cooking activities. Such activities constitute camping when it reasonably appears, in light of all the circumstances, that the participants, in conducting these activities, are in fact using the area as a living accommodation regardless of the intent of the participants or the nature of any other activities in which they may also be engaging. Tailgating associated with athletic events at times designated by the University is not camping.
 - (f) Sponsored use. Non-university organizations and persons may use University facilities for events if specifically sponsored by a University organization or a University-related organization. Such sponsorship requires the University organization or University-related organization to be a participant in the event, including being physically present throughout the event.
 - (g) If the proposed use of a University facility qualifies as a potentially hazardous event, the user must follow the requirements (including insurance requirements) of Regulation UCF-4.0292. The event organizer must submit forms and information for potentially hazardous events sufficiently in advance of the proposed event to allow for University review and ensure the safety and security of the event. .
 - (h) The possession or use of firearms, explosives, or munitions on campus is generally prohibited. Law enforcement personnel may carry firearms or munitions and may use them in the course of law enforcement activities. The University also reserves the right to permit the use of firearms or munitions by military personnel or trainees and in limited circumstances with approval. See University Policy 3-119.2 for more information.
 - (i) A person or organization making use of University grounds, as defined in (1)(n) above, for expressive activities does not have the right to conduct commercial activities in conjunction with the person's expressive activities unless the commercial activity has been approved by the University.
 - (j) Amplified Sound. The University does not permit the use of amplified sound, including use of bullhorns, as part of events or expressive activities conducted on University grounds, except as approved in advance by the official responsible for the particular grounds being used, or as set forth in this paragraph. Absent specific instructions provided by University officials, the approved use of amplified sound may not exceed a limit of 70 decibels. Even where use of amplified sound is pre-approved, the University reserves the right to impose different volume restrictions on the use after consideration of the impact of amplified sound on the operations of the University at the particular date and time of the event/activity.

(5) Use of University Facilities – Conditions of Use

- (a) Limitations on Signage and Displays. “Displays” means signs not held or carried by a person. Displays may be static, dynamic, or electronic, such as LCD digital signage. Regardless of whether they are part of an event or expressive activity, all displays must comply with the Florida Building Code and adhere to the following guidelines:
 - (i) Outdoor displays are allowed only in conjunction with an event.
 - (ii) Displays are restricted to a size of eight feet by four feet. Screens for projection purposes may be larger if approved through the potentially hazardous events process or by the Senior Vice President for Administration and Finance or designee.
 - (iii) Displays must be assembled and disassembled each day.
 - (iv) Displays must be staffed at all times by the person or organization sponsoring the display.
 - (v) There is a five-day maximum on displays and signs associated with an event.
 - (vi) The same display cannot be sponsored by the same or different organizations successively merely to extend the five-day maximum.
 - (vii) If a display requires a constructed support structure, then it must be reviewed and approved by a University building code official or safety officer. A sketch drawing of the display indicating the size and construction materials must be submitted with the SAFE Form.
- (b) Facilities must be returned to their original condition following use. Users will be billed for the costs of any required cleanup. Users will be billed for damage to University facilities attributable to the use, beyond normal wear and tear.
- (c) All events, including expressive activities, using University facilities must comply with this regulation, Regulation UCF-4.0292 if the event is a potentially hazardous event, and with the following:
 - (i) Events may last no more than five days in succession. The same or different organizations may not sponsor the same event in succession in order to extend this maximum limitation.
 - (ii) No organization may reserve University facilities and then permit the facilities to be used by any other person or organization. When a University facility is reserved, reservations must be made in the name of a specific person or organization, and that person or organization must be present and actively utilizing the space so reserved. The University may shut down an event (or revoke the reservation) if the person or organization reserving the facility is not present and/or not actively utilizing the space.
 - (iii) Events and expressive activities generally are limited to the hours of 8:00 a.m. to 8:00 p.m. Sunday through Thursday, and 8:00 a.m. to 10:00 p.m. Friday and Saturday. Events and expressive activities outside of these hours must be specifically approved by the University at least fifteen calendar days in advance, so that the University can make custodial and security arrangements.
 - (iv) Damage to University or personal property in the course of use of University facilities is prohibited. Care should be taken to ensure that University and personal property is not damaged or destroyed. This includes campus lawns, grassy areas, shrubs, plants, and trees.

(6) Demonstrations and Protests

- (a) Except as limited by this or related regulations, or as limited by applicable laws or University policies, University grounds (as defined in (1)(n), above) may be used for demonstrations, protests, and other exercises of free speech and assembly subject to

reasonable time, place, and manner restrictions set forth in this regulation, including that such use be lawful and non-disruptive and not infringe on the rights of others.

- (b) No campus buildings, other indoor facilities, or athletic or recreational facilities may be used by anyone for demonstrations, protests, assemblies, events, or other functions unless specifically permitted in writing by the campus authority specifically responsible for the building or facility sought to be used.

(c) Campus demonstrations or protests that will take the form of or involve a parade or a march and during which the participants will use or cross lanes of vehicular or pedestrian traffic must follow the requirements of University Regulation UCF-4.0292, "Potentially Hazardous Events."

(7) Reservations for designated outdoor areas are available to the University Community. The University community (e.g., University students and employees, University organizations, and University-related organizations), may reserve certain outdoor areas of campus on a space-available basis, for the exclusive use of the reserving individual or organization. Contact the Office of Student Involvement for further information and to make reservations for a reservable area on the Main campus; contact Event Services at Rosen College to make reservations for all or part of a reservable area at the Rosen campus. Sidewalks and paved walkways are not included as part of any reservable area, and users may not extend their use of a reservable area to sidewalks or paved walkways that form the border of a reservable area. The Office of Student Involvement will maintain a map which highlights each of the reservable areas on the Main campus.

- (a) The open grass area between the kiosk near Millican Hall and the Mathematical Sciences Building, as bounded by Apollo Circle and the paved walkways leading to the southwest entrance of the Mathematical Sciences Building.
- (b) The northwest portion of the grass area between the Student Union brick mall and the John T. Washington Center, as bounded by Pegasus Circle to the northeast, the sidewalk of Aquarius Agora Dr. to the north, and the paved walkway leading to the covered patio of the Chick-fil-A.
- (c) The grass area bounded by the paved walkway bordering the northeast side of Howard Phillips Hall, the next paved walkway immediately northeast, and the paved walkway bisecting diagonally the grass area between the John T. Washington Center and Howard Phillips Hall, and the paved walkway bordering the southeast edge of this grass area.
- (d) The area south of the Health and Public Affairs 2 building bordered by the paved walkways and Pegasus Drive.
- (e) A portion of the rectangular grass area on the east side of Memory Mall bordered by Parking Surface Lot D, Mercury Circle, the east paved walkway of Memory Mall, and Memory Mall lamppost marker MM 23.
- (f) The grass area between the exits of the Student Union boardwalks (north and east), as bordered by Pegasus Circle on one side and a retention pond on the other side.
- (g) The open area southwest of the Convocation Center entrance, as bounded by the West Plaza Drive sidewalk on the west and the Gemini Boulevard sidewalk to the south.
- (h) At the Rosen College of Hospitality Management:
 - (i) the grass area north of, and adjacent to, the Rosen College Library bounded by the paved walkways on the north, east, and west, and by the Library on the south.
 - (ii) a portion of the great lawn directly adjacent to the UCF Rosen College shuttle stop bounded on two sides by the paved walkway of the shuttle stop and the paved walkway running north/south from the campus entrance gate.

(8) Use of University Facilities - No Interference, Disruption, or Infringement. University facilities shall not be used for any purpose that will impair or interfere with the orderly processes and functions of the University, or that pose an unreasonable and immediate threat to the safety of persons or to the

protection of property or are otherwise contrary to law. To that end, any person or organization organizing, conducting, leading, or participating in an event or expressive activity in or on a University facility shall not:

- (a) obstruct vehicular, bicycle, pedestrian, or other traffic;
- (b) obstruct entrances or exits to buildings or driveways or impede entry to or exit from any building or parking lot or vehicular path;
- (c) interfere with educational or administrative activities in or on any University facility;
- (d) violate a law, rule, regulation, or ordinance;
- (e) make threatening utterances or gestures directed to a person or identifiable group of persons, which an objectively reasonable person would interpret as a serious expression of an intent to cause a present or imminent future harm;
- (f) use fighting words, which are those words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
- (g) obstruct, disrupt, or attempt to force the cancellation or continuance of a speaker;
- (h) create an objectively hostile environment for any person(s) based on a protected category (race, color, national origin, sex, religion (including non-religion), age, disability, gender identity or expression, or sexual orientation) through speech or conduct that is so severe and pervasive that it objectively interferes with a person's ability to benefit from or participate in educational or employment programs, benefits, or privileges;
- (i) interfere with or disrupt scheduled University ceremonies or events;
- (j) interfere with or disrupt University operations;
- (k) damage property, including grass, shrubs, trees, or other landscaping; or
- (l) utilize sound amplification, including bullhorns, except as permitted in paragraph (4)(j), above.

(9) Response to Disruption and Interference.

- (a) If an event, demonstration, protest, assembly, or other activity is disrupting, interfering with, or impeding University operations or infringing on the rights of other individuals ("disruptive action") contrary to the requirements of this and related regulations, the President or one of his/her representative(s) may:
 - (i) identify him/herself to the disrupters, giving name and official position;
 - (ii) inform the disruptive person(s) that they are engaged in disruptive action and/or are violating the law, and specify the nature of the disruptive action or violation;
 - (iii) request that the disruptive action or violation cease (which could include relocation of the activity to avoid the disruptive action); and
 - (iv) in the event of non-compliance with this request, enlist the assistance of the University Police in restoring order and enforcing the law.
- (b) In the event of disruptive action or violation of law, the University Police have a responsibility to:
 - (i) declare the activity, event, demonstration, or assembly to be disruptive, disorderly, or in violation of law (an "unlawful assembly") and request all participants to cease and desist and to disperse and clear the area or be subject to arrest and/or University disciplinary action;
 - (ii) arrest any participants observed to be in violation of the law; and
 - (iii) enlist the assistance of outside law enforcement agencies, if necessary.
- (c) In the event of disruptive action, University employees and students involved in the demonstration, protest, event, assembly or activity shall identify themselves by presenting appropriate documents such as ID cards when requested to do so by the police or by the President or his/her designated representative. When requesting that

persons identify themselves, the University representative making the request will identify him/herself. Individuals involved with the disruptive action who are not university students or employees will be directed to leave the campus immediately or be subject to arrest.

- (d) The University may take disciplinary action against any student or employee who engages in disruptive action. The University may seek criminal prosecution of any criminal violation by any person in connection with disruptive action or an unlawful assembly.
- (e) In the event of an emergency, the University Police should be called. The police may respond to any emergency or violation of criminal law, including any threat or act of violence, without waiting for the President or one of his/her representatives to act or request police intervention.

Authority: BOG Regulation 1.001. History—New 10-8-75, Amended 10-20-81, 5-5-83, Formerly 6C7-4.29, Amended 10-19-86, 4-27-03, 8-15-07, 06-09-08, Formerly 6C7-4.029, Amended 1-15-2010, 7-19-18, _____-24.

~~UCF 4.029 Use of University Facilities; Definitions; Priority of Use; Restrictions on Use~~

~~(1) Definitions. For the purposes of University Regulations UCF 4.010 and UCF 4.029 through UCF 4.0293, the following definitions apply:~~

~~(a) “University” means the University of Central Florida.~~

~~(b) “University campus” or “campus” means all grounds and buildings of the University of Central Florida occupied or controlled by the University or under the guidance, supervision, regulation, or control of the University of Central Florida.. “University campus” or “campus” does not include those facilities occupied by the University in leased or shared use facilities; instead, events at those facilities must comply with policies and procedures proscribed by the owner of the facility. (E.g., Seminole State College establishes guidelines for events at Seminole State College, including in those areas used by the University of Central Florida.) “University campus” or “campus” also does not include Research Park or affiliated housing.~~

~~(c) “University facilities” means all buildings and grounds, including athletic and recreational fields, on the University campus.~~

~~(d) “Instructional space” means all University facilities used primarily for the conduct of scheduled classes and other academic activities, including but not limited to classrooms, laboratories, studios, theaters, auditoriums, and lecture halls.~~

~~(e) An “event” is a gathering or activity, typically involving multiple persons. A gathering or activity does not have to be scheduled in advance to constitute an event.~~

~~(f) A “potentially hazardous event” is a gathering or activity that, due to the size of the gathering or the nature of the activity, could reasonably be expected to create a risk of harm to persons or damage to property. Potentially hazardous events are also subject to the requirements of University Regulation UCF 4.0292.~~

~~(g) “March” means an organized walk, run, or procession by a group of people for a specific cause or issue where the organizer does or could reasonably expect at least 50 people to participate.~~

~~(h) “Parade” means a public procession, sometimes including a marching band or float(s) and often of a celebratory nature, held in honor of an anniversary, event, person, cause, etc.~~

~~(i) “University organizations” are defined for purposes of use of University facilities as colleges, schools, divisions, departments, institutes, or centers of the University; the Student~~

~~Government Association; and certain corporate organizational units that operate for the benefit of the University (including but not limited to all University direct support organizations.);~~

~~(j) —“University related organizations” are defined for purposes of use of University facilities as registered student organizations; honor societies officially recognized by the University; and those organizations that, although not officially recognized or registered by or affiliated with the University or otherwise failing to meet the definition in paragraph (i) above, are related to the University because they promote the interests of the University or perform other service to the University, such as nationally or regionally organized academic professional associations or professional fraternal societies supported by an academic unit. For purposes of this and other regulations governing the use of University facilities, other public educational institutions and other governmental agencies of and within the State of Florida may be treated as “University-related organizations” at the discretion of the University.~~

~~(k) —“Non-university organizations” are defined for purposes of use of University facilities as persons or organizations that do not meet the definitions in paragraphs (i) and (j), immediately above. “Non-university organizations” include unregistered student groups; candidates for election to public office; organizations supporting such candidates; charitable organizations; organizations that exist primarily for the purpose of carrying on commercial activity for profit; and those persons whose activities are primarily for private gain or benefit.~~

~~(l) —“Organization” means any group of persons or individuals, whether incorporated or not and whether organized by means of bylaws or not, acting in coordinated fashion. Included in the term “organization” are groups commonly thought of as clubs.~~

~~(m) —“Non-common outdoor areas” means those outdoor areas of the University campus which are not generally accessible for common use by the University community. These areas include, but are not limited to: grounds within the curtilage of or at the entrances to University residential facilities; grounds associated with the Burnett House; athletic and recreational fields or areas, including any operated by the Recreation and Wellness Center or the UCF Athletics Association; grounds immediately adjacent to University buildings where use could impair entrance to or exit from the building or interfere with activities within the buildings; and grounds associated with the Creative School for Children. Many of these outdoor areas may be crossed or walked upon for purposes of accessing a facility but are not available for events or activities by members of the University community.~~

~~(2) Priority of Use and Restrictions on Use. Use of University buildings, indoor facilities, and athletic or recreational facilities must be scheduled in advance. Except in regard to purely expressive activities on occasions where there is not a prior reservation or scheduled event or activity, use of certain outdoor areas must be scheduled in advance: this includes Memory Mall, Lake Claire, the Reflecting Pond, the Arboretum, and Ferrell Commons courtyard. Recreation and Wellness Center recreational fields and areas are not generally accessible for common access by the university community, but may be available for reservations under procedures established by the Recreation and Wellness Center.~~

~~(3) Even where advance scheduling is not required, persons and organizations are encouraged to schedule events and activities in advance, because scheduled events and activities will be given priority over unscheduled ones, except in the event of an emergency or the need to conduct educational or administrative activities of the University. In general, the conduct of educational and administrative activities of the university will take precedence over functions and activities of organizations and persons. Certain facilities on campus which are funded by student activity and service fees may give priority to student activities over university business, according to policies set by those facilities.~~

~~(4) The University reserves the right to relocate scheduled activities as necessary to accommodate University educational and administrative activities.~~

~~(5) The University shall not discriminate on the basis of the viewpoint expressed by any person or organization making authorized use of University facilities.~~

~~(6) Requests for scheduling events in University facilities should be directed to the authority controlling the facility, unless otherwise specified.~~

~~(7) Use of University facilities, including athletic and recreational facilities, may be subject to rental fees and/or service charges as determined by the authority or official controlling the facility.~~

~~(8) A condition for the use of University facilities may be that the sponsoring person or organization obtain adequate insurance coverage and/or that adequate security can be provided by the University Police. The costs of such insurance or security shall be borne by the event sponsor. See Regulation UCF 4.0292 for further information regarding insurance requirements.~~

~~(9) The above provisions relate to non-commercial speech and activity. Any use of University facilities for commercial purposes or commercial speech must be scheduled and approved in~~

~~advance. The University shall review such requests in light of the University's contractual and other legal requirements, the relationship of the activity to the University's mission, and the benefit of the activity to the University and the State of Florida. Commercial use of University facilities is governed generally by University Regulation UCF 4.010, which is implemented by the Department of Business Services. However, a limited number of facilities on campus, such as the Student Union and the Recreation and Wellness Center, may rent out space in their facilities to members of the public pursuant to specific policies and procedures they establish for that purpose.~~

~~(10) All scheduled and unscheduled use of University facilities is subject to change, relocation, or cancellation in the event of an emergency.~~

~~(11) The possession or use of firearms, explosives, or munitions on campus is generally prohibited. Law enforcement personnel may carry firearms or munitions and may use them in the course of law enforcement activities. The university also reserves the right to permit the use of firearms or munitions by military personnel or trainees.~~

~~*Authority: BOG Regulation 1.001. History New 10-8-75, Amended 10-20-81, 5-5-83, Formerly 6C7-4.29, Amended 10-19-86, 4-27-03, 8-15-07, 06-09-08, Formerly 6C7-4.029, Amended 1-15-2010, 7-19-18.*~~

UCF-4.0292 Potentially Hazardous Events

(1) Scope.

- (a) This regulation applies to the planning and holding of potentially hazardous events in or on University facilities. Excepted from this regulation are official events which are scheduled annually in university publications (classes, orientation, registration, commencement, etc.).
- (b) The purpose of this regulation is to ensure that events held in or on University facilities are safe and non-disruptive to campus operations. Given the safety considerations at issue ~~with potentially hazardous events~~, it is imperative that event organizers carefully review this regulation and strictly comply with its requirements.
- (c) The provisions of this regulation are in addition to the provisions of other University regulations and university policies related to campus events and activities. Related regulations include University Regulations UCF-4.010 and 4.029, 4.0293, and 4.0294. Definitions of key terms used in this regulation may be found in University Regulation UCF-4.029.
- (d) A potentially hazardous event is defined as any activity that could reasonably be expected to create a risk of harm to persons or of defacement or damage to public or private property. Examples of potentially hazardous events include, but are not limited to: bonfires; lighting of fireworks; events involving helicopters or other aircraft; motor vehicle races; gatherings in excess of 400 persons, including unregistered campus athletic events; marches (including any organized walks or runs); parades; outdoor events involving animals; any event involving the distribution of alcohol; and any event on Memory Mall.

(2) Required Approvals.

- (a) Except as provided in paragraph (1)(a) above, any person or organization, University-related or otherwise, must apply for and secure approval in advance before conducting or publicly announcing intent to conduct a potentially hazardous event on campus. ~~In the case of a~~ university employee seeking to organize a potentially hazardous event must also have written approval, signature of the individual's supervisor is required in advance.
- (b) Applications for approval of a proposed potentially hazardous event shall be made in writing to the Office of Student Involvement using the Safety Action for Event Approval Form (SAFE Form). There are a range of possible events that meet the definition of "potentially hazardous events". For events that can be reasonably anticipated to present a low risk of injury or damage, this application must be submitted at least 15 calendar days in advance of the proposed event. For events that are anticipated to require additional time for departmental review (such as events where additional security is anticipated, ~~where attendance is expected to be very large,~~ where campus streets will need to be closed, or where special arrangements will need to be made to protect university facilities), the applicant must initiate the SAFE Form approval process at least 45 days in advance of the planned event. The event organizer is in the best position to know the details of the event they are planning, and therefore the University expects the event organization to consider those plans and submit the SAFE Form sufficiently in

advance to permit a thorough review by the University of the proposed event. University staff will not cease or curtail other operations to expedite any SAFE Form event application. Failure to comply with the SAFE Form submittal deadlines or failure to provide the University with sufficient time to review the plans for the proposed event is grounds for the university to deny approval for the proposed event. Time limits can be shortened by the University where the application is complete and where the University feels that it does not need the full time period for review. The Environmental Health and Safety Office (EH&S), the Office of Student Involvement (OSI), or the UCF Police Department will, upon request, furnish the applicant with blank copies of the SAFE Form. The SAFE Form is available at <http://www.safe.sdes.ucf.edu>.

- (c) Each application shall be accompanied by proof of insurance as specified in subsection (6) below.
- (d) The applicant must deliver to the Office of Student Involvement a completed SAFE Form signed by (1) the faculty/staff advisor (if a student organization), an authorized department representative (if a university department or unit), the individual (if an individual), or the representative (if an organization other than a student organization); (2) Fraternity & Sorority Life (if a greek student organization); and (3) the facility/building coordinator (a person who has authority to approve an event at the event location as identified on the application). It is the applicant's responsibility to monitor the progress of the form by contacting OSI staff prior to the event. OSI staff will circulate applications to the following University officials for their information and approval:
 - 1. UCF Police Department
 - 2. UCF Landscape & Natural Resources
 - 3. Facilities Operations
 - 4. Environmental Health and Safety/Insurance
 - 5. Office of Student Involvement

After the application has circulated through the above University officials, the application will be returned to the Office of Student Involvement. The Office of Student Involvement or a designee will advise the applicant of the University's approval or disapproval of the event, and, if applicable, any charges or conditions to be imposed by the University on the event.

(3) Cancellations and Terminations.

- (a) Application for or approval of a potentially hazardous event may be cancelled by either the applicant or the university upon giving written notice to the other party.
- (b) Any event may be terminated at any stage by the University Police Department or any university official whose approval is required for the event if it is determined that the event is not being conducted strictly in accordance with the terms of the approved application, the event organizer has not provided relevant information about the event to the University, the event is or has become disruptive or unsafe, there are emergency circumstances, or the event is interfering with other events or with university operations. Additionally, an event may be terminated for failure to provide and maintain appropriate insurance, as outlined in paragraph (6).

(4) Applicant's Responsibility. In addition to securing university approval (on the SAFE Form) to conduct the event, applicants shall be responsible for ensuring:

- (a) The event is conducted as described in the approved application including any requirements ~~thereon~~ for clean-up, extra security, etc.
- (b) All restrictions placed on the event by the university are followed.
- (c) The event does not become disruptive or unsafe.
- (d) The event does not interfere with other events or university operations.
- (e) All other procedures applicable to campus events are followed (i.e., no damage to property, displays of proper size, etc.).

(5) University Assistance. If facilities and personnel are available, the University may be able to assist applicants by providing security, clean-up crews, etc., at cost. However, there is no assurance that such assistance will be available for any specific event.

(6) Insurance Requirements.

- (a) All potentially hazardous events must be covered by liability insurance. The University may also require that the applicant make security arrangements for the event. The costs of such insurance and security shall be the responsibility of the applicant.
- (b) University organizations acting as applicants shall contact the University's insurance officer to determine if the current UCF liability coverage provides the required protection or if a special rider must be obtained. Cost of such rider shall be charged to the applying department's account.
- (c) Insurance Requirements. University-related and Non-University organizations must provide with their application a certificate of insurance provided by a company licensed to do business in the State of Florida, indemnifying and holding harmless the University, the Board of Trustees, and the Florida Board of Governors, and their officers and employees, from any and all liability, whatever its nature or description, caused by or resulting from the use or proposed use of the University facilities, in an amount not less than \$1,000,000 per occurrence. The applicant must provide with the application a certificate of insurance showing the Board of Trustees as an additional insured.

Authority: BOG Regulation 1.001. History—New 5-28-85, Formerly 6C7-4.292, Amended 12-22-86, 7-27-92, 4-27-03, 11-20-06, 6-4-07, 06-09-08, Formerly 6C7-4.0292, Amended 1-15-2010, 2-5-15, 6-22-15, 7-19-18, _____-24.

~~UCF-4.0293 Use of University Grounds by the Campus Community; Campus Demonstrations and Outdoor Events~~

~~(1) Except as limited by this or related regulations or as limited by applicable laws or University policies, outdoor areas of the University campus may be used for demonstrations and other exercises of free speech and assembly. Such use must not interfere with the conduct of classes or other University activities or otherwise be disruptive, and such use must not infringe on the rights of others. No person or organization may use University facilities or grounds for unlawful purposes or in a manner that violates the law. All definitions and general requirements for use of University buildings and outdoor areas of campus set forth in University Regulations UCF-4.029, UCF-4.0292, and UCF-4.0294 apply to uses of outdoor areas of the University campus under this Regulation.~~

~~(2) It is the policy and practice of the University to limit use of University buildings, other indoor facilities, and restricted-access outdoor areas by non-University organizations and persons. The rationale for this policy and practice is that the University, while it supports and encourages the exposure of its students and employees to a diverse and varied marketplace of ideas, is dedicated first and foremost to University's mission and to the State of Florida's directive to educate its students and engage in research and other scholarly activities.~~

~~(3) No campus buildings, other indoor facilities, or athletic or recreational facilities may be used by anyone for demonstrations, assemblies, events, or other functions unless specifically permitted in writing by the campus authority specifically responsible for the building or facility sought to be used. Certain University facilities may be available for rent, in which case the user will be required to enter into a facility use agreement or other formal arrangements with the University. The University reserves the right to charge fees on a differential basis depending on a number of factors, including but not limited to: nature of the use, size of expected crowd, presence of potentially hazardous items or activities, whether the user is directly associated with the University, whether the user is also an~~

~~educational or governmental entity, and whether additional security or utilities will be required. See also University Regulation UCF 4.0294.~~

~~(4) University and University-related organizations and persons may organize, conduct, or participate in demonstrations and other exercises of free speech and assembly on the University campus grounds, except for non-common outdoor areas. Non-university organizations and persons may conduct spontaneous expressive activities, and other exercises of free speech and assembly, on outdoor areas of the University campus that are otherwise accessible to the campus community for common use, but must abide by the reasonable time, place, and manner restrictions set forth in this and related University regulations (see also University Regulations UCF 4.029, 4.0292, and 4.0294), including that such use be lawful and non-disruptive. A person making use of the outdoor areas of the University's campus for expressive activities does not have the right to limit access to those outdoor areas or to conduct commercial activities in conjunction with the person's expressive activities.~~

~~(5) Non-university organizations and persons may use University indoor facilities for events if specifically sponsored by a University organization or a University-related organization. Such sponsorship requires the University organization or University-related organization to serve as a sponsor and to be a participant in the event of the non-University organization or persons, including being physically present throughout the event.~~

~~(6) All organizations and persons that engage in expressive activities in outdoor areas of the University campus, or otherwise conduct activities or events in University facilities, must abide by the general requirement that no such uses may interfere with, disrupt, or impede the normal operations of the University or otherwise interfere with or infringe on the rights of others. In order that expressive activities not interfere with the operation of the University or the rights of others, any person or organization organizing, conducting, leading, or participating in an expressive activity using University grounds or other facilities shall not:~~

- ~~(a) — obstruct vehicular, bicycle, pedestrian, or other traffic;~~
- ~~(b) — obstruct entrances or exits to buildings or driveways or impede entry to or exit from any building or parking lot or vehicular path;~~
- ~~(c) — interfere with educational or administrative activities inside or outside any building;~~
- ~~(d) — violate a law, rule, regulation, or ordinance;~~
- ~~(e) — make threatening utterances or gestures directed to a person or persons, which an objectively reasonable person would interpret as a serious expression of an intent to cause a present or future harm or to intimidate;~~
- ~~(f) — use fighting words, which are those words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;~~
- ~~(g) — obstruct, disrupt, or attempt to physically force the cancellation or continuance of a speaker;~~
- ~~(h) — create an objectively hostile environment for students or employees based on a protected category (race, color, national origin, sex, religion (including non-religion), age, disability, gender identity or expression, or sexual orientation) through speech or conduct that is so severe and pervasive that it objectively interferes with a student's or employee's abilities to benefit from or participate in educational or employment activities, benefits, or privileges;~~
- ~~(i) — interfere with or disrupt scheduled University ceremonies or events;~~
- ~~(j) — interfere with or disrupt University operations;~~
- ~~(k) — damage property, including grass, shrubs, trees, or other landscaping; or~~
- ~~(l) — utilize sound amplification, including bullhorns, except as set forth in paragraph (7) below.~~

~~(7) The University does not permit the use of amplified sound, including use of bullhorns, as part of expressive activities conducted in outdoor areas of the University campus or in University facilities, except as approved in advance by the official responsible for the particular grounds or facility being used or as set forth in this paragraph. Where amplified sound is permitted, it is permitted at limits specified in this paragraph or as specified by the official or by the procedures for the particular facility in question. Absent specific instructions provided by University officials, the approved use of amplified sound may not exceed a limit of 70 decibels. Even where use of amplified sound is pre-approved, the University reserves the right to impose different volume restrictions on the use after consideration of the potential impact of the use on the operations of the University.~~

~~(8) If an event, demonstration, assembly, or other activity is disrupting, interfering with, or impeding University operations or infringing on the rights of other individuals (“disruptive action”) contrary to the requirements of this and related regulations, the President or one of his/her representative(s) may:~~

- ~~(a) — identify him/herself to the disrupters, giving name and official position;~~
- ~~(b) — inform the disrupters that they are in violation of the University policy and/or in violation of the law and specify the nature of the violation;~~
- ~~(c) — request that the violation cease (which could include relocation of the activity to avoid the disruptive action); and~~
- ~~(d) — in the event of non-compliance with this request, enlist the assistance of the University Police in restoring order and enforcing the law.~~

~~(9) In the event of disruptive action, the University Police have a responsibility to:~~

- ~~(a) — declare the activity, event, demonstration, or assembly to be disruptive, disorderly, or in violation of law and request all participants to cease and desist and to disperse and clear the area or be subject to arrest and/or University disciplinary action;~~
- ~~(b) — arrest any participants observed to be in violation of the law; and~~

~~(e) —enlist the assistance of outside law enforcement agencies, if necessary.~~

~~(10) In the event of disruptive action, University employees and students involved in the demonstration, event, assembly or activity shall identify themselves by presenting appropriate documents such as ID cards when requested to do so by the police or by the President or his/her designated representative. When requesting that persons identify themselves, the University representative making the request will identify him/herself verbally. Disrupters not officially related to the University will be directed to leave the campus immediately or be subject to arrest for a violation of the law forbidding the disruption or interference with the administration or functions of an educational institution.~~

~~(11) The areas designated in paragraph (12) below may be reserved by University students and employees, University organizations, and University related organizations (the “campus community”), on a space available basis, for the exclusive use of the reserving individual or organization.~~

~~(12) The areas listed below shall be deemed reservable areas for the campus community. Contact the Office of Student Involvement for further information and to make reservations for all or part of a reservable area on main campus; contact Event Services at Rosen College to make reservations for all or part of a reservable area at the Rosen campus. Sidewalks and paved walkways are not included as part of any reservable area, and users may not extend their use of a reservable area to sidewalks or paved walkways that form the border of a reservable area. The Office of Student Involvement will maintain a map which highlights each of the reservable areas on the main campus.~~

~~(a) The open grass area between the kiosk near Millican Hall and the Mathematical Sciences Building as bounded by Apollo Circle and the paved walkways leading to the southwest entrance of the Mathematical Sciences Building.~~

- ~~(b) — The northwest portion of the grass area between the Student Union brick mall and the John T. Washington Center as bounded by Pegasus Circle to the northeast, the sidewalk of Aquarius Agora Dr. to the north, and the paved walkway leading to the covered patio of the Chick-fil-A.~~
- ~~(c) — The grass area bounded by the paved walkway bordering the northeast side of Howard Phillips Hall, the next paved walkway immediately northeast, and the paved walkway bisecting diagonally the grass area between the John T. Washington Center and Howard Phillips Hall, and the paved walkway bordering the southeast edge of this grass area.~~
- ~~(d) — The area south of the Health and Public Affairs 2 building bordered by the paved walkways and Pegasus Drive.~~
- ~~(e) — A portion of the rectangular grass area on the east side of Memory Mall bordered by Parking Surface Lot D, Mercury Circle, the east paved walkway of Memory Mall, and Memory Mall lamppost marker MM 23.~~
- ~~(f) — The grass area between the exits of the Student Union boardwalks (north and east) as bordered by Pegasus Circle on one side and a retention pond on the other side.~~
- ~~(g) — The open area southwest of the Convocation Center entrance bound by the West Plaza Drive sidewalk on the west and the Gemini Boulevard sidewalk to the south.~~
- ~~(h) — At the Rosen College of Hospitality Management, the grass area north of, and adjacent to, the Rosen College Library bounded by the paved walkways on the north, east, and west, and by the Library on the south.~~
- ~~(i) — At the Rosen College of Hospitality Management, a portion of the great lawn directly adjacent to the UCF Rosen College shuttle stop bounded on two sides by the paved~~

~~walkway of the shuttle stop and the paved walkway running north/south from the campus entrance gate.~~

~~(13) If the proposed use of University campus grounds or any other University facility qualifies as a potentially hazardous event, as defined in Regulation UCF 4.0292, the user must provide the information and documents identified in that regulation to allow for University review of the event. Please note that it is the responsibility of the event organization to submit forms and information for potentially hazardous events sufficiently in advance of the proposed event to allow for University review and for appropriate plans to be made to make the event secure. See Regulation UCF 4.0292 for more information about potentially hazardous events.~~

~~(14) Campus demonstrations or organized activities that will take the form of or involve a parade or a march and during which the participants will use or cross lanes of vehicular or pedestrian traffic must follow the requirements of University Regulation UCF 4.0292, "Potentially Hazardous Events." This is required so that necessary safety precautions can be taken.~~

~~*Authority: BOG Regulation 1.001. History New 10-19-86, Amended 3-16-03, 8-15-07, 06-09-08, Formerly 6C7 4.0293; Amended 1-15-2010, 7-20-17, 7-19-18.*~~

~~UCF 4.0294 Use of University Facilities; General Requirements.~~

- ~~(1) University facilities are reserved and used primarily for the official and regular conduct of the University's business by the University and the campus community.~~
- ~~(2) University organizations and University-related organizations may request non-commercial use of University buildings, and particular facilities may be assigned in response to such requests on a noninterference basis and subject to the requirements of the University. Use of University grounds, including reserving grounds for use, is governed by University Regulation UCF 4.0293. Commercial use of University facilities is governed by University Regulation UCF 4.010, University policies and procedures, and procedures of the specific facilities in which space may be reserved for commercial purposes.~~
- ~~(3) No outside food service shall be permitted on or in University facilities during, or in conjunction with, any meeting, event or function without the specific approval of the University.~~
- ~~(4) The general public shall be deemed to have license to the streets, libraries, book stores, and parking lots on the campus solely for the purposes of conducting legitimate business with the University and participating in University-related activities that are open to the public. Unless invited by someone with authority to do so, the general public shall not have access to lecture halls, classroom buildings, classrooms, laboratories, studios, residential facilities, research areas, administrative buildings, faculty or staff offices, or other buildings and areas reserved for University housing, teaching, research, administration, recreation, creative activity, or athletic activity.~~
- ~~(5) University facilities shall not be used for any purpose that will impair or interfere with the orderly processes and functions of the University, or that pose an unreasonable and immediate threat to the safety of University students and personnel or property, or are otherwise contrary to law. For purposes of determining interference and disruption, University officials will look to the standards of University Regulation UCF 4.0293.~~
- ~~(6) University athletic and recreational facilities may be scheduled for recreation purposes provided such use is authorized by the athletics association or department controlling the athletic or recreational facility in question.~~
- ~~(7) Facilities must be returned to their original condition following use by any person or organization. Users will be billed for the costs of cleanup that they do not adequately complete themselves.~~

~~(8) Displays, whether as part of an event or not, must adhere to the following guidelines:~~

~~(a) — Outdoor displays are allowed only in conjunction with an event or program.~~

~~(b) — Displays must be self-supporting and are restricted to a size of eight feet by four feet. Screens for projection purposes may be larger.~~

~~(c) — Displays must be assembled and disassembled each day.~~

~~(d) — Displays must be staffed at all times by the person or organization sponsoring the display.~~

~~(e) — There is a five-day maximum on displays.~~

~~(f) — The same display cannot be sponsored by the same or different organizations successively merely to extend the five-day maximum.~~

~~(g) — The size and construction of any display must be reviewed and approved by a University building code official or safety officer. A sketch drawing of the display indicating the size and construction materials must be submitted with the SAFE Form.~~

~~(9) All events, activities, and expressive activities using University facilities must comply with the following requirements:~~

~~(a) — Events may last no more than five days in succession. The same or different organizations may not sponsor the same event in succession in order to extend this maximum limitation.~~

~~(b) — No organization may reserve or make use University facilities and then permit the facilities to be used by any other person or organization. Where a University facility may be reserved, reservations are made in the name of a specific person or organization, and that person or organization must be present and actively utilizing the space so reserved. The University may shut down an event (or revoke the reservation) if the person or organization reserving the facility is not present and/or not actively utilizing the space so reserved.~~

~~(c) — Events, activities, and expressive activities generally are limited to the hours of 8:00 a.m. to 10:00 p.m. Sunday through Thursday and 8:00 a.m. to 12:00 midnight Friday and Saturday. Events, activities, and expressive activities outside of these hours must be specifically approved by the University at least fifteen calendar days in advance, so that the University can make custodial and security arrangements.~~

~~(d) — Sound amplification, including bullhorns, is not permitted, except as specifically authorized by the official in charge of the specific location where sound amplification is proposed to be used. See also Regulation UCF 4.0293(7) regarding amplified sound.~~

~~(e) — Any damage to University or personal property in the course of use of University facilities is prohibited. Care should be taken to ensure that University and personal property is not damaged or destroyed. This includes campus lawns, grassy areas, shrubs, plants, and trees. The University will charge the users of University facilities for necessary repairs or replacement.~~

~~(10) All potentially hazardous events, regardless of who is the sponsor, must follow the requirements (including insurance requirements) of Regulation UCF 4.0292.~~

~~(11) Use of University facilities may be subject to usage fees and/or service charges as determined by the authority or official controlling the facility to defray the costs of allowing use of the facilities. These charges may vary depending on whether the person or organization is University, University related, or non University, as those terms are defined in University Regulation UCF 4.029. Charges will not be imposed for the conduct of expressive activities in outdoor areas of campus as set forth in section 1004.097, F.S. However, if a non University person or organization wishes to reserve an outdoor area of the University campus for exclusive, prescheduled use and the outdoor area in question is available for such rental, then the speaker will be expected to pay usage fees and/or service charges otherwise charged to members of the public.~~

~~(12) A limited number of facilities on campus — such as the Student Union, the Memory Mall, Ferrell Commons, the Live Oak Event Center, the Fairwinds Alumni Center, the UCF Arena, and various outdoor recreation facilities — are available for rental by the general public at rates set by the facility and on a space available basis. Rental of these facilities may be for personal purposes (such as a reception) or commercial purposes (such as a test preparation service), subject to the policies and procedures of the University and the procedures of the specific facility.~~

~~*Authority: BOG Regulation 1.001. History — New 8-15-07, Formerly 6C7-4.0294, Amended 1-15-2010, 7-19-18.*~~



Board of Trustees

June 25, 2024

Agenda Item

GOVC-8: Amendments to Chapter 5 University Regulations

Proposed Committee Action

The Board of Trustees is asked to approve, on its consent agenda, the proposed amendments to the listed Chapter 5 University Regulations.

