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**From:** Christina Tant <Christy.Tant@ucf.edu>  
**Sent:** Monday, March 28, 2016 6:33 PM  
**To:** Tracy Clark  
**Subject:** Creol Build Out - Phase I  
**Attachments:** RE: CREOL Answers

Tracy – Comments below and attached email relate to the scope of Phase I - \$2m. I'm still gathering info regarding Phase II - \$4m.

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**From:** Mark Wagenhauser  
**Sent:** Monday, April 13, 2015 11:32 AM  
**To:** Tracy Clark <[Tracy.Clark@ucf.edu](mailto:Tracy.Clark@ucf.edu)>  
**Cc:** Christina Tant <[Christy.Tant@ucf.edu](mailto:Christy.Tant@ucf.edu)>  
**Subject:** RE: Confirm Budget Requests and Carryforward plans submitted in FY15 to Academic Affairs

Hi Tracy,

Per our meeting this morning, Phase II of the CREOL addition has not happened. My comments below are regarding the Phase I renovation of the 3<sup>rd</sup> floor lab build-out. Phase II is a critical need for us, especially with the 4 new faculty hires we are in the process of searching for. As for the new faculty hires, we have been promised \$2.3M in startup funds.

I will report back later what I believe our carried forward is expected to be.

Thanks,  
Mark

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**From:** Mark Wagenhauser  
**Sent:** Monday, April 13, 2015 9:43 AM  
**To:** Tracy Clark  
**Cc:** Christina Tant  
**Subject:** RE: Confirm Budget Requests and Carryforward plans submitted in FY15 to Academic Affairs

Good Morning Tracy,

Phase II of the CREOL addition is in the Design phase. The schedule has construction starting in September 2015, but we're hoping it will be sooner than that, but unfortunately we've seen a huge delay in the renovations process happening.

The FY15 startups have been setup and are being spent against. 20130713 was funded \$300K and 20130714 was funded \$275K. The FY16 startup commitment is the remaining balance due to Dr. Pang, who's spending against 20130714.

If you need anything else prior to the meeting, please let me know.]

Thanks,  
Mark

**From:** Tracy Clark  
**Sent:** Thursday, April 09, 2015 4:54 PM  
**To:** Mark Wagenhauser  
**Cc:** Christina Tant  
**Subject:** Confirm Budget Requests and Carryforward plans submitted in FY15 to Academic Affairs

Mark,

Attached is a summary of the College of Optics & Photonics' requests and carryforward plans submitted to AA over the past several months. Tomorrow's meeting is to confirm and understand these items. I'm looking to find out the following:

- If any of them have already been funded;
- If any are no longer critical;
- Please confirm whether the 2014-15 items have occurred, if so when, and if not, why not.

The carryforward plans and the requests will be considered by the Provost, Mr. Merck and the University Budget Committee within the next month. However, please be aware that there are significant requests and limited resources, so please evaluate your requests carefully.

Thanks a lot.

<b>FY16 Funding Requests</b>			
<b>Organized by College/Unit</b>			
<b>All Funding Methods</b>			
Sum of Amount			
<u>College/Area</u>	<u>Initiatives/Projects</u>	<u>FY</u>	<u>E&amp;G N</u>
COP	Phase II of CREOL Addition/Expansion	2015-16	
<b>COP Total</b>			
<b>Carryforward Plans</b>			
	Existing Startup Commitments	2014-15	
		2015-16	

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**From:** Lee Kernek <Lee.Kernek@ucf.edu>  
**Sent:** Thursday, January 15, 2015 9:59 AM  
**To:** Christina Tant  
**Cc:** Lashanda Brown-Neal  
**Subject:** RE: CREOL Answers

Great, thanks!

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**From:** Christina Tant  
**Sent:** Tuesday, January 13, 2015 11:16 AM  
**To:** Lee Kernek  
**Subject:** RE: CREOL Answers

Hi Lee – The transfer from the E&G central reserve was approved this morning. I'll work with your team to get the funds moved over today.

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**From:** Lee Kernek  
**Sent:** Wednesday, January 07, 2015 11:21 AM  
**To:** Christina Tant  
**Subject:** CREOL Answers

Below is a quick summary of the scope of work and cost estimate for the CREOL build-out. This is based on discussions at a December 4, 2014 kick-off meeting with CREOL and the Engineer of Record.

