



**Members Present:**

Matt Assenmacher, Tandreia Bellamy, Jessica Blume, Teresa Borchek, Roslyn Burttram, *Vice Chair*, Brian Butler, *Board Chair*, Carrie Daanen, *Immediate Past Chair*, James Harhi, Stuart Heaton, *Vice Chair*, Carol Hendren, *Alumni Board Chair*, Manish Hirapara, Robert Kantor, Karen Manglardi, Marc McMurrin, Tom McNamara, Kevin Miller, Dianne Owen, Dana Patton, *Secretary*, Heather Pigman, Mark Plaumann, Eva Tukdarian, *Treasurer*, and Kevin Wydra

**Emeritus Directors Present:**

Phyllis Klock, Margery Pabst-Steinmetz

**Members Absent:**

Clint Bullock, Cary D'Ortona, Mike Hinn, Michael Johnson, *Provost*, Laurette Koellner, John Mahony, Caryl McAlpin, *UCF Board of Trustees*, Cathy McCaw-Engelman

**I. Call to Order and Quorum Confirmation**

Brian Butler H'22, *Board Chair*, called the meeting to order at 9:05 a.m., stating that the meeting was covered under Florida Sunshine Law and that 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 disclosed by members of the UCF Foundation Board of Directors.

**III. Approval of Meeting Minutes**

Chair Butler called for one (1) motion to approve the following four (4) meeting minutes. The minutes were unanimously approved as written.

- A. May 31, 2024, UCF Foundation Board of Directors Meeting Minutes
- B. August 16, 2024, UCF Foundation Board Orientation Minutes
- C. September 12, 2024, UCF Foundation Sunshine Law Refresher Educational Webinar
- D. October 17, 2024, UCF Foundation Finances Refresher Webinar

**IV. Public Comment**

No requests for public comment were received by the board office.

**V. University Update**

Alexander Cartwright, Ph.D., *President*, University of Central Florida, presented the following item:

**A. DISC-1: University Update**

Cartwright highlighted the recent hurricane impact to campus, thanking those involved in the campuswide clean-up efforts to restore students to class and prepare for the October

19 football game. He was greatly appreciative of donations and supplies provided to the students for emergency preparations.

Cartwright shared that 180 new faculty had been added this Fall, helping to lower the student to faculty ratio. Close to 375 new faculty have been hired since 2022, including almost 100 in areas critical to the University's growth. Cartwright also noted that the College of Engineering and Computer Science's enrollment is up 18% from Fall 2021 to present, now exceeding 15,000 students.

Cartwright noted that expanding more into industry will leverage the university with stronger workforce-ready graduates. He highlighted a recent addition to Research Park, Dr. Kareem Ahmed, who is known for leading prime research in hypersonic travel and power generation. Ahmed's current project is focused on increasing propulsion that would allow for air travel at speeds of Mach 6 to 17, or more than 4,600 to 13,000 miles per hour with applications in commercial and space travel.

Donors and faculty were welcomed recently to the College of Nursing construction site at Lake Nona. The facility is slated to open in Fall 2025. UCF will graduate 410 new Knight nurses this year.

Cartwright concluded his remarks highlighting athletics' presence on the national stage. UCF was proud to host FOX Big Noon Kickoff broadcast at the September 27 game. The broadcast generated 2.6 billion impressions and an estimated \$80 million in media value.

## **VI. Spotlight A Knight**

Devin Hurst, *Student*, UCF College of Engineering and Computer Science, presented the following item:

### **A. DISC-2: Amy G. Buchman '95 Memorial Endowed Scholarship Recipient**

Hurst shared the background of her journey to UCF. In high school, she formed her dream and goal of putting a Chick-fil-A on the moon. As a UCF student, Hurst is a first-generation student and proud recipient of the Amy G. Buchman '95 Memorial Endowed Scholarship. This scholarship opportunity enables her to focus more on flourishing during her time here. She is currently in the accelerated program and on track to graduate a year early with a goal to work for NASA.

## **VII. Leadership Reports**

Rodney Grabowski, *Senior Vice President*, UCF Advancement and Partnerships, and *Chief Executive Officer*, UCF Foundation, Inc., presented the following item:

### **A. DISC-3: UCF Advancement and Partnerships Update**

Total attainment for Fiscal Year 2023 – 2024 amounted to \$104,403,814 in gifts and commitments. The division reported a record number of gifts processed. Grabowski highlighted strategic efforts to increase endowment fundraising, noting that the

endowment has a current market value of \$261 million. The four (4) Pegasus Partners were highlighted, with a note of a fifth partner to be announced in the coming week.