Authority for Board of Trustees Action

Board of Governors Regulation 1.001

Supporting Documentation Included

Attachment A: University Regulation UCF-5.006 (redline)
Attachment B: University Regulation UCF-5.0065 (redline)
Attachment C: University Regulation UCF-5.007 (redline)
Attachment D: University Regulation UCF-5.008 (redline)
Attachment E: University Regulation UCF-5.009 (redline)
Attachment F: University Regulation UCF-5.010 (redline)
Attachment G: University Regulation UCF-5.011 (redline)
Attachment H: University Regulation UCF-5.012 (redline)
Attachment I: University Regulation UCF-5.013 (redline)
Attachment J: University Regulation UCF-5.015 (redline)
Attachment K: University Regulation UCF-5.016 (redline)

Facilitators/Presenters

Sara Potter, Associate General Counsel



GOVC-8: Amendments to Chapter 5 University Regulations

EXECUTIVE SUMMARY

Objective

Consider the proposed amendments to the following University Regulations: UCF-5.006, UCF-5.0065; UCF-5.007, UCF-5.008, UCF-5.009, UCF-5.010; UCF-5.011; UCF-5.012; UCF-5.013, UCF-5.015, and UCF-5.016.

Summary of Key Observations/Recommendations

Many of the proposed amendments across this group of regulations are intended to better align with the language in Board of Governors Regulation 6.0105 (i.e., “Code” of Conduct instead of “Rules” of Conduct and “responsible” instead of “in violation”) or to update titles of individuals and departments. Additional edits are as follows:

UCF-5.006 Students Rights and Responsibilities sets forth student rights and responsibilities, including the definitions used in the student conduct process and the procedures used to address sex-based misconduct. The only additional proposed amendment is to add clarifying language to (3)(v) related to outcomes.

UCF-5.008 Rules of Conduct sets out the student rules of conduct. The only additional proposed amendments add a new paragraph (20) regarding use of restrooms and changing facilities in university buildings, in keeping with changes made to Florida Statutes s. 558.865 and Board of Governors Regulation 14.010.

UCF-5.009 Student Conduct Review Process; Sanctions sets out the process for reviewing alleged student rule violations. The additional proposed amendments to this regulation include an update to language in paragraph (2)(a) to align with University Regulation UCF-5.015; new language has been added to paragraph (4) with regards to students under 18; and new language has been added to paragraph (6) for graduate students that have been found responsible for academic misconduct.

UCF-5.010 Student Conduct Appeals sets out the appeal procedure for a student following a student conduct matter. The additional proposed amendments to this regulation are to add clarifying language to section (4) that the Community ReEngagement and Educational Development (CREED) Program only applies to undergraduate students.

UCF-5.013 Organizational Conduct Review Process; Sanctions; Appeals sets out the procedures related to student organization conduct proceedings. The only additional proposed amendments are to modify the provision related to the panel which hears organizational conduct matters.

UCF-5.015 Student Academic Behavior Misconduct Review Process sets out student academic behavior standards and outlines the process to be following in the event of academic misconduct allegations and findings. The only additional proposed amendments are to add new language regarding graduate students found responsible of academic misconduct.

UCF-5.016 Student Academic Appeals sets forth the conditions and procedures for student academic appeals. As a result of the Timely Academic Progress (TAP) policy for undergraduate students this regulation has been amended to add a new section regarding academic progress appeals.

Additional Background

This group of regulations addresses student rights and responsibilities and are reviewed annually and updated as needed.

Rationale

The proposed regulation amendments will allow for better alignment with the language used in Board of Governors regulations.

Implementation Plan

The amended regulations would take 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

Staff recommends that the committee recommend approval of the proposed amendments to these Chapter 5 University Regulations.

UCF-5.006 Student Rights and Responsibilities

(1) Student Rights. Upon enrollment, students are entitled to the following freedoms and rights, provided the exercise thereof is accomplished in accordance with University procedures and does not result in disruption or disturbance as elsewhere described in the Regulations.

- (a) Participation in Student Government and its elective process.
- (b) Membership in Registered Student Organizations.
- (c) Freedom of expression. The basic freedoms of students to hear, write, distribute, and act upon a variety of thoughts and beliefs are guaranteed. Freedom of expression carries with it the responsibility for seeing that the essential order of the University is preserved.
- (d) Freedom to hold public forums. The University desires to create a spirit of free inquiry and to promote the timely discussion of a wide variety of issues, provided the views expressed are stated openly and are subject to critical evaluation. Restraints on free inquiry are held to a minimum and are consistent with preserving an organized society in which peaceful, democratic means for change are available. Guest lecturers or off-campus speakers sponsored by student groups may appear on the UCF campus following arrangements with the designated University authority for such appearances.
- (e) Freedom to hear, write, distribute, and act upon a variety of thoughts and beliefs. This freedom is subject to the following:
 1. Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism. The distribution of such material, as is arranged by the Director of Office of Student Involvement, is permissible for registered student organizations provided steps have been taken to preserve the orderliness of the campus.
 2. Solicitation, whether printed materials or otherwise, on campus is prohibited except as provided in University Regulation UCF-4.010.
 3. The distribution of materials or circulation of petitions to captive audiences such as those in classrooms, at registration, in study areas or in residential units is not allowed without prior permission. Such permission may be requested from the appropriate university official.
- (f) Peaceful assembly. Student gatherings must neither disrupt or interfere with the orderly operation of the institution, nor violate federal, state, or local laws, or University policies and regulations.
- (g) Fair and impartial proceeding. These matters shall include, but not be limited to:
 1. Disciplinary proceedings involving an alleged violation of academic and nonacademic rules.
 2. Refunds and charges. The status of a student charged with a violation of University rules shall not be affected pending final disposition of the charges except in the case of administrative action (also known as an interim action). For specific procedures and rights of students during the Student Conduct Review Process, see later section entitled "Student Conduct Review Process."
- (h) Confidentiality of student records. Each University office and agency which generates, collects, and disseminates information on students must follow the guidelines for confidentiality of those records in their possession. For further information see "Student Record Guidelines."

- (i) Students with disabilities may be entitled to accommodations. For those students, please contact Student Accessibility Services.

(2) Student Responsibilities. A student at the University is deemed to have given their consent to the policies of the University and the Florida Board of Governors and to the laws of the State of Florida. Each student is responsible for reviewing the rules and regulations of the University and for abiding by them.

(3) Definitions.

- (a) The term “Academic Misconduct Panel” is comprised of one faculty and one staff/faculty member, and two students selected from the Student Conduct Board.
- (b) The term “Advisor” or “Support Person” refers to any individual who provides support, guidance or advice to a party involved in a Student Conduct Review Process and includes advocates and/or legal representatives. The Advisor or Support Person of the involved party’s choice may assist and/or accompany the party throughout the Student Conduct Review Process. This person may be present to advise the party involved in a Student Conduct Review Process and may participate in all aspects of the proceeding but shall not testify for the party. The Advisor or Support Person may not serve in any other role, including as a witness, an investigator, decider of fact, hearing officer, or member of a committee or panel convened to hear or decide the charge or any appeal. The term “Advisor” does not include an advisor as defined under 34 CFR 106.45; refer to University Policy 2-012 for information about “Advisor” under the University’s Title IX Grievance Policy.
- (c) The term “Class Lecture” is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. A class lecture will occur most often in a course identified by the university as a lecture type course, whether online or in-person, as opposed to a lab course or a course section identified as a discussion section. “Class lecture” does not include lab sessions, student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the faculty member during a class session.
- (d) The term “Clery Act” refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act is a federal law that requires institutions of higher education to provide current and prospective students and employees, the public, and the federal government with crime statistics and information about campus crime prevention programs and policies. Among other crimes, the Clery Act requires that colleges and universities report forcible sex offenses including sexual assault and rape. The Clery Act was amended by the Violence Against Women Reauthorization Act of 2013.
- (e) The term “Community ReEngagement and Educational Development (CREED) Program” is a committee composed of an equal number of faculty/staff and students appointed by the Director of Student Conduct and Academic Integrity (SCAI) or designee to review the disciplinary status of a student, or the removal of a “Z Designation” on a student’s transcript.

- (f) The term “Complainant” refers to anyone who discloses having been subjected to any act prohibited by the CodeRules of Conduct section UCF-5.008(5), the CodeRules of Conduct section UCF-5.008(6), or the Organizational CodeRules of Conduct section UCF-5.012(5), regardless of whether that person makes a report or seeks action under that policy.
- (g) The term “Consent” means an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. Consent cannot be obtained by force, threat, coercion, reasonable fear of injury, intimidation, use of position of influence, or through the use of one’s mental or physical helplessness or incapacity. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. The lack of a negative response, lack of protest or resistance, and silence are not consent. An individual who is incapacitated (such as by alcohol and/or other drugs both voluntarily or involuntarily consumed) may not give consent. Consent to sexual activity on a prior occasion does not, by itself, constitute consent to future sexual activity. In cases of prior relationships, the manner and nature of prior communications between the parties and the context of the relationship may have a bearing on the presence of consent. Once consent has been given to a particular sexual activity, it may be withdrawn at any time. An individual who seeks to withdraw consent must communicate, through clear words or actions, a decision to cease the sexual activity. Once consent is withdrawn, the sexual activity must cease immediately.
1. Responsibilities - It is the responsibility of the initiator to obtain clear and affirmative words or actions of a willingness to participate at each stage of sexual involvement.
 2. Incapacitation – Incapacitation is a state where an individual cannot make rational, reasonable decisions because of age, mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated due to the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. A person who is incapacitated lacks the capacity to give consent because they cannot understand the facts, nature, or extent of the sexual interaction. A person seeking to initiate sexual activity is not expected to be a medical expert in assessing incapacitation. The potential initiator must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation.
 3. Being impaired by alcohol or other drugs is no defense to any violation of this regulation.
- (h) The term “Continuously Enrolled” is defined as being enrolled in classes without a break of two or more consecutive regular semesters/terms (i.e., Fall and Spring, or Spring, Summer, and Fall).
- (i) The term “Deputy Title IX Coordinator” is defined as a university employee who is responsible for assisting with the coordination of the University’s efforts to comply with and carry out its responsibilities under Title IX.
- (j) The term “Director of SCAI” refers to the Director of Student Conduct and Academic Integrity.
- (k) The term “Hold” refers to a negative service indicator placed on a student’s record that includes but is not limited to: prevent modification to registration;

access to transcripts; and re-enrollment following a separation from the University.

- (l) The term “Mandated Assessment” refers to a process which is used to evaluate the student’s risk of harm to self or others, and to take appropriate actions to ensure the safety of the student or others if risk is present, completed by a licensed mental health professional or other appropriate licensed medical provider.
- (m) The term “Off Campus” refers to any location not defined as University premises.
- (n) The term “Overlay” refers to a notification on a student’s university transcript that states the student is not in good standing.
- (o) The term "Possession" means having actual knowledge of a substance or property, and intentionally exercising control over that substance or property.
- (p) The term “Preponderance of Evidence” means that evidence, considered as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within the Student and Organizational Conduct Review Process.
- (q) The term “Publish” means to share, transmit, circulate, distribute or otherwise provide access to a recording, regardless of format or medium, to another person (or other persons), including but not limited to another student in the class. Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print.
- (r) The term “Record Sealing” refers to when a student’s disciplinary record cannot be examined except by a court order or designated officials.
- (s) The term “Relevant Information” means information that has been shown to directly support the position of a party throughout one of the University’s investigative processes, including the Student and/or Organizational Conduct Review Process.
- (t) The term “Respondent” refers to any student or registered student organization who has been accused of a violation of CodeRules of Conduct Section UCF-5.008(5), CodeRules of Conduct Section UCF-5.008(6), and/or the Organizational CodeRules of Conduct section UCF-5.012(5).
- (u) The term “Responsible Person” is defined as any university or Direct Support Organization non-student employee who is not a confidential employee as defined in the University’s *Reporting Requirements Related to Nondiscrimination Policy (No. 2-015)*, as well as resident assistants, and graduate students with administrative, instructional, or supervisory authority over others . Responsible Persons include but are not limited to Faculty (full-time and part-time), Staff (full-time and part-time), and all those employees identified as Campus Security Authorities (CSAs). The University reserves the right to designate other individuals involved in university-sponsored/related activities as Responsible Persons on a case-by-case basis.
- (v) The term “Sanction” refers to punitive and educational outcome(s) imposed on students and registered student organizations found responsible in violation of any CodeRules of Conduct or Organizational CodeRules of Conduct.
- (w) The term “Sex Discrimination” refers to any unlawful distinction, preference or detriment to an individual that is based upon an individual’s sex that: (1) excludes an individual from participation in; (2) denies the individual the benefits of; (3) treats the individual differently with regards to; or (4) otherwise adversely affects

a term or condition of an individual's employment, education, living environment, or participation in a university program or activity. Sex discrimination includes sexual assault/misconduct, sexual exploitation, relationship violence, stalking, sexual or gender-based harassment, retaliation, or aiding and abetting.

- (x) The term "Sexual Contact" means physical contact of a sexual nature between individuals and includes but is not limited to: (i) touching, kissing, fondling (whether over or under clothing) of an individual for the purpose of sexual gratification; and/or (ii) contact, however slight, between the mouth, anus or sex organ of one individual with either the anus or sex organ of another individual; and/or (iii) contact, however slight, between the anus or sex organ of one individual and any other object.
- (y) The term "Student" means any person enrolled in one or more classes at the University, either full time or part time, study abroad student, online students, continuing education students, students pursuing undergraduate, graduate or professional studies, either degree seeking or non-degree seeking. Persons who withdraw after allegedly violating the CodeRules of Conduct, or who are not officially enrolled for a particular academic term but who have a continuing relationship with the University are also "students." Individuals who have been accepted for admission and have paid an enrollment deposit are considered "students" for limited purposes (including the Student Conduct Review Process).
- (z) The term "Student Conduct Board" refers to any person or persons authorized by the Director of SCAI or designee to review information and recommend findings regarding whether a student or registered student organization has violated the CodeRules of Conduct or Organizational CodeRules of Conduct, and to recommend sanctions that may be imposed, if applicable. Student Conduct Board members shall be selected through an annual application and interview process, with the exception of the justices from the Student Government Judicial Branch. All members of the Student Conduct Board shall receive annual training from SCAI.
- (aa) The term "Title IX" refers to the Title IX of the Education Amendments of 1972 which is a federal law that protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance". Additionally, Title IX prohibits discrimination on the basis of pregnancy as well as Title IX sexual harassment (defined in UCF Policy 2-012).
- (bb) The "Title IX Coordinator" is defined as a university employee who is responsible for coordinating the University's efforts to comply with and carry out its responsibilities under Title IX.
- (cc) The term "University" means the University of Central Florida.
- (dd) The term "University Community" refers, collectively and individually, to students, University officials, Trustees, employees, and all visitors, contractors, and guests to the University or any of its campuses, facilities or events.
- (ee) The term "University Official" includes any person employed by the University (i.e., faculty, staff, administration, and residence hall staff) acting within the scope of their job duties.

- (ff) The term “University Premises” includes all land, buildings, facilities, and other properties in the possession of or owned, used, controlled by the University, or its direct support organizations.
- (gg) The term “VAWA” refers to the Violence Against Women Reauthorization Act of 2013, which amended the Violence Against Women Act and the Clery Act to provide new requirements for schools to prevent and respond to sexual violence, relationship violence and stalking. Some of these requirements include providing primary prevention education and awareness programs for all incoming students and employees; collecting statistics on relationship violence and stalking, in addition to current requirements to collect sexual assault statistics; issuing Complainants a written notice of their rights; and adopting grievance policies that are prompt, fair, and impartial as well as administered by trained officials.
- (hh) The term “VP of SSWB” refers to the Vice President of Student Success and Well-Being.
- (ii) The term “Witness” refers to any person who directly observed an incident or has direct or indirect knowledge related to an incident.

(4) Smoking. While on UCF property, students will uphold the smoke-free campus policy (<http://smokefree.sdes.ucf.edu/>) to ensure a healthy and clean environment for everyone. Smoking of any kind is prohibited in all facilities and University premises.

(5) Medical Emergencies. The University of Central Florida highly encourages students and Registered Student Organizations to call for medical assistance whenever an individual experiences severe intoxication/impairment or serious injury after consuming alcohol and/or drugs. Students and Registered Student Organizations may be reluctant to call for help for themselves or others due to potential involvement from law enforcement officials or SCAI. Due to the serious or life-threatening nature of these medical emergencies, the University of Central Florida urges students to contact emergency medical services or the law enforcement officials if alcohol-related and/or drug-related medical emergencies arise. The University’s primary goal is to create a safe environment for its students. Procedures and expectations regarding these incidents have been outlined in the section 5.007 for individuals of and 5.011 for Registered Student Organizations.

(6) Student Conduct Procedures for Sex-Based Misconduct (Non-Title IX Sexual Harassment).

- (a) These procedures apply to alleged violations of UCF Regulation 5.008(5) and 5.012(5), but do not apply to 5.008(6) Title IX Sexual Harassment (see paragraph (7) below).
- (b) The Office of Institutional Equity (OIE) will conduct investigations under these procedures in a thorough and neutral manner. SCAI will then adjudicate the matters through the student conduct review process. During the investigation process and student conduct review process, the University will utilize the preponderance of evidence standard.
- (c) Rights of the Complainant and Respondent.
 1. The University strives to promote the safety and well-being of all students and employees. The requirements and protections of this policy apply equally regardless of an individual’s protected class as defined in the University’s *Nondiscrimination Policy* (No. 2-004). All requirements and protections also are equitably provided to individuals regardless of their status as a Complainant, Respondent, or Witness.

2. Both the Complainant and Respondent are permitted to have an advisor or support person accompany them throughout the university's investigative process and student conduct review process. This person may be present to advise the party but shall not testify for the Complainant or Respondent. The advisor or support person may not serve in any other role, including as a witness, an investigator, decider of fact, hearing officer, or member of a committee or panel convened to hear or decide the charge or any appeal. Also, it is within OIE's or SCAI's discretion whether to reschedule a meeting regarding an investigation or adjudication, respectively, due to a support person's/advisor's unavailability. Parties and witnesses must give prior notice to the investigator or SCAI representative, as appropriate, when any other person will be attending a meeting with OIE or SCAI.
3. Both the Complainant and the Respondent have the right to remedial and protective measures and shall be notified of available assistance at the University. For information, see Remedial Measures, Prevention, & Education Related to Nondiscrimination Policy (No. 2-016).
4. Both the Complainant and Respondent will have equal opportunity to present relevant witnesses and other information during the investigative process and during a formal hearing.
5. Both the Complainant and Respondent have the right to impartial investigators and hearing officers. Prior to the commencement of the formal hearing, the Complainant and Respondent shall have the opportunity to challenge the impartiality of the hearing officer. If the Complainant or Respondent shows good cause for the removal of the hearing officer, the Vice President of Student Success and Well-Being or designee will assign a new hearing officer.
6. Both the Complainant and Respondent will have equal opportunity to present relevant witnesses and other information during the investigative process and student conduct review process. Throughout the entire process, it is the student's responsibility to coordinate, schedule and communicate with OIE or SCAI if they would like to present relevant witnesses, documents or other information to be taken into consideration by OIE or SCAI. Unless otherwise stated in regulation, advisors are not permitted to coordinate, schedule and communicate with OIE or SCAI on behalf of a student. Neither the Complainant nor Respondent will have irrelevant past conduct, including sexual history, discussed during the formal hearing. The issue of relevancy shall be determined by the investigator during the investigation and by the hearing officer during the student conduct review process.
7. Both the Complainant and Respondent will be informed, concurrently and in writing, of the outcome of the investigative process, the Student Conduct Review Process, and the outcome of the appeal process.
8. Both the Complainant and the Respondent have the right to appeal the outcome of the Student Conduct Review Process on the basis outlined in the applicable Student Conduct Appeals section UCF-5.010 (individual student) or UCF-5.013 (registered student organizations).
9. Both the Complainant and Respondent will be given periodic status updates throughout the investigative process and the Student Conduct Review Process.

10. Persons requiring a reasonable accommodation based on a disability throughout the process must alert the investigator, Title IX Coordinator or SCAI contact of their need/request a reasonable amount of time prior to the start of any meeting or proceeding described herein, even if the persons are already receiving accommodations from other university services or resources.
- (d) Administrative hearing officers who hear cases of sex-based misconduct (other than Title IX sexual harassment) receive annual training on how to conduct fair and impartial hearings for these types of cases.

(7) Title IX Sexual Harassment Procedures for Student Conduct Review Process.

- (a) Federal law, specifically Title IX of the Education Amendments of 1972 (Title IX), prohibits discrimination on the basis of sex in education programs or activities. Part of Title IX's prohibition regarding sex discrimination includes acts of Title IX Sexual Harassment as defined in the University's Title IX Grievance Policy, UCF Policy 2-012. Title IX also prohibits retaliation for making a good faith report of Title IX Sexual Harassment or participating in or being a party to any proceeding involving allegations of Title IX Sexual Harassment.
- (b) Rights of the Complainant and the Respondent. The rights of the Complainant and Respondent in a Title IX Sexual Harassment matter are explained in the University's Title IX Grievance Policy, UCF Policy 2-012.
- (c) Procedures Governing Title IX Sexual Harassment Allegations. The policy and procedures which govern the investigation and live hearing process for allegations of Title IX Sexual Harassment are found in the University's Title IX Grievance Policy, UCF Policy 2-012.
- (d) Decision-makers and hearing chairs who hear cases of Title IX Sexual Harassment receive annual training on how to conduct fair and impartial hearings for these types of cases.

Authority: BOG Regulations 1.001 and 6.0105. History - Formerly 6C7-5.003, New 6-18-09, Amended 7-19-12, 9-5-13, 11-24-14, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 9-23-21, 10-20-22, 6-29-23, ____-24.

UCF-5.0065 Involuntary Withdrawal Procedures; Mandated Assessment

(1) Involuntary Withdrawal Procedure.

(a) Introduction.

1. The University of Central Florida is committed to ensuring equality of educational opportunity while cultivating an environment that is safe for the campus community and supportive of student learning. The University will seek to intervene where a student's behavior interferes with the rights of others within the University community or where the student presents a significant risk of harm to the health, safety, well-being and/or property rights of others. In such situations, safety and security concerns are paramount, and the University must react as promptly as feasible under the circumstances. University officials may consider a number of reasonable security and health and safety measures, including, but not limited to, requesting emergency assistance and seeking psychiatric evaluation, hospitalization, and treatment for mental illness as appropriate under the law. Additionally, the University may determine that it is necessary for the student to be involuntarily withdrawn from the University for the protection of others. This section outlines the procedures to be used by the University in making an involuntary withdrawal decision.
2. This Involuntary Withdrawal Procedure will be applied in a nondiscriminatory manner, and decisions will be based on consideration of the student's conduct, actions, and statements and not on knowledge or belief that the student has a disability.
3. The purpose of the Involuntary Withdrawal Procedure is for the University to be able to take urgent action when circumstances present a Significant Risk based on reasonably available information at the time. It will be necessary for the University to act promptly and for the benefit of the community as a whole, even if that means that, in consideration of later-presented information, the procedure ultimately concludes in favor of the student's continued enrollment (with or without conditions). Where the involuntary withdrawal procedure is invoked but the student is permitted to continue enrollment with no conditions, the University will take reasonable steps to assist the student in resuming their academic endeavors with as little disruption as feasible under the circumstances.

- (b) Direct Threat. When a student's behavior is deemed to pose a direct threat risk to the health and safety of the community, the Vice President, Student Success and Well-being (VP-SSWB) or their designee may initiate an involuntary withdrawal of the student on behalf of the university. The Dean of Students or designee will consult with the University Crisis Team before a final decision is made on the involuntary withdrawal of the student. A student poses a Direct Threat when the student's behavior poses a "Significant Risk" to the health or safety of others, or of significant property damage, or of substantial disruption to the lawful activities of others or the educational process or orderly operation of the University, and reasonable modifications of policies, practices, or procedures will not sufficiently mitigate the risk. Significant Risk is defined as the high probability of harm, threats of harm, or disruption and not just a slightly increased, speculative, or

remote risk of such. Significant Risk is identified based on information that is reasonably available at the time of consideration. Information may be provided to the University through different means, including an incident report to the University, a police report, information provided following a hospitalization, or any other reliable source.

(c) Interim Involuntary Withdrawal.

1. A student may be involuntarily withdrawn from the University on an interim basis (“Interim Involuntary Withdrawal”) if the Dean of Students or designee determines, based upon information reasonably available at the time, that the student poses a Direct Threat as defined above. A student will remain on Interim Involuntary Withdrawal pending the outcome of the Interim Involuntary Withdrawal Review. An Interim Involuntary Withdrawal may be imposed prior to a meeting of the University Crisis Team.
2. A student will be notified of Interim Involuntary Withdrawal through a written notice outlining the Interim Involuntary Withdrawal procedure, including the time, date, and location of the Interim Involuntary Withdrawal Review.
3. A student under Interim Involuntary Withdrawal shall be given an opportunity to present information to the University Crisis Team within three (3) business days from the effective date of the Interim Involuntary Withdrawal, to review the following issues only:
 - a. The reliability of the information concerning the student’s behavior and,
 - b. Whether or not the student’s behavior poses a Direct Threat, as defined above.
4. Should the student fail to attend the Interim Involuntary Withdrawal review, the review may be held in the student’s absence, and any recommended actions will be made using the information available at the time of the scheduled review.

(d) Involuntary Withdrawal – Notice to Student. A student subject to Involuntary Withdrawal is entitled to the following:

1. Notice of intent to remove the student pursuant to this policy stating the reasons for the proposed action.
2. The opportunity to examine the psychiatric or other evaluations provided to the University Crisis Team and to discuss them.
3. The opportunity to present relevant information for consideration of their case personally, or by a licensed mental health professional working with that student, if the student is not capable of self-representation.
4. The opportunity to have an advisor of the student’s own choice accompany the student to any meetings or proceedings described in this procedure. The advisor may not present on behalf of the student or otherwise participate in the meeting or proceeding.
5. The right to appeal.

(e) Involuntary Withdrawal – Meeting of the University Crisis Team. The Dean of Students or designee will call a meeting of the University Crisis Team no earlier

than five (5) business days after notifying the student of the proposed Involuntary Withdrawal. The student will be notified of the time, date, and location of the University Crisis Team meeting. The student may be present at this meeting and may present information in support of themselves. Following the student's presentation, the team shall meet in a confidential deliberation. At the conclusion of this confidential deliberation, the team shall make a recommendation to the Dean of Students or designee, based upon the Team's review of all available information at the time of the meeting, as to whether the University should:

1. involuntary withdraw the student due to Direct Threat;
2. make no changes to the student's status;
3. allow continued enrollment with conditions; or
4. if the student is on Interim Involuntary Withdrawal at the time, reinstate the student with or without conditions.

- (f) Involuntary Withdrawal – Notifying Student of Recommendation and Decision. The Dean of Students or designee will make a final decision regarding the student's enrollment status based on the totality of information available to the University and considering both the University Crisis Team's recommendation and any information presented by the student. The Dean of Students or designee will notify the student in writing within two business days of the final decision regarding the student's enrollment status.
- (g) Involuntary Withdrawal Appeal – In the event a student disagrees with the decision of the Dean of Students or designee, the student may appeal the decision. The appeal must be made in writing to the VP-SSWB, or designee, within three (3) business days after the date of the notification to the student of the decision. A student may appeal the decision based on one or more of the following criteria:
1. Irregularities in fairness and stated procedures that could have affected the outcome of the decision.
 2. Discovery of new and significant information that could have affected the outcome and that was not known or could not reasonably have been discovered and/or presented at the time of the meeting.
 3. The outcome is extraordinarily disproportionate to the reported behavior. The Vice President of SSWB or designee, shall, within three (3) business days, sustain the initial decision or return the case to the University Crisis Team for re-consideration. Should the appellate officer require additional time for review beyond the three (3) business days, the appellate officer shall notify the student in writing of the need for additional time. A decision to sustain the initial decision is final action. If the matter is returned for re-consideration, the process will resume at the step outlined in subsection (e), above.
- (h) Upon being involuntarily withdrawn, the student may no longer enroll in classes, may not be an active member of a registered student organization, may no longer use University facilities, must vacate University owned housing, may no longer be permitted on University property, and may not be employed by UCF. Additionally, an involuntarily withdrawn student may be entitled to whatever refunds of tuition, fees, and room and board charges as would be appropriate given the timing of the withdrawal.

- (i) Students who are involuntarily withdrawn from the University shall have a hold placed on their records, which will prevent them from being readmitted or reenrolled at the institution except as stated in this paragraph. A student may request readmission or reenrollment at the University and provide the Dean of Students or designee with documentation from an appropriate healthcare provider of their choice who has conducted a proper assessment of the student and concluded that the student is ready and able to safely return to the University and does not pose a Direct Threat as defined above. In cases where the Dean of Students or designee has imposed other conditions for readmission, it is the responsibility of the student to provide documentation of compliance with such conditions.
- (j) A student who is considered for but ultimately not subject to Involuntary Withdrawal may be subject to conditions on continued enrollment at the University. In such cases, the student will be provided with a written summary of any such conditions and must meet all conditions in order to maintain student status. A student who fails to meet such conditions may be later subject to involuntary withdrawal by the Dean of Students or designee or may be subject to charges through the University's Student Conduct Review Process for failure to comply.
- (k) The current voluntary medical withdrawal process should not be used to handle withdrawals where a Direct Threat is evident or where a violation of the [Code Rules](#) of Conduct has allegedly occurred. Information for students seeking a medical withdrawal is available in the Catalog.
- (l) As a general principle, the University prefers to use the Student Conduct Review Process in instances of misconduct, without regard to whether the student has a physical or mental condition that might be contributing to the misconduct. The Involuntary Withdrawal Procedure is to be employed in those situations in which the regular Student Conduct Review Process is not applicable or, due to safety concerns, cannot be applied in a sufficiently timely fashion.

(2) Mandated Assessment Procedure. This University procedure is established to respond to behaviors or actions that result in hospitalization from imminent danger to self or others via the Baker Act (F.S. 394.463) or Marchman Act (F.S. 397.6811), or significant acts or threats of violence to others, chronic eating disorders, dramatic and/or expansive displays of self-mutilation, behaviors that are significantly disruptive to the UCF community and /or diminish the ability of a student to care for oneself. Whenever the UCF Police provide transportation of a UCF student to the hospital for involuntary examination, the police will file a report with Student Care Services.

- (a) Once information is received regarding a UCF student hospitalization via the Baker Act or the Marchman Act, Student Care Services may utilize the mandated assessment session(s) to evaluate a student's risk of harm to self or others, and to take appropriate actions for the safety of the student or others if risk is present. In addition, the mandated assessment session(s) are designed to assist students in developing a safety and/or well-being plan and provide students with educational resources. A member of Student Care Services will contact the student in a timely manner and require an initial meeting between a Student Care Services staff member and the student to discuss the mandated assessment procedure.

- (b) A mandated assessment must be completed with a licensed mental health professional and/or a physical assessment with a licensed medical provider. Examples of a licensed mental health professional include a Student Health Services psychiatrist, a Counseling and Psychological Services clinician, or a community based licensed mental health professional or licensed psychiatrist of the student's choice. Student Care Services will require proof of participation for the mandated assessment with a licensed mental health professional and/or proof of a physical assessment with an appropriate medical provider. The student must meet with Student Care Services within ten (10) business days following release of hospitalization. Student must provide proof of mandated assessment within twenty (20) business days following release of hospitalization or prior to return to the University (in the event a student withdraws for the remainder of the semester or pursues a medical withdrawal). Failure to comply may result in disciplinary action or the convening of the University Crisis Team.
- (c) In cases where more protective action is needed based on more severe behavior/conduct (e.g., behavior endangering others, threats to harm others, behavior significantly disruptive to the UCF community), the Dean of Students or designee may initiate one or both of the following:
1. Interim Action followed by initiating the Student Conduct Review Process;
 2. Convening of the University Crisis Team to consider the initiation of the Involuntary Withdrawal Procedure.

Authority: BOG Regulations 1.001 and 6.0105. History - New 9-23-21, 5-26-22, 6-29-23, ____ - 24.

UCF-5.007 Student Conduct Scope; Student Conduct Records; Medical Emergencies (Alcohol & Drug)

(1) Scope

- (a) The CodeRules of Conduct shall apply to all undergraduate students, graduate students and students pursuing professional studies, including those attending its regional campuses and/or off campus instructional sites. The CodeRules of Conduct shall be deemed a part of the terms and conditions of admission and enrollment of all students. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by the University of Central Florida. The CodeRules of Conduct apply to student conduct and will not be used to impose discipline for the lawful expression of ideas. Specific restrictions on time and place of meetings and assemblies are found in other University regulations or policies.
- (b) These CodeRules of Conduct appliesy to all student conduct that occurs on University premises or online, or at activities officially approved by the University of Central Florida or which are sponsored or conducted by University groups and organizations, regardless of location.
- (c) Off-Campus Conduct. The University may take action against a student for off-campus conduct if the conduct is specifically prohibited by law or the CodeRules of Conduct; or if the conduct poses (or demonstrates that the student's continued presence on University premises poses) a danger to the health, safety or welfare of the University community; or if the conduct is disruptive to the orderly processes and functions of the University.
- (d) Failure to comply with duly established laws or University regulations may subject violator(s) to appropriate civil authorities.

(2) Authority

- (a) Florida Board of Governors Regulation 6.0105 requires each university to establish a Student Disciplinary System, including a code of conduct, to apply to student disciplinary proceedings.
- (b) These regulations are designed to ensure fairness and due process in student disciplinary proceedings.
- (c) Generally, authority necessary to enforce the student conduct regulations is vested in the Vice President for Student Success and Well-Being Development and Enrollment Services or designee. Selected functions of this authority are shared with faculty, staff and students. Some functions of student conduct administration are assisted through review boards or committees.

(3) Violations of Law and Rule of Conduct Violations. A student who commits offenses against the laws of municipalities, states, or the United States, is subject to prosecution by those authorities and may be subject to disciplinary action under University rules when the conduct violates institutional standards. Student shall not be forced to present self-incriminating evidence; however, the University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal case. The Student Conduct Review Process is not a criminal or judicial proceeding and is designed to address student behavior; therefore, alleged violations of the CodeRules of Conduct will be addressed independently of any penalty imposed by the courts for the criminal offense.