- Scope – five wet bio-photonic labs and two wet biology labs (seven total labs)
  - NFPA 45 compliant
  - And sinks, eye wash, process water, compressed air, fixed hoods and perimeter cabinets/counters
  - Specific equipment needs are unknown as specific researchers have not been identified – design for future flexibility
- Schedule (this was discussed and approved by user group)
  - Funding/Approval – 2 months, December to January 2015
  - Design and Construction Documents – 5 months, February to June 2015
  - Permitting, Bidding – 2 months, July to August 2015
  - Construction – 3 months, September to December 2015
  - Occupancy – January 2016
- Budget
  - Total Project Cost – estimated \$1,900,000 (best to hold \$2M, which allows \$200K Planning and Design; \$1.6M Construction; and \$200K F&E)

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**Subject:** Confirm Budget Requests and Carryforward plans submitted in FY15 to Academic Affairs  
**Location:** MH 338, Office of the Provost

**Start:** Mon 4/13/2015 10:30 AM  
**End:** Mon 4/13/2015 11:00 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Michelle Matthews  
**Required Attendees:** Tracy Clark; Mark Wagenhauser

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**From:** Mark Wagenhauser <markw@creol.ucf.edu>  
**Sent:** Monday, June 01, 2015 1:29 PM  
**To:** Christina Tant  
**Cc:** Tracy Clark; Bahaa Saleh  
**Subject:** RE: Funding Request - Response Required

Hi Christy,

This is to confirm that the Phase II of CREOL Addition/Expansion that is listed on the worksheet is of High Priority.

If you need anything else, please let me know.

Thanks,

Mark

Mark C. Wagenhauser  
Associate Director/Business Manager  
CREOL, The College of Optics & Photonics  
4304 Scorpius St.  
Orlando FL 32816-2700  
(w) 407-823-6878 (f) 407-823-6880

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**From:** Christina Tant  
**Sent:** Friday, May 29, 2015 5:02 PM  
**To:** Mark Wagenhauser  
**Cc:** Tracy Clark  
**Subject:** Funding Request - Response Required  
**Importance:** High

Mark,

Attached is the list of 2015-16 funding requests that were moved forward to the Tier III list that is being evaluated by the University Budget Committee. **The committee has requested you review the priority of these items with your Dean/VP.**

Priority is just one of several factors being considered by the committee and will not necessarily be the determining factor for approval. It is imperative that not every request be submitted with a high priority status.

Confirm the priority of each item as High, Medium, or Low. A proposed priority status has already been assigned. Consideration must be given to several factors including but not limited to:

- the importance of the initiative in relation to the university's mission, strategic goals and performance measures;

- the availability of other resources, including non-E&G resources, and the significance of the amount in relation to those resources. If there are existing commitments against those resources, consider flexibility in the priority, amount, and/or timing of those commitments.
- the likelihood that spending will occur during 2015-16.

Example: If the importance is high, there are other resources available, and the amount is not significant in relation to those resources then assign a low priority. If the importance is high and there are other resources available, but the amount is significant then you may want to consider assigning a medium or high priority.

**Your response is required no later than noon on Friday, June 5<sup>th</sup>.**

Thank you,

**Christy Tant, CPA**

*Senior Associate Controller, Finance & Accounting*



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## UCF Executive Budget Committee Meeting

### AGENDA

<b>Date:</b>	June 9, 2015
<b>Time:</b>	1:00 – 3:00 p.m.
<b>Location:</b>	MH-384
<b>Facilitator:</b>	Provost Dale Whittaker and Vice President William Merck
<b>Invitees:</b>	Maribeth Ehasz, MJ Soileau, Grant Heston, Keith Koons, Deb German, Jarell Jones, Tracy Clark, Christy Tant

#### ----- Agenda Topics -----

1. Approve redistribution of carryforward (Attachment A) **(15 minutes)**
2. Allocate to major categories (Attachment B) **(15 minutes)**
  - Student Success - \$4 million
  - Graduate and Research Growth - \$4 million
  - Capital, Infrastructure, and IT - \$2 million
3. Establish major categories sub-committees and responsibilities (Attachment C) **(15 minutes)**
4. Begin sub-committee deliberations **(45 minutes)**
5. Closing remarks **(15 minutes)**