Carol Hendren '96 '99MS, *Chair*, UCF Alumni Board, presented the following item:

**B. DISC-4: UCF Alumni Board, Engagement and Annual Giving Report**

Hendren highlighted alumni engagement, historical progress and upcoming goals. Hendren presented several upcoming events as well as the launch of the Traveling Knights program. This travel program is a great way to engage alumni and promote the UCF community through travel.

**VIII. Excellence at UCF Spotlight**

David J. Hagan, Ph.D., *Dean and Director, Pegasus Professor of Optics and Photonics*, Gabryella (Gaby) Baldaci, *Undergraduate Student and CREOL Summer Camp Director*, and Stephen Eikenberry, Ph.D., *Professor, Optics and Photonics, Physics*, UCF College of Optics and Photonics, presented the following item:

**A. DISC-5: UCF College of Optics and Photonics Overview, Research Spotlight**

Hagan provided a historical overview of the 40-year history behind the Center for Research and Education in Optics and Lasers (CREOL). Hagan highlighted the need for this program in the job market, noting the estimated market for photonics engineers in the nation is 10,000 openings every year, and in the State of Florida more than 700 openings per year. The median salary is \$135,000, with an economic impact to the Florida photonics industry is \$3.6 billion. Baldaci highlighted the CREOL Laser and Photonics Summer Camps, targeted for high school students. The goal of the camp is to get students excited about science and expose K-12 students to optics and photonics. Each summer for three (3) weeks, groups of eighteen (18) students per week come to UCF to have the experience of what it is like to be a UCF student, gaining hands-on experiences in the CREOL labs. Eikenberry highlighted current research projects within CREOL focused biomedical blood coagulation, hollow core fibers, astro-photonics, and using astronomy in the field of microbiology.

**IX. New Business**

Carrie Daanen, *Chair*, Governance Committee, and Janelle Hom '10MA, *Director, Foundation Board Relations and Advancement*, UCF Advancement and Partnerships, presented the following item:

**A. FND-1: UCF Foundation Board Gold Standard Program**

Hom reviewed the metrics behind each category of the program, designed to identify key measures related to strong governance practices, board composition, engagement, and philanthropy. The purpose is to drive the aggregate success of the board as a whole.

**Motion:**

A motion was made by Vice Chair Heaton to approve the UCF Foundation Board Gold Standard Program. The motion was seconded Immediate Past Chair Daanen. The motion was passed unanimously.

Roslyn Burttram, *Chair, Philanthropy and Donor Engagement Committee*, and Janelle Hom '10MA, *Director, Foundation Board Relations and Advancement*, UCF Advancement and Partnerships, presented the following item:

**B. FND-2: Fiscal Year 2024 - 2025 UCF Foundation Board Philanthropic Goals**

Burttram noted that these goals align with the UCF Foundation Board Gold Standard Program that was just approved. She further added how the board should take ownership of these goals, being the highest level of volunteer leadership responsible for philanthropy. Hom provided a brief overview of the proposed Fiscal Year 2024 – 2025 UCF Foundation Board philanthropic goals. The first two metrics are tied directly to the minimum requirements the board has established for itself. Hom outlined the importance of the board taking ownership of the overall attainment goal. Providing board education around the Millican Society was also a key element to this item.

**Motion:**

A motion was made by Director Owen to approve the Fiscal Year 2024 - 2025 UCF Foundation Board Philanthropic Goals. The motion was seconded by Director Plaumann. The motion passed unanimously.

Joe Allwood, *Associate Vice President, Advancement Operations*, UCF Advancement and Partnerships, and Rodney Grabowski, *Senior Vice President*, UCF Advancement and Partnerships, and *Chief Executive Officer*, UCF Foundation, Inc., presented the following item:

**C. FND-3: Campaign Gift Counting Policy**

Allwood provided an overview of campaign counting standards, utilizing CASE as a guide for standards. Campaign counting is used to track gifts that are received during a specified period towards a specific fundraising goal. The intent of campaign counting is to reflect the total impact of these fundraising efforts by representing gifts in keeping with industry standards. The types of gifts that are counted have not changed from the last comprehensive campaign held at UCF, except in one area, planned giving. The proposed update to the policy would split planned gifts into three (3) categories: irrevocable planned gifts received or committed, realized planned gifts, and bequests/legacy intentions. Grabowski noted that this policy will enable strategic stewardship of our unique donor age demographic.

**Motion:**

Director Assenmacher made a motion to approve the Campaign Gift Counting Policy. Director Borcheck seconded the motion. The motion passed unanimously.