(4) Student Conduct Records

- (a) Maintenance of Records. A student's conduct case record will be maintained in Student Conduct and Academic Integrity (SCAI) and, if applicable, the Office of Institutional Equity. The case record of a student found responsible for charge(s) against them, with sanctions less than disciplinary suspension, dismissal and/or expulsion, will generally be maintained in SCAI (and, if applicable, the Office of Institutional Equity) for seven years from the calendar year of record, after which they are destroyed. The case record of a student who has been placed on disciplinary suspension, dismissal and/or expulsion will be permanently maintained as official records by SCAI.
- (b) Release of Records. The release of student disciplinary records will be governed by applicable federal and state laws regarding the privacy of educational records.
- (c) Sealing of Records: For information regarding sealing of records, please see UCF-5.010(4).

(5) Evaluation of Student Conduct Review Process. The Student Conduct Review Process will be evaluated periodically by the Golden Rule Review Committee. All proposed changes shall be evaluated for approval by the appropriate administrative body.

(6) Medical Emergencies. The University of Central Florida highly encourages students to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol and/or other drugs. Students may be reluctant to call for help for themselves or others due to potential involvement from law enforcement officials or SCAI. Due to the serious or life-threatening nature of these medical emergencies, the University of Central Florida urges students to contact emergency medical services or law enforcement officials if alcohol-related and/or drug-related medical emergencies arise. The University's primary goal is to create a safe environment for its students.

- (a) University of Central Florida students who receive medical attention due to drug and/or alcohol related emergencies may be exempted from disciplinary action by the Director of SCAI following the Director's review of the circumstances. Students exempted by the Director from disciplinary action in this manner will be referred for assessment and follow-up services in lieu of the student conduct review process.
- (b) Students who receive medical assistance for drugs and/or alcohol emergencies may receive exemption for violations of the CodeRules of Conduct Section 11(a)-11(d) and/or 12(a)-12(c); however, exemption for other CodeRules of Conduct violations may not be granted. The Director of SCAI or designee reserves the right to review each incident individually to determine whether the student will be exempt from disciplinary action. The Director of SCAI or designee maintains the right to recommend additional requirements for students who are referred for assessment and fail to meet the requirements of their assessment. For subsequent incidents, appropriate interventions will be handled on a case by case basis.
- (c) Students who seek medical assistance on behalf of another student impaired by drugs and/or alcohol may be exempted by the Director of SCAI from disciplinary action for violations of the CodeRules of Conduct Section 11(a)-11(d) and/or 12(a)-12(c). However, exemption for other violations of the CodeRules of Conduct will not be granted.

- (d) For parental notification regarding alcohol and/or other drug-related incidents, refer to the Parental Notification Policy on SCAI website:
<https://scai.sdes.ucf.edu/parental-notification/>.
- (e) Additional information regarding alcohol and/or other drug-related emergencies can be found on the SCAI website at <https://scai.sdes.ucf.edu/medicalemergencies/>.

Authority: BOG Regulations 1.001 and 6.0105. History - Formerly 6C7-5.0041, New 6-18-09. Amended 9-5-13, 11-20-14, 10-29-15, 7-28-16, 7-20-17, 7-19-18, 6-18-20, 9-23-21, _____-24.

UCF-5.008 CodeRules of Conduct

The following defined and described actions include, but are not limited to, conduct for which disciplinary action may be taken at the University of Central Florida. Students are responsible for the observation of all University policies and regulations. Each student is expected to abide by these CodeRules of Conduct, and administrators are expected to enforce itthem. These CodeRules of Conduct should be read broadly and isare not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be revised during the year; announcements will be made on adoption of the changes or additions. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by the University of Central Florida. The CodeRules of Conduct applies to student conduct and will not be used to impose discipline for the lawful expression of ideas. Students are prohibited from engaging in:

(1) Academic Misconduct

- (a) Academic misconduct is defined as any submitted work or behavior that obstructs the instructor of record's ability to accurately assess the student's understanding or completion of the course materials or degree requirements (e.g., assignment, quiz, and/or exam).
Examples of academic misconduct include but are not limited to: plagiarism; unauthorized assistance to complete an academic exercise; unauthorized communication with others during an examination, course assignment, or project; falsifying or misrepresenting academic work; providing misleading information to create a personal advantage to complete course/degree requirements; or multiple submission(s) of academic work without permission of the instructor of record.
- (b) Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.
- (c) Commercial Use of Academic Material. Selling of course material to another person and/or uploading course material to a third-party vendor without authorization or without the express written permission of the University and the instructor of record. Course materials include but are not limited to class notes, the instructor of record's slide deck, tests, quizzes, labs, instruction sheets, homework, study guides, and handouts.
- (d) Soliciting assistance with academic coursework and/or degree requirements. The solicitation of assistance with an assignment, lab, quiz, test, paper, etc., without authorization of the instructor of record or designee is prohibited. This includes but is not limited to asking for answers to a quiz, trading answers, or offering to pay another to complete an assignment. It is considered Academic Misconduct to solicit assistance with academic coursework and/or degree requirements, even if the solicitation did not yield actual assistance (for example, if there was no response to the solicitation).

(2) Possessing and/or Providing False and Misleading Information and/or Falsification of University Records

- (a) Withholding related information or furnishing false or misleading information (oral or written) to University officials (faculty or staff) or law enforcement officers.
- (b) Possession, use or attempted use of any form of fraudulent identification, including the credentials or identification of another individual.
- (c) Forgery, alteration, or misuse of any University document, material, file, record, or instrument of identification.

- (d) Deliberately and purposefully providing false or misleading verbal or written information about another person.
- (e) Falsification, distortion, or misrepresentation of information during an investigation or the Student Conduct Review Process, including knowingly initiating a false complaint.
- (f) Fraud: Any act of deceit or misrepresentation for purposes of financial or personal gain.

(3) Disruptive Conduct

- (a) Any act that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or any part thereof or the rights of one or more individuals.
- (b) Any act which deliberately impedes or interferes with the normal flow of pedestrian and vehicular traffic.
- (c) Any act which intentionally interferes with the election processes of any University registered student organization or sponsored student group.
- (d) Misuse of any University safety equipment, firefighting equipment, or fire alarms.
- (e) A false report of an explosive or incendiary device, which constitutes a threat or bomb scare.
- (f) Breach of peace: an act, which aids, abets, or procures another person to breach the peace on the University premises or at University sponsored/related functions.
- (g) Failure to comply with oral or written instruction from duly authorized University officials (i.e. faculty, staff, administration, residence hall staff) acting within the scope of their job duties or law enforcement officers acting in the performance of their duties, including failure to produce identification to these persons when requested to do so.
- (h) Failure to produce identification upon request by a University official (i.e. faculty, staff, administration, residence hall staff), acting within the scope of their job duties or law enforcement officers acting in the performance of their duties.
- (i) Hindering, noncompliance, or interfering with the student conduct review process by failing to obey the notice from a university official to appear for a student conduct meeting or hearing; and/or attempting to discourage an individual's proper participating in, or use of, the student conduct review process.
- (j) Violation of any other University regulation or policy as described in the UCF Regulations, UCF Policies and Procedures, or University department publicized policy.
- (k) Failure to comply with applicable law and University regulations and procedures for solicitation and fundraising activities on campus.

(4) Harmful Behavior

- (a) Physical harm or threat of physical harm to any person. This harmful behavior policy may not apply in those instances where it is found that a student is acting in self-defense.
- (b) Verbal, digital, or written abuse, threats, intimidation, coercion and/or other conduct that endangers the health, safety, or wellbeing of others, or which would place a reasonable person in fear of bodily injury or death. This definition, however, shall not be interpreted to abridge the rights of the University community to freedom of expression protected by the First Amendment of the United States Constitution and any other applicable law.

- (c) Unlawful Harassment: Unlawful harassment consists of conduct based upon an individual's race, color, ethnicity, national origin, religion, non-religion, age, genetic information, sex (including pregnancy and parental status, gender identity or expression, or sexual orientation), marital status, physical or mental disability (including learning disabilities, intellectual disabilities, and past or present history of mental illness), veteran's status (as protected under the Vietnam Era Veterans' Readjustment Assistant Act), or membership in other protected classes set forth in state or federal law, and the conduct meets the description of either Hostile Environment Harassment or Quid Pro Quo Harassment, as defined in the University's Nondiscrimination Policy (No. 2-004).
- (d) Bullying: Defined as behavior of any sort (including communicative behavior) directed at another, that is severe, pervasive or persistent, and is of a nature that would cause a reasonable person or group in the target's position substantial emotional distress and undermine their ability to work, study, or participate in University life or regular activities, or which would place a reasonable person in fear of injury or death.
- (e) Invasion of Privacy and Unauthorized Recording.
 1. Making, using, disclosing or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it; and any other conduct that constitutes an invasion of the privacy of another person under applicable laws and regulations. Such conduct includes, without limitation, unauthorized recording of personal conversations, images, meetings, activities, or surreptitiously or covertly surveilling or observing an individual.
 2. Unauthorized recording of class activity (other than class lecture), or of meetings where there exists a legal expectation of privacy, and/or any unauthorized publication of a recording.
 3. Any notice, consent, or other requirements under applicable laws and regulations must be fulfilled in connection with authorizing, making, using, disclosing, or distributing any recording, where there is a legal expectation of privacy.
- (f) Retaliation against or harassment of complainant(s), other person(s) alleging misconduct, or anyone who participates in an investigation.

(5) Sex-Based Misconduct (Non-Title IX Sexual Harassment)

- (a) Sexual Assault. Sexual assault means sexual contact without consent.
- (b) Sexual Harassment. Sexual harassment means any unwelcome sexual advances, request for sexual favors, or other unwanted verbal, graphic or physical conduct of a sexual nature when the conditions for Hostile Environment Harassment or Quid Pro Quo Harassment as defined in UCF's Nondiscrimination Policy (No. 2-004) are present.
- (c) Gender-Based Harassment: Gender-based harassment is unlawful harassment that is based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, graphic, or physical, even if the acts do not involve conduct of a sexual nature, when the conditions for Hostile Environment Harassment or Quid Pro Quo Harassment as defined in UCF's Nondiscrimination Policy (No. 2-004) are present.

- (d) Relationship Violence: Relationship Violence includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Relationship Violence includes “dating violence” and “domestic violence”, as defined by the Violence Against Women Reauthorization Act of 2013.
- (e) Stalking: Defined as when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for their safety or the safety of others, or to experience substantial emotional distress. Stalking includes “cyber stalking,” a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, phones, texts, or other similar devices or forms of contact. A “course of conduct” is two or more acts, including but not limited to acts in which a person directly, indirectly, or through third-parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property.
- (f) Sexual Exploitation: Sexual Exploitation is purposely or knowingly doing or attempting to do any of the following:
 1. Exposing of one’s body in such a manner that another party reasonably could be offended or to display sexual behavior which another person reasonably finds offensive;
 2. Voyeurism, including trespassing, spying, or eavesdropping for the purpose of sexual gratification;
 3. Soliciting sex acts from a minor by oral, written, or electronic means;
 4. Possessing, producing, or disseminating child pornography;
 5. Recording or photographing private sexual activity and/or a person’s intimate parts (including genitalia, groin, breasts or buttocks) without consent;
 6. Disseminating or posting images of private sexual activity and/or a person’s intimate parts (including genitalia, groin, breasts, or buttocks) without consent;
 7. Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images);
 8. Subjecting another person to human trafficking; or
 9. Exposing another person to a sexually transmitted infection or virus without the other’s knowledge.
- (g) Any attempted acts of sex-based misconduct are also violations of this policy.

(6) Title IX Sexual Harassment

- (a) Title IX Sexual Harassment is defined as any conduct which occurs (i) on or after August 14, 2020; (ii)-against a person located in the United States; and (iii) in or as part of the University’s education program or activity, which satisfies one or more of the following:
 1. Unwelcome conduct of a sexual nature that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity.

2. Sexual assault (as defined in the Clery Act), which includes any sexual contact that occurs without consent (consent and sexual contact are defined in UCF-5.006(3)).
 3. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any act of violence or threatened act of violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
 4. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Florida statute or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Florida.
 5. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for their safety or the safety of others; or (b) suffer substantial emotional distress.
- (b) Retaliation, including but not limited to conduct meant to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972, its implementing regulations, or UCF Policy 2-012.

(7) Larceny/Property Damage

- (a) Unauthorized use, possession, or theft of property or service. Such property may be personal or public.
- (b) Damaging or defacing of University property or the property of another person whether or not it is on University premises.
- (c) Misuse, tampering with, or damaging fire safety or other safety equipment.

(8) Hazing

- (a) Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health and/or safety of a student for purposes including but not limited to: initiation or admission into, association or affiliation with, any registered student organization or other group whether or not officially recognized by the University. Hazing in violation of Florida Statutes may result in felony charges. A student may commit an act of hazing whether the student is a prospective, current, or former member of the organization or group. The actions of active, associate, new and/or prospective members, former members, or alumni of a student organization or group may be considered hazing under this rule.
- (b) Hazing includes brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquid, liquor, drug, or other substances; or other forced elements; or

other forced activity which could adversely affect the mental or physical health or safety of the individual.

- (c) Hazing includes any activity which could subject the individual to extreme mental stress such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other activity that could adversely affect the mental health or dignity of the individual.
- (d) Hazing includes forcing, pressuring, or coercing, the student into violation of University policies or federal, state, or local law.
- (e) Hazing includes soliciting a person to commit or being actively involved in the planning of any act of hazing as defined above where the act of hazing creates a substantial risk of physical injury or death to the person(s) hazed.
- (f) It is not defense to an allegation of hazing that:
 - 1. the consent of the victim had been obtained;
 - 2. the conduct or activity that resulted in the death or injury of a person was not part of any official organizational event or otherwise sanctioned or approved by the student organization; or
 - 3. the conduct or activity that resulted in the death or injury of a person was not done as a condition of membership into a student organization.
- (g) Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

(9) Misuse or Unauthorized Use of Facilities and Grounds

- (a) Misuse or unauthorized use of classroom or laboratory facilities, or University property (as defined by University Regulation UCF-4.036).
- (b) Abusing grounds or building structures including, but not limited to ramps, rails, stair sets and entryways by means of recreational cycling, skating, scootering, or other recreational activities or devices as outlined in University Regulation UCF-4.036.
- (c) Unauthorized entry or attempted entry to any University property (as defined by University Regulation UCF-4.036).
- (d) Unauthorized possession, duplication or use of keys to any University property (as defined by University Regulation UCF-4.036).

(10) Misconduct at University Sponsored/Related Activities

- (a) Violation of the UCF [CodeRules](#) of Conduct at any UCF sponsored or related activities.
- (b) Violations of a regulation(s) of a host institution sponsored/related activity shall be a violation of the golden rule.

(11) Controlled Substance and Drug Violations

- (a) Possessing, consuming, or attempting to possess cannabis in any amount.
- (b) Cultivating, manufacturing, or attempting to obtain cannabis in any amount.
- (c) Possessing, consuming, cultivating, manufacturing, or attempting to possess any controlled substances other than cannabis, except as expressly permitted by law.
- (d) Selling or distributing cannabis or any other controlled substances other than alcohol.
- (e) Possessing or attempting to possess any drug-related paraphernalia.
- (f) Misconduct under the influence of controlled substance(s) and/or drugs other than alcohol.

NOTE: Students who receive medical attention due to drug related emergencies and/or students who call for help on behalf of another student who may be experiencing a drug related emergency may be exempt from disciplinary action. Information regarding exemptions under this rule for drug related emergencies can be found in University Regulation UCF-5.007 and the Student Conduct and Academic Integrity website: <http://scai.sdes.ucf.edu/medicalemergencies> .

(12) Alcoholic Beverage Violations

- (a) Possessing or consuming alcoholic beverages, or possessing or using alcohol-related paraphernalia, except as expressly permitted by the law and University Regulations and/or Policies.
- (b) Selling or distributing alcoholic beverages or alcohol-related paraphernalia, except as expressly permitted by law and University Regulations and/or Policies
- (c) Misconduct under the influence of alcohol

NOTE: Students who receive medical attention due to drug related emergencies and/or students who call for help on behalf of another student who may be experiencing a drug related emergency may be exempt from disciplinary action. Information regarding exemptions under this rule for drug related emergencies can be found in University Regulation UCF-5.007 and the Student Conduct and Academic Integrity website: <http://scai.sdes.ucf.edu/medicalemergencies>.

(13) Possession of Weapons and/or Dangerous Materials

- (a) The possession, use, or storage of weapons on property owned or controlled by the University or at events sponsored and/or supported by the University is prohibited, except as specifically outlined in University Policy 3-119.1 (Weapons on University Property and at University Events).
- (b) Possession or use of fireworks of any description, ammunition, explosives, or chemicals which are disruptive, explosive, or corrosive are prohibited on University premises or at University sponsored/related activities.

(14) Instigation or Participation in Group Disturbances during Demonstrations, Parades, or Picketing

- (a) Participation in a demonstration(s), parade(s), or picketing which invades the rights of others, which interferes with the function(s) of the University, or which jeopardizes public order and safety.
- (b) Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

(15) Misuse of Computing and Telecommunications Resources

- (a) Theft or other abuse of computer facilities and resources
- (b) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- (c) Unauthorized transfer of a file.
- (d) Use of another individual's identification and/or password.
- (e) Use of computing facilities and telecommunications resources to interfere with the work of another student or of a faculty or staff member.
- (f) Use of computing facilities and telecommunications resources to send obscene materials.
- (g) Use of computing facilities and telecommunications resources to interfere with normal operation of the University computing system.

- (h) Use of computing facilities and telecommunications resources in violation of copyright laws.
- (i) Any violation of the University of Central Florida Use of Information Technology and Resources Policy (UCF Policy 4-002), including a violation of the terms and conditions of any third party computing system.
- (j) Any violation of the University of Central Florida ResNet Acceptable Use Policy.

(16) Gambling

- (a) Play in an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student or registered student organization.
- (b) Unlawfully sell, barter or dispose of a voucher or any item for participation in a scheme of chance by whatever name on University premises or at any affair sponsored by a student or registered student organization.
- (c) Wager on a University team or organization in a competition, with a direct influence in the success of the competition.

(17) University Wordmark Violations. Unauthorized use of the official University wordmark, Pegasus, monogram, seal, or other graphic identity symbol.

(18) Violation of Local, State, and/or Federal Laws. Violation of any local, state and/or federal law that may result in a felony or misdemeanor.

(19) Aiding and Abetting: Aiding and abetting is any act taken with the purpose of aiding or facilitating the commission of an act prohibited by the CodeRules of Conduct.

(20) Refusing to Depart Restroom or Changing Facility. Willfully entering a restroom or changing facility designated for the opposite sex on University premises and refusing to depart when directed by a University official with the exception of the following circumstances:

- (a) to accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person, or a person with a disability or developmental disability;
- (b) for law enforcement or governmental regulatory purposes;
- (c) for the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- (d) for custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- (e) if the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

NOTE: For purposes of this violation only, "sex" is defined as under the provisions of section 553.865, Florida Statutes.

Authority: BOG Regulations 1.001 and 6.0105. History –Formerly 6C7-5.0042, New 6-18-09, Amended 7-19-12, 9-5-13, 11-20-14, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 12-3-20, 9-23-21, 10-20-22, 6-29-23, ____-24.

UCF-5.009 Student Conduct Review Process; Sanctions

(1) Violation Reports. To initiate the Student Conduct Review Process, alleged violations of the UCF CodeRules of Conduct must be reported in writing to the Director of the Student Conduct and Academic Integrity (SCAI) or designee. Upon receiving an alleged violation of misconduct, the Director of SCAI or designee may review relevant information and consult with relevant parties regarding the incident in question. Where deemed necessary to protect the safety and well-being of others, of the University, or of property, the Director of SCAI or designee, upon notifying the VP of Student Success and Well-Being (SSWB) or designee, may take immediate action to resolve the safety and/or well-being concern by placing the student on interim action. Interim action is not a sanction. An interim action is subject to review at a hearing within three (3) business days by the VP of SSWB or designee to determine the status of the interim action. The outcome of an interim action hearing shall remain in effect until the final disposition of any formal charges resulting from the circumstances of the case, unless the VP of SSWB or designee shall decide otherwise.

- (a) The Director of the SCAI or designee will refer all information warranting disciplinary action and assign the case to the appropriate staff member. SCAI will send written notification to the charged student indicating the nature of the activity in question and what university rules were allegedly violated.
- (b) Upon receipt of an incident report SCAI has six (6) months to charge a student with a violation of the CodeRules of Conduct. SCAI may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six-month time limit. SCAI will waive the six-month limit in cases involving sexual harassment, dating violence, domestic violence, and stalking and may waive the time limit for other extraordinary cases, as determined by the Director of SCAI or designee.
- (c) Students charged with alleged violations of the CodeRules of Conduct will receive notice to attend a preliminary conference with SCAI to discuss the charges. At the preliminary conference, the student will receive information regarding the Student Conduct Review Process, including the student's rights during the process, an opportunity to inspect and/or review the information known at the time, and notice on how to contact the Student Government Impartial Advisor. At the conclusion of the conference, SCAI recommends an option for resolution of the disciplinary charges. If the student fails to attend the preliminary conference, a hold may be placed on the student's record, preventing them from registering for future classes until the matter is resolved, and SCAI may move forward with scheduling a formal hearing as a resolution for disciplinary charges. Students who leave the university or withdraw from a class before a disciplinary matter is resolved may be prohibited from future enrollment until such time as the matter is resolved.

(2) Options for Resolution of Disciplinary Charges.

- (a) Case Dismissal: The Director of SCAI or designee may dismiss a case if it is found to not have sufficient facts or information to substantiate the claim of misconduct, the accused person is not a student, or the action claimed as misconduct is not a violation of the CodeRules of Conduct, or the reported violation is not seen to warrant punitive disciplinary action. An informal non-disciplinary meeting may be held where the student may be instructed to complete an educational requirement to demonstrate what was learned from the reported behavior. Upon successful completion of the educational requirement, the reported incident will be dismissed.

- (b) Mediation: Depending on the nature and severity of the alleged violation, SCAI may recommend mediation as an alternative to disciplinary action. The involved parties must each agree to mediation. Mediation is confidential. In mediation, the parties voluntarily meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants in mediation are responsible for keeping their agreement or renegotiating it, if necessary. In the event that the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back for possible disciplinary action. Breach of a mediated agreement may result in a follow up mediation session or the matter may be referred back through the conduct process at the discretion of SCAI. Mediation will not be a resolution option for cases involving allegations of incidents of sexual misconduct and/or interpersonal violence.
- (c) Informal Resolution Conference: At the discretion of SCAI, violations found not to warrant a formal hearing may be referred to an informal resolution conference. SCAI shall provide timely written notice to the student of the charges at least seven (7) business days before the informal resolution conference. At the informal resolution conference, the charged student has the opportunity to meet with an SCAI member or designee and accept responsibility for the charges of violation of the [CodeRules](#) of Conduct. At the informal level, the matter will be settled by the following outcomes: punitive sanction (Disciplinary Warning, Disciplinary Probation, or Disciplinary Deferred Suspension) as well as educational sanctions (papers, seminars, community service, etc.). If the matter is not resolved informally, the case will be resolved through a formal hearing. The outcomes from an informal resolution conference (decision of [accepting](#) responsibility and sanctions) are final and are not eligible to be appealed (UCF-5.010). The student will receive written notice of the Resolution Agreement within ten (10) business days of the conference, except in the case of extraordinary circumstances. Written notice of the Resolution Agreement will include the determination regarding responsibility for conduct violations and applicable sanctions.
- (d) Formal Hearing: If an alleged violation of the [CodeRules](#) of Conduct is not dismissed or otherwise resolved, then SCAI shall provide timely written notice to the student of the charges at least seven (7) business days before the formal hearing. Except as set forth in (5) below, the charged student may request either a panel or administrative hearing. The charged student's hearing shall be open only to the charged student; the charged student's advisor, advocate, or legal representative; the hearing body; witnesses (when called upon); a representative from SCAI; and a legal representative for the University. For cases of sex-based misconduct (non-Title IX Sexual Harassment), the hearing shall also be open to the complainant and advisor. For cases of Title IX Sexual Harassment, the hearing shall also be open to the complainant, advisor, and support person. In cases of alleged Academic Misconduct, the student is required to have an academic integrity hearing as stated in UCF-5.015. Following the formal hearing, the student will have a specified timeline to file an appeal; should the student fail to file an appeal within the specified timeline, the outcome from the formal hearing will be considered final agency action by the University (see Regulation UCF-5.010).

(3) Formal Hearings. There are two types of formal hearings – panel hearings and administrative hearings.

- (a) Panel Hearings.
1. A panel to consider an individual case shall be randomly selected by SCAI from the Student Conduct Board where students comprise at least one-half of the membership and shall consist of two (2) faculty and administrative staff members combined, and two (2) student members. One panel member shall be selected by SCAI to chair the hearing and report the proposed finding(s) and recommended sanctions, if any, to the Director of SCAI or designee.
 2. At hearings conducted by a panel, an SCAI staff member shall act as an advisor to the panel. The Director of SCAI or designee shall receive the panel's proposed finding(s) as to responsible" in violation" or not responsible" not in violation" of a violation of the Code Rules of Conduct, and consider any sanctions proposed by the panel.
 3. The Director of SCAI or designee may accept the proposed finding(s) of responsible" in violation" or not responsible" not in violation" or remand the case for rehearing. If the Director of SCAI or designee accepts the proposed finding(s) of responsible, " in violation," they may adopt, modify, or reject approve, mitigate, or increase the recommended decision and sanctions proposed by the panel or remand the matter for a rehearing.
 4. Any decision by the Director of SCAI or designee to alter proposed sanctions or remand a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (b) Administrative Hearings
1. Administrative hearings shall be conducted by one faculty or staff member selected by SCAI from the Student Conduct Board.
 2. At hearings conducted by an administrative hearing officer, an SCAI staff member shall act as an advisor to the administrative hearing officer. The Director of SCAI or designee shall receive the administrative hearing officer's proposed finding(s) as to responsible" in violation" or not responsible" not in violation" of a violation of the Code Rules of Conduct, and consider any sanctions proposed by the administrative hearing officer.
 3. The Director of SCAI or designee may accept the proposed finding(s) of responsible" in violation" or not responsible" not in violation" or remand the case for rehearing. If the Director of SCAI or designee accepts the proposed finding(s) of responsible, " in violation," they may adopt, modify, or reject approve, mitigate, or increase the recommended decision and sanctions proposed by the administrative hearing officer or remand the matter for a rehearing.
 4. Any decision by the Director of SCAI or designee to alter sanctions or remand a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (c) Conduct of Formal Hearings - The following is furnished as a guide to the sequence of events in a formal hearing. The formal hearing will be recorded by the University, and no other recordings are permitted. The recording will be made part of the official record of the hearing.
1. Reading of charges.
 2. Charged Student response of responsible" in violation" or not responsible, " not in violation."
 3. Presentation of information in support of the charges.
 4. Opening statement by the charged student.

5. Questioning of the charged student.
 6. Presentation and questioning of all other parties.
 7. Final questions of the charged student by the hearing body.
 8. Closing remarks by the charged student.
 9. Hearing is brought to a close.
- (d) Deliberations by the hearing body are not part of the hearing and are confidential. Deliberations occur after the closure of the hearing and are not recorded. Following deliberations, the hearing body will prepare a written statement of its proposed finding(s) and, if applicable, recommend sanctions.
- (e) Case Record for Formal Hearing - The case record shall consist of the following items:
1. A copy of the formal charges in writing.
 2. A recording of the formal hearing.
 3. All staff memoranda submitted.
 4. All items of physical or written documentation submitted, provided such items are not returned to a rightful owner. In that case, photographs or other facsimiles shall be made before return.
 5. The proposed finding(s) and sanction(s) by the hearing panel or administrator, if any.
 6. The Director of SCAI's or designee's decision.
- (f) Student Conduct Board members for panel and administrative formal hearings are selected through an annual application and interview process with the exception of the justices from the Student Government Judicial Branch. All Student Conduct Board members, including justices, receive annual training from SCAI. Student Conduct Board members who serve on hearings related to allegations of sex discrimination, including but not limited to relationship violence, sexual assault, sex harassment, and stalking receive additional training annually.

(4) Student Rights in the Student Conduct Review Process. The following rights apply to a student disciplinary proceeding:

- (a) The charged student shall be afforded timely written notice, at least seven (7) business days prior to each disciplinary proceeding, unless waived in writing. Written notice may be sent to the charged student's electronic and/or physical address listed in the Registrar's records. If the charged student is under 18 years of age, notification may be sent to family, guardians, or the emergency contact of a student depending on the circumstances surrounding the incident. Written notice shall include:
 1. The student's name and address.
 2. Date, time, and location of the disciplinary proceeding.
 3. The rule(s) of conduct allegedly violated as known at the time the notice is sent.
 4. A listing of all known witnesses that have provided, or will provide, information against the student.
 5. A description of any physical or written documentation known at the time the notice is sent.
- (b) The student may have at their own expense and initiative, an advisor, advocate, or legal representative to be present and who can fully participate in the disciplinary proceeding (i.e., informal resolution conference or formal hearing). It is the student's responsibility to make appropriate arrangements for the advisor,

advocate, or legal representative to attend the preliminary conference or disciplinary proceeding(s), and the disciplinary proceeding(s) shall not be delayed due to scheduling conflicts of the chosen advisor, advocate, or legal representative. An advisor, advocate, or legal representative may not serve as a witness during any a disciplinary proceeding. The student may consult with their advisor, advocate, or legal representative at any time during the preliminary conference or disciplinary proceeding(s). This consultation must take place in a manner that does not disrupt the preliminary conference or disciplinary proceeding(s). If the advisor, advocate, or legal representative does not adhere to their defined role in the Student Conduct Review Process, they may be removed from the disciplinary proceeding.

- (c) The Student Conduct Review Process shall be conducted on the basis that the charged student is not responsible in violation until the preponderance of evidence proves otherwise, except if the student accepts responsibility for the charge(s). The technical rules of evidence applicable to civil and criminal cases shall not apply to the Student Conduct Review Process, including during a formal hearing. The burden of proof is not on the student charged with a violation of the Code Rules of Conduct. The university has the burden to prove, by a preponderance of the evidence, that a violation has taken place. Nothing contained in this paragraph prohibits or limits the University in offering other forms of resolution, such as mediation or informal resolution.
- (d) The student shall have the right to an impartial hearing officer for the formal hearing. Prior to the commencement of the formal hearing, the charged student shall have the opportunity to challenge the impartiality of any member(s) of the hearing body. If the student shows good cause for the removal of any member(s) of the hearing body, the Associate Vice President and Dean of Students or designee will assign a new hearing body member.
- (e) At least five (5) business days before the informal resolution conference or formal hearing, the University will provide the student with the opportunity to inspect all known information relating to the allegation(s), including inculpatory and exculpatory information. The University also has the right to review any information the student intends to use at the informal resolution conference or formal hearing at least five (5) business days before the informal resolution conference or formal hearing. During a formal hearing, only such information that is determined to be "Relevant Information" will be allowed.
- (f) The University cannot compel any person to attend a formal hearing. However, all parties may arrange for witnesses to voluntarily present Relevant Information during the proceeding. The questioning of a witness shall be facilitated by the hearing officer or panel conducting the formal hearing.
- (g) The student shall not be forced to present self-incriminating information during a disciplinary proceeding. In addition, the student reserves the right to remain silent. Such silence may not be used against the student. The University is not required to postpone any disciplinary proceeding(s) pending the outcome of any civil or criminal case. The University's formal hearing is not a criminal or judicial proceeding and is designed to address student behavior; therefore, alleged violations of the UCF Code Rules of Conduct will be addressed independently of any outcome imposed by the courts for a criminal offense.
- (h) The proposed finding, as well as the Director of SCAI's or designee's determination, of responsible "in violation" or not responsible "not in violation" on

the charges shall be based solely on the information presented at the formal hearing.

- (i) Should the student fail to attend the scheduled formal hearing, the hearing will be held in the student's absence and the proposed findings, including any recommended sanctions, will be made using the information available at the time of the scheduled formal hearing.
- (j) Only if the proposed finding of the formal hearing body is that the student is responsible in violation, will prior conduct history be reviewed and potentially affect proposed sanctioning.
- (k) The results of any formal hearing shall be made available to the charged student within ten (10) business days following the hearing. Should SCAI need additional time, the deadline can be extended by the Director of SCAI or designee by notifying the charged student. For academic integrity cases, the results of any formal hearing shall be made available to the charged student within fifteen (15) business days following the hearing. The Director of SCAI or designee shall notify the charged student in writing of the need for additional time.
- (l) The student's enrollment status shall remain unchanged pending the University's final agency action in the matter, except in cases where the VP of SSWB or designee determines that the safety, health, or general welfare of the student, any individual, or any part of the University may be involved.
- (m) The student has the right to an accurate and complete record of each disciplinary proceeding related to the charged violation(s) of the Code Rules of Conduct, including record of any appeal, to be made, preserved, and available for copying upon request by the charged student. The disciplinary record is considered complete following final agency action by the University. The disciplinary records will be maintained in accordance with UCF-5.007.

(5) Additional Procedures in Cases of Sex-Based Misconduct and Title IX Sexual Harassment

- (a) In cases involving sex-based misconduct or Title IX sexual harassment, a single hearing officer will be the only option for a formal hearing.
- (b) Where a student is charged with a violation of UCF-5.008(5), the procedures outlined in UCF-5.006(6) and UCF Policy 2-004 will apply in addition to the procedures of the Student Conduct Review Process outlined above.
- (c) Where a student is charged with Title IX Sexual Harassment as prohibited under UCF-5.008(6), the procedures outlined in UCF-5.006(7) and the Title IX Grievance Policy (University Policy 2-012) will apply in place of the procedures of the Student Conduct Review Process outlined above, except that UCF-5.009(4)(a) and (e) will apply, and the sanctions outlined below may be applied to violations of UCF-5.008(6) Title IX Sexual Harassment.
- (d) The sanctions outlined below may be applied to violations of UCF-5.008(5) Sex-Based Misconduct (non-Title IX) and UCF-5.008(6) Title IX Sexual Harassment.

(6) Sanctions.

- (a) Graduate students found responsible for academic misconduct will be subject to a three semester (one year) dismissal both from the graduate program in which the misconduct occurred and other graduate programs at the university
- (b) Disciplinary Warning - An official warning that the student's behavior is in violation of the UCF Code Rules of Conduct.

- (cb) Disciplinary Probation – Disciplinary Probation status shall be for a specific length of time in which any further violation of the CodeRules of Conduct puts the student’s status with the University in jeopardy. While on Disciplinary Probation, the student may continue to attend classes and is given a chance to show capability and willingness to live in accordance with the CodeRules of Conduct. If the student is found responsible ~~“in violation”~~ for another violation of the CodeRules of Conduct, while on Disciplinary Probation, more severe sanctions may be imposed. Restrictive conditions may be imposed and vary according to the severity of the offense. A non-exhaustive list of possible restrictive conditions shall be listed on the SCAI website (scai.sdes.ucf.edu). Student leadership eligibility shall be governed by the eligibility requirements outlined by the Office of Student Involvement and their eligibility appeal process. While on Disciplinary Probation, a service indicator will be placed on a student’s record for record keeping purposes.
- (de) Deferred Disciplinary Suspension - Deferred Disciplinary Suspension is a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the CodeRules of Conduct. Deferred Disciplinary Suspension is used for offenses found serious enough to warrant Disciplinary Suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. During a Deferred Disciplinary Suspension, the student will be officially suspended from the university, but the suspension will be deferred, meaning that the student may continue to attend classes. Students placed on Deferred Disciplinary Suspension will have a conduct overlay placed on their transcripts for the period of time that the Deferred Disciplinary Suspension is in effect. The conduct overlay is a notation indicating that the student is not in good standing. Restrictive conditions may be imposed and vary according to the severity of the offense. A non-exhaustive list of possible restrictive conditions shall be listed on the SCAI website (scai.sdes.ucf.edu). Student leadership eligibility shall be governed by the eligibility requirements outlined by the Office of Student Involvement and their eligibility appeal process. A disciplinary suspension will be enforced for failure to complete any assigned educational sanctions by the deadline(s) and/or for any subsequent violation of the CodeRules of Conduct, unless the Director of SCAI or designee determines otherwise in exceptional circumstances. If the student is found responsible ~~in violation~~ for any violation(s) of the CodeRules of Conduct that occurred while on Deferred Disciplinary Suspension status, including failure to complete any assigned educational sanctions by the deadline(s), the student will be suspended for a minimum of one (1) semester, in addition to the educational sanctions imposed for the subsequent violation. While on Deferred Disciplinary Suspension, a service indicator will be placed on a student’s record for recordkeeping purposes.
- (ed) Disciplinary Suspension - A student involved in an offense warranting consideration of action more serious than Deferred Disciplinary Suspension or one involved in repeated misconduct may face Disciplinary Suspension. During the period of Disciplinary Suspension, a student may not be enrolled in classes, participate in University related activities, whether they occur on or off campus. A student under Disciplinary Suspension may not otherwise be present on University premises unless authorized in writing in advance under conditions approved by the Director of SCAI or designee. Upon being withdrawn, the student may no longer enroll in classes, may not be an active member of a Registered Student

Organization, may no longer use university facilities, must vacate university owned housing, may no longer be permitted on university property, may not be employed by the University, and may be entitled to whatever refunds of tuition, fees, and room and board charges as would be appropriate given the timing of the withdrawal. In determining if and to what extent suspended students shall be authorized to be on University premises, the Director of SCAI or designee shall consider whether the suspension creates an undue hardship on the disciplinary suspended student. Students placed on Disciplinary Suspension will have a conduct overlay placed on their transcript for the period of time that the Disciplinary Suspension is in effect.–The conduct overlay is a notation indicating that the student is not in good standing. Further, while on Disciplinary Suspension, a hold will be placed on a student’s record for record keeping purposes. All assigned educational sanctions must be completed prior to the conclusion of Disciplinary Suspension; otherwise, the Disciplinary Suspension will remain in effect.