**Confidential**

**UCF Executive Budget Committee**

**Meeting – June 9, 2015**

**Decision Timeline for Tier III Requests**

1. **Today, June 9<sup>th</sup>** - Preliminary recommendations
2. **July 5<sup>th</sup>** - Final recommendations due to Tracy/ Christy
3. **July 8<sup>th</sup>** – Communicate to Units: Timing of Tier III approvals, redistribution of carryforward will occur, and 75% of carryforward will be delayed to the week of July 20<sup>th</sup>.
4. **July 15<sup>th</sup>** - Final carryforward calculated
5. **July 17<sup>th</sup>** - Firm and final decisions at next meeting
6. **On or before July 24<sup>th</sup>** - Communication and distribution



## Attachment A

## FY16 Available for Redistribution

Revised 6/1/15

	06/30/14 Carryforward	Preliminary Projected 6/30/15		
		Carryforward	Committed	Contribution
President's Division	\$ 5,274,815	\$ 4,999,000	\$ 3,887,000	\$ 1,112,000
Administration and Finance Division	6,622,639	6,572,000	6,244,000	329,000
Communications and Marketing Division	1,443,600	985,000	985,000	-
University Relations Division	376,211	153,000	153,000	-
AA-College of Business Admin	10,355,840	12,248,000	8,817,000	3,432,000
AA-Research-Nanoscience	5,935,542	6,367,000	4,054,000	2,314,000
AA-Office of Research	587,666	3,792,000	2,194,000	1,598,000
AA-Provost Office & AA Division Reserve	10,051,622	23,731,000	23,523,000	1,208,000
AA-College of Optics and Photo	907,692	1,293,000	347,000	946,000
AA-COM-Burnett School/ Bio Sciences Center	7,777,933	8,696,000	8,282,000	415,000
AA-College of Nursing	812,358	893,000	592,000	301,000
AA-College of Sciences	4,863,246	6,881,000	6,607,000	274,000
AA-College of Engr/Comp Sci	8,122,538	7,795,000	7,558,000	237,000
AA-College of Health & PA	3,631,261	4,263,000	4,060,000	203,000
AA-Undergraduate Studies	1,964,349	1,891,000	1,797,000	95,000
AA-Info Technologies & Res	1,342,266	1,600,000	1,520,000	80,000
AA-College of Arts and Humanities	729,221	1,555,000	1,477,000	77,000
AA-College of Hospitality Man	2,036,741	1,496,000	1,421,000	75,000
AA-College of Graduate Studies	1,664,021	1,168,000	1,109,000	58,000
AA-Research-IST	172,035	461,000	438,000	23,000
AA-Research-AMPAC	1,067,082	344,000	327,000	17,000
AA-Research-FSEC	77,214	269,000	255,000	13,000
AA-Research-CREOL	415,134	567,000	557,000	10,000
AA-Honors College	94,769	140,000	133,000	7,000
AA-Acad., Faculty & Int'l. Aff	368,228	126,000	121,000	5,000
AA-Regional Campus Admin	1,021,034	-	-	-
AA-Student Dev & Enroll Svcs	2,983,338	886,000	886,000	-
AA-College of Education	202,080	-	661,000	(661,000)
AA-Research-I4	226,160	-	-	-
	<u>\$ 98,298,627</u>	<u>\$ 99,171,000</u>	<u>\$ 88,005,000</u>	<u>\$ 12,168,000</u>

**Assumptions:**

- All units contribute 5% of 6/30/15 carryforward (estimates to be updated)
- Protect start-up: Existing and FY16 new 100 faculty commitments
- Protect carryforward plans: FY16 - FY18
- Assume FY15 carryforward plans executed
- Establish reserves: 3 - 7% (unless carryforward plans exceed carryforward)

Attachment B

University Budget Committee

Tier III Requests - Proposed Allocation By Strategic Initiative

(Grouped by Unit)

