

**Members Present:**

Mark Plaumann, *Committee Vice Chair*, Clint Bullock, Brian Butler, Tom McNamara, James Harhi, Karl Hodges, Rob Kantor

**Members Absent:**

Eva Tukdarian

**I. Welcome and Call to Order**

Director Plaumann, *Committee Vice Chair*, called the meeting to order at 10:07 a.m., stating that the meeting was covered under the Florida Sunshine Law and the public and press were invited to attend. Roll call was performed, and quorum was confirmed.

**II. Conflict of Interest Disclosure**

No conflicts of interest were declared by committee members.

**III. Minutes**

Minutes from the May 23, 2023, Finance and Facilities Committee meeting were unanimously approved as written.

**IV. Action Items**

Joseph Mera '03, *Director of Financial Planning & Analysis*, UCF Advancement & Partnerships, presented the following items:

**A. FFC-1 UCF Foundation Mobile Device Policy**

Mera provided an overview of the amended UCF Foundation Mobile Device Policy, noting the request for review and to recommend approval to the full UCF Foundation Board. The policy, which was last updated on May 23, 2023, outlines the eligibility criteria for receiving a mobile device allowance and the maximum allowance authorized for UCF Foundation employees. The policy is being amended to increase the non-compensatory allowance to commensurate with market rates, and to include language related to the use of business-specific mobile application.

### **Discussion**

Director Bullock inquired about the cyber security risk that comes with allowing employees to utilize their personal device for business purposes. Mera shared that UCF requires employees to adhere to UCF policies and procedures. Rod Grabowski, *Senior Vice President*, UCF Advancement & Partnerships, and *CEO*, UCF Foundation, Inc. shared that UCF requires employees to utilize multifactor authentication to access the university system. UCF also mandates employees to have a six-digit passcode on their personal device, that must be updated periodically.

### **Motion**

A motion was made by Director Plaumann to accept the amended UCF Foundation Mobile Device Policy and to recommend approval to the full UCF Foundation Board of Directors. Director Harhi seconded the motion. The motion was passed unanimously.

### **B. FFC-2 UCF Foundation Purchases of \$150,000 or Greater Policy**

Mera provided an update on the UCF Foundation Purchases of \$150,000 or Greater Policy, noting the request for review and to recommend approval to the full UCF Foundation Board. The policy, which was last updated on March 3, 2019, outlines the need for competition when the expected purchase amount exceeds a certain threshold. The policy is being amended to increase the threshold from \$75,000 to \$150,000.

### **Motion**

A motion was made by Director Butler to accept the amended UCF Foundation Purchases of \$150,000 or Greater Policy and to recommend approval to the full UCF Foundation Board of Directors. Advisor Hodges seconded the motion. The motion was passed unanimously.

## **V. Discussion**

Joseph Mera '03, *Director of Financial Planning & Analysis*, UCF Advancement & Partnerships, presented the following items:

### **A. DISC-1 Supplemental Results of Operations for Period Ended June 30, 2023**

Mera discussed the financial reports of the UCF Foundation, Inc. for the period ended June 30, 2023, noting that the UCF Foundation ended Fiscal Year 2022-2023 with a \$15.3 million surplus. The key driver of this surplus was \$8 million in funds from the waterfall payment distribution by CAPFA (Capital Projects Finance Authority). Mera shared how the UCF Foundation is working with CAPFA annually, with the objective to review their annual budget. Staffing vacancies were also impactful on the financial reports presented.

Mera shared the executive summary of the Vice Presidents' budgeted funds as of June 30, 2023, and the Deans' discretionary funds. Director Blume inquired about the historical increase of Deans' discretionary funds. Mera shared that the fund is increasing constantly

due to the increase of fundraising revenues.

Jonathon Bates, *Assistant Vice President, Real Estate*, University of Central Florida, presented the following items:

**VI. DIS-2 Real Estate & Space Planning Update**

Bates provided an update to the ongoing Space Utilization Study completed by the University and the action items resulting from the data analysis and initial recommendations. Bates shared that to achieve the University's \$350 million annual expenditures for research, one million square feet of assignable research space is required. The University currently has 700,000 square feet of assignable research space, requiring an additional 300,000 square feet. Bates shared three actionable recommendations to achieve this requirement: reconstruction, reassignment of underutilized existing research space, and reassignment of underutilized office space.

Bates noted that the study has identified 18 short-term space consolidations and relocations with planning efforts ongoing. These short-term opportunities include vacating space within UCF Foundation properties located in Research Park, reducing lease obligations to create opportunities for research program expansion or increasing revenues from non-UCF leases. Bates also shared there are 14 long-term space opportunities for consolidation and relocation. This will require advanced planning efforts and will take 18 to 20 months before action can be taken.

Bates shared that the UCF Foundation's current debt structure encumbering the real estate asset was reviewed.

Director Plaumann inquired about the UCF Foundation's real estate assets and the possibility of selling any properties. Bates shared that there are no UCF Foundation properties, identified today, that can be 100% vacated. It was Bates' opinion that it would not be advisable to sell any UCF Foundation-owned properties at this time.

**VII. Information**

The following informational items were provided to the committee. No questions or comments were offered by committee members.

- A. INFO – 1 Finance and Facilities Committee Annual Plan
- B. INFO – 2 Board Education Program
- C. INFO – 3 Committee Rosters & Contact Info

**VIII. New Business**

No new business was presented.

**IX. Adjournment**

Vice Chair Plaumann adjourned the meeting at 11:27 a.m.

Approved by the Finance & Facilities Committee on **December 7, 2023**.

Respectfully Submitted by:

A handwritten signature in black ink, appearing to be 'MR' followed by a long horizontal stroke.

Mark Plaumann  
12/08/2023 17:04 EST

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Mark Plaumann '74 '79MBA, *Vice Chair*, Finance and Facilities Committee

Minutes prepared by: Ronney Demosthene, *Coordinator, Foundation Board Relations*, UCF Advancement & Partnerships