- (fe) Disciplinary Dismissal – Disciplinary Dismissal is a sanction which removes the student from the individual’s academic program and separates the student from the University for a period of at least two years and up to seven years. A dismissed student has none of the rights or privileges of a student of the University. A student under Disciplinary Dismissal may not otherwise be present on University premises for the duration of the dismissal unless authorized in writing in advance under conditions approved by the Director of SCAI or designee. Following Disciplinary Dismissal, the individual must apply for readmission to the University. Readmission is possible but not guaranteed and will only be considered after the two-to-seven-year time allotted from the effective date of the Dismissal, based on meeting all readmission criteria and obtaining clearance from the Associate Vice President and Dean of Students or designee. This may include restricted access to campus and/or other specified activities. Students placed on Disciplinary Dismissal will have a conduct overlay placed on their transcript for the period of time that the Disciplinary Dismissal is in effect. The conduct overlay is a notation indicating that the student is not in good standing. Further, while on Disciplinary Dismissal, a hold will be placed on a student’s record for record keeping purposes. All assigned educational sanctions must be completed prior to the conclusion of Disciplinary Dismissal; otherwise, the Disciplinary Dismissal will remain in effect.
- (gf) Delayed Issuance of Diploma: The issuance of a student’s diploma from the University of Central Florida will be withheld until the completion of a stated time frame and all educational sanctions imposed through the Student Conduct Review Process.
- (hg) Delayed Conferral of Degree – The Administrative process of a student’s degree being conferred through the University’s Registrar’s Office will be delayed. This means the student’s degree will not be awarded until the completion of a stated time frame and all educational sanctions imposed through the Student Conduct Review Process.
- (ih) Disciplinary Expulsion – Disciplinary Expulsion is a sanction which removes the student from the individual’s academic program and permanently separates a student from the University without opportunity to graduate or re-enroll at the university in the future. A student under Disciplinary Expulsion may not otherwise be present on University premises. An overlay will be permanently placed on the

student's record. Further, a hold will be permanently placed on a student's record for record keeping purposes.

- (j) Educational Sanctions - In conjunction with a sanction listed above, a student found ~~to have been responsible in violation~~ of ~~a violation of any of~~ the Code Rules of Conduct will be assigned educational requirements such as, but not limited to, reflective/research papers, classes/seminars, interviews, etc. Educational sanctions are intended to provide a student with opportunities to repair the harm of their actions and to engage in meaningful developmental experiences that will help the student in avoiding future violations of University policy.

Authority: BOG Regulations 1.001 and 6.0105. History - Formerly 6C7-5.0041, New 6-18-09. Amended 9-5-13, 3-5-15, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 9-23-21, 5-26-22, 6-29-23, _____-24.

UCF-5.010 Student Conduct Appeals**(1) Appeals within the Student Conduct Review Process**

- (a) Students found ~~responsible in violation~~ as a result of a formal hearing may appeal the finding(s) and sanction(s) imposed. The appeal must be made in writing to the Appellate Officer (VP of SSWB or designee) within ten (10) business days after the date the student was notified of the decision by the Director of Student Conduct and Academic Integrity (SCAI) or designee. The person designated to hear the appeal may not have directly participated in any other proceeding related to the charged violation. The appeal form can be found at <http://scai.sdes.ucf.edu/process>.
- (b) Students may appeal the finding and sanction(s) imposed on the basis of one or more of the following:
 1. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
 2. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the initial hearing.
 3. The sanction(s) are extraordinarily disproportionate to the violation(s).
- (c) On the appeal form, the student must state the reason(s) for appeal, the supporting facts, and the recommended solution. This is not a re-hearing of the conduct case. An appeal cannot be filed simply because a student is dissatisfied with the decision. Failure to describe the nature of the information in full detail in the appeal letter will result in the denial of an appeal.
- (d) The appellate officer shall first determine if sufficient grounds for appeal exist and then, if so, the appellate officer may: deny the appeal, thus sustaining the initial decision; alter the sanction(s); or return the case for a new hearing. Any decision by the appellate officer to alter sanctions or return a case for new hearing shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (e) The appellate officer should issue a written decision to the student's appeal within twenty (20) business days of receipt of the appeal. Should the appellate officer require additional time for review beyond the twenty (20) business days, the appellate officer shall notify the charged student in writing of the need for additional time. Decisions of the appellate officer reflect final agency action.
- (f) Any decision by an appellate officer to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (g) SCAI cannot place an overlay on the student's record until the appeal decision is completed or if the student chooses not to appeal. At such time, if appropriate, a hold and/or overlay, is placed on the student's record. If the appellate officer upholds the original findings, the effective date of any disciplinary sanction(s) imposed will revert back to the date of the Director of SCAI's or designee's final decision letter.

(2) Appeals within the Student Conduct Review Process for Cases Involving Sex-Based Misconduct

- (a) Complainants and Respondents in matters involving allegations of Sex-Based Misconduct (as defined in Regulation UCF-5.008(5)) may appeal the finding(s)

and sanction(s) imposed from a student conduct formal hearing. The appeal must be made in writing to the Appellate Officer (VP of SSWB or designee) within ten (10) business days after the date both the Respondent and Complainant are notified of the decision by the Director of SCAI or designee. The person designated to hear the appeal may not have directly participated in any other proceeding related to the charged violation. The appeal form can be found at <https://scai.sdes.ucf.edu/student-appeal/>.

- (b) In cases charged under 5.008(5), Complainants and Respondents may appeal the finding and sanction(s) imposed on the basis of one or more of the following:
 - 1. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
 - 2. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the initial hearing.
 - 3. The sanction(s) are extraordinarily disproportionate to the violation(s).
- (c) On the appeal form, the student must state the reason(s) for appeal, supporting facts, and the recommended solution. Failure to describe the nature of the information in full detail in the appeal letter will result in the denial of the appeal.
- (d) The appellate officer shall first determine if sufficient grounds for appeal exist and then, if so, the appellate officer may: deny the appeal, thus sustaining the initial decision; alter sanction(s); or return the case for a new hearing.
- (e) The appellate officer should issue a written decision to the student's appeal within twenty (20) business days of receipt of the appeal. The written decision shall be issued to both the Complainant and the Respondent. Should the appellate officer require additional time for review beyond twenty (20) business days, the appellate officer shall notify the Complainant and Respondent in writing of the need for additional time. Decisions of the appellate officer reflect final university action.
- (f) Any decision by an Appellate Officer to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

(3) Appeals within the Student Conduct Review Process for Title IX Sexual Harassment
Complainants and Respondents in matters involving allegations Title IX Sexual Harassment are to follow University's Title IX Grievance Policy, UCF Policy 2-012 which outlines the rights, including appeals rights, for both parties.

(4) Community ReEngagement and Educational Development (CREED) Program for Undergraduate Students

- (a) The Community ReEngagement and Educational Development (CREED) Program is designated for a student to have the opportunity to demonstrate that in the period following the conclusion of the Student Conduct Review Process, they have taken steps to become a productive and engaged member of the UCF Community.
- (b) Upon completion of one semester of Disciplinary Probation, Deferred Disciplinary Suspension, or Disciplinary Suspension and completion of all educational sanctions, a student can request a review of their disciplinary status through the Community ReEngagement and Educational Development (CREED) Program. Students who have a Z Designation on their transcript are eligible to

apply once the duration of their Disciplinary Suspension has ended and all educational sanctions are complete.

1. Students who have been found responsible ~~“In Violation”~~ of Sex-Based Misconduct (Non-Title IX Sexual Harassment) or Title IX Sexual Harassment are ineligible to apply for relief under the CREED Program.
 2. Students who have been found responsible ~~In Violation~~ of ~~a Rule of a~~ violation of the Code of Conduct that had a substantially negative impact on a person or group of people, as determined by SCAI, are ineligible to seek relief under the CREED Program.
- (c) Requests must be submitted to the Director of SCAI or designee via an online CREED Program submission form available at www.scai.sdes.ucf.edu/creed. This request can only be submitted once a semester.
 - (d) The Director of SCAI or designee will review applications submitted before the semesterly deadline(s) during the application review period(s). Information on application deadlines and review periods can be found at <https://scai.sdes.ucf.edu/creed-program>. The Director of SCAI or designee shall conduct a preliminary review to ensure that the student’s request meets the necessary eligibility and application requirements. The Director of SCAI or designee must communicate the finding of the preliminary review of the application as well as the date and time of the CREED Review Meeting that has been scheduled for a committee to conduct a review of the student’s application, if applicable. The student has three (3) business days from when the Director of SCAI or designee sent their preliminary findings to request an alternate date and time of the CREED Review Meeting.
 - (e) Prior to this meeting, the committee will have reviewed the submitted packet and will prepare questions for the student to address, as well as provide the student with the opportunity to further discuss why their disciplinary status should be altered or terminated or why the Z Designation should be removed from the student’s transcript. No alterations shall be made to include new or increased sanctions. Should the committee feel that further information and/or documentation is necessary in order to render a recommendation, the review may be temporarily recessed. The student will be given ten (10) business days to produce the information and/or documentation. Upon receipt of the requested information and/or documentation, the committee will reconvene the CREED Review Meeting with the student.
 - (f) After the meeting, the committee will issue a recommendation to the Director of SCAI or designee. The Director of SCAI or designee will provide a final decision to the student in writing within ten (10) business days of receiving the recommendation.
 - (g) If the request is denied by the Director of SCAI or designee the final decision shall include a concise and explicit written statement that explains the basis for that decision and suggested action items for the student’s success.
 - (h) There is no appeal process for a CREED Review Meeting decision.

(5) Sealing of Records

- (a) A student’s conduct record is eligible to be sealed if the incident(s) in question are minor and do not result in disciplinary suspension, disciplinary dismissal, or

- disciplinary expulsion and/or if the student is not current on disciplinary probation or deferred suspension with all educational sanctions completed in full.
- (b) A student conduct record may be sealed upon the successful submission and review of appropriate paperwork to SCAI.
 - (c) The factors influencing the decision by the Director of SCAI or designee for sealing are the severity of the violation, effect of the violation on the University community, sanctions applied, completion of sanctions, and ethical development demonstrated by the student.
 - (d) There is no appeals process regarding student conduct record sealing.

Authority: BOG Regulations 1.001 and 6.0105. History – Formerly 6C7-5.00431, New6-18-09. Amended 3-5-15, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-18-19, 6-18-20, 10-22-20, 9-23-21, 5-26-22, 6-29-23, _____-24.

UCF-5.011 Scope; Authority; Principles of Student Group Responsibility; Violations of Law and Organizational CodeRules of Conduct Violations; Conduct Records; Medical Emergencies (Alcohol & Drugs)

(1) Scope

- (a) The organizational conduct regulations (UCF-5.011, 5.012, and 5.013) shall apply to all registered student organizations, including those at its regional campuses and/or at off campus instructional sites, and shall be deemed a part of the terms and conditions of registered student organization registration. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by the University of Central Florida, including when students come together as a group.
- (b) The Organizational CodeRules of Conduct applies to all registered student organizations for conduct that occurs:
 - 1. On University premises; or
 - 2. During or while participating in University and/or organization sponsored or related activities; or
 - 3. During school sessions, holidays, breaks, and university closures; or
 - 4. Against students or non-students.
- (c) The University may take action against a registered student organization for off-campus conduct if the conduct is specifically prohibited by law or the Organizational CodeRules of Conduct; or if the conduct poses (or demonstrates that the student organization's continued recognition at the University poses) a danger to the health, safety or welfare of the University community; or if the conduct is disruptive to the orderly processes and functions of the University.

(2) Authority

- (a) The Florida Board of Governors Regulation 6.0105 requires each university to establish a Student Disciplinary System, including a code of conduct, to apply to student disciplinary proceedings. The Florida Board of Governors Regulation 6.021 requires each university to establish an anti-hazing policy as part of the student code of conduct.
- (b) These regulations shall ensure a fair and impartial process in registered student organizational disciplinary proceedings and guarantee the integrity of the university.
- (c) Generally, authority necessary to enforce the organizational conduct regulations is vested in the Vice President for Student Success and Well-Being~~Development and Enrollment Services~~ or designee. Selected functions of this authority are shared with faculty, staff and students. Some functions of the conduct process are assisted through review boards.

(3) Definitions. Definitions for terms used in this section, as well as in the Organizational Conduct Review Process, are located in UCF-5.006(3).

(4) Principles of Student Group Responsibility.

- (a) Any registered student organization can be held responsible for its actions or the actions of a collection of its members acting together. Misconduct on the part of an individual member(s) may not automatically be sufficient to initiate the Organizational Conduct Review Process.

- (b) Students may be held accountable as individuals under the [CodeRules](#) of Conduct for their conduct, whether the students are acting in an individual capacity or the students are acting as a member of a registered student organization.
- (c) The following criteria will be used to determine if a registered student organization can be held responsible for the actions of one or more individuals when those actions result in a violation of the Organizational [CodeRules](#) of Conduct:
 1. A violation arises out of an organization-sponsored, financed, or otherwise sanctioned activity or event, where the organization provided the context for the violation.
 2. A pattern of individual violations has occurred and/or continues to occur within the organization without adequate control, response, or disciplinary action on the part of the registered student organization or its executive board members or officers.
 3. The action resulting in the violation has received either the implied or overt consent of the registered student organization or any executive board members or officers of the registered student organization.
 4. The registered student organization or any executive board member or officer of the registered student organization fails to report and take reasonable action against invitees/members responsible for the Organizational [CodeRules of](#) Conduct violation.
 5. The registered student organization overtly places or implicitly allows active members of the registered student organization to be in a position to act on behalf or with authority of the organization.
 6. The registered student organization chooses to protect one or more individual offenders who are active members of the registered student organization from official actions.
- (d) Should a reported incident occur where an organization is named as allegedly violating an Organizational [CodeRule](#) of Conduct, the University may conduct an investigation to gather facts to help provide further context to the original complaint. The investigative process may include administering surveys to organization members and/or conducting interviews with persons associated with or believed to have knowledge about the reported incident. An investigative report will be drafted containing findings. Next steps following the investigation may be to close the case, request more information, or initiate a disciplinary proceeding.

(5) Medical Emergencies. The University of Central Florida highly encourages students and registered student organizations to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol and/or drugs. Students and registered student organizations may be reluctant to call for help for themselves or others due to potential involvement from the law enforcement officials or Student Conduct and Academic Integrity (SCAI). Due to the serious or life-threatening nature of these medical emergencies, the University of Central Florida urges students to contact emergency medical services or law enforcement officials if alcohol-related and/or drug-related medical emergencies arise. The University's primary goal is to create a safe environment for its students. Procedures and expectations regarding these incidents have been outlined in SCAI [CodeRules](#) of Conduct Controlled Substance and Drug Violations and Alcoholic Beverages section and the Organizational [CodeRules](#) of Conduct section.

- (a) Alcohol Emergencies - University Expectations for Student Groups. Student groups may be eligible for exemptions from disciplinary action when a representative of an organization at a student group event calls for emergency assistance on behalf of a person experiencing an alcohol related emergency. Student groups that seek medical assistance for alcohol emergencies may receive exemption for violations of the Organizational CodeRules of Conduct Section UCF-5.012 6(a)-6(f); however, exemption for other Organizational CodeRule of Conduct violations may not be granted. Student groups may be eligible for this exemption on a case-by-case basis at the discretion of the Director of SCAI or designee. Additional information regarding alcohol emergencies can be found at the SCAI website.
- (b) Drug-Related Emergencies - University Expectations for Student Groups. Student groups may be eligible for exemptions from disciplinary action when a representative of an organization at a student group event calls for emergency assistance on behalf of a person experiencing a drug-related emergency. Student groups that seek medical assistance for drug-related emergencies may receive exemption for violations of the Organizational CodeRules of Conduct Section UCF-5.012 7(a)-7(d); however, exemption for other Organizational CodeRule of Conduct violations may not be granted. Student groups may be eligible for this exemption on a case by case basis at the discretion of the Director of SCAI or designee. Additional information regarding drug-related emergencies can be found at the SCAI website.

(6) Violations of Law and CodeRule of Conduct Violations. Students who commit offenses against the laws of municipalities, states, or the United States are subject to prosecution by those authorities and may be subject to disciplinary action by the University when their conduct violates institutional standards. Students shall not be forced to present self-incriminating evidence; however, the University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal case. The Student Organization Conduct process is not a criminal or judicial proceeding and is designed to address registered student organization behavior as outlined in the Principles of Student Group Responsibility, above; therefore, alleged violations of the Organizational CodeRules of Conduct will be addressed independently of any penalty imposed by the courts for the criminal offense.

(7) Student Organizational Conduct Records

- (a) Maintenance of Records. A registered student organization's or other student group's conduct case record will be maintained in SCAI. The case record of a registered student organization found responsible for charge(s) against them, with sanctions less than organizational suspension or revocation, will generally be maintained in SCAI for seven years from the calendar year of record, after which they are destroyed. The case record of a registered student organization that has been suspended or whose registration has been revoked will be permanently maintained by SCAI.
- (b) Release of Records. The release of registered student organization and other student group disciplinary records will be governed by applicable federal and state laws regarding the privacy of education records.

Authority: BOG Regulations 1.001 and 6.0105. History – New 10-16-09. Amended 7-19-12, 9- 3-13, 10-29-15, 7-28-16, 7-20-17, 6-18-20, 9-23-21, 6-29-23, ____-24.

UCF-5.012 Organizational ~~Code~~Rules of Conduct

Registered student organizations are expected to abide by these Organizational ~~Code~~Rules of Conduct, and administrators and faculty are expected to enforce them. The prohibition on hazing found in Section (10), below, shall apply equally to registered student organizations and other student groups, whether or not officially recognized by the University. These rules in the Code of Conduct should be read broadly and are not intended to define prohibited conduct in exhaustive terms. The Organizational Code of Conduct ~~These rules~~ may be revised during the year; announcements will be made on adoption of changes or additions. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by the University of Central Florida, including when students come together as student group; accordingly, the Organizational Code of Conduct ~~rules~~ below will not be used to impose discipline for a student group's lawful expression of ideas. Specific restrictions on time and place of meetings and assemblies are found in other University regulations or policies and student groups are expected to follow those restrictions. The following is a non-exhaustive list of prohibited conduct for which disciplinary action may be taken at the University of Central Florida.

(1) Theft, Disregard for Property

- (a) Malicious or unwarranted damage or destruction of another's property.
- (b) Taking, attempting to take, or keeping in its possession property or services not belonging to the registered student organization.
- (c) Misuse or mishandling of organizational funds by any officer, member, or other individual.

(2) Possessing and/or Providing False and Misleading Information

- (a) Withholding related information, or furnishing false, misleading, incomplete, or incorrect information (oral or written) to University officials (faculty or staff), or law enforcement officers.
- (b) Possession, use or attempted use of any form of fraudulent identification, including the credentials or identification of an individual or organization.
- (c) Forgery, alteration or misuse of any University document, material, file, record or instrument of identification.
- (d) Deliberately and purposefully providing false or misleading verbal or written information about another person.
- (e) Falsification, distortion, or misrepresentation of information during an investigation or the student conduct review process, including knowingly initiating a false complaint.
- (f) Fraud: Any act of deceit or misrepresentation for purposes of financial or personal gain.

(3) Disruptive Conduct

- (a) Any act that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or any part thereof or the rights of one or more individuals.
- (b) Obstructing the free movement of other students around the campus, interfering with the use of University facilities, preventing the normal operation of the University; or conducting any event that interferes with the normal progress of academic events on campus.
- (c) Any act that intentionally interferes with an election process of any University registered or sponsored student organization.

- (d) Engaging in obscene or indecent conduct.
- (e) Failure to comply with the administrative policies as enacted by the University.
- (f) Failure to comply with the directions of University officials or authorized agents acting in the performance of their duties. Registered student organization officers and members shall comply with all directions or requests of University officials, University police officers or authorized agents in a timely manner.
- (g) Hindering or interfering with the Organizational Conduct Review Process by failing to obey the notice from a university official to appear for a student conduct meeting or hearing and/or attempting to discourage an individual's proper participating in, or use of, the Organizational Conduct Review Process.
- (h) Participating in any event with a registered student organization that is currently on Organizational Disciplinary Probation (with restrictive conditions) or Organizational Deferred Suspension (with restrictive Conditions), is currently suspended, or that has had their UCF registration revoked.
- (i) Failure to comply with any other University regulation or policy as described in the UCF Regulations, UCF Policies and Procedures, or University department publicized policy.

(4) Harmful Behavior

- (a) Physical violence towards another person or group. This harmful behavior policy may not apply in those instances where it is found that a student(s) is acting in self-defense.
- (b) Unlawful Harassment: Unlawful harassment consists of conduct based upon an individual's race, color, ethnicity, national origin, religion, non-religion, age, genetic information, sex (including pregnancy and parental status, gender identity or expression, or sexual orientation), marital status, physical or mental disability (including learning disabilities, intellectual disabilities, and past or present history of mental illness), veteran's status (as protected under the Vietnam Era Veterans' Readjustment Assistant Act), or membership in other protected classes set forth in state or federal law, and the conduct meets the description of either Hostile Environment Harassment or Quid Pro Quo Harassment, as defined in University's Nondiscrimination Policy (No. 2-004).
- (c) Bullying: Defined as behavior of any sort (including communicative behavior) directed at another, that is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person or group in the target's position substantial emotional distress and undermine his or her ability to work, study, or participate in University life or regular activities, or which would place a reasonable person in fear of injury or death.
- (d) Verbal, digital, or written abuse, threats, intimidation, coercion and/or other conduct that endangers the health, safety or well-being of another person or group, or which would place a reasonable person in fear of bodily injury or death. This definition, however, shall not be interpreted to abridge the rights of the University community to freedom of expression protected by the First Amendment of the United States Constitution and any other applicable law.
- (e) Failure to respect the privacy of other individuals.
- (f) Retaliation against or harassment of Complainant(s), other person(s) alleging misconduct, or anyone who participates in an investigation.

(5) Sex-Based Misconduct

- (a) Sexual Assault. Sexual assault means sexual contact without consent.

- (b) Sexual Harassment: Sexual harassment means any unwelcome sexual advance, request for sexual favors, or other unwanted verbal, graphic or physical conduct of a sexual nature when the conditions for Hostile Environment Harassment or Quid Pro Quo Harassment as defined in UCF's Nondiscrimination Policy (No. 2-004) are present.
- (c) Gender-Based Harassment: Gender-based unlawful harassment is harassment that is based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, graphic, or physical, even if the acts do not involve conduct of a sexual nature, when the conditions for Hostile Environment Harassment or Quid Pro Quo Harassment as defined in UCF's Nondiscrimination Policy (No. 2-004) are present.
- (d) Sexual Exploitation – Purposely or knowingly doing or attempting to do any of the following:
 1. Exposing one's body in such a manner that another party reasonably could be offended or to display sexual behavior which another person reasonably finds offensive.
 2. Voyeurism, including trespassing, spying, or eavesdropping for the purpose of sexual gratification.
 3. Soliciting sex acts from a minor by oral, written, or electronic means.
 4. Possessing, producing or the disseminating child pornography;
 5. Recording or photographing private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;
 6. Disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without consent;
 7. Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images);
 8. Subjecting another person to human trafficking; or
 9. Exposing another person to a sexually transmitted infection or virus without the other's knowledge.
- (e) Stalking: Stalking occurs when there is a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for the person's safety or the safety of others, or to experience substantial emotional distress. A "course of conduct" is two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property. Stalking includes "cyber-stalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, phones, texts, or other similar devices or forms of contact.
- (f) Any attempted acts of Sex-Based Misconduct are also violations of this policy.

(6) Alcohol-Related Misconduct

- (a) Use and/or possession of alcoholic beverages, except as expressly permitted by law and University regulations/policies.

- (b) Sale and/or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations/policies.
- (c) Furnishing or causing to be furnished any alcoholic beverage to any person under the legal drinking age.
- (d) Misconduct under the influence of alcohol.
- (e) Furnishing or causing to be furnished any alcoholic beverage to any person in a state of noticeable intoxication.
- (f) Failure of a registered student organization to take all necessary steps to see that no person under the legal drinking age possesses alcoholic beverages at functions it sponsors or within any property or transportation it owns, operates, and/or rents.

NOTE: Registered student organizations may be eligible for exemptions from disciplinary action when a representative of an organization at a registered student organizational event calls for emergency assistance on behalf of a person experiencing an alcohol related emergency. Information regarding exemptions under this rule for alcohol related emergencies can be found in University Regulation UCF-5.011 and the Student Conduct & Academic Integrity website: <http://scai.sdes.ucf.edu/medicalemergencies> .

(7) Drug-Related Misconduct

- (a) Unlawful use and/or possession of any narcotic or other controlled substances, and possession and/or use of drug paraphernalia.
- (b) Sale and/or distribution of any narcotic or other controlled substances.
- (c) Cultivation and/or manufacture of any narcotic or other controlled substances.
- (d) Attempt to obtain any narcotic or other controlled substances, except as expressly permitted by law.

NOTE: Registered student organizations may be eligible for exemptions from disciplinary action when a representative of an organization at a registered student organizational event calls for emergency assistance on behalf of a person experiencing a drug related emergency. Information regarding exemptions under this rule for drug related emergencies can be found in University Regulation UCF-5.011 and the Student Conduct and Academic Integrity website: <http://scai.sdes.ucf.edu/medicalemergencies>.

(8) Unauthorized Entry Unauthorized entry, attempted entry, or loitering in private or restricted areas.

(9) Gambling

- (a) Play or sponsor of an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a registered or sponsored student organization.
- (b) Unlawful sale, barter, or disposition of a voucher or any item for participation in a scheme of chance by whatever name on University premises or at any activity sponsored by a registered or sponsored student organization
- (c) Wagering on a University team or organization in a competition, with or without intent to have a direct influence in the success of the competition.

(10) Hazing

- (a) Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health and/or safety of a student for purposes including but not limited to initiation or admission into, or association or affiliation with, any registered student organization or other group whether or not officially recognized by the University. Hazing which violates Florida Statutes may result in felony charges. A student may commit an act of hazing whether the student is a

prospective, current, or former member of the organization or group. The actions of active, associate, new and/or prospective members, former members, or alumni of a registered student organization or other student group may be considered hazing under this rule.

- (b) Hazing includes brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, liquid, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.
- (c) Hazing includes any activity that could subject the individual to extreme mental or physical stress such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other activity that could adversely affect the mental or physical health or dignity of the individual.
- (d) Hazing includes forcing, pressuring, coercing, or requiring the violation of University policies, federal, state, or local law.
- (e) Hazing includes soliciting a person to commit or being actively involved in the planning of any act of hazing as defined above where the act of hazing creates a substantial risk of physical injury or death to the person(s) hazed.
- (f) It is not a defense to an allegation of hazing that:
 - 1. The consent of the victim had been obtained;
 - 2. The conduct or activity that resulted in the death or injury of a person was not part of any official organizational event or otherwise sanctioned or approved by the student organization or group; or
 - 3. The conduct or activity that resulted in the death or injury of a person was not done as a condition of membership into a student organization.
- (g) Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.
- (h) All student groups, whether or not registered with the University and whether or not officially recognized by the University are subject to the same hazing prohibitions set out in this section (10). With regard to student groups that are not registered students organizations, and against which there is an allegation of hazing, the principles of group responsibility and scope provisions of University Regulation UCF-5.011(1)(b), (1)(c), and (4) shall apply, as well as the conduct proceeding procedures of University Regulation UCF-5.013.

(11) Outstanding Debt. Failure to pay on and off campus vendors in a timely manner. Groups shall not knowingly enter into purchase or rental agreements that are beyond the resources of the organization's ability to pay. The University will not cover outstanding debts of registered student organizations.

(12) Use of Facilities. Failure to comply with University regulations and procedures for campus events and/or use of campus facilities or grounds. Those individuals acting on behalf of an organization that reserve facilities should check with the University department or office responsible for the facility to guarantee that all procedures have been followed.

(13) Fire Safety and Sanitation

- (a) Tampering with or damage to fire, life safety, or security equipment.

- (b) Causing, condoning, or encouraging the creation of any situation involving incendiary or other chemicals or substances, explosives, or fire that reasonably may result in danger to another's person or property.
- (c) Possession or use of illegal fireworks, incendiary devices, or dangerous explosives.
- (d) Failure to properly maintain a registered student organization's facilities or property (or surrounding property) such that a potential danger to the health and safety of the occupants or members of the University and surrounding community is created.

(14) Advertising.

- (a) Origination or circulation of any advertising media that contains matter that violates federal, state and/or local laws.
- (b) Origination or circulation of any advertising media containing false or misleading information.

(15) Solicitation and Fundraising. Failure to comply with applicable law and University regulations and procedures for solicitation and fundraising activities on campus.

(16) University Wordmark Violations. Unauthorized use of the University's name, abbreviation, trademarks or wordmarks, including the Pegasus, monograms, seal, or other graphic identity symbols. The phrases "UCF" or "University of Central Florida" (or some form thereof) cannot precede the title of the organization. This section refers to but is not limited to, the registered student organization's: domain name, web address, promotional materials, and uniforms/shirts.

(17) Academic Misconduct

- (a) Unauthorized academic assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record.
- (b) The unauthorized possession of examination or course related material.
- (c) Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the University and the Instructor. Course materials include but are not limited to class notes, Instructor's power points, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
- (d) Knowingly helping any student violate academic behavior standards.

(18.) Violation of Local, State, and/or Federal Laws. Violation of any local, state and/or federal law that may result in a felony or misdemeanor.

(19) Aiding and Abetting. Aiding and abetting is any act taken with the purpose of aiding or facilitating the commission of an act prohibited by the Organizational CodeRules of Conduct.

Authority: BOG Regulations 1.001 and 6.0105. History –New 10-16-09, Amended 7-19-12, 9-3-13, 10-29-15, 7-28-16, 7-20-17, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 12-3-20, 9-23-21, 10-20-22, ____-24.

UCF-5.013 Organization Conduct Review Process; Sanctions; Appeals**(1) Violation Reports**

- (a) To initiate the Organizational Conduct Review Process, alleged violations of the UCF Organizational **CodeRules** of Conduct must be reported in writing to the Director of Student Conduct and Academic Integrity (SCAI) or designee. Incident reports can be submitted for information purposes only, for information purposes with the requirement that the registered student organization complete an educational activity including but not limited to an academic integrity seminar, or to initiate the Organizational Conduct Review Process. Upon receiving an incident report, the Director of SCAI or designee may review relevant information and consult with relevant parties regarding the incident in question. Where deemed necessary to protect the health and safety of any individual, the student body, or any part of the University or its community, the Director of SCAI or designee, upon notifying the VP of SSWB or designee, may take immediate action to resolve the situation by placing the registered student organization on interim organizational action. Interim organizational action is not a sanction. Interim organizational action is preliminary in nature; it is in effect only until there is a resolution of the registered student organization conduct matter. Interim organizational action is subject to review at a hearing within ten (10) business days by the VP of SSWB or designee to determine the status of the interim organizational action. The outcome of an interim organizational action hearing shall remain in effect until the final disposition of any formal charges resulting from the circumstances of the case, unless the VP of SSWB or designee shall decide otherwise.
- (b) The Director of SCAI or designee will refer all information warranting disciplinary action and assign the case to the appropriate staff member. SCAI will send written notification to the chief officer of the registered student organization at their UCF mailing address indicating the nature of the activity in question and what Organizational **CodeRules** of Conduct were allegedly violated. The chief officer of the registered student organization shall serve as the organization's representative in the organization conduct review process.
- (c) Upon receipt of an incident report SCAI has six months to charge a registered student organization with a violation of the Organizational **CodeRules** of Conduct. SCAI may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six-month time limit. SCAI will waive the six-month limit in cases involving sexual harassment, dating violence, domestic violence, and stalking and may waive the time limit for other extraordinary cases, as determined by the Director of SCAI or designee.
- (d) A registered student organization charged with alleged violations of the Organizational **CodeRules** of Conduct (see UCF-5.012) will receive notice to attend a preliminary conference with SCAI to discuss the charges. At the preliminary conference, the registered student organization will receive information regarding the Organizational Conduct Review Process, including the registered student organization's rights during the process; an opportunity to inspect and/or review the information known at the time, and how to contact the Student Government Judicial Advisor. At the conclusion of the conference, SCAI recommends an option for resolution of the disciplinary charges. If the registered student organization fails to attend the preliminary conference, the registered

student organization may be placed on immediate social probation until such time the matter is resolved, and SCAI may move forward with scheduling a formal hearing as resolution for disciplinary charges.

- (e) Social probation includes but is not limited to prohibition of the following: any on or off campus fundraisers, socials, intramural competitions, receptions, service projects, conferences, retreats, etc. The organization may also not be able to update its registration until such time that it appears before a hearing. Groups under social probation may gather at regularly scheduled business meetings.

(2) Options for Resolution of Disciplinary Charges

- (a) Case Dismissal: The Director of SCAI or designee may dismiss a case if it is found to not have sufficient facts or evidence to substantiate the claim of misconduct or the misconduct is not a violation of the Organizational CodeRules of Conduct.
- (b) Mediation: Depending on the nature and severity of the alleged violation, SCAI may recommend mediation as an alternative to disciplinary action. The involved parties must each agree to mediation. Mediation is a confidential process where the parties voluntarily meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants in mediation are responsible for keeping their agreement or renegotiating it, if necessary. In the event that the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back to SCAI for possible disciplinary action. Breach of a mediated agreement may result in a follow up mediation session or the matter may be referred back through the conduct process at the discretion of SCAI.
- (c) Informal Resolution Conference: At the discretion of SCAI, violations found not to warrant a formal hearing may be referred to an informal resolution conference. SCAI shall provide timely written notice to the registered student organization of the charges at least seven (7) business days before the informal resolution conference. At the informal resolution conference, the charged registered student organization has the opportunity to meet with an SCAI staff member and accept responsibility for the charges of violation of the Organizational CodeRules of Conduct. At the informal level the matter will be settled by the following outcomes: punitive sanction (organizational warning, organizational probation, organizational probation with restrictions, deferred organizational suspension) as well as educational sanctions (papers, seminars, community service, etc.). If the matter is not resolved informally, the case will be resolved through a formal hearing. The outcomes from an informal resolution conference are final and are not eligible to be appealed. The registered student organization will receive written notice of the Resolution Agreement within ten (10) business days of the conference, except in the case of extraordinary circumstances. Written notice of the Resolution Agreement will include the determination regarding responsibility for the conduct violations and applicable sanctions.
- (d) Formal Hearing: If an alleged violation of the Organizational CodeRules of Conduct is not dismissed or otherwise resolved, then SCAI shall provide timely written notice of the charges to the registered student organization at least seven (7) business days before the formal hearing. The charged registered student organization may request either a panel or administrative hearing. The charged registered student organization's hearing shall only be open to the charged

registered student organization's chief officer or designee; the charged registered student organizations' advisor, advocate, or legal representative; representative from the National Office (if appropriate); the hearing body; witnesses (when called upon); a representative from SCAI; a legal representative for the university; and a university staff member from an appropriate office (Office of Student Involvement, Office of Fraternity and Sorority Life, Recreation and Wellness Center, etc.). Following the formal hearing, the student organization will have a specified timeline to file an appeal; should the student organization fail to file an appeal within the specified timeline, the outcome from the formal hearing will be considered final agency action of the University (section (7), below).

(3) Formal Hearings. There are two types of formal hearings – panel hearings and administrative hearings.

(a) Panel Hearings.

1. A panel to consider an organizational case shall be randomly selected by~~comprised of members~~SCAI from the ~~SCAI~~ Student Conduct Board where students shall comprise at least one-half of the membership. ~~The panel shall consist of two (2) faculty and administrative staff members combined and two (2) student members that have been trained by SCAI to hear organizational cases.~~ One panel member shall be selected by SCAI to chair the hearing and report the proposed finding(s) and recommended sanction(s), if any, to the Director of SCAI or designee. All board members will be trained by SCAI to hear organizational cases.
2. At hearings conducted by a panel, a SCAI staff member shall act as an advisor to the panel. The Director of SCAI or designee shall receive the panel's proposed finding(s) as to responsible~~"in violation"~~ or not responsible~~"not in violation"~~ of a violation of the the Organizational ~~Code~~Rules of Conduct and consider any sanctions proposed by the panel.
3. The Director of SCAI or designee may accept the proposed finding(s) of responsible~~"in violation"~~ or not responsible~~"not in violation"~~ or remand the case for rehearing. If the Director of SCAI or designee accepts the proposed finding of responsible~~"in violation,"~~ they may approve, mitigate, or increase the sanctions proposed by the panel.
4. Any decision by the Director of SCAI or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

(b) Administrative Hearings

1. Administrative hearings shall be conducted by a faculty or staff member from the Student Conduct Board trained by SCAI to hear organizational cases.
2. At hearings conducted by an administrative hearing officer, a SCAI staff member shall act as an advisor to the administrative hearing officer. The Director of SCAI or designee shall receive the administrative hearing officer's proposed finding(s) as to responsible~~"in violation"~~ or not responsible~~"not in violation"~~ of a violation of the Organizational ~~Code~~Rules of Conduct, and consider any sanctions proposed by the administrative hearing officer.
3. The Director of SCAI or designee may accept the proposed finding(s) of responsible~~"in violation"~~ or not responsible~~"not in violation"~~ or remand

the case for rehearing. If the Director of SCAI or designee accepts the proposed finding(s) of responsible,~~“in violation,”~~ they may approve, mitigate, or increase the sanctions proposed by the administrative hearing officer.