Revised 6/8/15

Strategic Initiative	College/Area	Initiatives/Projects	Priority	E&G Recurring	E&G Non-recurring	Proposed Allocation
Student Success	BHC	Instruction Costs to offer 10 additional honors courses & science labs	H	200,000		
		Replacement of 2 positions - Student Advising & Student Affairs support	H	80,000		
		International Programming	M	30,000		
		Research Support - Burnett Research Scholars Program	M	30,000		
	CAH	Increase summer support (15-16)	H	100,000		
	CBA	Office of Student Engagement (Salary & Operating)	H	460,845		
	CEHP	Summer Salary - Hires - Faculty New	H	142,485		
		Urban Education Initiative/UCF Downtown	L	322,500		
	CHP	New Faculty Hire Summer Support & summer expansion	H	490,000		
	CON	Full time staff (Senior Admissions Specialist Level)	H	65,000		
		Full time Alumni Relations	M	40,000		
	COS	Recurring Non-Salary Needs to Support New Faculty	M	125,000		
	IKM	Data Warehouse (BI Analytics Suite)	H	91,480		
	RCA	To support College of Science Regional MOU	H		1,500,000	
		Address Remaining Osceola Campus Need	H	384,288		
	SDES	Middle Income Enhancement Scholarships	H	2,000,000		
		Student Disability Services, Auxiliary Aids	H	300,000		
		STEM Majors Advising Program	H	186,728	20,000	
		Phase out Civitas/ PAR and enter into agreement with EAB	H	141,500	32,200	
		Title IX Enforcement, Investigations, Care & Outreach	H	57,000	30,000	
SCH Enhancement Scholarships		M	1,500,000			
Academic Advising Initiative		L	495,000	50,000		
Knight Watch Program		L	49,206	15,000		
UREL	Legislative Internship	M	15,000			
<b>Student Success Total</b>				<b>7,306,032</b>	<b>1,647,200</b>	<b>4,000,000</b>
Graduate and Research Growth	CON	Research Coordinator Replacement Pre-Hire	L		50,000	
	COS	Increase GTA Stipends to National Average	H	1,000,000		
	GR STDY	Master of Interdisciplinary Studies	H	41,000		
	ORC	FHTCC Funding Support	H	1,000,000		
		STOKES upgrade	H		1,000,000	
		Hires - Faculty New - IST (2)	H	250,000		
		Funding Support for Multidisciplinary Centers & Institutes	M	2,000,000		
		Major Capital Acquisitions	M		500,000	
		NSF CAREER Matching Funds	M		500,000	
		Federal Matching Funds	L		500,000	
	RCA	Staff Positions (3) - Additional Osceola Support Staff	L	120,000		
	SDES	Graduate assistant support for tuition and waivers (37 students)	M	175,157		
	<b>Graduate and Research Growth Total</b>				<b>4,586,157</b>	<b>2,550,000</b>
Capital, Infrastructure, and IT	A&F	Rosen Annual Maintenance and Capital Improvements	H	262,365		
		2 Positions - EMS Acquisition Manager and EMS Analyst	M	210,350		
		Landscaping & Natural Res. - To fully fund existing position and operations	M	71,000		
		2 positions - Contracts/Real estate and Warehouse	M	66,300		
	CECS	Lab Renovations	L		500,000	
	CHP	Atrium Collaborative Area Renovations	M		150,000	
	COP	Phase II of CREOL Addition/Expansion	H		4,000,000	
	ITR	Additional Data Center Hardware/Maintenance	H	433,863		
		Recurring Library Resource Cost Inflation	H	360,000		
		Additional Staff - Sr. Info Security Analyst	M	170,000		
		Additional Staff - Applications Developers (2)	M	160,000		
	SDES	SFA Renovation	H		750,000	
	UREL	Mini vans-Soldiers to Scholars (2)	H		60,000	
<b>Capital, Infrastructure, and IT Total</b>				<b>1,733,878</b>	<b>5,460,000</b>	<b>2,000,000</b>
<b>Grand Total</b>				<b>\$ 13,626,067</b>	<b>\$ 9,657,200</b>	<b>\$ 10,000,000</b>

Note: Priorities confirmed with units.