Craig Erwin, *Associate Vice President, Accounting and Finance*, UCF Advancement and Partnerships, and *Chief Financial Officer*, UCF Foundation, Inc., presented the following item:

**D. FND-4: Audited Financial Statements for Fiscal Year Ended June 30, 2024**

Erwin presented a brief overview of the audit results from CliftonLarsonAllen LLP (CLA). The UCF Foundation's audited financial report indicates an unmodified opinion,

representing the highest level of assurance with no audit adjustments, no disagreements with management over application of accounting policies, and no issues performing the audit.

**Motion:**

Director Plaumann made a motion to approve the audited financial statements for Fiscal Year Ended June 30, 2024. Director Blume seconded the motion. The motion passed unanimously.

Carrie Daanen, *Chair, Governance Committee*, Kevin Miller, *Chair, Supplemental Policy Development Ad Hoc Workgroup*, and Janelle Hom '10MA, *Director, Foundation Board Relations and Advancement*, UCF Advancement and Partnerships, presented the following item:

**E. FND-5: Emeritus Director Nomination Process and Description**

Miller provided a brief overview around the mindset of the workgroup's approach this item. As part of the bylaws review that was conducted this past Spring, work was needed to better define governance, process, and cadence for nominations. Daanen noted that the development of a process was of high priority to the Governance Committee over the past 18 months. Hom explained how proposed process places the nomination on the outgoing chair within their last year in that officer position. There is verbiage that outlines flexibility for any special circumstances in partnership with the CEO. Board staff would work with the board chair to review potential candidates, and ultimately collaborate and assist with the nomination form. The workgroup also wanted to ensure that a more robust nomination process encompassed how "distinguished service" would be defined.

Emeritus Director Klock shared positive feedback, noting that there has been a significant amount of engagement offered to the Emeritus Directors this year in the form of newsletters and several in-person gatherings as well as invitations to all board meetings.

**Motion:**

Vice Chair Burttram made a motion to approve the Emeritus Director Nomination Process and Description. Director Wydra seconded the motion. The motion passed unanimously.

**X. Consent Agenda**

Chair Butler presented the consent agenda, noting that the Bank of America Scholarship Fund Modification item had been removed following a recommendation by the Philanthropy and Donor Engagement Committee. No requests were made by members of the committee to remove any of the consent agenda items.

- A. AC-1: Audit Committee Charter Revision**
- B. FFC-1: Finance and Facilities Committee Charter Revision**
- C. GC-1: Conflict of Interest Disclosure**
- D. GC-2: Articles of Incorporation**
- E. GC-3: Committee Advisor Responsibilities**

- F. **GC-4: Board Officer Position Descriptions**
- G. **GC-5: UCF Alumni Board Ex-Officio Position Description**
- H. **GC-6: Governance Committee Charter Revision**
- I. **IC-1: Investment Committee Charter Revision**
- J. **PDE-1: Philanthropy and Donor Engagement Committee Charter Revision**

**Motion:**

Director Plaumann made a motion to approve the consent agenda. Vice Chair Heaton seconded the motion. The motion passed unanimously.

**XI. Information**

The following informational items were provided to the board. No questions or comments were offered.

- A. INFO-1: Standing Committee Reports
- B. INFO-2: Supplemental Results for Operations Period Ended June 30, 2024
- C. INFO-3: UnionWest Transaction
- D. INFO-4: UCF Foundation Board Annual Plan
- E. INFO-5: Board Participation Snapshot
- F. INFO-6: Fiscal Year 2023-2024 Board Self-Assessment Results
- G. INFO-7: Review of Fiscal Year 2024-2025 Term Rotations
- H. INFO-8: Board Education and Enrichment Program
- I. INFO-9: Committee Advisor Appointment Bios
- J. INFO-10: UCF Foundation Board Policies Review

**XII. Closing Remarks and Announcements**

Chair Butler announced that he will be stepping down from the board chair position for personal reasons, effective October 31, 2024. Richard Welsh, *Senior Associate General Counsel*, advised on the next steps, per the UCF Foundation, Inc. Bylaws, related to interim authority and the election process to fill that officer position.

**XIII. UCF Foundation Business Meeting Adjournment**

Chair Butler adjourned the meeting of the UCF Foundation Board of Directors at 12:17 p.m.

Approved by the UCF Foundation Board of Directors on **January 16, 2025**.

Respectfully Submitted by:



Dana Patton  
2025-01-22 20:22 UTC

Dana Patton, *Secretary*, UCF Foundation Board of Directors

Minutes Prepared By: Debra Farish, Executive Assistant, UCF Advancement and Partnerships