4. Any decision by the Director of SCAI or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (c) Conduct of Formal Hearings - the following is furnished as a guide to the events in a formal hearing. The formal hearing is recorded by the University, and no other recordings are permitted. The recording will be made part of the official record of the hearing.
1. Reading of charges.
 2. Charged registered student organization response of responsible~~“in violation”~~ or not responsible.~~“not in violation.”~~
 3. Presentation of information in support of the charges.
 4. Opening statement by the charged registered student organization.
 5. Questioning of the charged registered student organization by the hearing body.
 6. Presentation and questioning of witnesses in support of the charges.
 7. Presentation and questioning of witnesses by the charged registered student organization.
 8. Final questions of the charged student organization by the hearing body.
 9. Closing remarks by the charged registered student organization.
 10. Hearing is brought to a close.
 11. Registered student organization is scheduled for a meeting to discuss the hearing body’s proposed finding(s) and recommended sanction(s), if any.
- (d) Deliberations by the panel or the administrative hearing officer are not part of the hearing and are confidential. Deliberations occur after the closure of the hearing and are not recorded.
- (e) Case Record for Formal Hearing - The case record shall consist of the following items:
1. A copy of the formal charges in writing.
 2. A recording of the formal hearing.
 3. All staff memoranda submitted.
 4. All items of physical or written documentation submitted, provided such items are not returned to a rightful owner. In that case, photographs or other facsimiles shall be made before return.
 5. The Director of SCAI’s or designee’s decision.
- (f) Student Conduct Board members for panel and administrative formal hearings are selected through an annual application and interview process with the exception of the justices from the Student Government Judicial Branch. All Student Conduct Board members, including justices, receive annual training from SCAI. Student Conduct Board members who serve on hearings related to allegations of sex discrimination, including but not limited to relationship violence, sexual assault, sex harassment, and stalking receive additional training annually.

(4) Registered Student Organization Rights during the Formal Conduct Review Process.

The following rights apply to a registered student organization disciplinary proceeding:

- (a) The charged registered student organization shall be afforded written notice, at least seven (7) business days prior to disciplinary proceeding, unless waived in writing. Written notice may be sent to the chief student officer of the charged registered student organization's electronic and/or physical address. Written notice shall include:
1. The name of the organization, the chief student officer's name and organization's address, if applicable.
 2. Date, time, and location of the disciplinary proceeding.
 3. Alleged Organizational CodeRule of Conduct Violation(s) known at the time the notice is sent.
 4. A listing of all known witnesses that have provided, or will provide, information against the registered student organization.
 5. A description of any physical or written documentation known at the time the notice is sent.

Provided that the required notice stated above has been given to the registered student organization along with its student leadership or member representative(s) but the organization failed to attend a scheduled disciplinary proceeding without providing a satisfactory reason for the absence, the organization may be placed on immediate social probation until such time as the organization completes the disciplinary proceeding and any further steps in the conduct process. The organization will also not be able to update its registration while on social probation.

- (b) The registered student organization may have at their own expense and initiative, an advisor, advocate, or legal representative to be present and who can fully participate in the disciplinary proceeding (i.e., informal resolution conference or formal hearing). It is the registered student organization's responsibility to make appropriate arrangements for an advisor, advocate, or legal representative to attend the preliminary conference or disciplinary proceeding(s), which shall not be delayed due to scheduling conflicts of the chosen advisor, advocate, or legal representative. A registered student organization may consult with their advisor, advocate, or legal representative at any time during the disciplinary proceeding(s). This consultation must take place in a manner that does not disrupt the proceedings. In addition, an advisor, advocate, or legal representative may not serve as a witness during a disciplinary proceeding. A registered student organization's advisor must not be connected to the actual conduct case or a related case. If the advisor, advocate, or legal representative does not adhere to their defined role in the Organizational Conduct Review Process, they may be removed from the disciplinary proceeding(s). The Student Government (SG) Impartial Advisor(s) may assist the registered student organization with finding an advisor, advocate, or legal representative or may act as their advisor.
- (c) All formal hearings shall be conducted on the basis that the charged registered student organization is not responsible in violation until the preponderance of evidence proves otherwise, except if the registered student organization accepts responsibility for the charge(s). The technical rules of evidence applicable to civil and criminal cases shall not apply to the Organizational Conduct Review Process, including during a formal hearing. The burden of proof is not on the registered student organization charged with a violation of the Organizational CodeRules of Conduct. The university has the burden to prove, by a preponderance of the

evidence, that a violation has taken place. Nothing contained in this paragraph prohibits or limits the University in offering other forms of resolution, such as mediation or informal resolution.

- (d) At least five (5) business days before the disciplinary proceeding, the University will provide the registered student organization's chief officer or designee with the opportunity to inspect all known information related to the allegation(s), including inculpatory and exculpatory information. Information may be presented in support of the charged student organization. The University also has the right to review any information the registered student organization intends to use at the disciplinary proceeding at least five (5) business days before the disciplinary proceeding. During a formal hearing, only such information that is determined to be "Relevant Information" will be allowed.
- (e) The University cannot compel any person serving as a witness to attend a registered student organizational formal hearing. However, all parties to a registered student organizational conduct formal hearing may arrange for witnesses to voluntarily present Relevant Information during the proceeding. The questioning of witnesses shall be facilitated by the hearing officer or panel conducting the formal hearing.
- (f) The registered student organization shall have the right to an impartial hearing officer for the formal hearing. Prior to the commencement of the formal hearing, the charged registered student organization shall have the opportunity to challenge the impartiality of any member(s) of the hearing body. If the registered student organization shows good cause for the removal of any member(s) of the hearing body, the Vice President of SSWB or designee will assign a new hearing body member.
- (g) The registered student organization shall not be forced to present information that incriminates its individual members during a disciplinary proceeding. In addition, the registered student organization has the right to remain silent in the process, and such silence may not be used against the registered student organization. The University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal prosecution. The University's student organizational review process is not a criminal or judicial proceeding and is designed to address violations of the Organizational ~~CodeRules~~ of Conduct; therefore, alleged violations of the ~~coderule~~s will be addressed independently of any outcome imposed by or sought from a court.
- (h) Should the registered student organization fail to attend the scheduled formal hearing, the hearing will be held in the registered student organization's absence and the proposed findings, including any recommended sanctions, will be made using the information available at the time of the scheduled formal hearing.
- (i) The proposed finding(s), as well as the Director of SCAI's or designee's determination, of ~~responsible" in violation"~~ or ~~not responsible" not in violation"~~ on the charges shall be based solely on the information presented at the registered student organizational formal hearing.
- (j) Only if the proposed finding(s) of the formal hearing body is that the registered organization is ~~found responsible in violation~~, will prior conduct history be reviewed and potentially affect the proposed sanctioning.
- (k) The final decision shall be furnished in writing to the registered student organization within fifteen (15) business days following the hearing. Should

SCAI need additional time, the deadline can be extended by the Director of SCAI or designee by notifying the charged organization.

- (l) The registered student organization's registration status shall remain unchanged pending the University's final decision in the matter except in cases where the VP of SSWB or designee determines that the safety, health, or general welfare of any individual, or any part of the University may be involved.
- (m) The registered student organization has the right to an accurate and complete record of every disciplinary proceeding related to the charged violation(s) of the Organizational CodeRules of Conduct, including record of any appeal, to be made, preserved, and available for copying upon request. The disciplinary record is considered complete following final agency action by the University.

(5) Additional Procedures in Cases of Sex-Based Misconduct. Where a registered student organization is charged with sexual misconduct and other identified sex-based misconduct, the procedures outlined in UCF-5.006(6) will apply in addition to the procedures of the Organization Conduct Review Process.

(6) Sanctions for Registered Student Organizations

- (a) Organizational Warning: An official warning that the organization's behavior is in violation of the Organizational CodeRules of Conduct.
- (b) Organizational Probation: A period of time during which any further violation of the Organizational CodeRules of Conduct puts the registered student organization's status with the University in jeopardy. Restrictive conditions may also be imposed as part of organizational probation and will vary according to the severity of the offense. A non-exhaustive list of possible restrictive conditions can be found on the SCAI website (scai.sdes.ucf.edu). If a registered student organization is found responsible "in violation" for another violation of the Organizational CodeRules of Conduct while on organizational probation, more severe sanctions may be imposed.
- (c) Organizational Deferred Suspension – Organizational deferred suspension is used for offenses found serious enough to warrant organizational suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. Organizational deferred suspension is a designated period of time during which a registered student organization is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Organizational CodeRules of Conduct. During an organizational deferred suspension, the registered student organization will be officially suspended from the University, but the organizational suspension will be deferred, meaning that the registered student organization may continue to operate with sanction-specific restrictions. Organizational suspension will be enforced should the registered student organization fail to complete any of the assigned sanctions by the deadline(s) and/or for any subsequent violation of the Organizational CodeRules of Conduct unless the Director of SCAI or designee determines otherwise in exceptional circumstances. If the registered student organization is found responsible "in violation" for any violation of the Organizational CodeRules of Conduct that occurred while on deferred suspension status, including failure to complete any assigned sanctions by the deadline(s), the registered student organization will be suspended for a minimum of one (1) semester in addition to any educational sanctions imposed for the subsequent

violation. Registered student organizations on organizational deferred suspension may be limited in their abilities to represent the University in intramural sporting events, extracurricular activities, or official functions. The duration of any organizational deferred suspension period and the specific restrictions imposed will be determined by SCAI on a case-by-case basis.

- (d) **Organizational Suspension:** While on organizational suspension the registered student organization loses its University recognition and/or registration for a temporary period of time. While an organization is suspended, it may not use University resources or participate as an organization in any University activities or events unless authorized in writing in advance under conditions approved by the Director of SCAI or designee. Additional provisions may be assigned that further outline University expectations while on Organizational Suspension Status.
- (e) **Revocation of UCF Registration:** Permanent severance of the organization's relationship with UCF.
- (f) **Recommendation for Charter Revocation:** An official request to a national office that the local chapter's charter be revoked.
- (g) **Educational Sanctions:** In conjunction with any sanction listed above, a registered student organization found to have been ~~responsible in violation for~~ of any of the Organizational ~~Code~~**Rules** of Conduct will be assigned educational sanctions that are proportional to the violation such as, but not limited to: reflective/research papers, classes/seminars, community service, restitution, interviews, etc. If a registered student organization has any outstanding educational sanctions at the conclusion of organizational probation or organizational suspension, the organizational probation or organizational suspension will remain in effect pending completion of the educational sanctions.

(7) Appeal within the Registered Student Organization Review Process

- (a) A registered student organization found ~~responsible in violation~~ as a result of a hearing may appeal the finding(s) and sanction(s) imposed. The appeal must be made in writing to the appellate officer (VP of SSWB or designee) within ten (10) business days after the date the registered student organization was notified of the decision by the Director of SCAI or designee. The person designated to hear the appeal may not have directly participated in any other proceeding related to the charged violation.
- (b) Registered student organizations may appeal the finding(s) and sanction(s) imposed on the basis of one or more of the following:
 1. Irregularities in fairness and stated procedures of the hearing that substantially affected the outcome of the hearing.
 2. Discovery of new and significant information that would be likely to change the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the initial hearing.
 3. The sanction(s) are extraordinarily disproportionate to the violation(s).
- (c) On the appeal form, the registered student organization must state the reason(s) for appeal, the supporting facts, and the recommended solution. This is not a re-hearing of the conduct case. An appeal cannot be filed simply because a registered student organization is dissatisfied with the decision. Failure to describe the

nature of the information in full detail in the appeal letter will result in the denial of an appeal.

- (d) The appellate officer shall first determine if sufficient grounds for appeal exist and then, if so, may either deny the appeal, thus sustaining the initial decision and sanction(s), or do one of the following:
 - 1. If the registered student organization alleges that the sanction was disproportionate to the violation(s) and the appellate officer finds the sanction to be disproportionate, the appellate officer may alter the sanction; or
 - 2. If the registered student organization alleges that there was a defect in procedure or new information was presented which was sufficiently substantial to have affected the outcome and the appellate officer agrees, the appellate officer will order a new hearing.
- (e) The registered student organization shall receive a written decision to the appeal. There is no definitive timeline for receiving an appeal response. It depends on many factors including the complexity of the case and the information mentioned in the appeal, as well as the appellate officer's appeal load at that particular time. Decisions of the VP of SSWB or designee reflect final agency action.
- (f) Any decision by Appellate Officer to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (g) If the Appellate Officer upholds the original findings, the effective date of any disciplinary sanction(s) imposed will revert back to the date of the Director of SCAI's or designee's final decision letter.

(8) Community ReEngagement and Educational Development (CREED) Program

- (a) The Community ReEngagement and Educational Development (CREED) Program is designated for a registered student organization to have the opportunity to demonstrate that in the period following the conclusion of the Organizational Conduct Review Process, they have taken steps to become a productive and engaged organizational member of the UCF Community.
- (b) Upon completion of one semester of the Organizational Probation, Organizational Deferred Suspension, or Organizational Suspension, and upon completion of all educational sanctions/requirements, a registered student organization can request modification of their organizational disciplinary status through the CREED Program.
 - 1. Registered student organizations that have been found ~~responsible~~ **violation** of Sex-Based Misconduct are ineligible to apply for relief under the CREED program.
 - 2. Registered student organizations that have been found ~~responsible~~ **violation** of a ~~violation of the code~~ **rule** of conduct that had a substantially negative impact on a person or group of people, as determined by SCAI, are ineligible to seek relief under the CREED program.
- (c) Requests must be submitted to the Director of SCAI or designee via an online Student Organization CREED Program Submission form that can be found at <https://scai.sdes.ucf.edu/creed-program/>.
- (d) The CREED Program is designed for registered student organizations to have the opportunity to demonstrate that in the period following a violation of the Organizational ~~Code~~ **Rules** of Conduct, they have taken steps to become

productive and engaged members of the UCF community. Student organizations that simply fulfill the minimum requirements of their sanction(s) will not be eligible for the CREED Program.

- (e) Upon receipt of the CREED Program form, the Director of SCAI or designee shall conduct a preliminary review to ensure that the registered student organization's request meets the necessary eligibility and application requirements. The Director of SCAI or designee must communicate the finding of the preliminary review of the application as well as the date and time of the "CREED review meeting" that has been scheduled for a committee to conduct a review the registered student organization's application, if applicable. The organization has three (3) business days from when the Director of SCAI or designee sent their preliminary findings to request an alternate date and time for the "CREED review meeting."
- (f) Prior to this meeting, the committee will have reviewed the packet and will prepare questions to be addressed, as well as provide the opportunity to further discuss why the registered student organization's organizational disciplinary status should be altered or terminated. No alterations shall be made to include new or increased sanctions. Should the committee feel that further information and/or documentation is necessary in order to render a recommendation, the review may be temporarily recessed. The registered student organization will be given ten (10) business days to produce the information and/or documentation the committee requested. Upon receipt of the requested information and/or documentation, the committee will reconvene the CREED review meeting with the registered student organization.
- (g) After the meeting, the committee will issue a recommendation to the Director of SCAI or designee. The Director of SCAI or designee will provide a final decision to the registered student organization in writing within ten (10) business days of receiving the recommendation.
- (h) If the request is denied by the Director of SCAI or designee the decision shall include a concise and explicit written statement that explains the basis for that final decision.
- (i) There is no appeal process for a Registered Student Organization Disciplinary CREED Review meeting decision.

Authority: BOG Regulations 1.001 and 6.0105. History - Formerly 6C7-5.003, New 6-18-09, Amended 7-19-12, 9-5-13, 11-24-14, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 9-23-21, 6-29-23, _____24.

UCF-5.015 Student Academic Misconduct Review Process

- (1)** The Office of Undergraduate Studies, College of Graduate Studies, Registrar's Office, and the Office of Student Rights and Responsibilities will review this regulation periodically.
- (2)** UCF is committed to a policy of honesty in academic affairs. Conduct that comprises a breach of this policy may result in academic action and/or disciplinary action. Academic action affects student assignments, examinations, or grades. Disciplinary action could affect student enrollment status.
- (3)** Academic misconduct includes but is not limited to cheating, plagiarism, assisting another in cheating or plagiarism, and commercial use of academic materials. Violations of academic misconduct at the undergraduate and graduate level are listed and defined in the CodeRules of Conduct (UCF-5.008).
- (4)** Alleged violations of the UCF CodeRules of Conduct (Academic Misconduct) shall be reported in writing to the Director of Student Conduct and Academic Integrity (SCAI) or designee. When an instructor becomes aware of an alleged violation of academic misconduct, the instructor must document the alleged violation(s) through the Academic Misconduct Report Form (AMR), available at <http://scai.sdes.ucf.edu>. Upon receiving an alleged violation of academic misconduct, the Director of SCAI or designee may review relevant information and consult with relevant parties regarding the incident in question.
 - (a)** The Director of SCAI or designee will refer all information warranting disciplinary action to the SCAI. SCAI will send notification to the student indicating the nature of the activity in question and what university rules were allegedly violated.
 - (b)** Upon receipt of an AMR form SCAI has six months to charge a student with a violation of academic misconduct. SCAI may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six-month time limit from the date of discovery.
 - (c)** Students charged with alleged violations of academic misconduct will receive notice to attend a preliminary conference with SCAI to discuss the charges. At the preliminary conference, the purpose of this meeting is to provide the student with information regarding the Student Conduct Review Process, including the student's rights during the process; an opportunity to inspect and/or review the information known at the time, and notice of how to contact the Student Government Impartial Advisor. At the conclusion of the conference, SCAI will recommend an option for resolution of the academic misconduct charges. These options are case dismissal, informal resolution conference, or academic formal hearing. If the student fails to attend the preliminary conference, a hold may be placed on the student's record, preventing them from registering for future classes until the matter is resolved, and SCAI may move forward with scheduling a formal hearing as a resolution for disciplinary charges. Students who leave the university or withdraw from a class before a disciplinary matter is resolved may be prohibited from future enrollment until such time as the matter is resolved.
- (5) Options for Resolution of Academic Misconduct**
 - (a)** Case Dismissal. The Director of SCAI or designee may dismiss a case if: the reported case fails to have sufficient facts or information to substantiate the claim of academic misconduct; or the reported violation is not seen to warrant punitive

disciplinary action; or the reported behavior reported as academic misconduct is not a violation of the CodeRules of Conduct. An informal non-disciplinary meeting may be held where the student may be instructed to complete an educational requirement to demonstrate what was learned from the reported behavior. Upon successful completion of the educational requirement, the reported incident will be dismissed.

- (b) Informal Resolution Conference. At the discretion of SCAI, violations found not to warrant a formal hearing may be referred to an informal resolution conference. SCAI shall provide timely written notice to the student of the charges at least seven (7) business days before the informal resolution conference. At the informal resolution conference, the charged student has the opportunity to meet with a SCAI staff member or designee and accept responsibility for the charges of violation of academic misconduct. At the informal resolution conference level, the matter will be settled by the following outcomes: punitive sanction (disciplinary warning, disciplinary probation, deferred disciplinary suspension) as well as educational sanctions (papers, seminars, community service, etc.). If the matter is not resolved informally, the case will be resolved through a formal hearing. The outcomes from an informal resolution conference process (decision of responsibility and recommended sanctions) are final and are not eligible for appeal. The student will receive written notice of the Resolution Agreement within ten (10) business days, except in extraordinary circumstances. Written notice of the Resolution Agreement will include the determination regarding responsibility for conduct violations and applicable sanctions.
- (c) Academic Misconduct Formal Hearing. If an alleged violation of academic misconduct is not dismissed or otherwise resolved, then SCAI shall provide timely written notice to the student of the charges at least seven (7) business days before the formal hearing. The charged student's formal hearing shall be open only to the charged student/co-charged students involved in the same incident, selected advisor, witnesses (when called upon), the university's legal representative, and a representative from SCAI.
- (d) Charged students in the Academic Misconduct Review Process shall be entitled to the rights listed in 5.009(4)(a)-(h), including but not limited to timely written notice and the right to an advisor, advocate, or legal representative who can participate in the proceedings.

(6) Academic Misconduct Formal Hearing Process

- (a) Academic Misconduct Formal Hearings. Students going through the Academic Misconduct formal hearing process may elect an Administrative Academic Misconduct Formal Hearing or a Panel Academic Misconduct Formal Hearing.
 - 1. Administrative Academic Misconduct Formal Hearing
 - a. Administrative Academic Misconduct Formal Hearings shall be conducted by one faculty member from the Student Conduct Board, who will be designated as an administrative hearing officer.
 - b. A SCAI staff member shall act as an advisor to the administrative hearing officer. The Director of SCAI or designee shall receive the administrative hearing officer's proposed finding(s) as to responsible"in violation" or not responsible"not in violation" of a violation of the CodeRules of Conduct, and consider any punitive

and/or educational sanctions proposed by the administrative hearing officer.

- c. The Director of SCAI or designee may accept the proposed finding(s) of ~~responsible~~^{“in violation”} or ~~not responsible~~^{“not in violation”} or remand the case for rehearing. If the Director of SCAI or designee accepts the proposed finding(s) of ~~responsible~~^{“in violation,”} they may ~~adopt, modify, or reject~~^{approve, mitigate, or increase} the recommended decision and sanctions proposed by the administrative hearing officer, or remand the matter for a rehearing.
- d. Any decision by the Director of SCAI or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

2. Academic Misconduct Panel Hearings.

- a. A panel to consider an individual case shall be randomly selected by SCAI from the Student Conduct Board and shall consist of at least one (1) faculty member, one (1) additional faculty or administrative staff member, and two (2) student members. One panel member shall be selected by SCAI to chair the hearing and report the finding(s) and recommended sanctions, if any, to the Director of SCAI or designee.
- b. A SCAI staff member shall act as an advisor to the panel. The Director of SCAI or designee shall receive the panel’s proposed finding(s) as to ~~responsible~~^{“in violation”} or ~~not responsible~~^{“not in violation”} of a violation of the CodeRules of Conduct, and consider any punitive or educational sanctions proposed by the panel.
- c. The Director of SCAI or designee may accept the proposed finding(s) of ~~responsible~~^{“in violation”} or ~~not responsible~~^{“not in violation”} or remand the case for rehearing. If the Director of SCAI or designee accepts the proposed finding(s) of ~~responsible~~^{“in violation,”} they may ~~adopt, modify, or reject~~^{approve, mitigate, or increase} the recommended decision and sanctions proposed by the panel, or remand the matter for a rehearing.
- d. Any decision by the Director of SCAI or designee to alter proposed sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

(b) Following the Academic Misconduct Formal Hearing.

1. Undergraduate students found ~~responsible~~^{“in violation”} will be prescribed disciplinary and educational sanctions appropriate to the findings and recommendations. SCAI will report the outcome from the academic misconduct hearing back to the instructor of record and department chair. In consultation with the college dean or designee, the instructor and the department chair will determine if further course or academic action should be imposed. If the undergraduate program recommends further course or program action, the undergraduate program must notify SCAI

and Academic Services. Final results of the academic misconduct hearing and/or course or program action must be made available to the student in writing within fifteen (15) business days following the date of the hearing.

2. Undergraduate students found not responsible~~“not in violation”~~ will be notified within fifteen (15) business days. SCAI will report the findings back to the instructor, department chair, and college dean or designee. Students may have proposed course or academic action removed and the instructor may determine a new grade since no violation was found.
3. For graduate students found responsible~~“in violation”~~, SCAI notifies the instructor, the Dean or designee of the Academic College in which the graduate student resides, the program the student was in, and the Dean and Associate Dean of the College of Graduate Studies. The College of Graduate Studies will then dismiss the student from the academic program and disallow matriculation in a graduate program for a period of one year (three semesters). After that time, a student can re-apply to the program from which they were dismissed or apply to another graduate program in the university. To do so, the student must submit a new application (application fee, letters of reference if applicable, AND a statement describing what has been learned about academic misconduct, and what he/she/they will do in the future to prevent it). If admitted, the student will continue to have the original dismissal denoted on the transcript and, if readmitted to the same program, will continue with the same Program GPA held prior to dismissal. The student will be admitted on restricted status, any future instance of academic misconduct and, if the student is found to commit misconduct again, the College of Graduate Studies will refer the student to OSCAI and recommend permanent expulsion from the university, and the Dean or designee of the Academic College in which the graduate student resides. The college dean or designee will in turn notify the graduate program that a student is in violation and ask if the program wishes to invoke any program-level academic action(s). The student’s graduate program will determine if program action is necessary. If deemed necessary, recommendation of program action will be made using the *Probation/Dismissal Form* and/or *Conditional Retention Plan*. This information will be forwarded to the College of Graduate Studies. SCAI will be notified if the graduate program recommends additional program action. The results of any hearing and/or program action should be available for the student within fifteen (15) business days.
4. For graduate students found not responsible~~“not in violation”~~ of academic misconduct, SCAI notifies the instructor, Associate Dean of Graduate Studies and the Dean or designee of the Academic College in which the graduate student resides. The graduate student may have their proposed course or program action removed and the instructor may determine a new grade since no violation was found.

(c) Appeals.

1. Undergraduate or graduate students found responsible~~“in violation”~~ as the result of an academic misconduct formal hearing may appeal the finding(s) and sanction(s) imposed by the Director of SCAI or designee. The appeal must be made in writing to the appellate officer (Provost or

designee) within ten (10) business days after the date the student was notified of the decision by the Director of SCAI or designee. The person designated to hear the appeal may not have directly participated in any other proceeding related to the charged violation. Students may appeal the finding and sanction(s) imposed on the basis of one or more of the following:

- a. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
 - b. Discovery of new and significant information that could have affected the outcome of the hearing and which was not known or could not reasonably have been discovered and/or presented at the time of the hearing.
 - c. The sanction(s) are extraordinarily disproportionate to the violation(s), except for graduate students where all sanctions are the same.
2. Any decision by an appellate officer to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
 3. The appellate officer should issue a written decision to the student's appeal within twenty (20) business days of receipt of the appeal. Should the appellate officer require additional time for review beyond the 20 business days, the appellate officer will notify the charged student in writing of the need for additional time. Decisions of the Provost or designee reflect final agency action.
 4. Any decision by the Provost or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
 5. Undergraduate students may appeal program sanctions imposed by the student's undergraduate program, per UCF-5.016. Graduate Students may not appeal dismissal for academic misconduct, but may be eligible for readmission per the Academic Misconduct Policy in the Graduate Catalog program sanctions provided by the student's graduate program, per UCF-5.017. Students found responsible ~~"in violation"~~ for academic misconduct are not eligible for academic appeal regarding the final grade issued by the course of the reported violation.

(7) Z Designation for Academic Misconduct

- (a) A Z designation denotes a student was found responsible ~~"in violation"~~ of academic misconduct while enrolled in a course. A Z designation does not affect a student's grade point average.
- (b) For undergraduate students, Z designations will remain on a student's transcript if:
 1. The student is found responsible ~~"in violation"~~ of academic misconduct and the punitive sanction is deferred disciplinary suspension for one or more semesters, disciplinary suspension for one or more semesters, disciplinary dismissal, or expulsion; or
 2. The student is found responsible ~~"in violation"~~ of academic misconduct twice during their UCF academic career.

- a. The punitive sanction received in either academic misconduct case has no bearing on the Z designation being permanently placed on the student's transcript.
- b. A Z designation will be placed in association with both courses in which the student was found responsible~~"in violation"~~ of academic misconduct.
- (c) For both undergraduate and graduate students, if a student is found responsible~~"in violation"~~ of academic misconduct a Z designation will be placed on their transcript in association with the final course letter grade recorded (ex. ZA, ZB, ZC, ZD, ZF).
- (d) A Z designation will be denoted on the student's transcript as a ZW if a student withdrew from the course prior to the conclusion of the conduct process and was subsequently found responsible~~"in violation"~~ of academic misconduct.
- (e) SCAI will communicate with the Registrar's Office to have Z designations placed on student's transcript following the conclusion of the Conduct Review Process.
- (f) For graduate students, the College of Graduate Studies will communicate with the Registrar's Office to have the three-semester dismissal placed on the student's transcript.
- (f) The following applies to undergraduate students only:
 - 1. Students have the opportunity to improve the letter grade recorded in association with a course in which they were found responsible~~"in violation"~~ of academic misconduct through the use of grade forgiveness. The Z designation however will still remain on the student's transcript.
 - 2.(g) A student can attempt to have a Z designation permanently removed through participating in the Community ReEngagement and Educational Development (CREED) Program.
 - 3.(h) A Z designation will remove a student from consideration for academic awards and honors (e.g. President's List and Dean's List) for the academic semester in which the violation occurred.

Authority: BOG Regulation 1.001. History – Formerly 6C7-5.0042, Amended 8-10-09, 9-4-12, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 9-23-21, 6-29-23, _____-24.

UCF-5.016 Student Academic Appeals

(1) General Policy.

- (a) This regulation applies to:
1. Undergraduate or graduate students seeking to appeal a final course grade (individual grades on assignments, exams, etc. are not appealed by this process). See section (3) below for the appeal steps.
 2. Undergraduate students seeking to appeal a program decision. (Graduate student appeals of program decisions, including termination from an academic program or grades on thesis or dissertation, are handled in UCF-5.017). See section (3) below for the appeal steps.
 3. Undergraduate students seeking to appeal a denied program change (i.e., denial of student's request to add or change a major, minor, or certificate) or an automatic graduation under the Timely Academic Progress policy. See section (4) below for the appeal steps.
- (b) All grade concerns must first be discussed directly with the instructor of the course. The professional judgement exercised by an instructor in assigning a grade or in conducting a class is not appealable and is therefore excluded from the provisions of this regulation. A formal grade appeal is limited to one or more of the following reasons:
1. Alleged deviation from established and announced grading policy;
 2. Alleged errors in the application of grading procedures;
 3. Alleged deviation from University syllabus policy that could have impacted the resulting grade; and
 4. Alleged lowering of grades for non-academic reasons, including discrimination.
- (c) Program decisions include actions related to program or college specific requirements. An undergraduate program appeal is limited to one or more of the following reasons:
1. Alleged deviation from program policies or university policies applied to the program as outlined in the Undergraduate Catalog or Undergraduate Program Handbook(s);
 2. Alleged errors in the application of program policies or procedures;
 3. Alleged program probation or program dismissal due to non-academic reasons; and
 4. Alleged undergraduate program action for non-academic reasons, including discrimination and/or sexual harassment in the undergraduate program, department or college.
- (d) Appeals to reverse a denied program change apply only to those undergraduate students with 75 or more credit hours who submitted a request to change or add a major, minor, or certificate. Appeals to reverse application of auto-graduation decisions applies to those undergraduate students who have met all degree requirements in their primary major of choice and for whom the university has elected to award the degree.
- (e) If an academic appeal under this regulation alleges discrimination, the appeal will first be referred to the Office of Institutional Equity (<https://oie.ucf.edu/>). The OIE process must be concluded before a formal grade appeal can be initiated.
- (fe) If the student is charged with a conduct violation based on alleged academic misconduct (per UCF-5.008) that relates to the final course grade or the

undergraduate program action being appealed, the student conduct process must be completed before the student initiates a formal ~~grade~~-appeal pursuant to (1)(a)1 or (1)(a)2 above.

- (gf) If the student is pursuing an undergraduate program action appeal pursuant to (1)(a)2 or (1)(a)3 above that relates to a grade appeal, the grade appeal must be completed before the student initiates the undergraduate program action appeal.
- (hg) If needed, the University may extend deadlines applicable to the ~~grade or program~~ appeal process for the purposes of reviewing the appeal. If extensions are made, the new deadline will be shared in writing.

(2) For any appeal under this regulation, the following assumptions are adopted:

- (a) The burden of proof for a student academic appeal is on the student.
- (b) Students and faculty members are entitled to a fair and timely resolution of academic appeals.
- (c) Students have access to published materials, academic success coaches~~professional advisors~~, and student government to help them become familiar with and understand the procedures for handling academic appeals. Students may consult the Golden Rule, seek advice from an academic advisor, or consult with a student government advisor (sga_cjus@ucf.edu) regarding the student's rights and responsibilities with respect to this appeal process.
- (d) Faculty members and administrators have access to the materials published in the Golden Rule and access to University staff in the Office of Student Rights and Responsibilities (<https://osrr.sdes.ucf.edu/>) to help them be aware of and understand the procedures to address academic appeals.
- (e) The University as an institution and its faculty members and students are entitled to procedures that ensure due process and the maintenance of academic standards.
- (f) All appeal communications between the student and any University personnel must be made via a university-provided system.
 - 1. Information regarding informal appeals should be communicated using the UCF email account (e.g., ~~knights.ucf.edu~~-ucf.edu).
 - 2. Information regarding formal appeals are submitted using the appeal forms and processes available at <https://academicsuccess.ucf.edu/gradeappeal/>.

(3) Grade Appeals and Undergraduate Program Action Appeals

This section applies to appeals described in (1)(a)1 or (1)(a)2.

(a) Step 1: Resolution of Student Appeals with the Instructor or Program

- 1. ~~(a)~~ The appeal of final grades or an undergraduate program action must be initiated within ninety (90) calendar days of the final grade being posted or of the undergraduate program action being taken.
- 2. ~~(b)~~ All student appeals of grades or undergraduate program actions must first be addressed by the person or program whose action is being appealed. In cases of grade appeals this will be the instructor of the course and in cases of undergraduate program actions this will be the faculty administrator (e.g., program director or program coordinator) of the program that enacted the action. Henceforth, the instructor or faculty administrator are referred to as the "Responding Party". This attempted resolution is required before the student can continue to the formal appeal process described in Step 2.
- 3. ~~(c)~~ If the issue cannot be resolved directly with the Responding Party, or if the Responding Party is not available, the student has the right to pursue a Step 2

formal resolution at the unit level with the unit head or their designee. The “unit head” is usually the faculty member who serves as chair of the department or director of the school that houses the course or program.

(b4) Step 2: Formal Resolution of the Student Appeal at the Unit Level

1.(a) To initiate the formal academic appeal, the student must submit the appropriate appeal form and supporting documentation. The appeal form is available at <https://academicsuccess.ucf.edu/gradeappeal/>. If supporting documentation cannot be submitted online, the student must provide it to the unit head or designee. This documentation must clearly state the reason for the appeal and must include the resolution sought by the student.

2.(b) Once the appeal is received by the unit head, they or their designee will review the appeal and supporting documentation to determine if there are grounds for the appeal.

a1. If there is not a basis for the appeal, the appeal will be dismissed, and the unit head or designee will inform the student in writing why the appeal is dismissed.

b2. If there is a basis for the appeal, within ten (10) business days of receipt of the appeal the unit head or designee will consult with the Responding Party and may also ask to meet with the student.

ia. If the Responding Party or student is not available to discuss or respond to the appeal, the resolution should wait until the Responding Party or student can respond, but not more than thirty (30) business days.

iib. In the event an immediate resolution is needed (e.g., due to pending graduation certification) the unit head will make a decision based on available information.

3.(e) Within fifteen (15) days of receipt of the appeal, or longer based on either the Responding Party or student not being available (see above), the unit head or designee will provide the student and the Responding Party with a written decision.

(c5) Step 3: Resolution of Student Academic Appeals at the College Level

1.(a) If the student has new information to present or can show that a procedural error occurred in the previous steps, within ten (10) business days of the unit head or designee’s written decision the student may submit the appeal to the dean of the college that offers the course or program. The student will provide the information using the processes outlined in (2)(f).

2.(b) The dean will delegate the appeal to an associate dean or designee who will, within ten (10) business days of receipt, review the appeal. One of the following actions will take place:

a1. If an appeal is presented that was previously dismissed for having no basis, and none of the new or additional information establishes a basis, then the appeal will again be dismissed, and the associate dean or designee will inform the student in writing why the appeal is dismissed.

b2. If the student presents new or additional information that must first be reviewed by the unit head, then the associate dean or designee will inform the student in writing that this information must be reviewed first by the unit head and that the student is required to revisit Step 2.

appointed to the student panel shall be maintained by the office of Student Conduct and Academic Integrity (for undergraduate) or the College of Graduate Studies (for graduate).

4.(d) Once the committee is convened, the committee should make reasonable efforts to meet for review of the case within twenty (20) business days. If the committee cannot meet within the 20 days, the university will inform the parties of the need for additional time.