## University Budget Committee

## Tier III Requests - Proposed Allocation By Strategic Initiative

(Grouped by Priority)

Revised 6/8/15

Strategic Initiative	Priority	Initiatives/Projects	College/Area	E&G Recurring	E&G Non-recurring	Proposed Allocation
Student Success	H	New Faculty Hire Summer Support & summer expansion	CHP	490,000		
		Student Disability Services, Auxiliary Aids	SDES	300,000		
		Instruction Costs to offer 10 additional honors courses & science labs	BHC	200,000		
		STEM Majors Advising Program	SDES	186,728	20,000	
		Summer Salary - Hires - Faculty New	CEHP	142,485		
		Phase out Civitas/ PAR and enter into agreement with EAB	SDES	141,500	32,200	
		Increase summer support (15-16)	CAH	100,000		
		Data Warehouse (BI Analytics Suite)	IKM	91,480		
		Replacement of 2 positions - Student Advising & Student Affairs support	BHC	80,000		
		Title IX Enforcement, Investigations, Care & Outreach	SDES	57,000	30,000	
		Middle Income Enhancement Scholarships	SDES	2,000,000		
		Address Remaining Osceola Campus Need	RCA	384,288		
		Office of Student Engagement (Salary & Operating)	CBA	460,845		
		To support College of Science Regional MOU	RCA		1,500,000	
	Full time staff (Senior Admissions Specialist Level)	CON	65,000			
	<b>H Total</b>			<b>4,699,326</b>	<b>1,582,200</b>	
	M	SCH Enhancement Scholarships	SDES	1,500,000		
		Recurring Non-Salary Needs to Support New Faculty	COS	125,000		
		International Programming	BHC	30,000		
		Research Support - Burnett Research Scholars Program	BHC	30,000		
Legislative Internship		UREL	15,000			
Full time Alumni Relations		CON	40,000			
<b>M Total</b>			<b>1,740,000</b>			
L	Academic Advising Initiative	SDES	495,000	50,000		
	Knight Watch Program	SDES	49,206	15,000		
	Urban Education Initiative/UCF Downtown	CEHP	322,500			
<b>L Total</b>			<b>866,706</b>	<b>65,000</b>		
<b>Student Success Total</b>			<b>7,306,032</b>	<b>1,647,200</b>	<b>4,000,000</b>	
Graduate and Research Growth	H	Increase GTA Stipends to National Average	COS	1,000,000		
		FHTCC Funding Support	ORC	1,000,000		
		Hires - Faculty New - IST (2)	ORC	250,000		
		Master of Interdisciplinary Studies	GR STDY	41,000		
		STOKES upgrade	ORC		1,000,000	
	<b>H Total</b>			<b>2,291,000</b>	<b>1,000,000</b>	
	M	Graduate assistant support for tuition and waivers (37 students)	SDES	175,157		
		Funding Support for Multidisciplinary Centers & Institutes	ORC	2,000,000		
		Major Capital Acquisitions	ORC		500,000	
	<b>M Total</b>			<b>2,175,157</b>	<b>500,000</b>	
L	NSF CAREER Matching Funds	ORC		500,000		
	Staff Positions (3) - Additional Osceola Support Staff	RCA	120,000			
	Federal Matching Funds	ORC		500,000		
<b>L Total</b>			<b>120,000</b>	<b>550,000</b>		
<b>Graduate and Research Growth Total</b>			<b>4,586,157</b>	<b>2,550,000</b>	<b>4,000,000</b>	
Capital, Infrastructure, and IT	H	Additional Data Center Hardware/Maintenance	ITR	433,863		
		Rosen Annual Maintenance and Capital Improvements	A&F	262,365		
		Recurring Library Resource Cost Inflation	ITR	360,000		
		Phase II of CREOL Addition/Expansion	COP		4,000,000	
		SFA Renovation	SDES		750,000	
		Mini vans-Soldiers to Scholars (2)	UREL		60,000	
	<b>H Total</b>			<b>1,056,228</b>	<b>4,810,000</b>	
	M	Landscaping & Natural Res. - To fully fund existing position and operations	A&F	71,000		
		2 Positions - EMS Acquisition Manager and EMS Analyst	A&F	210,350		
		Additional Staff - Sr. Info Security Analyst	ITR	170,000		
		Additional Staff - Applications Developers (2)	ITR	160,000		
		2 positions - Contracts/Real estate and Warehouse	A&F	66,300		
	<b>M Total</b>			<b>677,650</b>	<b>150,000</b>	
L	Lab Renovations	CECS		500,000		
<b>L Total</b>				<b>500,000</b>		
<b>Capital, Infrastructure, and IT Total</b>			<b>1,733,878</b>	<b>5,460,000</b>	<b>2,000,000</b>	
<b>Grand Total</b>			<b>\$ 13,626,067</b>	<b>\$ 9,657,200</b>	<b>\$ 10,000,000</b>	

Note: Priorities confirmed with units.