5.(e) The meeting is not covered by Sunshine laws, is closed to outside parties, and will not be recorded.

a1. The student and Responding Party shall be separately invited to meet with the committee. Participating individuals in the appeal may appear through virtual (electronic) means at the committee meeting. While either party may invite a guest to attend the meeting, no guest may address the committee or respond to questions.

b2. The student and Responding Party shall be allowed adequate time to respond to the appeal and material as submitted, to answer any questions from committee members, and to present additional information needed to clarify the issues involved.

c3. Should either party fail to attend the scheduled appeal meeting, the meeting will be held in the party's absence with the understanding that the proposed outcomes and resolutions will be made using the information available at the time of the appeal meeting and in the party's absence.

6.(f) After meeting with both parties, the committee will deliberate and issue a recommendation by majority vote to the university dean. If applicable, the committee will suggest a resolution to the appeal. This decision may let the grade/action stand as is or may alter the recommended grade/action. If the decision of the committee is to alter a previous decision, only the faculty members on the committee will recommend what the alteration will be; however, the student members on the committee may participate in the discussion. The committee chair will ensure that the committee's majority opinion, rationale, and recommended findings and resolutions are documented and forwarded to the university dean within five (5) days of the conclusion of the committee hearing.

7.(g) Within five (5) business days of receiving the committee's recommendation, the university dean will provide the student with a written decision on the appeal. This decision represents final agency action. The dean's decision will be copied to the unit head and the dean of the college from which the appeal originated.

(4) Academic Progress Appeals

This section applies to appeals described in (1)(a)3, above.

(a) Step 1: Resolution of Student Appeals with Academic Advisor/Academic Success Coach

1. The appeal of a denied program change or of auto-graduation must be initiated within 5 business days of the written decision of the academic advisor/academic success coach to the student.

2. All student appeals of a denied program change or of auto-graduation must be first addressed by the person whose action is being appealed. In the case of a denied program change or auto-graduation appeals this will be the academic

advisor/academic success coach of the desired program (for adding or changing the major, minor or certificate) or the academic advisor/academic success coach of the current primary degree program (for auto-graduation). In this appeal process, the academic advisor/academic success coach, who is acting on the behalf of the academic college, will be referred to as the “Responding Party”. This attempted resolution is required before the student can continue to the formal appeal process described in Step 2.

3. If the issue cannot be resolved directly with the Responding Party, or if the Responding Party is not available, the student has the right to pursue formal resolution with the Dean and Vice Provost of Undergraduate Studies.

(b) Step 2: Resolution of Student Appeals at the University Level

1. To initiate a formal appeal, the student must submit an appeal to the Vice Provost and Dean of the Undergraduate College. This must be sent as an email from the student ucf.edu account with (1) student name, (2) student ID number, (3) student current major, (4) student desired major, minor or certificate (if changing or adding), (5) reason for appeal, and (6) supplemental information. Student may attach pdf or MS Word documents as supplemental information to support reason for appeal.
2. Once the appeal is received by the Vice Provost and Dean, the Vice Provost and Dean may delegate the appeal to an associate dean or designee who will, within five (5) business days of receipt, review the appeal. The Vice Provost and Dean may seek additional information from the appropriate college dean, the appropriate college associate dean of their designee, or from the Responding Party. Additionally, the Vice Provost and Dean may hold a meeting with the student for the purpose of attaining clarification on the information submitted.
3. The Vice Provost and Dean will provide the student with a written decision on the appeal or provide notification of an extension within ten (10) business days of the appeal. Their decision of the Vice Provost and Dean represents final agency action. The Vice Provost and Dean’s decision will be copied to the dean of the college from which the appeal originated.

(58) Responsibility for Record Keeping of Formal Student Academic Appeals

- (a) To support institutional compliance with the Southern Association of Colleges and Schools Commission on Colleges’ Principles of Accreditation, the following parties shall be responsible for maintaining complete records of all formal student academic appeals.
 1. The College of Undergraduate Studies for undergraduate-level academic appeals; and
 2. The College of Graduate Studies for graduate-level academic appeals.
- (b) The complete record shall include the following components:
 1. First and last name of the student filing the formal appeal or the student’s unique UCF personal identification number,
 2. Date the formal appeal was filed,
 3. Final decision resulting from review of the formal appeal,
 4. Date the formal appeal was determined closed, and
 5. Documentation reviewed at each phase of the formal appeal process.
- (c) The dean of the College of Undergraduate Studies and the dean of the College of Graduate Studies or their respective designees shall be responsible for monitoring

formal academic appeals for patterns that may warrant broader review in an effort to ensure the integrity of the academic enterprise and continuous compliance with accreditation standards. At minimum, the respective dean or designee shall conduct an annual review of the elements addressed in the SACS-COC Principles of Accreditation (10)(b)1, 2, 3, and 4 and shall consult the documentation on file for SACS-COC Principles of Accreditation (1)(b)5 as needed to render a determination of need for broader review.

Authority: BOG Regulation 1.001. History– New 4-23-03, Formerly 6C7-5.00431, Amended 8-10-09, 9-4-12, 10-29-15, 7-20-17, 7-19-18, 1-24-19, 9-19-19, 6-17-21, _____-24.



Board of Trustees

June 25, 2024

Agenda Item

GOVC-9: Amendments to University Regulations UCF-6.007 Traffic/Parking Regulation and Enforcement and UCF-6.008 Vehicle Registration Fees; Parking Violation Fines.

Proposed Committee Action

The Board of Trustees is asked to approve, on its consent agenda, the proposed amendments to University Regulations UCF-6.007 Traffic/Parking Regulation and Enforcement and UCF-6.008 Vehicle Registration Fees; Parking Violation Fines.

Authority for Board of Trustees Action

Board of Governors Regulation 1.001

Supporting Documentation Included

Attachment A: University Regulation UCF-6.007 Traffic/Parking Regulation and Enforcement (redline)

Attachment B: University Regulation UCF-6.008 Vehicle Registration Fees; Parking Violation Fines (redline)

Facilitators/Presenters

Youndy Cook, Vice President and General Counsel



GOVC-9: Amendments to University Regulations UCF-6.007 Traffic/Parking Regulation and Enforcement and UCF-6.008 Vehicle Registration Fees; Parking Violation Fines

EXECUTIVE SUMMARY

Objective

Consider the proposed amendments to University Regulations UCF-6.007 Traffic/Parking Regulation and Enforcement and UCF-6.008 Vehicle Registration Fees; Parking Violation Fines.

Summary of Key Observations/Recommendations

UCF-6.007 Traffic/Parking Regulation and Enforcement: This regulation addresses parking registration and enforcement. The regulation is amended throughout, including to add clarifying language regarding: the makeup of the University Parking Citation Appeals Committee, expiration of permits, accessible parking, classification titles of available permits, guest permits, vehicle substitutions, permits for Research Park tenants, and unacceptable reasons for citation appeals. New language has been added regarding towing, scratch-off permits, event parking, construction parking, vehicle immobilization devices, and the threatening of Parking Services employees.

UCF-6.008 Vehicle Registration Fees; Parking Violation Fines: This regulation addresses parking registration and enforcement. Amendments to this regulation include updating the permit classifications to align with UCF-6.007, simplifying the daily visitor permits to include only one 24-hour option, and increasing the immobilization fee to recover costs from leasing the immobilization devices.

Additional Background

This group of regulations addresses vehicles, parking, and parking enforcement on university grounds are reviewed annually and updated as needed.

Rationale

Proposed regulation changes will increase clarity for existing parking regulations.

Implementation Plan

The amended regulation UCF-6.007 would take effect upon approval by the UCF Board of Trustees. Upon approval by the UCF Board of Trustees, UCF-6.008 will be sent to the Board of Governors for approval as this is a select regulation. The amended regulation would take effect upon approval by the Board of Governors.

Resource Considerations

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

Conclusion

Staff recommends that the committee recommend approval of the proposed amendments to University Regulations UCF-6.007 and UCF-6.008.

UCF-6.007 Traffic/Parking Regulation and Enforcement.**(1) General Information****(a) Definitions.**

1. **Vehicle:** The term “vehicle” shall include bicycles, motorcycles, automobiles, trucks, and other mobile equipment.
2. **High Efficiency Vehicles (HEV):** Vehicles which run on rechargeable batteries and gasoline engines combined or which use one or more electric motors or other non-fossil fuel for momentum. Only HEV vehicles may be parked in HEV spaces and must have a valid UCF virtual parking permit or physical hang tag. Maximum time allowed in HEV spaces is 4 hours.
3. **Electric Vehicles (EV):** Only EV vehicles which require electricity for power may park in the parking spaces designated “Electric Vehicles Only”, must be in charging mode, and must have a valid parking permit unless designated for public use by UCF Parking and Transportation. EVs are prohibited from using unmarked electrical receptacles.
4. **Virtual permits:** for the purpose of this regulation, the terms virtual permits and hang tag permits are synonymous.
5. **License Plate Recognition (LPR):** University of Central Florida utilizes license plate recognition hardware and software for parking systems, permit management and enforcement.
6. **Campus:** Campus includes the Orlando/Main Campus (to include Research Park and Foundation owned properties) and the specialized campuses of UCF Downtown, Academic Health Sciences and Rosen College of Hospitality Management.
7. **Back in Parking:** Parking a vehicle with the front of the vehicle facing the drive lanes and rear facing license plate not visible.
8. **Nose in Parking:** Parking a vehicle with the front of the vehicle facing into the front of the parking space with the rear license plate visible and facing into drive lane.
9. **Employee:** a UCF employee including academic personnel, USPS, Faculty, A&P, OPS non-student employee, or an employee of a UCF direct support organization.

(b) The University Parking and Transportation Advisory Committee serves as the principal advisory body to the president through the Vice President of Facilities and Business Operations, recommending policies and regulations that govern traffic and parking on the UCF campus. The committee shall consist of:

- 1.** two (2) faculty members selected by the Faculty Senate Committee on Committees;
- 2.** two (2) students appointed by the president of Student Government Association;
- 3.** two (2) staff members appointed by ~~USPS~~ Staff **Advisory** Council;
- 4.** one (1) Administrative and Professional employee appointed by the Vice President of Facilities and Business Operations for Administration and Finance.
- 5.** The Vice President of Facilities and Business Operations will appoint one additional member to serve as chair.

The term of service shall be two (2) years, staggered with the exception of student members, who shall serve for one year. The committee may elect a vice-chair to serve in the absence of the chair.

(c) The University Parking Citation Appeals Committee ~~is composed of up to two faculty (2) members, four (4) students, two (2) university employees, one (1) chair, and one (1) Parking and Transportation Services employee for system access. The University Parking Citation Appeals Committee~~ has jurisdiction over violations of the university’s parking regulations. In those cases heard before it, this committee will render decisions determining responsibility and will impose appropriate monetary or restrictive penalties. The University Parking Citation Appeals

Committee reports to the Assistant Vice President for Auxiliary Services, who designates a member of the committee to serve as the committee chair. The committee consists of:

1. two faculty (2) members selected by the Faculty Senate Committee on Committees
2. four (4) students appointed by the president of the Student Government Association
3. three (3) staff members selected by the Staff Advisory Council
4. one (1) Parking and Transportation Services employee who shall serve as a non-voting member to provide information necessary for the committee's operations (including but not limited to information regarding parking regulations and policies, and citation details).

(d) Applicability – The provisions of this regulation shall apply at all times to all vehicles that are operated or parked on the UCF campus. The fines, penalties, and other sanctions against persons in violation of the provisions of this regulation will be enforced as follows:

1. In the case of a vehicle registered with the Department of Parking and Transportation, the university shall assess fines for parking violations against the person in whose name the vehicle is registered with Parking and Transportation Services.
2. In the case of a vehicle not registered as such, assessments for parking violations shall be made against the operator if it is determined that the operator at the time of the violation is associated with the university and, in fact, should have registered the vehicle with the Department of Parking and Transportation.
3. If a vehicle is not registered with the university and the operator is not associated with the university, fines will be assessed against the person(s) in whose name the motor vehicle is registered with the State Department of Highway Safety and Motor Vehicles of their respective state.

(e) Responsibility – Unless otherwise noted, the Department of Parking and Transportation is responsible for the implementation and enforcement of this regulation and for resolution of disputes with regard to the university's parking and traffic regulations as authorized by the UCF Board of Trustees.

(f) Authorizations.

1. Operation of a motor vehicle upon any UCF campus is a privilege granted by the university. All vehicles parked on any university campus must be currently registered with the Department of Motor Vehicles of the respective state that the vehicle was registered in and display a valid license tag. UCF adheres to Florida State Statutes regarding vehicle registration expiration dates.
2. The university is authorized and reserves the right to regulate the use of any of its vehicle parking facilities for the exclusive use of designated groups or individuals.
3. Any individual possessing a valid driver's license may operate a properly registered motor vehicle on the UCF campus in accordance with the provisions of these regulations.
4. UCF police officers, community service officers (CSOs) and parking enforcement personnel are authorized to issue a university parking and traffic citation to any person or vehicle violating university parking and traffic regulations.
5. Vehicles are subject to immobilization ~~or being towed from the on~~ campus, depending upon the need for such action, as set forth in these regulations.
6. The university is authorized to tow any vehicle that prevents access to any road or space. Towing fees vary according to type of vehicle . If a third-party towing company is used, the charge will include the towing company fees.
76. The university~~UCF~~ assumes no responsibility for vehicles, or their contents, parked on campus.
87. The University of Central Florida utilizes license plate recognition hardware and software (LPR) for parking systems management and enforcement.

(2) Registration Regulations

- (a) All motor vehicles parked on the UCF campus must be registered with the Department of Parking and Transportation and have the appropriate virtual parking permit or applicable physical parking permit properly displayed while parked on campus. Any citations issued to the registered vehicle are the responsibility of the permit-holder. This includes vehicles used by evening and non-traditional students. Exceptions to this requirement are as follows:
1. Vehicles displaying “government” license plates.
 2. Properly identified Government officials, such as FBI, ATF, US Customs, etc., who need to park on campus on official business, whose vehicles do not display an official government tag or other governmental markings, may be issued a one-day parking permit free of charge. These permits shall be issued at the Visitor and Parking Information Center.
 - ~~3. Construction personnel and contractors engaged in projects on campus may park within the designated fenced enclosure of the construction site without a UCF parking permit or may purchase a parking permit unless a permit is otherwise provided.~~
 34. Visitors shall comply with subparagraph (gf)142 below.
- (b) Registration year.
1. Virtual permits: The vehicle registration year begins September 1 and ends August 31 the following year for physical permits. Vehicle registration for virtual permits is year-round and permit expiration is based on the length of days ~~selected~~purchased: provided options are 150 days, 365 days, or daily. ~~To facilitate the permit registration process for physical permits, hangtag permits may be available for purchase the beginning of the last week in July of the registration year. Semester permits are valid 150 days from the date of purchase. Each vehicle must be registered with a virtual permit or have a physical permit properly displayed upon each day the vehicle arrives and is parked on campus.~~ Individuals who purchase a virtual permit may register a second vehicle to their account for an additional \$15.00 fee, plus tax. The second vehicle must be owned and registered to the original permit holder or within the same household. The second vehicle registration will expire at the time the initial virtual permit expires regardless of when the second vehicle is registered to the initial vehicle permit. Only one registered vehicle per account can be parked on any of the UCF campuses at any given time or the account holder will be subject to \$100 parking fine for virtual permit misuse. Virtual permit holders have the benefit of substituting their vehicle on a temporary or permanent basis. The permit holder is responsible to update vehicle changes through <https://parking.ucf.edu> to validate parking access on campuses.
 2. Physical permits: The vehicle registration year begins September 1 and ends August 31 the following year for physical permits. To facilitate the permit registration process for physical permits, hangtag permits may be available for purchase the beginning of the last week in July of the registration year. Semester permits are valid 150 days from the date of purchase.
- (c) All individuals who register their vehicles at the university must register them online. Registrants may pay for their parking permits online with a credit card or Knight Cash.
- (d) Physical hang tag permits must be displayed on the rearview mirror with the permit number and expiration date visible and legible from the exterior of the vehicle.
- (e) Registrants must register their own vehicle. The Department of Parking and Transportation must be notified of any change in ownership or license plate number.
- (f) Accessible parking is available for those individuals who possess a valid state-issued (blue) disabled placard, a temporary (red) state disabled placard, or an accessible license plate assigned to their name. Disabled placards are issued by the Florida Department of Highway Safety and Motor Vehicles (FLHSMV). Individuals are required to purchase a UCF parking permit of appropriate classification, i.e., “Employee” or “Student”, or “Daily Visitor” to park on the campus. Individuals with such appropriate permits may park in any available disabled parking

space on campus, including unreserved parking garages, except for those spaces that are assigned twenty-four (24) hours a day or designated as university business use space.

(gf) Parking permits are sold or issued under the following guidelines:

1. Only the university president, vice presidents, associate vice presidents, assistant vice presidents, deans and others as approved by the University Parking and Transportation Advisory Committee are eligible to purchase “A24-hour Assigned” permits. ~~An “A”~~This permit authorizes parking in a 24-hour ~~assigned/reserved~~ space that is assigned to the individual/department, as well as in any other legal parking space on campus that is not reserved for 24 hours daily use. Only a limited number of 24-hour ~~assigned/reserved~~ spaces are available for purchase. Parking in any paid departmental ~~assigned/reserved~~ space, requires the employee or student to purchase an individual permit registered to their vehicle while occupying the space.
2. Except as provided otherwise above in subparagraph (gf)1, all UCF employees must purchase a virtual “EmployeeB” permits. Employee virtual “B” permits authorize parking in designated employee, student, and residential “B”, and “D” parking areas.
3. All students, ~~staff and faculty and employee~~ parking motorcycles, mopeds, or motor scooters on campus must purchase motorcycle (“MC”) permits. “MC” permits authorize parking in designated motorcycle spaces only. Registering a vehicle other than a motorcycle, moped, or motor scooter with an “MC” permit will be subject the permit holder to a \$100 parking fine for virtual permit misuse.
4. Commuter students. Student virtual permits are available to all students who do not reside in campus housing. A “StudentD” virtual permit allows parking in general/designated “D” student parking areas.
5. Residential virtual permits are available to students who reside on campus as follows:
 - a. All residential parking spaces are restricted to residential permits only. Towing is enforced in these parking areas.
 - b. All residents with listed virtual permit designations may park in any unreserved parking space from 5:30 p.m. to 7:00 a.m. and on weekends. Posted overnight and game day restrictions apply.
 - ia. R Permit: Residents of Apollo, Libra, Hercules, Nike and Neptune communities may purchase only “R” virtual permits and are restricted to designated “R” parking spaces (lots B7, B8, B15, and Libra Garage) between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
 - ii. LC Permit: Residents of Lake Claire community may purchase only “LCRL” virtual permits and are restricted to designated “LCRL” parking spaces between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
 - iii. KP Permit: Residents of the Towers at Knights Plaza may purchase only “KP” virtual permits and are restricted to “KP” parking garages (Garages G and E) between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
 - iv. RC Permit: Residents of the Rosen Campus may purchase only “RC” virtual permits and are restricted to “RC” parking between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
 - d. ~~All residential parking spaces are restricted to residential permits only and are towing enforced.~~
 - e. ~~All residents with listed virtual permit designations may park in any unreserved parking space from 5:30 p.m. to 7:00 a.m. and on weekends. Posted overnight and game day restrictions apply.~~
6. Graduate Teaching Assistants, Graduate Research Assistants and all other student OPS employees may purchase only “StudentD” permits.

7. Employees and students (including Valencia employees and students) at the Rosen College of Hospitality Management, UCF Downtown campus, and the Academic Health Sciences Campus must purchase a virtual permit of the appropriate classification. UCF and Valencia employees and students at the UCF Downtown campus may purchase “Employee V” or “Student V” permits. UCF employees and students at the Health Sciences campus may purchase “Employee M” or “Student M” permits. ~~(“Employee B” or “Student D”)~~ These permits which may be used on any of the UCF campuses and park in parking areas as their permit designates.
9. Employees or affiliates of the city or county must display a valid UCF permit to access UCF Parking facilities.
10. Guest Permits: Special guests of the university, including ~~but not limited to fully retired UCF employees,~~ eligible campus ministry personnel, ~~and~~ State Auditors, and individuals or organizations providing community service and goodwill to the university, shall be issued “Guest” permits, subject to the availability of such permits. A “Guest” permit authorizes parking in any ~~available~~ legal parking space on campus, including unreserved parking garages, except for those spaces that are other than those reserved twenty-four (24) hours ~~a day~~ or designated as university business use spaces. Requests for this permit shall be submitted to the Department of Parking and Transportation. A replacement fee may be assessed for a “Guest” permit that is reported lost (see subparagraph (2)(g)18).
11. Fully retired UCF employees shall be issued “Guest” permits, subject to the availability of such permits. “Guest” permits may park in any available space on the campus, including unreserved parking garages, except for those spaces that are assigned twenty-four (24) hours or designated as university business use spaces. Retirees who return to work in a position with benefits are not eligible to receive a “Guest” permit. “Guest” permits are assigned to the retiree or other eligible person(s) for their use only and may not be transferred to another person. Such transference constitutes fraud, and the permit may be revoked. Further, additional permit issuance may be prohibited to the retiree as well as any other individual involved with the use of said permit. A replacement fee may be assessed for a “Guest” permit that is reported lost ~~(see subparagraph (2)(g)18).~~
12. RP Tenant Permits: Research Park tenants located in any UCF Foundation-owned property are required to register for a virtual parking permit. Research Park tenants that are not UCF employees or students are eligible to receive an “RP Tenant” permit. “RP Tenant” permits are only valid in Research Park and are not valid on any of the UCF campuses, including the main and regional campuses.
13. Vendor Permits: Vendor permits are available to third party vendors who conduct business on the university campus. Available permit options are one year, one month, or daily permit (only available at the Visitor and Parking Information Center). Vendor permits allow a maximum of two-hour parking in marked “Service Vehicle Only” spaces ~~service areas.~~ If “Service Vehicle Only” spaces are not available, vendors are permitted to park in “Employee” or “Student” spaces. ~~Vendor permitted vehicles are allowed to park in B or D spaces.~~ Vendor permits may also be available to departments that require essential access to serve university needs related to campus emergency restorations, campus infrastructure and building systems. Vendor permits are for the sole purpose of conducting business and are not to be used for personal benefits. With the issuance of an any departmental vendor permit, employees in personally owned vehicles are still responsible for purchasing a parking permit to park on any UCF campus and to comply with this regulation. Vendor permits or any departmental purchased permits cannot be purchased for the sole use of any specified UCF student or employee. University expenditure guidelines prohibit use of any university funding to purchase permits for employees. Citations issued to state vehicles

illegally parked shall be the responsibility of the employee or driver for payment with no university funds.

142. Visitors to the campus shall purchase a daily visitor's parking permit online at <https://parking.ucf.edu> or at the Visitors and Parking Information Center. A virtual daily permit authorizes parking in student ("D") parking lots and unreserved parking garages unless otherwise directed by parking services personnel. Daily permits are valid from time of purchase until 11:59 p.m. of the date purchased. A 24-hour daily permit may be purchased and will expire 24 hours after time of purchase. Visitors may also park in any short-term, timed parking space by paying the appropriate fee for the time requested. Short-term, timed spaces may be enforced 24 hours a day, unless otherwise posted.
153. Individuals who possess a valid Disabled Veteran (DV) license plate are exempt from the parking permit fee provided the DV license plate is registered in their name.
- ~~14. Persons holding current, permanent state-issued disabled placards, or temporary state disabled placards are required to purchase a UCF parking permit of appropriate classification, i.e., "B" or "D," or "Daily Visitor" to park on the campus. Disabled persons with such appropriate permits may park in any available disabled parking space on the campus, including unreserved parking garages, except for those spaces that are restricted, such as designated twenty-four hour reserved or service parking spaces.~~
165. Patients of UCF Student Health Services and UCF Counseling Center ~~or Wellness and Health Promotion Services:~~
- a. Student Health Services: Both a valid UCF parking permit and active Health Services appointment are required when parking in Health Services patient spaces. Health Services will administer the parking reservation upon arrival at the reception desk.
 - b. Counseling Center: Both a valid UCF parking permit and Counseling Center parking pass must be properly displayed when parking in the Counseling Center patient spaces. The Counseling Center pass must be obtained from the reception desk located in the Counseling Center.
 - ~~c. Biofeedback Clients: Both a valid UCF parking permit and Biofeedback Center parking pass must be displayed when parking in the Biofeedback client spaces. The Biofeedback pass must be obtained from Wellness and Health Promotion Services.~~
- ~~17. Scratch off permits: These permits are offered to departments to issue to their guests and can be purchased at the Visitor and Parking Information Center at a cost of \$5.00. Parking permits remain the property of Parking and Transportation Services and as such, may not be re-sold for profit. Scratch off permits or any departmental purchased permits cannot be purchased for the sole use of any UCF student or employee. University expenditure guidelines prohibit use of any university funding to purchase permits for employees or students.~~
- ~~16. Replacement permits~~
- ~~a. Replacement permits for physical permits are issued for \$14.08 plus tax for a multi-semester permit and \$7.04 plus tax for a one semester permit. Proof of sale of the vehicle or return of the original permit is required. If a permit is stolen, a stolen parking permit affidavit must be filed and signed before the replacement permit may be issued.~~
 - ~~b. Virtual permit holders have the benefit of substituting their vehicle on a temporary or permanent basis. The permit holder is responsible to update vehicle changes through <https://parking.ucf.edu> to validate parking access on campuses.~~

(3) Parking Regulations

- (a) The responsibility of locating a legal parking space rests with the motor vehicle operator. Lack of a convenient space shall not be considered as a valid excuse for violation of any parking

regulation. The fact that a person parks or observes others parking in violation of any parking regulation without being cited does not mean that the regulation is not in effect.

(b) The Department of Parking and Transportation Services reserves the right to close all or part of a parking facility for special events, or to conduct maintenance and/or repairs. Unauthorized vehicles parking in these reserved areas are subject to citation(s).

(cb) Except as noted herein, all parking regulations apply twenty-four (24) hours a day, seven (7) days a week and parking areas are restricted to specific permits as designated by posted signs or curb markings. However, between the hours of 5:30 p.m. and 7:00 a.m. any vehicle with a valid parking permit may use any “Employee” “B” (Faculty) or “D” (Student) parking space except where otherwise specified by posted appropriate signs or curb markings. “A” (“Reserved 24- hours Assigned”), “Service Vehicle Only” parking spaces, and disabled parking spaces shall not be used at any time except by vehicles with permits or certification authorizing use of these specific spaces.

(de) Short-term, timed parking is enforced twenty-four hours a day, seven days a week. Drivers of all vehicles using short-term, timed spaces are responsible for paying the posted fees. Daily or virtual permits are not valid in Park Mobile spaces.

(ed) All vehicles must park nose in with plates facing out to the drive lane. Exceptions to this rule are as follows:

1. Vehicles displaying accessible permits.
2. Vehicles actively charging at an electric charging station when the charging cable is not long enough to reach the car’s connector.
3. Vehicles displaying an official State-issued front license plate.
4. Registered Emergency Response Vehicles.

(fe) The following parking practices are specifically prohibited:

1. Parking on lawns, landscaped areas, sidewalks, or other areas not specifically designated by signs or curb markings as parking areas. The absence of a “No Parking” sign does not mean parking is permissible in an area.
2. Double parking, parking any portion of a vehicle outside designated lines or beyond a post or other delineation device indicating a valid parking space or row.
3. Blocking traffic, other parked vehicles, service areas or spaces, roadways, crosswalks, or wheelchair access aisles and ramps.
4. Parking in an access lane. An access lane is any area that is not designated as a parking space and that provides an avenue for traffic flow.
5. Except as noted in paragraphs (cb) and (de) above, parking in any space designated for permits other than the one displayed on the vehicle.
6. Parking in a short-term, timed space after the purchased amount of time has expired.
7. Unauthorized parking in “24-hour Assigned” reserved “A” parking spaces.
8. Unauthorized parking in designated “Service Vehicle Only” spaces.
9. Unauthorized parking in Business Use Only parking spaces.

109. Parking an unregistered vehicle without a valid parking permit anywhere on the UCF campuses.

110. Failure to display parking permits properly: not permanently affixed, improperly placed, or not displayed on the vehicle for which purchased.

~~121.~~ Failure to cancel registration or to destroy a physical parking permit upon disposal of the registered vehicle.

~~1312.~~ Unauthorized or fraudulent use of a parking permit.

~~1423.~~ Parking a bicycle, electric bicycle, scooter, skateboard, or any micro-mobility device in a motor vehicle space, on disabled ramps, in areas designated by signs as no bicycle parking, on sidewalks or crosswalks, or in any way to impede ingress or egress of a building.

1534. Parking a motorcycle in a motor vehicle space, or any space not designated as motorcycle parking.
1645. Parking in a residential parking space without the appropriate permit.
1756. Parking in areas that are reserved for construction/repairs or events.
1867. Use of parking facilities to store boats, trailers, or vehicles.
1978. Overnight parking of recreational vehicles unless registered by Athletics.
- ~~(f) The Department of Parking and Transportation reserves the right to close all or part of a parking facility to conduct maintenance and/or repairs.~~
- (g) University Event Parking: Any event held on campus, whether hosting internal or external guests, requiring the use of parking spaces, must be coordinated with the Department of Parking & Transportation Services. Pre-purchased virtual permits are available through the online portal or by contacting the Department of Parking and Transportation Services. Requests must be received seven (7) business days prior to the date of the event. If the event is cancelled, a cancellation fee may be assessed, and all expenses incurred related to the event request will be collected.
- (h) Construction personnel and contractors engaged in projects on campus may park within the designated fenced enclosure of the construction site without a UCF parking permit or may purchase a parking permit unless a permit is otherwise provided. At the department's discretion, construction workers may also purchase permits for a designated area at the applicable daily, weekly or monthly rate. Large construction groups and project managers should coordinate directly with Parking and Transportation Services for parking arrangements.

(4) Disposition of Parking Citations

- (a) Payments of non-contested parking citations must be received by the Department of Parking and Transportation within ten (10) business days from the date of citation issue. A late charge of \$10.00 shall be assessed each citation if payment is received after the ten (10) business day period. Payments shall be made by mail, in person, by telephone, or online (at <https://parking.ucf.edu>).
- (b) Once a citation has been placed on the vehicle, Parking and Transportation personnel have no further responsibility of notification.
- (c) The Visitor and Parking Information Center accepts approved credit cards, check, and Knights Cash as forms of payment.

(5) Citation Appeals

- ~~(a)~~ Any person who alleges being unjustly ticketed shall appeal the citation online at <https://parking.ucf.edu> within ten (10) business days from the date the citation was issued. The Director of the Department of Parking and Transportation or an authorized designee shall eliminate late charges or dismiss the citation altogether if it is determined to have been issued in error. Appeals not sustained by the director or authorized designee shall be heard by the Parking Citation Appeals Committee. Individuals requesting personal appeals shall be notified of their scheduled hearing date at the time the appeal is submitted online. A reminder of the notification will be emailed to the appellant prior to the scheduled appeal date.
- ~~(b)~~ Written appeals shall be reviewed by a Parking and Transportation Services appeals officer(s). The Appeals Hearing Officer(s) will receive and evaluate written appeals. They will be guided by the parking regulations and shall consider any relevant circumstances, as articulated in the appeal, in making their decision(s). Appeal Hearing Officer(s) may request further information or interview the appellant, a witness, or the citing officer. All appellants shall be notified by email of the Appeals Officer(s) decision subsequent to the appeal being heard. Fees assessed due to a vehicle's immobilization may not be appealed.
- ~~(c)~~ The decisions of the Parking Citation Appeals Committee shall be based upon the provisions set forth in this regulation and extenuating circumstances, if any, and are final and binding, except as

set forth herein. A student may request a second level of appeal by submitting a written appeal with the Student Government Association's Judicial Council within ten (10) business days upon receiving notification that the original appeal to the Parking Citation Appeals Committee was heard and denied. The Student Government Association is responsible for establishing the appeal procedure for this second level of appeal. The decision of the Judicial Council is final and binding and no further appeals shall be permitted. For purposes of this appeal process, "student" shall be defined to mean a person enrolled in classes at UCF as of the date of the parking citation.

(dg) The following reasons will not be accepted by the Judicial Council as grounds to dismiss or reduce a citation. This is not an all-inclusive list:

1. Disagreement with the traffic and parking regulations
2. Ignorance of the UCF parking regulations
3. Citations not previously issued for similar violations
4. Observation of others parking illegally
53. Stated inability to find a permitted parking space
64. Operation of the vehicle by another person
75. Tardiness to class and/or appointment
86. Inability to pay fine (lack of money)
97. Displayed incorrect or expired permit
108. No valid virtual or physical permit
119. Traffic congestion
12. Parking on lawns, landscaped areas, sidewalks or other areas not designated for parking
13. Parking at electrical vehicle charging stations while not actively charging vehicle
14. Removal of construction/road equipment (cones, bollards, ropes, chains, and signage) to park vehicle
150. To delay paying the fine for an appealed citation
164. Unsupported evidence of direction by any university official
172. Failure to attend the scheduled personal appeal or notify Parking Services twenty-four (24) hours in advance of the hearing of the inability to attend.

(eh) Students should consider the following when choosing to file an appeal with the Judicial Council:

1. Make sure the reason for the appeal is not one of those listed in subsection (df) above.
2. The student must prepare a concise written and/or oral statement not to exceed five minutes.
3. The Judicial Council will contact the student within three (3) business days to schedule a hearing. The case will be scheduled within ten (10) business days upon the Judicial Council receiving notice of the appeal. If the student does not appear for the hearing in person before the Judicial Council, the hearing will continue in the student's absence as a written appeal. Parking and Transportation Services personnel do not have the authority to overturn the decision of the Judicial Council.

(65) Vehicle Immobilization

(a) Vehicles are subject to immobilization under the following circumstances:

1. The vehicle has accumulated three or more unpaid parking citations, or unpaid citations totaling \$200.00 or more in fines.
2. Possession of, using, or displaying a fraudulent/unauthorized parking permit. Violators may also be subject to referral to the Office of Student Conduct.
3. For law enforcement purposes, in which case an immobilization release fee may not be charged.

- (b) ~~Cost of release from immobilization is \$50.00 and payment of all unpaid citations.~~ Citations issued up to time of immobilization are not allowed to be appealed. ~~Release is available from Parking Services personnel during our normal hours of operation or as stated on <https://parking.ucf.edu>.~~
- (c) ~~Unauthorized removal, tampering with, or damaging an immobilization device will result in fines and a fee appropriate to the amount of damage caused to the device.~~

(76) Tow away – Vehicles are subject to being towed from campus at the owner’s expense under the following circumstances:

- (a) The vehicle is parked in a hazardous manner, in a fire lane, blocking traffic, roadways, crosswalks, sidewalks, disabled ramps, or creating a hazard such as leaking gasoline.
- (b) The vehicle is parked in a ~~“24-hour Assigned” spacespace reserved twenty four (24) hours per day.~~
- (c) When arrangements to release an immobilized vehicle have not been made within forty-eight (48) hours of the original immobilization.
- (d) When the vehicle is abandoned on campus for any reason whatsoever for more than forty-eight (48) hours.
- (e) When immobilization is not appropriate due to vehicular construction (i.e., Tesla wheel motors).
- (f) When the vehicle owner has previously removed or attempted to remove an immobilization device without authorization.
- (g) When the vehicle is parked in a parking lot or garage during posted time restrictions.
- (h) When the vehicle is parked in a reserved lot or garage designated for events or repairs/construction of parking facility.
- (i) When the vehicle is parking in a residential parking lot or garage without a residential parking permit.

(87) Revocation of Campus Parking Privileges –The Assistant Vice President for Auxiliary Services ~~mayshall~~ revoke the privilege of any person to park a vehicle on campus for a period of one year when it is determined that:

- (a) That person falsifies or willfully misrepresents vehicle registration information.
- (b) That person, whether the owner or operator, displays a fraudulent permit on a vehicle.
- (c) That person has accumulated six (6) or more parking citations during an academic year.
- (d) That person who threatens or interferes with a Parking Services enforcement unit/employee while conducting their job responsibilities.

(98) Penalties for Non-Payment of Parking Citations

- (a) A violator who is delinquent in the payment of parking citations shall not be permitted to register for class, drop or add classes, receive transcripts or diplomas, or purchase another permit until the debt has been satisfactorily resolved.
- (b) The university shall pursue the collection of delinquent payments through the use of lawful procedures. Collection efforts may include contracting for the services of a collection agency.

(109) Traffic Regulations

- (a) State Uniform Traffic Control Law, Chapter 316, F.S., as well as Chapter 320 F.S., is in effect on campus at all times.
- (b) Campus speed limits are 10 mph in parking lots and parking garages and 30 mph on roads unless otherwise posted.
- (c) It is a violation to drive or park in an opposing direction than indicated by signs, flow of traffic or directional arrows.
- (d) State of Florida Uniform Traffic citations issued on campus by university police officers are referred to appropriate local government courts for disposition.
- (e) All rules and regulations at UCF are set and approved by the University’s Board of Trustees.

Authority: BOG Regulation 1.001. History—New 3-22-76, Amended 8-19-82, 5-5-83, 8-14-83, Formerly 6C7-6.07, Amended 8-1-88, 9-20-89, 8-12-90, 7-21-91, 10-11-92, 9-8-93, 9-15-96, 8-14-02, 12-8-03, 8-14-05, 6-27-06, 8-15-06, 6-25-07, 7-31-08, Formerly 6C7-6.007, Amended 7-1-09, 6-24-10, 7-7-11, 3-16-12, 7-23-13, 9-2-14, 6-22-15, 7-5-16, 6-23-17, 5-24-18, 5-16-19, 6-18-20, 5-26-22, 8-7-23, _____24.

UCF-6.008 Vehicle Registration Fees; Additional Parking Fees; Parking Violation Fines

(1) **Vehicle Registration Fees.** All fees, as posted, do not include applicable State Sales Taxes. Vehicle permit fees are subject to change at the beginning of each academic year. There is no refund for a parking permit once it is issued.

(a) Virtual permit fees effective ~~July 15~~~~August 6~~, 202~~34~~, and going forward are:

Classification	365 Days	150 Days
EmployeeB	\$90.03	\$45.01
EmployeeBM	\$90.03	N/A
EmployeeBV	\$90.03	\$45.01
StudentD	\$90.03	\$45.01
StudentDM	\$90.03	N/A
StudentDV	\$90.03	\$45.01
Guest G	No charge	No charge
KP	\$135.04	\$67.52
MC	\$46.93	\$23.94
R	\$135.04	\$67.52
LCRL	\$135.04	\$67.52
RC	\$135.04	\$67.52
<u>24-hour Assigned</u>	<u>\$1029.58</u>	<u>\$514.79</u>

(b) Physical permit fees for the 202~~42~~-~~235~~ academic years and going forward are:

Classification	Multi-semester	1 Semester
24-hour AssignedA	\$1029.58	\$514.79
EmployeeB	\$90.03	\$45.01
EmployeeBM	\$90.03	N/A
StudentD	\$94.53	\$47.27
Vendor	\$47.89 monthly or \$478.87 annually from date of purchase	

(2) Additional Parking Fees:

(a) Daily Visitor:

- ~~1. Daily Visitor Permit. Valid from time of purchase until 11:59 p.m. the day of purchase: \$5.00.~~
- ~~2. Daily Visitor permits after 5:30 p.m. Valid from time of purchase until 11:59 p.m. the day of purchase: \$3.00.~~
- ~~3. 24 Hour Daily Permit. Valid from time of purchase for 24 hours: \$8.00.~~
- ~~24. Departmental Daily Permit: \$53.00 per day.~~
- ~~35. Lease for Downtown Garages: up to \$20.00 per vehicle for private functions on weekends. This includes any overflow for events the city or event managers are hosting.~~
- ~~46. Lease for Rosen parking lots: up to \$20.00 per vehicle for private functions on weekends.~~

(b) One additional vehicle per account holder may be added to virtual permit orders for \$15.00 plus tax.

(c) Timed, short-term parking spaces: \$2.00 per hour.

(d) Pay-by-space (Visitors Lot Only): \$2.00 per hour for a 2-hour maximum.

- (e) Replacement permits are issued for \$14.08 plus tax for a multi-semester permit and \$7.04 plus tax for a one semester permit. Replacement permits are issued for physical permits only. Proof of sale of the vehicle or return of the original permit is required.
- (f) EV charging stations are provided for electric vehicles. Vehicles parked in the EV charging station spaces must be in charging mode and have a valid virtual permit or display a valid UCF parking permit to avoid citations and be in charging mode.

(3) **Special Provisions.** Per University regulation UCF-6.007 (2)(~~g~~)56, all on-campus students who reside in Apollo, Libra, Nike, Hercules, Neptune communities (R permits), Lake Claire residents (LCRL permits) and Towers at Knights Plaza (KP permits) are eligible to purchase only those designated permits associated with their residencies and are restricted to their designated residential parking areas between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday. Unreserved campus parking spaces may be used by these vehicles outside those days and times.

(4) **Schedule of Parking Violation Fines.**

(a) Violation	Fine
Unregistered or No Valid Permit	\$30.00
Improper Display of Permit	\$20.00
Unauthorized or Fraudulent Use of Permit	\$100.00
Expired License Plate	\$40.00
Parking in a Disabled Space Without Proper Permit	\$250.00
Blocking a Disabled Ramp	\$250.00
Unauthorized Parking in a 24-Hour Assigned <u>Reserved</u> Space	\$50.00
Virtual Permit Misuse	\$100.00
Blocking Traffic or a Roadway	\$50.00
Parking in a Service Vehicle Space Without Proper Permit	\$35.00
Parked Out of Assigned Area	\$25.00
Expired Meter or Overtime in a Pay-by-Space Parking Space	\$25.00
Parking in an Undesignated Area	\$30.00
Parked Facing Traffic/Backed in parking space	\$20.00
Parking in a Fire Lane	\$100.00
Parking in a Residential Space	\$50.00
Immobilization Fee	\$80 <u>50</u> .00
Any Other Parking Violation Not Herein Specified	\$20.00

(b) All parking violation fines are due within 10 business days. Fines not paid within ten (10) business days, will accumulate a \$10.00 late fee.

(c) **Administrative Fees:** A fee may be applied in lieu of the original citation fee(s) when the appellant is found to have committed the violation, but the appeals committee deems it reasonable to waive a portion of the fee. A \$10.00 late fee will be applied if not paid within ten (10) business days of the Administrative fee assessment.

1. Immobilization (Boot) Fee: ~~\$80~~50.00
2. Impoundment Fee (for bicycles): \$20.00

(d) The following violations may be considered for waiver only on the first occurrence; subsequent violations will be charged at the full citation fee and are

not eligible for a waiver. An administrative fee will be applied in lieu of the waived citation fee as follows:

1. Failure to display a valid parking permit: \$10.00
2. Failure to display a valid license plate: \$10.00

Authority: BOG Regulations 1.001 and 7.003. History—New 7-1-09, Amended 8-12-10, 7-7-11, 6-29-12, 7-23-13, 7-9-14, 7-1-15, 6-23-17, 5-24-18, 5-16-19, 6-18-20, 4-22-21, 5-26-22, 7-14-23, 8-7-23, _____-24.



Board of Trustees

June 25, 2024

Agenda Item

GOVC-10: Central Florida Clinical Practice Organization, Inc. Bylaw Amendments

Proposed Committee Action

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

Authority for Board of Trustees Action

Board of Governors Regulation 1.001

Supporting Documentation Included

Attachment A: Eighth Amended and Restated CFCPO Bylaws (redline)

Facilitators/Presenters

Youndy Cook, Vice President and General Counsel



GOVC-10: Central Florida Clinical Practice Organization, Inc. Bylaw Amendments

EXECUTIVE SUMMARY

Objective

The Committee is asked to review and approve the proposed revisions to the Central Florida Clinical Practice Organization, Inc. (CFCPO) Bylaws, recommended the CFCPO Board of Directors.

Summary of Key Observations/Recommendations

- The proposed amendment to CFCPO's bylaws revises language regarding the corporation's IRS Form 990.
- CFCPO is not a direct support organization (DSO), but its current amended and restated bylaws were developed from a template that was developed for the university's direct support organizations (DSOs), and language from that template requiring that the organization's IRS Form 990 be submitted to the Board of Governors (BOG) was inadvertently included CFCPO's Bylaws.
- The Faculty Practice Plan executed by the BOG, BOG Regulation 9.017 and UCF Regulation 10.001, which authorize the formation of and operation of CFCPO, do not require that CFCPO's IRS Form 990 be submitted to the BOG.
- The Office of Institutional Knowledge Management has confirmed that it has not received requests from the BOG for CFCPO's IRS Form 990, the mechanism by which the DSOs submit their respective IRS Form 990s to the BOG, and it does not appear that the BOG collects IRS Form 990s from this type of entity at this time.

Additional Background

The current bylaws were approved by the CFCPO Board of Directors on September 13, 2023, and by the UCF Board of Trustees on September 28, 2023.

Rationale

Amending the bylaws as proposed would not require CFCPO to provide its IRS Form 990 to the BOG unless requested. CFCPO would continue to provide its IRS Form 990 to the University.

Implementation Plan

The CFCPO Board approved these recommended changes at their May 22, 2024, meeting. The UCF Board of Trustees will review and consider approval of the amended bylaws at the June 25, 2024, meeting.

Resource Considerations

N/A

Conclusion

Staff recommends that the committee recommend approval of the proposed revisions to the CFCPO Bylaws.

**SEVENTHEIGHTH 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. 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, when requested to 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 ~~Seventh~~Eighth Amended & Restated Bylaws of the Central Florida Clinical Practice Organization, Inc. were approved and adopted by the corporation's Board of Directors on ~~September 13, 2023~~ _____.

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: 9/13/2023; UCF Board of Trustees 9/28/2023

Eighth Amended and Restated:



Board of Trustees

June 25, 2024

Agenda Item

GOVC-11: Amendments to UCF Foundation, Inc. Bylaws

Proposed Committee Action

The Board of Trustees is asked to approve, on its consent agenda, the proposed revisions of the UCF Foundation, Inc. Bylaws, recommended by the UCF Foundation Board of Directors.

Authority for Board of Trustees Action

Florida Statutes section 1004.28
University Regulation UCF-4.034
UCF Foundation Bylaws Article IV, Section 1

Supporting Documentation Included

Attachment A: UCF Foundation Bylaws Redline
Attachment B: UCF Foundation Bylaws Revisions Clean

Facilitators/Presenters

Richard Welsh, Senior Associate General Counsel



GOVC-11: Amendments to UCF Foundation, Inc. Bylaws

EXECUTIVE SUMMARY

Objective

The Committee is asked to review and approve the proposed revisions of the bylaws of the UCF Foundation, Inc. (“Foundation”).

All amendments to Foundation bylaws must also be approved by the Board of Trustees.

Summary of Key Observations/Recommendations

The proposed revisions:

- simplify the alignment of current actual positions of Corporate Officers and to prevent future issues around title changes.
- clarify Board committee and advisor structure was implemented to assist in clearly defining scope, terms, and expectations.
- clarify the role of designated directors.
- address grammatical and formatting issues.

Additional Background

The UCF Foundation’s Governance Committee is tasked annually with reviewing the UCF Foundation Bylaws. The bylaws were last amended on November 17, 2022. The Chair of the Governance Committee recommended the formation of a volunteer ad hoc workgroup to review staff comments after the December 7, 2023, meeting. Final suggested revisions were presented to this committee at the May 2, 2024, virtual meeting.

Rationale

Authority for this Governance Committee Action is defined by Florida Statutes section 1004.28, UCF Foundation Committees Article IV, Section 1.E.4., and UCF Foundation Governance Committee Charter Article 2.3.

Implementation Plan

The UCF Foundation Board approved these recommended changes at their May 31, 2024, meeting. The Board of Trustees will review and consider approval of the amended bylaws at the June 25, 2024, meeting.

Resource Considerations

This item will not result in any additional costs to the UCF Foundation or the University.

Conclusion

Staff recommends that the committee recommend approval of the proposed revisions to the UCF Foundation, Inc. Bylaws.

**AMENDED & RESTATED BYLAWS OF THE
UNIVERSITY OF CENTRAL FLORIDA FOUNDATION, INCORPORATED**

ARTICLE I.

~~MEMBERS,~~ PURPOSE, MISSION, AND OFFICE

Section 1. Purpose and Mission. The purpose ~~and missions~~ for which the University of Central Foundation, Incorporated (Foundation) is organized ~~isare~~ as follows:

- ~~A.~~ A. To encourage, support, and enhance the University of Central Florida (University), a comprehensive learning institution in higher education, in its mission as determined by the University of Central Florida Board of Trustees (BOT); ~~including the ability to encourage,~~
- ~~B.~~ B. To solicit, receive, and administer private support for the benefit of the University and its related entities create awareness of the University and its mission;
- ~~C.~~ C. To ~~build relationships, recognize support, own property, borrow such sums of money necessary upon approval by the BOT;~~ ~~and~~
- ~~D.~~ D. To perform all business related matters necessary to accomplish this purpose which a corporation not for profit organized under the laws of Florida for the foregoing purposes can be authorized to exercise or as may be further delegated by the Bylaws;
- ~~E.~~ E. All of the assets and income of the Foundation shall be used only for the purposes here in above set out, including the payment of expenses incidental thereto; ~~and~~ ~~and~~
- ~~A-F.~~ No part of its assets or income shall be distributable to its members, trustees, or officers, and no substantial part of its activities shall be for the carrying on of propaganda or otherwise attempting to influence legislation, and the Foundation shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2. Office. The ~~Foundation's~~ principal office ~~will be in Orange County, Florida, and the Foundation will ensure that the physical address is current with the Florida Secretary of State. The location of the principal office will be determined by the Chief Executive Officer ("CEO" as defined below) of the Foundation in consultation with the University. of the Foundation will be located at 12424 Research Parkway, Orlando, Orange County, Florida.~~

ARTICLE II.

BOARD OF DIRECTORS

Section 1. Composition. The Foundation Board of Directors (Board of Directors) will consist of:

A. Elected Directors.

1. Elected Directors will hold full voting privileges.
2. The Governance Committee (defined below) will recommend a slate of Elected Director appointments for review and approval by vote by the Board of Directors.
3. If the Board of Directors approves the appointment of an Elected Director, such appointment will not be final until it is reviewed and approved first by the President of the University ("University President") and then by the BOT.
4. There will be no more than thirty-eight (38) Elected Directors.
- ~~1-5.~~ 5. The BOT will approve all ~~e~~Elected ~~d~~Director appointments to the Board of Directors.

B. Designated Directors.

1. Designated Directors will hold full voting privileges.
 2. Designated Directors will consist of:
 - ~~Designated Directors of the Board of Directors shall be as follows: t~~The UCF Alumni Board Chair, or a designee from within ~~the~~ Alumni Board membership;
 - The University President, or a designee;
 - A representative appointed by the University President; and
 - A BOT representative approved by the BOT Chair.
- ~~the University of Central Florida President, or a designee; and a Board of Trustees representative appointed by the BOT Chair.~~

C. Emeritus Directors.

1. Emeritus Directors will be non-voting members.
2. Any Elected Director who has served two full terms may be nominated and appointed as an Emeritus Director following a six-month period beginning at the conclusion of the second term.
3. The Governance Committee will nominate Elected Directors who have served the University and Foundation with distinguished service.
2. ~~The Board of Directors will serve as the final body to approve the nomination(s).
Emeritus Directors will be non-voting.~~

~~**B. Additional representatives appointed by the University President.**~~

Section 2. Term of Office.

- A. Elected Directors will serve a term of four years (or until the end of the respective term of their predecessor if elected to succeed a person who has not completed a four-year term). Terms will begin on the date of appointment and end June 30 (or July 1 through June 30, whichever applies). No Elected Director is eligible to serve more than two consecutive terms unless the Director has been elected to serve as a Board Officer, in which case the term may be extended by the Board to accommodate the time required for fulfillment of the term of the office. An Elected Director who has served two terms consecutively may be re-elected to the Board of Directors after the expiration of one year following the end of their last term and will have the status of a newly Elected Director.
- B. Designated Directors will serve so long as they (or the individual who designated them) hold the office or the position that resulted in such placement on the Board of Directors.
- C. Emeritus Directors serve for life, subject to removal as outlined in Section 4 of this Article II. ~~unless they are removed for cause.~~

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 elected or designated to fill a vacancy in the Board of Directors will hold office for the unexpired term of his or her predecessor in office. Three years of a term will constitute a full term of service.

Section 4. Removal. An Elected Director or Emeritus Director may be removed by a two-thirds vote of the Directors present and voting, whenever the interests of the Foundation would be best served. The University President may remove any Elected Director, Designated, or Emeritus Director at their sole discretion.

Section 5. Resignation. A Director may resign at any time by submitting a written resignation to the Chair. If the Chair is resigning, they will submit their resignation to the CEO and University President.

Section 6. Powers and Duties. So long as certified by the Board of Trustees, the property, affairs, activities, and concerns of the Foundation are vested in the Board of Directors subject to the Articles of Incorporation, Bylaws, applicable laws, guidelines, 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 Chair, Vice Chair, the CEO, or by one-fourth of the Directors entitled to vote, in writing, with due written notice of the time, place and subject matter given to each Director and consistent with the requirements of these Bylaws.
- C. Upon the recommendation of the Finance and Facilities Committee, select a bank or banks or other depositories for the deposit of the funds and securities of the Foundation, and to cause the Foundation to conduct its financial affairs in conformity with the policies and procedures adopted by the Board of Directors.
- D. Upon the recommendation of the Audit Committee, to cause an audit of books and records of this Foundation to be made at least once each fiscal year together with a management letter, including the response from management, conducted by a firm of independent Certified Public Accountants selected in accordance with [applicable University policy University Policy 2-208](#), 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. Upon the recommendation of the Investment Committee, 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 Foundation, will be used to further the specific purposes of the Foundation.
- F. To authorize the CEO, other [Corporate](#) Officers, and the Foundation'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 of Directors, subject to the policies of the University, BOT, and the Florida Board of Governors.
- H. To annually approve the Foundation's operating and real estate budgets as well as any material changes to the budget, and then submit the budget to the BOT for approval. [Any changes to the Foundation operating budget recommended by the BOT will be presented to the Board of Directors before final approval by the BOT.](#)
- 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).
- J. To participate in Board meetings and serve on at least one Committee ~~or University-affiliated group~~ as approved by the Chair.
- K. To acquire and maintain a broad awareness and knowledge of the University including its programs,

strengths, needs, resources, and mission.

- L. To provide advice and counsel to the University President and the CEO as requested on matters involving the University family and the community.
- M. To support the philanthropic aims of the Foundation with a minimum annual gift in an amount set by the Board of Directors. The annual gift should only mark the beginning of the Directors' support, and they are encouraged, as appropriate, to support other funds supplemental to the University, to make leadership gifts to special projects, and to make provisions for planned giving and support the University through their foundations and Foundations.
- N. To serve as an effective University ambassador in the community.

Section 7. Meetings of the Board. The Chair will preside at meetings of the Board of Directors. In the absence of the Board Chair, a 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 Elected and Designated voting dDirector, by personal delivery, first class mail, electronic mail or board portal notice, at least three (3) business days before the meeting. Emeritus Directors may be notified of annual board meetings.
- B. Special meetings of the Board of Directors may be called by the 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 shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

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.

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 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 a minimum of 24-hours 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 by conference, video conference, telephone, or similar communications means provided all persons participating in the meeting are able to communicate with each other.

Section 12. Officers of the Board. The Board of Directors shall have the following officers: Chair, (2) Vice Chairs, Treasurer, and a Secretary (“Board Officers”).

- A. Chair of the Board. The Chair will be elected by the Board of Directors and must be an Elected Director member of the Board of Directors. The Chair will:
1. Preside at the meetings of the Board of Directors. The 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 Foundation 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 Chair.
- B. Vice Chairs. The Vice Chairs will be elected by the Board of Directors to serve as its Vice Chairs and must be an Elected Director. members of the Board of Directors. In the Chair’s absence or incapacity and perform such duties as are assigned by the Chair, one of the Vice Chairs will assume the Chair’s duties.
- C. Secretary. The Secretary of the Board will be elected by the Board of Directors and must be an Elected Director. The Secretary of the Board is responsible for the minutes of the Board and Executive Committee meetings. The Chair of each Committee is responsible for the minutes of each of their respective committee meetings. The duties of the Secretary will be as follows:
1. To keep accurate minutes of the proceedings of the annual meeting of the Foundation and all meetings of the Board of Directors and preserve these records as a permanent record.
 2. To keep on record a copy of the Articles of Incorporation and Bylaws of the Foundation and all amendments thereto.
 3. To address the requests for any seal of the Foundation for official documents, records and papers as may be requested. A seal is not required.
 4. To keep an accurate list of all members of this Foundation Board of Directors.
- D. Treasurer. The Treasurer will be elected by the Board of Directors and must be an Elected Director. The Treasurer will supervise the fiscal affairs of the Foundation and serve as Chair of the Finance Committee. The duties of the Treasurer will be as follows:
1. To assure that adequate provision is made for the care and custody of all the assets of this Foundation with guidance from the CFO.
 2. To assure that adequate provision is made to keep in force a blanket surety bond to assure that each Officer and employee who is authorized to collect, hold, or disburse funds of the Foundation will faithfully discharge their duties, the adequacy of which will be determined by the Executive Committee.
 3. To present a written report of the financial activities of their office at the next annual meeting following their appointment to office.
- E. Term of Board Officers. Officers of the Board Officers will serve for two (2) years or until their successor is duly elected. Any such selected or elected Board officer may serve successive terms.
- F. Removal. The Board of Directors may remove any Board Officer at any time upon a two- thirds (2/3) vote of the directors, whenever the best interests of the Foundation would be served.
- G. Vacancies. In the event of absence, inability or refusal to act of the Chair the Board of

Directors will elect a new Chair no later than its next regular meeting. In the event of absence, inability or refusal to act of a Vice Chair the Board of Directors will elect a new Vice Chair no later than its next regular meeting.

ARTICLE III. OFFICERS OF THE CORPORATION

Section 1. ~~Ex-Officio Corporate Officers.~~ Individuals holding the following positions at the Foundation will serve as ~~Ex-Officio~~ Corporate Officers, but will not be members of the Board of Directors and will have no voting rights.

- A. ~~The University President will appoint the CEO who shall serve as a Corporate Officer; Chief Executive Officer (CEO) appointed by the University President;~~
- B. ~~The CEO will appoint such other Corporate Officers from the Foundation senior management; Chief Development Officer (CDO), who will be appointed by the CEO;~~
- C. ~~Chief Operating Officer (COO), who will be appointed by the CEO;~~
- D. ~~Chief Financial Officer (CFO), who will be appointed by the CEO;~~
- E. ~~Director of Foundation Board Relations and Development, who will be appointed by the CEO.~~

Section 2. Additional Corporate Officers. University President may appoint any members of the administration, faculty, or student body of the University for any term(s) designated by the President, but any such appointee will not be a member of the Board of Directors.

Section 3. Term of Corporate Officers. ~~Ex-Officio~~ Corporate Officers will serve so long as they hold the identified office or the position to which they were appointed by the CEO. The term of office for Additional Corporate Officers will commence when designated or appointed and continue for three (3) years or until their successor is duly designated or appointed. Any such designated or appointed officer may serve successive terms.

Section 4. Duties of Corporate Officers. The duties and powers of the officers of the corporation will be as follows:

- A. CEO. The CEO, or designee, will attend all meetings of the Board of Directors and present a written report of the activities of their office at each meeting, including the next annual meeting following their appointment to office. The CEO shall report to the University President or their designee.
- B. ~~Other Corporate Officers~~CDO. ~~The~~The CEO will develop and designate the duties and responsibilities of all other Corporate Officers who shall report to the CEO. ~~CDO will perform the duties of the CEO during the absence or incapacity of the CEO.~~
- C. ~~COO.~~ The COO will manage the day-to-day business activities of the Foundation.
- D. ~~CFO.~~ The CFO will oversee the fiscal affairs of the Foundation. The duties of the CEO include assuring that adequate provision is made for the care and custody of all the assets of the Foundation.
- E. ~~Director of Foundation Board Relations and Development.~~ The Director of Foundation Board Relations and Development will assist in the documentation and safekeeping of accurate minutes of the

~~proceedings of all meetings of the Board of Directors and maintain a record of the actions of the Board and committees. The Director of Foundation Board Relations and Development will maintain a copy of the Articles of Incorporation and Bylaws of the Foundation and all amendments.~~

Section 5. Removal. The University President and CEO may remove any Corporate Officer at their sole discretion.

Section 6. Vacancies. In the event of absence, inability, or refusal to act of any of the ~~ex-officio~~ Corporate ~~o~~Officers, ~~appointed, or designated officers of the corporation,~~ the CEO, except as otherwise provided for in these Bylaws and subject to University Regulation 4.034 or its equivalent, will appoint a successor or successors to perform the duties of their respective offices.

ARTICLE IV. COMMITTEES

Section 1. Standing Committees. The Chair of the Board of Directors may, at any time, appoint and charge the committees necessary and advisable to assist in the conduct of the Foundation's affairs. The Board Chair will appoint the Chair and the members of each committee, except for those committees whose Chair is specifically appointed in the bylaws. All committees will have a minimum of three (3) Elected Directors.

A. Executive Committee.

- ~~1-~~ The Executive Committee consists of the following: the Chair, Vice Chairs, Secretary, Treasurer, immediate past Chair, University President or designee, Chair of the Board of Trustees or designee, Chair of the UCF Alumni Board of Directors or designee, and Chair of all other committees described in these Bylaws.
- ~~2-~~ The Chair, or in their absence one of the Vice Chairs, will preside at meetings of the Executive Committee.
- ~~3-~~ The Executive Committee is authorized and empowered to act for, in the name of and on behalf of the Board of Directors at all times when the Board of Directors is not meeting. No action of any standing committee will be binding upon the Foundation unless such action is approved by the Executive Committee or Board of Directors.
- ~~4-~~ The Executive Committee will meet at the call of the Chair.

B. Audit Committee.

- ~~1.—The Audit Committee will consist of a minimum of not fewer than three appointed Elected Directors.~~
- ~~2.1.~~ The Audit Committee is charged with hiring the auditors and reviewing the results of the audit. The committee evaluates other accounting related policies and controls.

C. ~~—Donor Engagement and Stewardship Committee.~~

- ~~1.—The Donor Engagement and Stewardship Committee will consist of not fewer than three appointed Elected Directors. The Philanthropy Chair of the UCF Alumni Board will serve as an ex-officio voting member.~~
- ~~2.—The Donor Engagement and Stewardship Committee will advise the Board of Directors in matters dealing with Donor stewardship strategies, including but not limited to donor recognition, reporting and other experiences.~~

~~D.~~C. Finance and Facilities Committee.

- ~~1.—The Finance and Facilities Committee consists of not fewer than five appointed Elected Directors.~~
- ~~2.1.~~ The Chair of the Finance and Facilities Committee will be the Treasurer.

- ~~3.2.~~ The Finance and Facilities Committee will establish and be responsible for the fiscal policy of the Foundation, including budgets and fees. The Finance and Facilities Committee will recommend the budget for the next fiscal year to the Board of Directors at its annual meeting held prior to the end of the current fiscal year.
- ~~4.3.~~ The Finance and Facilities Committee advises the Board of Directors and all subsidiary organizations or entities ~~the University of Central Florida Real Estate Corporation, LLC and Knight's Crossing Student Housing, LLC~~ in regard to real estate policies, procedures, potential transactions and other real estate issues affecting the Foundation.

E.D. Governance Committee.

1. The Governance Committee ~~consists of not fewer than five appointed Elected Directors and~~ will include the immediate past Chair, Chair, Vice Chair(s) and a minimum of one ~~(1)~~ appointed Elected Director.
2. The CEO will also participate as a non-voting member ~~an Ex-Officio Corporate Officer~~ of the Governance Committee.
3. The immediate past Chair of the Board of Directors will serve as the Chair of the Governance Committee. If the past Chair is unable to serve, the current Chair of the Board of Directors will appoint the Chair of the Committee.
4. The Governance Committee is charged with the responsibility of annually receiving and placing in nomination the names of individuals to be considered for membership to the Board, preparing a slate of Board Officers every two years or upon the vacancy of a Board Officer, and succession planning. The committee is also charged with annually reviewing the Foundation's bylaws, memberships, committee assignments, and leading a board self-assessment process. The Governance Committee is also responsible for receiving disclosures of proposed transactions with Directors, including potential excess benefit transactions, and reviewing such transactions.

F. E. Investment Committee.

- ~~1. The Investment Committee will consist of not fewer than five appointed Elected Directors.~~
1. The Investment Committee will advise the Board of Directors in regard to the general investment policy and investment management of the Foundation.

F. Philanthropy Committee.

1. The Philanthropy Committee will advise the Board of Directors in matters dealing with Donor stewardship strategies, including but not limited to donor recognition, reporting and other experiences, fostering a culture of philanthropy within the Board and more broadly across the university, supporting the sustainable growth and success of philanthropic investment by promoting meaningful relationships and impact-focused connection with constituents, and reviewing policies and internal procedures related to the solicitation, acceptance, administration, and stewardship of gifts to the Foundation.
2. The Philanthropy Chair of the UCF Alumni Board will serve as an ex-officio voting member.
- ~~2.3.~~ This committee may be known by any other name as recommended by the Committee Chair and approved by the Board of Directors.

G. Other Committees.

1. The Chair of the Board of Directors will have the authority to establish an unlimited number of temporary Other Committees or task forces to accomplish any objectives affecting various interests and the welfare of the Foundation and the University as they deem necessary or desirable. Other Committees will be governed by a charter approved by the applicable Other Committees.

Section 2. Committee Membership, Terms, and Quorum; Committee Advisors.

A. Committee Membership; Terms; Quorum.

1. Although committees may include individuals who are not Elected Directors (Advisors), committees will include a majority of Elected Directors and will be chaired by an Elected Director appointed by the Chair of the Board of Directors or specified by these bylaws.
2. Committee member appointments will be for defined terms, and committee members may be removed at any time, with or without cause, by the Chair of the Board of Directors.
- ~~1-3.~~ A majority of any committee of the Board of Directors will constitute a quorum for the transaction of business.

B. Committee Advisors: Appointment; Voting; Term.

1. With the exception of the Executive Committee, individuals who are not Elected or Designated Directors but have expertise in given areas may serve as Advisors and vote on committees of the Board.
2. ~~The CEO and the relevant committee Chair will review all proposed appointments of Advisors and will submit a recommendation to the Board Chair who will have final approval on the appointment. , with the approval of the Chair and in consultation with the relevant committee Chair.~~
3. Advisors may vote on the committee's recommendations to the Executive Committee or Board.
4. ~~Advisors will serve a committee term of two (2) four years, renewable for an additional two (2) terms for a total of six (6) years. Term renewals are subject to approval by the Board of Directors.~~
5. ~~Committee terms commence will commence on the date of the approval by the Board Chair and on the date of renewal approval by the Board of Directors. on July 1 of the next fiscal year and end June 30 at the end of four years.~~
6. ~~Committee Advisors are expected to support the philanthropic aims of the Foundation. No Advisor is eligible to serve more than two consecutive terms on any standing committee. An Advisor who has served two committee terms consecutively may be appointed to an alternate standing committee upon committee term completion or re-appointed to the standing committee for which they most recently served after the expiration of one year following the end of their last committee term and will have the status of a newly appointed Advisor.~~

~~B. With the exception of the Executive Committee, Emeritus Directors may be appointed to committees as Emeritus Advisors. Emeritus Advisors may vote on committee recommendations to the Executive Committee or Board of Directors. Emeritus Advisors will serve a committee term of four years. Committee terms commence on July 1 of the next fiscal year and end June 30 at the end of four years. No Emeritus Advisor is eligible to serve more than two consecutive terms on any standing committee. An Emeritus Advisor who has served two committee terms consecutively may be appointed to an alternate standing committee upon committee term completion or re-appointed to the standing committee for which they most recently served after the expiration of one year following the end of their last committee term and will have the status of a newly appointed Emeritus Advisor.~~

- ~~C. Ex-Officio Committee Members. Ex Officio Committee Members may be appointed and serve as voting members of the Audit, Finance and Facilities, and Investment Committees. Ex Officio Committee Members will be University faculty with subject matter expertise in the work of the Committee. No more than one (1) Ex Officio Committee Member may serve on a Committee at any time.~~

Appointments of Ex Officio Committee Members will be reviewed by the CEO and Committee Chair, with final approval by the Board Chair. Ex Officio Committee Members will serve the same term as Committee Advisors.

Section 3. Powers and Duties. Standing Committees will be governed by a charter that is approved by the Board of Directors. The Board of Directors must approve any revocations or amendments to the committee charter(s). With the exception of the Executive Committee, no action of any standing committee shall be binding upon the Foundation unless such action is approved by the Executive Committee or Board of Directors.

ARTICLE V. DIRECT SUPPORT ORGANIZATIONS

Section 1. Governing Authority. The Foundation operates as a Direct Support Organization (DSO) for the University of Central Florida as defined by Florida statute. DSOs are certified by the University of Central Florida Board of Trustees and follow Florida law, the policies and procedures established by the State University System of Florida, the University of Central Florida and the Board of Trustees.

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

ARTICLE VI. NONDISCRIMINATION

The Foundation 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 in accordance with University Regulation prior to becoming effective.

ARTICLE VIII. OPERATIONAL PROVISIONS

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

Section 2. Financial Audits and Reports. The Foundation will annually have a financial audit of its accounts and records conducted by an independent certified public accountant selected in accordance with applicable University policy~~University Policy 2-208~~. 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 Foundation, except those otherwise employed by the Foundation or UCF, will not receive any compensation from this Foundation for their services as director or officer.

A. Directors, officers, and employees of this Foundation may be reimbursed from funds of the

Foundation for any travel expenses or other expenditures incurred by them in the proper performance of their duties, provided the reimbursements or expenditures comply with Florida Statutes Sections 1004.28 and 1012.976.

- B. Personnel employed by this Foundation will not be considered employees of the State of Florida by virtue of employment by this Foundation.
- C. The Foundation 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 Foundation 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 Foundation, 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 Foundation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The Foundation shall have the authority to purchase insurance for this purpose.

Section 6. Authorization of Indemnification. Any indemnification hereunder shall be made by the Foundation only upon a determination that indemnification of the Director or Officer is proper in a specific case because he or she has met the standard of conduct set forth in Section 5. Such determination shall be made by the Board of Directors 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 of Directors (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 of Directors (in which Directors who are parties may participate).
the previous paragraph of this Section

~~5. Such determination shall be made by the Board of Directors 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 of Directors (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 of Directors (in which Directors who are parties may participate).~~

Section 76. Ethics and Financial Disclosure. It is the duty of each Director and Officer to fully comply with the Government-in-the-Sunshine Law set forth in Section 286, et seq., Florida Statutes, the Public Records Law set forth in Section 119, et seq., Florida Statutes, and to the extent it applies, the Code of Ethics for Public Officers and Employees set forth in Chapter 112, Part III, Florida Statutes.

Section 87. Insurance. The Board of Directors 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 of Directors, or a Committee designated by the Board of Directors, to assure

that each Officer and employee who is authorized to collect, hold, or disburse funds of the Board of Directors will faithfully discharge their duties.

Section 98. 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 the date of its incorporation.

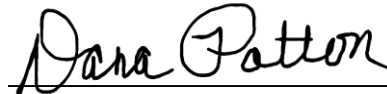
Section 109. Rules. These Bylaws govern the transaction of business for this Board of Directors. To the extent that the Bylaws do not cover specific procedures, the most recent version of *Robert's Rules of Order* will be applied.

Section 110. Confidential and Exempt Public Records. Under Florida Statutes 1004.28(5)(b), other than the auditor's report, management letter, any records related to the expenditure of state funds, and any financial records related to the expenditure of private funds for travel, all records of the Foundation and any supplemental data requested by the Board of Governors, the Board of Trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability shall be confidential and exempt from s. 119.07(1).

ARTICLE IX. CONFLICT OF INTEREST

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

I CERTIFY these Amended and Restated Bylaws were approved by the Board of Directors on May 31~~October 21~~, 20242 and by the University of Central Florida Board of Trustees on June~~November 25~~17, 20242.



Dana Patton, Secretary
University of Central Florida Foundation,
Incorporated Board of Directors

Amendment History

Original: October 13, 2001

Amended and Restated: May 31~~October 21~~, 20242, Approved by Board of Directors

June~~November 25~~17, 20242 Approved by UCF Board of Trustees

**AMENDED & RESTATED BYLAWS OF THE
UNIVERSITY OF CENTRAL FLORIDA FOUNDATION, INCORPORATED**

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

Section 1. Purpose and Mission. The purpose and mission for which the University of Central Foundation, Incorporated (Foundation) is organized is as follows:

- A. To encourage, support, and enhance the University of Central Florida (University), a comprehensive learning institution in higher education, in its mission as determined by the University of Central Florida Board of Trustees (BOT);
- B. To solicit, receive, and administer private support for the benefit of the University and its related entities create awareness of the University and its mission;
- C. To build relationships, recognize support, own property, borrow such sums of money necessary upon approval by the BOT;
- D. To perform all business related matters necessary to accomplish this purpose which a corporation not for profit organized under the laws of Florida for the foregoing purposes can be authorized to exercise or as may be further delegated by the Bylaws;
- E. All of the assets and income of the Foundation shall be used only for the purposes here in above set out, including the payment of expenses incidental thereto; and
- F. No part of its assets or income shall be distributable to its members, trustees, or officers, and no substantial part of its activities shall be for the carrying on of propaganda or otherwise attempting to influence legislation, and the Foundation shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2. Office. The Foundation's principal office will be in Orange County, Florida, and the Foundation will ensure that the physical address is current with the Florida Secretary of State. The location of the principal office will be determined by the Chief Executive Officer ("CEO" as defined below) of the Foundation in consultation with the University.