Attachment C

**University Budget Committee  
Tier III Requests - Proposed Sub-Committee Members**

Strategic Initiative	Recurring Requests	Non-Recurring Requests	Total Requests	Proposed Allocation	Proposed Sub-Committee Members
Student Success	\$ 7,306,032	\$ 1,647,200	\$ 8,953,232	\$ 4,000,000	Grant, Maribeth, Jarell, Tracy (ex officio)
Graduate and Research Growth	4,586,157	2,550,000	7,136,157	4,000,000	Deb, Keith, MJ, Christy (ex officio)
Capital, Infrastructure, and IT	1,733,878	5,460,000	7,193,878	2,000,000	Bill, Dale
	<u>\$ 13,626,067</u>	<u>\$ 9,657,200</u>	<u>\$ 23,283,267</u>	<u>\$ 10,000,000</u>	

To be determined:

- Recommendations
- Rationale/ Criteria
- Timeline
- Additional information

Tier 3 Requests - Capital, Infrastructure, and IT

Category	College/ Area	Initiatives/Projects	Priority	E&G Recurring	E&G Non- recurring	Description
Capital, Infrastructure	ITR	Additional Data Center Hardware/Maintenance	H	433,863		Funds needed to meet escalation costs on the University's ERP equipment maintenance.
Capital, Infrastructure	ITR	Recurring Library Resource Cost Inflation	H	360,000		Funds needed to maintain current collections.
Capital, Infrastructure	A&F	Rosen Annual Maintenance and Capital Improvements	H	262,365		Current PO&M funding is not sufficient to maintain the Rosen campus at a level deemed appropriate. The university has made a commitment to maintain the campus as expected. This is an expansion of a current commitment.
Capital, Infrastructure	A&F	2 Positions - EMS Acquisition Manager and EMS Analyst	M	210,350		This is continuation funding. These positions will allow the department to identify more opportunities to reduce energy costs and the university's carbon footprint.
Capital, Infrastructure	ITR	Additional Staff - Sr. Info Security Analyst	M	170,000		New initiative - Request made in response to the State Auditor's risk assessment findings.
Capital, Infrastructure	ITR	Additional Staff - Applications Developers (2)	M	160,000		New initiative - Strengthen staff capacity in strategic areas of demand
Capital, Infrastructure	A&F	Landscaping & Natural Res. - To fully fund existing position and operations	M	71,000		This funding is to assist the LNR department to continue to maintain and enhance the university's landscaping along with prevention of destruction by creating burn barriers.
Capital, Infrastructure	A&F	2 positions - Contracts/Real estate and Warehouse	M	66,300		This is continuation funding. These positions are support positions to enhance the effectiveness and efficiency of the department.
Capital, Infrastructure	COP	Phase II of CREOL Addition/Expansion	H		4,000,000	Needed for 4 new faculty.
Capital, Infrastructure	SDES	SFA Renovation	H		750,000	(5) Cubical/ office renovation for financial aid
Capital, Infrastructure	CECS	Lab Renovations	L		500,000	
Capital, Infrastructure	CHP	Atrium Collaborative Area Renovations	M		150,000	
Capital, Infrastructure	UREL	Mini vans-Soldiers to Scholars (2)	H		60,000	For transporting children
<b>Capital, Infrastructure, and IT Total</b>				<b>1,733,878</b>	<b>5,460,000</b>	

**Tier 3 Requests - Critical Needs**

Category	College/ Area	Initiatives/Projects	Priority	E&G Recurring	E&G Non- recurring	Description
Critical Needs	A&F	TQM Compliance Team	M	500,000		This is a new initiate to develop a total quality management compliance team within Facilities and Safety to make the maintenance of the facilities more efficient.
Critical Needs	A&F	Human Resources Staffing	H	300,000		This funding will assist in funding new initiative in the Human Resourced department. The department is expanding and revamping its recruitment functions in addition to upgrading its software and programming.
Critical Needs	A&F	Environmental Health & Safety (Gap Insurance/International Travel)	H	269,000		This is a new initiate. The university E&G property is insured at its historical cost instead of replacement cost; this insurance would cover the difference. Several faculty, staff and students travel internationally annually, however, there is a level of liability associated with that travel that this insurance would help cover.
Critical Needs	UGS	Move Salaries from Non Recurring to Recurring Funds (5 Positions)	L	172,054		The other request to convert five positions to recurring is "low" priority based on our discussions with Tracy. We had already placed this request in the budget but Tracy recommended that we continue to fund these positions from carry forward for now. To further clarify, there are three current employees (one in IT support, one in Undergraduate Research and one in Experiential Learning that are supported on carry forward. We also wanted two positions in Interdisciplinary Studies as instructors but those will be requested under new faculty hires going forward.)
Critical Needs	PRES	IT Auditor	H	160,000		An IT Auditor is pertinent to the university. The division does not have the recurring E&G resources available to support this new position and will require additional funding. Plans are to hire this position in 2015-16.
Critical Needs	UREL	Director of International Economic Development	M	148,600		Focus on international development
Critical Needs	A&F	Orange County security - off campus student areas	H	75,000		This is a new initiative. Because the university becomes associated with negative press regarding safety and security of students living in apartments close to the university, the university is partnering with local law enforcement to provide extra patrols in certain communities.
Critical Needs	A&F	OEM Licensing	H	65,000		This is a new initiative to allow enhanced communication between emergency response personnel.
Critical Needs	IKM	IT Expenses (SMCA Split)	H	14,000		The expenses have devolved to the IKM unit without associated funding allocations. Activities include, desktop software, data backups, desktop troubleshooting and service, and hardware replenishments.
<b>Critical Needs Total</b>				<b>1,703,654</b>	<b>0</b>	

**Tier 3 Requests - Graduate and Research Growth**

Category	College/ Area	Initiatives/Projects	Priority	E&G Recurring	E&G Non- recurring	Description
Graduate and Resear	ORC	Funding Support for Multidisciplinary Centers & Institutes	M	2,000,000		Replacement of legislative line item funding cut during recession. These centers and institutes account for approximately half of UCF's C&G support.
Graduate and Resear	COS	Increase GTA Stipends to National Average	H	1,000,000		To supplement existing lines. It will help departments retain graduate students and future recruiting efforts.
Graduate and Resear	ORC	FHTCC Funding Support	H	1,000,000		Builds partnerships with industry and aids in placement of UCF STEM graduates in Florida industry.
Graduate and Resear	ORC	Hires - Faculty New - IST (2)	H	250,000		To support the MS and PhD programs in modeling and simulation which has been paid for by overhead funds.
Graduate and Resear	SDES	Graduate assistant support for tuition and waivers (37 students)	M	175,157		Currently funded by NR
Graduate and Resear	RCA	Staff Positions (3) - Additional Osceola Support Staff	L	120,000		Current positions previously funded by carry forward.
Graduate and Resear	GR STDY	Master of Interdisciplinary Studies	H	41,000		College of Graduate Studies assumed responsibility for this program. Requested \$61k in budget from Undergraduate Studies and only received \$20k for a coordinator, 2 OPS Adjuncts, and a GTA.
Graduate and Resear	ORC	STOKES upgrade	H		1,000,000	Upgrade of UCF's parallel computer used by many units on campus, reduces the need for mini-super computers in startup packages, reduces computer maintenance and power consumption long term.
Graduate and Resear	ORC	Federal Matching Funds	L		500,000	Matching for federal funds to be matched by equal amount. Past experience has shown that this enhances probability of success of proposals and help motivate faculty to submit proposals.
Graduate and Resear	ORC	Major Capital Acquisitions	M		500,000	Capital acquisition for faculty to be matched 1:1 with other cash. Experience has shown this aids all in securing C&G funds.
Graduate and Resear	ORC	NSF CAREER Matching Funds	M		500,000	Match for new faculty proposals. Very high ROI, helps new faculty to frame their careers in STEM areas.
Graduate and Resear	CON	Research Coordinator Replacement Pre-Hire	L		50,000	Grant submission uninterrupted during transition. Likelihood of occurring during 2015-16: Low.
<b>Graduate and Research Growth Total</b>				<b>4,586,157</b>	<b>2,550,000</b>	