**ARTICLE II.
BOARD OF DIRECTORS**

Section 1. Composition. The Foundation Board of Directors (Board of Directors) will consist of:

- A. Elected Directors.
 1. Elected Directors will hold full voting privileges.
 2. The Governance Committee (defined below) will recommend a slate of Elected Director appointments for review and approval by vote by the Board of Directors.
 3. If the Board of Directors approves the appointment of an Elected Director, such appointment will not be final until it is reviewed and approved first by the President of the University ("University President") and then by the BOT.
 4. There will be no more than thirty-eight (38) Elected Directors.
 5. The BOT will approve all Elected Director appointments to the Board of Directors.
- B. Designated Directors.
 1. Designated Directors will hold full voting privileges.
 2. Designated Directors will consist of:

- The UCF Alumni Board Chair, or a designee from within Alumni Board membership;
- The University President, or a designee;
- A representative appointed by the University President; and
- A BOT representative approved by the BOT Chair.

C. Emeritus Directors.

1. Emeritus Directors will be non-voting members.
2. Any Elected Director who has served two full terms may be nominated and appointed as an Emeritus Director following a six-month period beginning at the conclusion of the second term.
3. The Governance Committee will nominate Elected Directors who have served the University and Foundation with distinguished service.
The Board of Directors will serve as the final body to approve the nomination(s).

Section 2. Term of Office.

- A. Elected Directors will serve a term of four years (or until the end of the respective term of their predecessor if elected to succeed a person who has not completed a four-year term). Terms will begin on the date of appointment and end June 30 (or July 1 through June 30, whichever applies). No Elected Director is eligible to serve more than two consecutive terms unless the Director has been elected to serve as a Board Officer, in which case the term may be extended by the Board to accommodate the time required for fulfillment of the term of the office. An Elected Director who has served two terms consecutively may be re-elected to the Board of Directors after the expiration of one year following the end of their last term and will have the status of a newly Elected Director.
- B. Designated Directors will serve so long as they (or the individual who designated them) hold the office or the position that resulted in such placement on the Board of Directors.
- C. Emeritus Directors serve for life, subject to removal as outlined in Section 4 of this Article II. .

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 elected or designated to fill a vacancy in the Board of Directors will hold office for the unexpired term of his or her predecessor in office. Three years of a term will constitute a full term of service.

Section 4. Removal. An Elected Director or Emeritus Director may be removed by a two-thirds vote of the Directors present and voting, whenever the interests of the Foundation would be best served. The University President may remove any Elected Director, Designated, or Emeritus Director at their sole discretion.

Section 5. Resignation. A Director may resign at any time by submitting a written resignation to the Chair. If the Chair is resigning, they will submit their resignation to the CEO and University President.

Section 6. Powers and Duties. So long as certified by the Board of Trustees, the property, affairs, activities, and concerns of the Foundation are vested in the Board of Directors subject to the Articles of Incorporation, Bylaws, applicable laws, guidelines, 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 Chair, Vice Chair, the CEO, or by one-fourth of the Directors entitled to vote, in writing, with due written notice of the time, place and subject matter given to each Director and consistent with the requirements of these Bylaws.
- C. Upon the recommendation of the Finance and Facilities Committee, select a bank or banks or other depositories for the deposit of the funds and securities of the Foundation, and to cause the Foundation to conduct its financial affairs in conformity with the policies and procedures adopted by the Board of Directors.
- D. Upon the recommendation of the Audit Committee, to cause an audit of books and records of this Foundation to be made at least once each fiscal year together with a management letter, including the response from management, conducted by a firm of independent Certified Public Accountants selected in accordance with applicable University policy, 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. Upon the recommendation of the Investment Committee, 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 Foundation, will be used to further the specific purposes of the Foundation.
- F. To authorize the CEO, other Corporate Officers, and the Foundation'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 of Directors, subject to the policies of the University, BOT, and the Florida Board of Governors.
- H. To annually approve the Foundation's operating and real estate budgets as well as any material changes to the budget, and then submit the budget to the BOT for approval. Any changes to the Foundation operating budget recommended by the BOT will be presented to the Board of Directors before final approval by the BOT.
- 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).
- J. To participate in Board meetings and serve on at least one Committee as approved by the Chair.
- K. To acquire and maintain a broad awareness and knowledge of the University including its programs, strengths, needs, resources, and mission.
- L. To provide advice and counsel to the University President and the CEO as requested on matters involving the University family and the community.
- M. To support the philanthropic aims of the Foundation with a minimum annual gift in an amount set by the Board of Directors. The annual gift should only mark the beginning of the Directors' support, and they are encouraged, as appropriate, to support other funds supplemental to the University, to make leadership gifts to special projects, and to make provisions for planned giving and support the University through their foundations and Foundations.

- N. To serve as an effective University ambassador in the community.

Section 7. Meetings of the Board. The Chair will preside at meetings of the Board of Directors. In the absence of the Board Chair, a 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 Elected and Designated Director, by personal delivery, first class mail, electronic mail or board portal notice, at least three (3) business days before the meeting. Emeritus Directors may be notified of annual board meetings.
- B. Special meetings of the Board of Directors may be called by the 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 shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

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.

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 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 a minimum of 24-hours 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 by conference, video conference, telephone, or similar communications means provided all persons participating in the meeting are able to communicate with each other.

Section 12. Officers of the Board. The Board of Directors shall have the following officers: Chair, (2) Vice Chairs, Treasurer, and a Secretary (“Board Officers”).

- A. Chair of the Board. The Chair will be elected by the Board of Directors and must be an Elected Director of the Board of Directors. The Chair will:
 1. Preside at the meetings of the Board of Directors. The 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 Foundation 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 Chair.
- B. Vice Chairs. The Vice Chairs will be elected by the Board of Directors to serve as its Vice Chairs and must be an Elected Director. In the Chair's absence or incapacity, one of the Vice Chairs will assume the Chair's duties.
- C. Secretary. The Secretary of the Board will be elected by the Board of Directors and must be an Elected Director. The Secretary of the Board is responsible for the minutes of the Board and Executive Committee meetings. The Chair of each Committee is responsible for the minutes of each of their respective committee meetings. The duties of the Secretary will be as follows:
1. To keep accurate minutes of the proceedings of the annual meeting of the Foundation and all meetings of the Board of Directors and preserve these records as a permanent record.
 2. To keep on record a copy of the Articles of Incorporation and Bylaws of the Foundation and all amendments thereto.
 3. To address the requests for any seal of the Foundation for official documents, records and papers as may be requested. A seal is not required.
4. To keep an accurate list of all members of this Foundation Board of Directors.
- D. Treasurer. The Treasurer will be elected by the Board of Directors and must be an Elected Director. The Treasurer will supervise the fiscal affairs of the Foundation and serve as Chair of the Finance Committee. The duties of the Treasurer will be as follows:
1. To assure that adequate provision is made for the care and custody of all the assets of this Foundation with guidance from the CFO.
 2. To assure that adequate provision is made to keep in force a blanket surety bond to assure that each Officer and employee who is authorized to collect, hold, or disburse funds of the Foundation will faithfully discharge their duties, the adequacy of which will be determined by the Executive Committee.
 3. To present a written report of the financial activities of their office at the next annual meeting following their appointment to office.
- E. Term of Board Officers. Board Officers will serve for two (2) years or until their successor is duly elected. Any such selected or elected Board officer may serve successive terms.
- F. Removal. The Board of Directors may remove any Board Officer at any time upon a two-thirds (2/3) vote of the directors, whenever the best interests of the Foundation would be served.
- G. Vacancies. In the event of absence, inability or refusal to act of the Chair the Board of Directors will elect a new Chair no later than its next regular meeting. In the event of absence, inability or refusal to act of a Vice Chair the Board of Directors will elect a new Vice Chair no later than its next regular meeting.

ARTICLE III. OFFICERS OF THE CORPORATION

Section 1. Corporate Officers. Individuals holding the following positions at the Foundation will serve as Corporate Officers, but will not be members of the Board of Directors and will have no voting rights.

- A. The University President will appoint the CEO who shall serve as a Corporate Officer;

- B. The CEO will appoint such other Corporate Officers from the Foundation senior management;

Section 2. Additional Corporate Officers. University President may appoint any members of the administration, faculty, or student body of the University for any term(s) designated by the President, but any such appointee will not be a member of the Board of Directors.

Section 3. Term of Corporate Officers. Corporate Officers will serve so long as they hold the identified office or the position to which they were appointed by the CEO. The term of office for Additional Corporate Officers will commence when designated or appointed and continue for three (3) years or until their successor is duly designated or appointed. Any such designated or appointed officer may serve successive terms.

Section 4. Duties of Corporate Officers. The duties and powers of the officers of the corporation will be as follows:

- A. CEO. The CEO, or designee, will attend all meetings of the Board of Directors and present a written report of the activities of their office at each meeting, including the next annual meeting following their appointment to office. The CEO shall report to the University President or their designee.
- B. Other Corporate Officers. The CEO will develop and designate the duties and responsibilities of all other Corporate Officers who shall report to the CEO. .

Section 5. Removal. The University President and CEO may remove any Corporate Officer at their sole discretion.

Section 6. Vacancies. In the event of absence, inability, or refusal to act of any of the Corporate Officers, , the CEO, except as otherwise provided for in these Bylaws and subject to University Regulation 4.034 or its equivalent, will appoint a successor or successors to perform the duties of their respective offices.

ARTICLE IV. COMMITTEES

Section 1. Standing Committees. The Chair of the Board of Directors may, at any time, appoint and charge the committees necessary and advisable to assist in the conduct of the Foundation's affairs. The Board Chair will appoint the Chair and the members of each committee, except for those committees whose Chair is specifically appointed in the bylaws. All committees will have a minimum of three (3) Elected Directors.

- A. Executive Committee.
 1. The Executive Committee consists of the following: the Chair, Vice Chairs, Secretary, Treasurer, immediate past Chair, University President or designee, Chair of the Board of Trustees or designee, Chair of the UCF Alumni Board of Directors or designee, and Chair of all other committees described in these Bylaws.
 2. The Chair, or in their absence one of the Vice Chairs, will preside at meetings of the Executive Committee.
 3. The Executive Committee is authorized and empowered to act for, in the name of and on behalf of the Board of Directors at all times when the Board of Directors is not meeting. No action of any standing committee will be binding upon the Foundation unless such action is approved by the Executive Committee or Board of Directors.
 4. The Executive Committee will meet at the call of the Chair.

- B. Audit Committee.
1. The Audit Committee is charged with hiring the auditors and reviewing the results of the audit. The committee evaluates other accounting related policies and controls.
- C. Finance and Facilities Committee.
1. The Chair of the Finance and Facilities Committee will be the Treasurer.
 2. The Finance and Facilities Committee will establish and be responsible for the fiscal policy of the Foundation, including budgets and fees. The Finance and Facilities Committee will recommend the budget for the next fiscal year to the Board of Directors at its annual meeting held prior to the end of the current fiscal year.
 3. The Finance and Facilities Committee advises the Board of Directors and all subsidiary organizations or entities in regard to real estate policies, procedures, potential transactions and other real estate issues affecting the Foundation.
- D. Governance Committee.
1. The Governance Committee will include the immediate past Chair, Chair, Vice Chair(s) and a minimum of one (1) appointed Elected Director.
 2. The CEO will also participate as a non-voting member of the Governance Committee.
 3. The immediate past Chair of the Board of Directors will serve as the Chair of the Governance Committee. If the past Chair is unable to serve, the current Chair of the Board of Directors will appoint the Chair of the Committee.
 4. The Governance Committee is charged with the responsibility of annually receiving and placing in nomination the names of individuals to be considered for membership to the Board, preparing a slate of Board Officers every two years or upon the vacancy of a Board Officer, and succession planning. The committee is also charged with annually reviewing the Foundation's bylaws, memberships, committee assignments, and leading a board self-assessment process. The Governance Committee is also responsible for receiving disclosures of proposed transactions with Directors, including potential excess benefit transactions, and reviewing such transactions.
- E. Investment Committee.
1. The Investment Committee will advise the Board of Directors in regard to the general investment policy and investment management of the Foundation.
- F. Philanthropy Committee.
1. The Philanthropy Committee will advise the Board of Directors in matters dealing with ~~Donor stewardship strategies, including but not limited to donor recognition, reporting and other experiences.~~ fostering a culture of philanthropy within the Board and more broadly across the university, supporting the sustainable growth and success of philanthropic investment by promoting meaningful relationships and impact-focused connection with constituents, and reviewing policies and internal procedures related to the solicitation, acceptance, administration, and stewardship of gifts to the Foundation.
 2. The Philanthropy Chair of the UCF Alumni Board will serve as an ex-officio voting member.
 3. This committee may be known by any other name as recommended by the Committee Chair and approved by the Board of Directors.
- G. Other Committees.
1. The Chair of the Board of Directors will have the authority to establish an unlimited number of temporary Other Committees or task forces to accomplish any objectives

affecting various interests and the welfare of the Foundation and the University as they deem necessary or desirable. Other Committees will be governed by a charter approved by the applicable Other Committees.

Section 2. Committee Membership, Terms, and Quorum; Committee Advisors.

A. Committee Membership; Terms; Quorum.

1. Although committees may include individuals who are not Elected Directors (Advisors), committees will include a majority of Elected Directors and will be chaired by an Elected Director appointed by the Chair of the Board of Directors or specified by these bylaws.
2. Committee member appointments will be for defined terms, and committee members may be removed at any time, with or without cause, by the Chair of the Board of Directors.
3. A majority of any committee of the Board of Directors will constitute a quorum for the transaction of business.

B. Committee Advisors: Appointment; Voting; Term.

1. With the exception of the Executive Committee, individuals who are not Elected or Designated Directors but have expertise in given areas may serve as Advisors and vote on committees of the Board.
2. The CEO and the relevant committee Chair will review all proposed appointments of Advisors and will submit a recommendation to the Board Chair who will have final approval on the appointment.
3. Advisors may vote on the committee's recommendations to the Executive Committee or Board.
4. Advisors will serve a committee term of two (2) years, renewable for an additional two (2) terms for a total of six (6) years. Term renewals are subject to approval by the Board of Directors.
5. Committee terms will commence on the date of the approval by the Board Chair and on the date of renewal approval by the Board of Directors.
6. Committee Advisors are expected to support the philanthropic aims of the Foundation.

- C. Ex-Officio Committee Members. Ex Officio Committee Members may be appointed and serve as voting members of the Audit, Finance and Facilities, and Investment Committees. Ex Officio Committee Members will be University faculty with subject matter expertise in the work of the Committee. No more than one (1) Ex Officio Committee Member may serve on a Committee at any time. Appointments of Ex Officio Committee Members will be reviewed by the CEO and Committee Chair, with final approval by the Board Chair. Ex Officio Committee Members will serve the same term as Committee Advisors.

Section 3. Powers and Duties. Standing Committees will be governed by a charter that is approved by the Board of Directors. The Board of Directors must approve any revocations or amendments to the committee charter(s). With the exception of the Executive Committee, no action of any standing committee shall be binding upon the Foundation unless such action is approved by the Executive Committee or Board of Directors.

ARTICLE V.

DIRECT SUPPORT ORGANIZATIONS

Section 1. Governing Authority. The Foundation operates as a Direct Support Organization (DSO) for the University of Central Florida as defined by Florida statute. DSOs are certified by the University of Central Florida Board of Trustees and follow Florida law, the policies and procedures established by the

State University System of Florida, the University of Central Florida and the Board of Trustees.

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

**ARTICLE VI.
NONDISCRIMINATION**

The Foundation 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 in accordance with University Regulation prior to becoming effective.

**ARTICLE VIII.
OPERATIONAL PROVISIONS**

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

Section 2. Financial Audits and Reports. The Foundation will annually have a financial audit of its accounts and records conducted by an independent certified public accountant selected in accordance with applicable University policy. 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 Foundation, except those otherwise employed by the Foundation or UCF, will not receive any compensation from this Foundation for their services as director or officer.

- A. Directors, officers, and employees of this Foundation may be reimbursed from funds of the Foundation for any travel expenses or other expenditures incurred by them in the proper performance of their duties, provided the reimbursements or expenditures comply with Florida Statutes Sections 1004.28 and 1012.976.
- B. Personnel employed by this Foundation will not be considered employees of the State of Florida by virtue of employment by this Foundation.
- C. The Foundation 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 Foundation 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 Foundation, 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 Foundation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The Foundation shall have the authority to purchase insurance for this purpose.

Section 6. Authorization of Indemnification. Any indemnification hereunder shall be made by the Foundation only upon a determination that indemnification of the Director or Officer is proper in a specific case because he or she has met the standard of conduct set forth in Section 5. Such determination shall be made by the Board of Directors 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 of Directors (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 of Directors (in which Directors who are parties may participate).

Section 7. Ethics and Financial Disclosure. It is the duty of each Director and Officer to fully comply with the Government-in-the-Sunshine Law set forth in Section 286, et seq., Florida Statutes, the Public Records Law set forth in Section 119, et seq., Florida Statutes, and to the extent it applies, the Code of Ethics for Public Officers and Employees set forth in Chapter 112, Part III, Florida Statutes.

Section 8. Insurance. The Board of Directors 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 of Directors, or a Committee designated by the Board of Directors, to assure that each Officer and employee who is authorized to collect, hold, or disburse funds of the Board of Directors will faithfully discharge their duties.

Section 9. 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 the date of its incorporation.

Section 10. 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.

Section 11. Confidential and Exempt Public Records. Under Florida Statutes 1004.28(5)(b), other than the auditor's report, management letter, any records related to the expenditure of state funds, and any financial records related to the expenditure of private funds for travel, all records of the Foundation and any supplemental data requested by the Board of Governors, the Board of Trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability shall be confidential and exempt from s. 119.07(1).

ARTICLE IX. CONFLICT OF INTEREST

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

I CERTIFY these Amended and Restated Bylaws were approved by the Board of Directors on May 31, 2024 and by the University of Central Florida Board of Trustees on June 25, 2024 .


Dana Patton, Secretary
University of Central Florida Foundation,
Incorporated Board of Directors

Amendment History

Original: October 13, 2001

Amended and Restated: May 31, 2024, Approved by Board of Directors

June 25, 2024 Approved by UCF Board of Trustees



Board of Trustees

June 25, 2024

Agenda Item

GOVC-12: Appointment of Direct Support Organization Directors

Proposed Board Action

The Board of Trustees is asked to approve, on its consent agenda, the appointment of direct support organizations (DSOs) directors. Florida Statutes section 1004.28(3) requires the Board of Trustees to approve all appointments to DSOs, except for the designees of the Board Chair and the President of the University of Central Florida (President).

Authority for Board of Trustees Action

- Florida Statutes section 1004.28(3)
- Florida Board of Governors Regulation 9.011(9)
- UCF Regulation 4.034(3)(b)

Supporting Documentation Included

Attachment A: UCF Athletics Association, Inc.

Attachment B: UCF Foundation, Inc.

Facilitators/Presenters

Lauren Ferguson, Assistant Vice President, Board Relations



GOVC-12: Appointment of Direct Support Organization Directors

EXECUTIVE SUMMARY

Objective

Florida Statutes section 1004.28(3) requires the Board of Trustees to approve all appointments to the boards of direct support organizations (DSOs), except for the designees of the Board Chair and the President of the University of Central Florida (President).

Summary of Key Observations/Recommendations

- The UCF Direct Support Organizations listed below are presenting new board member appointments and reappointments for terms of service pursuant to their bylaws.
- The UCF Foundation Board stands as the sole self-perpetuating DSO Board, with Directors being elected by the Board of Directors rather than appointed by the President.
- Elected Directors of the UCF Foundation Board require final approval by the Board of Trustees to assume their positions.

Additional Background

UCF Athletics Association, Inc. (3-year Term) | Attachment A

- Bill Self (*Reappointment; July 1, 2024 - June 30, 2027*)
- Phyllis Klock (*Reappointment; July 1, 2024 - June 30, 2025*)

UCF Foundation, Inc. (4-year Term) | Attachment B

- Cary D'Ortona (*New appointment; July 1, 2024-June 30, 2028*)
- Karen Manglardi (*New appointment; July 1, 2024-June 30, 2028*)
- Manish Hirapara (*New appointment; July 1, 2024-June 30, 2028*)
- Matt Assenmacher (*New appointment; July 1, 2024 - June 30, 2028*)
- Teresa Borcheck (*New appointment; July 1, 2024 - June 30, 2028*)
- Marc McMurrin (*Reappointment; July 1, 2024 - June 30, 2028*)
- Thomas McNamara (*Reappointment; July 1, 2024 - June 30, 2028*)

Attachments A and B include supporting documentation for each respective DSO Board's appointments.

Rationale

UCF DSOs are 501(c)(3) non-profit corporations and are certified as direct support organizations of the University of Central Florida. DSOs are organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures in a manner consistent with the goals of the University and in the best interest of the State.

Implementation Plan

If approved, the members of the Board(s) will serve as directors of their respective corporations for the terms designated below. If filling a vacancy, the term ends at previous member's term.

- **UCF Athletics Association, Inc.** (three-year terms). Terms will begin on the date of appointment and end June 30, 2027 (or July 1, 2024, through June 30, 2027, whichever applies).
- **UCF Foundation, Inc.** (four-year terms) Terms will begin on the date of appointment and end June 30, 2028 (or July 1, 2024, through June 30, 2028, whichever applies).

Resource Considerations

N/A

Conclusion

Staff recommends approval of the board member appointments to the UCF Athletics Association, Inc., and UCF Foundation, Inc.



Attachment A

UCF Athletics Association, Inc.



Phyllis A Klock

Retired

UCF Athletics Association, Inc Board of Directors

Director Appointment

Third 3-Year Term

7/1/2024 to 6/30/2027

Phyllis Klock is the retired President and Chief Operating Officer of CompBenefits Corporation. A dental and vision benefits company serving five million members in the US South and Midwest, CompBenefits grew to over \$350 million in revenues by the time of its sale to Humana in 2006.

A Charter Member of the Board of Trustees of the University of Central Florida, Phyllis served the university in this capacity from 2001 to 2012 and was named as a Trustee Emerita in 2012. In 2014 she was honored as Doctor of Commercial Sciences. Phyllis continues to be very involved with UCF as the immediate Past Chair of the UCF Foundation Board and current Chair of its Governance Committee, Board Member and Member of the Executive Committee of the UCF Athletics Association, Past President of the Town & Gown Council, and Past Chair of the Central Florida Wesley Foundation. She also serves as Board Member – Bridgewater State University Foundation, Board Member and Secretary of the Laity Council of Asbury United Methodist Church, Board Member for Agua Viva Serves, member of the Board of Higher Education and Campus Ministry of the Florida Conference of the United Methodist Church, member of the Board of Directors of the Florida United Methodist Foundation, volunteer at Hungerford Elementary School in Eatonville, and Reading Pals volunteer at Three Points Elementary School.



William T. Self

Professor of Medicine and Associate Director, UCF School of Biomedical Sciences

UCF Athletics Association, Inc Board of Directors

Director Appointment

Second 3-Year Term

7/1/2024 to 6/30/2027

Dr. Self, a Professor of Medicine and Associate Director of Undergraduate Affairs received his Bachelor's degree and Ph.D. in Microbiology from the University of Florida ('93, '98). His doctoral research in molecular biology and his post-doctoral studies at the

National Institutes of Health (NIH) focusing on gene regulation and enzyme analysis, culminated in significant discoveries, including the identification of a new enzyme. After five years at the NIH, Dr. Self established his own research laboratory upon arriving at the University of Central Florida in the fall of 2003. Over the past twelve years the laboratory has continued studies specializing in enzymes and nanomaterials in a collaboration with Dr. Sudipta Seal (NSTC). He continues to build an interdisciplinary research program in these areas. He and his wife of 20 years, Marianne, enjoy spending their time raising their four sons, Zachary, Ryan, Matthew and Michael.



Cary D'Ortona.
'00 '01MSA

**Orlando Health – Senior Vice President
President – Orlando Health Medical Group**
UCF Foundation, Inc.
Elected Director
New 4-Year Term
7/1/2024 to 6/30/2028

Cary D'Ortona '00 01MSA is president of Orlando Health Medical Group, and senior vice president of Orlando Health. He is responsible for leading the strategic and operational direction of more than 1,700 employed clinicians to support the needs of the organization. Cary joined Orlando Health in 2004. During his tenure at Orlando Health, he has guided expansion of pediatric specialty services and primary care. Prior to his appointment as president of the Orlando Health Medical Group, he served as president, chief operating officer and chief financial officer with Orlando Health Arnold Palmer Hospital and held positions in finance and internal audit.

Before joining Orlando Health, Cary worked as an auditor with Ernst & Young, LLP.

He earned a bachelor's degree in accounting and master's degree in accountancy, both from the University of Central Florida in Orlando. He also holds a Master of Science in Health Services Administration.

Cary is a member of the board of directors of Camp Boggy Creek, Junior Achievement and Special Olympics Florida. In addition, he is a board of directors' member for Orlando Health South Lake Hospital and a member of the executive committee of the Florida Hospital Association of Children's Hospitals. He also serves on the supervisory committee of the Addition Financial Credit Union.



Karen Manglardi H'20 P'15 '16 '20

Manglardi Family Ventures – Vice President & Manager
UCF Foundation, Inc.
Elected Director
New 4-Year Term
7/1/2024 to 6/30/2028

Karen Manglardi H'20 P'15 '16 '20 graduated from FSU in 1988 and worked as a registered dietician after college for several years.

Her interests include cycling and is an active board member of the Florida Freewheelers, where she also served as the past President. She has served on the board of Trinity Preparatory School and The WAVE New Smyrna Beach Condominium Association, Inc.

Karen's three children are all UCF graduates.



Manish Hirapara '98

PeakActivity LLC – Chief Executive Officer

UCF Foundation, Inc.

Elected Director

New 4-Year Term

7/1/2024 to 6/30/2028

Manish Hirapara '98 is the founder and CEO of PeakActivity LLC, a digital strategy company focused on dreaming, delivering, and elevating business growth. In this role, he crafts and implements digital strategies for PeakActivity's enterprise customer base. With over 20 years of experience creating innovative and disruptive digital solutions across many different industries, Hirapara has helped advise dozens of senior corporate leaders in the retail, transportation and logistics, financial services, distribution and manufacturing industries, on digital strategies that have delivered substantial revenue growth and cost savings in excess of \$1 billion.

PeakCares was started in 2018 as the community involvement and philanthropic arm of PeakActivity. Every quarter, Peaksters are given the opportunity to get involved with a community charity and assist in fundraising and in-kind efforts. Prior to PeakActivity, Hirapara served as a senior global eCommerce leader at Office Depot where he oversaw eCommerce strategy and implementation for both the B2B (business to business) and B2C (business to consumer) marketing channels across over 40 countries and 70+ websites.

Hirapara founded Enaptive in 2007 as a software company focused on enabling and transforming business using technology products and solutions. As managing director, Hirapara led a team of over 60 distributed employees across all enterprise functions, including IT, sales, human resources, finance, operations, and marketing.

Hirapara is married to wife Viengmone Phongsangouane Hirapara'99, who earned a BSBA in Finance from UCF.



Matt Assenmacher, '93

Managing Partner – Top Tile & Stoneworks

UCF Foundation, Inc.

Elected Director

New 4-Year Term

7/1/2024 to 6/30/2028

Since 2006, **Matt Assenmacher '93** has been Managing Partner of FFC Enterprises, LLC which does business as Top Tile & Stoneworks. In 2011, he founded ViaMaris Imports. Both companies specialize in serving the hotel industry in the luxury, upper upscale and upscale hotel segments. ViaMaris focuses on strategic global sourcing of tile and stone, while Top Tile & Stoneworks delivers high quality installations in hotels throughout the U.S. and Caribbean. Key clients include Hyatt Corp, Ritz Carlton, St. Regis, 1 Hotels, Marriott, Westin, Sheraton and Walt Disney World, among others.

Previously, Assenmacher held senior marketing and product management positions at CHEP, ProLaser North America and LaserSight Technologies. He is also a principal in Parkbreeze Holdings LLC.



In addition to his degree from UCF, Assenmacher earned a master's degree in management at Troy University in 1997.



Teresa Borcheck

Vice President, Client Service Manager BNY Mellon Wealth Management

UCF Foundation, Inc.

Elected Director

New 4-Year Term

7/1/2024 to 6/30/2028

Teresa Borcheck is currently the Vice President and Client Service Manager with BNY Mellon Wealth Management, supporting the wealth director for the DeNovo office in Winter Park. Additionally, she serves as the president of the Hans and Cay Jacobsen Foundation, having been on the board of directors since its inception. She retired in 2011 as senior vice president of Suntrust Bank's Foundation and Endowment Services, a division she started in 2001.

A non-profit expert, Mrs. Borcheck has consulted for a number of private foundations for over 30 years and has held positions at Special Olympics Florida and the Barbara Bush Foundation for Family Literacy.

Ms. Borcheck is a Gubernatorial Appointment to the Florida Board of Accountancy as one of two Consumer Members from 2005-Present. Ms. Borcheck was Florida Bankers Association Trust Banker of the Year, 2006 SunTrust Bank.

Mrs. Borcheck studied business at Lake Sumter Community College.



Marc McMurrin '01

President and Chief Executive Officer – Ginsberg Family Foundation

UCF Foundation, Inc.

Elected Director

Second 4-Year Term

7/1/2024 to 6/30/2028

Marc McMurrin '01 is President and CEO of the Ginsburg Family Foundation, focused on the foundation's impact and philanthropic legacy. McMurrin has been a part of the Central Florida community for the past 28 years and most recently served alongside Dr. Joel Hunter as executive director of Operations for Northland Church. In this role, he was charged with overseeing the operational effectiveness, financial management, human resources, and the development of Northland's strategic community goals.

Prior to joining Northland, he spent 5 years as executive vice president of the Music Mission Kiev/Kiev Symphony Orchestra and Chorus at their Orlando headquarters.

McMurrin holds his business degree from UCF and is certified as a family philanthropy advisor.



Thomas "Tom" McNamara '88

President – Southern Development and Construction

UCF Foundation, Inc.

Elected Director

Second 4-Year Term

7/1/2024 to 6/30/2028

Thomas McNamara '88 is a third-generation builder and the president and founder of Southern Development & Construction, Inc., a premier Central Florida heavy civil construction and development company. The UCF International Reading Center was one of Southern Development and Construction's projects in 2010.

McNamara is also the president and founder of Mud Hole Custom Tackle, Inc., the world's largest supplier of fishing tackle crafting goods, and CEO of American Tackle Company International, Inc., a manufacturer of fishing rod components in the United States with offices in Asia and Europe.

While At UCF, he was active in the LXA fraternity and met his wife Stacey '89. He was on the UCF Athletics Association and is currently on the Athletic Director's Cabinet. His daughters Erin and Megan begun attending UCF fall 2022.



Board of Trustees

Governance Committee

June 25, 2024

Agenda Item

GOVC-13: Honorary Degree Consideration

Proposed Board Action

The UCF Board of Trustees, on its consent agenda, is asked to approve the conferral of honorary degrees upon the proposed recipients.

Authority for Board of Trustees Action

- Florida Board of Governors, Regulation 1.001
- Florida Board of Governors, Regulation 3.004
- UCF Policy 4-408: Honorary Degrees

Supporting Documentation Included

Attachment A: Kenneth D. Robinson Bio

Attachment B: Harris Rosen Bio

Facilitators/Presenters

Michael A. Kilbride, Executive Chief of Staff



Honorary Degree Consideration

EXECUTIVE SUMMARY

Objective

The Governance Committee and Board of Trustees are requested to consider the proposed nominations for honorary degrees from the University of Central Florida. This esteemed tradition honors individuals who have made exceptional contributions to their field, society, or the university. By awarding honorary degrees, UCF recognizes and encourages continued excellence, strengthening the bond between the honorees and the university.

According to University Policy, the achievement may be scholastic in nature, or it may be evidenced in public service. Additionally, the achievement should be sustained and lasting in character and reflect a very noteworthy distinction that is in concordance with the goals, objectives, and duties of the university.

Summary of Key Observations/Recommendations

- The proposed individuals have each significantly impacted the university through their long-term advocacy, dedication, and investment in the University of Central Florida.
- The nominees' values and achievements align with the mission of the University of Central Florida to unleash the potential within every individual, enrich the human experience through inclusion, discovery, and innovation, and propel broad-based prosperity for the many communities we serve.
- All members of the UCF community have the right to nominate candidates for honorary doctoral degrees. Nominations must have the endorsement of the appropriate university division or dean and must be reviewed by the Commencements, Convocations, and Recognitions Committee.
- Upon an affirming vote of the Commencements, Convocations, and Recognitions Committee, the packet will be sent to the Office of the President for the concurrence of the President.
- The President is responsible for recommending the nominees to the Board of Trustees. The Board of Trustees alone has the authority to approve the awarding of the degree.

Additional Background

Since 1970, UCF has bestowed 96 honorary degrees to individuals who have made significant academic, cultural, and scientific contributions to society.

Rationale

The nomination for an honorary degree is based on a nominee's extraordinary contributions to their field, society, or the university. This recognition emphasizes the importance of honoring individuals who exemplify the university's values and aspirations. By awarding this honorary

degree, UCF acknowledges the nominee's impact and encourages continued excellence in their endeavors.

Implementation Plan

Upon approval, the following steps will be taken to confer the honorary degree:

- Notification: Inform the nominees of their selection and invite them to accept the degree.
- Ceremonial Arrangements: Plan and organize the conferral ceremony with appropriate recognition.
- Engagement Opportunities: Facilitate the nominee's involvement with the UCF community through speaking engagements or collaborations.

Resource Considerations

The financial impact of awarding an honorary degree is minimal, primarily involving ceremonial costs and administrative resources. Pre-budgeted sources will cover these expenses, ensuring no additional burden on the university's budget.

Conclusion

Staff recommends approval of the proposed nominees for the conferral of an honorary degree.



Attachment A

Candidate for Honorary Degree

Mr. Kenneth D. Robinson Doctor of Public Service

Mr. Robinson was nominated for a Doctor of Public Service and received unanimous approval from the University's Commencement, Convocations, and Recognitions Committee. With the endorsement of the faculty, President Cartwright requests approval of the honorary degree of Doctoral of Public Service for Mr. Kenneth D. Robinson.

Kenneth D. Robinson, in his esteemed role as President and CEO of Dr. Phillips, Inc. and The Dr. P. Phillips Foundation, has been a pivotal figure in shaping the philanthropic landscape of Central Florida. His visionary leadership and unwavering dedication to community impact have shaped many of the civic and educational spaces that define our community. Ken's commitment to leveraging free-market principles with his talents to build an enterprise focused on philanthropic investments in Central Florida make him an exemplary candidate for the honorary degree of Doctor of Public Service from the University of Central Florida.

At the helm of Dr. Phillips, Inc., Ken has expertly managed the organization's real estate operations and an extensive investment portfolio. His strategic foresight and astute financial acumen have been instrumental in ensuring the sustained growth and success of the organization's assets, enabling continued investment in our community. However, it is his role in philanthropy that truly sets him apart.

Dr. Phillips has been a part of UCF's story since our very beginning. Howard Phillips, son of Dr. P. Phillips, was one of UCF's founders, a group of 89 families who personally guaranteed a \$1 million bank loan to purchase the land on which our main campus is now located. Since then, Dr. Phillips Charities has provided philanthropic support to UCF for academic programs totaling more than \$23 million, with much of that investment happening under the leadership and direction of Ken Robinson.

Ken's passion for higher education and his fundamental belief in the impact UCF drives across Central Florida have resulted in transformational investments in Orlando's Hometown University and beyond. Under his leadership, Dr. Phillips has made monumental contributions exceeding \$222 million, primarily focused on enriching the Central Florida community with a focus on educational programs, children and youth services, cultural programs, health and rehabilitation, and social services. Specifically, under Ken's leadership, Dr. Phillips Charities has been the lead donor in making UCF Downtown and UCF's new College of Nursing building possible. This remarkable generosity reflects Ken's deep commitment to fostering a thriving, supportive environment for residents.



Attachment B

Candidate for Honorary Degree

Mr. Harris Rosen **Doctor of Public Service**

Mr. Rosen was nominated for a Doctor of Public Service and received unanimous approval from the faculty representatives on the University's Commencement, Convocations, and Recognitions Committee. With the endorsement of the faculty, President Cartwright requests approval of the honorary degree of Doctoral of Public Service for Mr. Harris Rosen.

Mr. Rosen is one of Central Florida's leading entrepreneurs, in addition to being one of the state's foremost philanthropists. Mr. Rosen's relationship with our community extends beyond business; he invests in the community. Mr. Rosen donated more than \$18 million dollars to the University of Central Florida to help create the world-class Rosen College of Hospitality Management here in Central Florida. To date, his contributions to UCF total more than \$30 million dollars supporting academic programs, facilities, and scholarship.

Mr. Rosen joined the Walt Disney Company as the director of hotel planning; however, it was in 1974 that he made a pivotal move by purchasing his first motel on International Drive in Southwest Orlando. This marked the inception of what is now Rosen Hotels & Resorts, a company that would grow to become a major player in the hospitality sector. Today, the company owns and operates seven hotels in the Orlando metropolitan area, consisting of 6,338 guest rooms and employing more than 4,000 associates.

In 1993, he launched the Tangelo Park Program, which provides free preschool education for every two, three, and four-year-old in this underserved community. This program also provides college or vocational school scholarships to students once they graduate high school. The first scholarships were awarded in 1994 and more than 400 others have been awarded since, covering tuition, books and room & board. Currently, the Tangelo Park high school graduation rate is 100%. this benevolent program is also credited with reducing the crime rate by almost 80%.