**Tier 3 Requests - Student Success**

Category	College/ Area	Initiatives/Projects	Priority	E&G Recurring	E&G Non- recurring	Description
Student Success	SDES	Middle Income Enhancement Scholarships	H	2,000,000		(4) Pilot program - 1000 students
Student Success	SDES	SCH Enhancement Scholarships	M	1,500,000		Pilot program - 1000 students
Student Success	SDES	Academic Advising Initiative	L	495,000	50,000	New academic advisors (9) and career specialists (3) and associated start-up.
Student Success	CHP	New Faculty Hire Summer Support & summer expansion	H	490,000		To expand course offerings.
Student Success	CBA	Office of Student Engagement (Salary & Operating)	H	460,845		Funding for the Office of Student Engagement is the sole CBA request. Given the number of large section video capture course in the CBA core curriculum, increasing the quality of student engagement activity is a high priority for the college and directly impact the UCF goal of offering the best undergraduate programs in Florida.
Student Success	RCA	Address Remaining Osceola Campus Need	H	384,288		Osceola is high priority to RCA. This expansion was one that RCA did not propose but has supported with RCA funds as a University partnership initiative from the beginning. This is the primary cause of RCA'S current lack of reserve funds.
Student Success	CEHP	Urban Education Initiative/UCF Downtown	L	322,500		Dependent on University decision to proceed.
Student Success	SDES	Student Disability Services, Auxiliary Aids	H	300,000		(1) Mandatory by ADA legislation
Student Success	BHC	Instruction Costs to offer 10 additional honors courses & science labs	H	200,000		To meet the needs of increasing numbers of STEM majors. Continue/expand existing initiatives.
Student Success	SDES	STEM Majors Advising Program	H	186,728	20,000	(3) New
Student Success	CEHP	Summer Salary - Hires - Faculty New	H	142,485		Highly mission centric, high probability of being required, no alternative sources, college has very low reserves.
Student Success	SDES	Phase out Civitas/ PAR and enter into agreement with EAB	H	141,500	32,200	Academic advising program
Student Success	COS	Recurring Non-Salary Needs to Support New Faculty	M	125,000		To increase the departments' base allocation for ongoing support of new faculty. This is a minimal amount to cover infrastructure costs (e.g. phones, office supplies) and professional development (e.g. travel, memberships). It is a high priority but departments could potentially off-set a portion using non-recurring funds currently set aside for contingency, for some period of time.
Student Success	CAH	Increase summer support (15-16)	H	100,000		Our single 2015-16 funding request (\$100,000 to enhance summer instruction) allowed the college to add 27 courses to the summer schedule. Of these 27 courses, 8 (30%) supported GEP instruction; 11 (40%) were courses in service to UCF's foreign language requirement; and 8 (30%) enabled our majors to move through their plans of study in a timely manner. We anticipate these 27 courses will produce an additional 3,500+ SCH's. This is high priority for the College of Arts and Humanities to continue to receive this funding, as we serve all UCF students by offering GEP instruction, as well as meeting the foreign language requirement. CAH's other funding resources are very limited due to the fact that grant funding is not as readily available as it is for other colleges at UCF.
Student Success	IKM	Data Warehouse (BI Analytics Suite)	H	91,480		SAS is the software system used by Institutional Knowledge Management (IKM) to generate all university strategic and operational data reporting and analysis. Software suite includes the university data warehouse, enterprise guide (data query tool), Pegasus mine portal, data miner, predictive analytics, and visual analytics software. This is a continuing initiative that requests recurring funding rather than year to year one-time reserve funding.
Student Success	BHC	Replacement of 2 positions - Student Advising & Student Affairs support	H	80,000		The advising position will enhance Honors student advisement, currently there is only one Honors advisor for 1800 students. The position will also support the Office of Prestigious Awards, a campus wide service. The Student Affairs position will enhance co-curricular and living learning communities for Honors students. New initiative.



Category	College/ Area	Initiatives/Projects	Priority	E&G Recurring	E&G Non- recurring	Description
Student Success	CON	Full time staff (Senior Admissions Specialist Level)	H	65,000		No advisor for the graduation department. Better service quality for both internal and external. Likelihood of occurring during 2015-16: High.
Student Success	SDES	Title IX Enforcement, Investigations, Care & Outreach	H	57,000	30,000	(2) Two Gas, software and annual maintenance costs, training, marketing and outreach. Non-recurring funds for start-up and office renovation.
Student Success	SDES	Knight Watch Program	L	49,206	15,000	Currently visiting positions
Student Success	CON	Full time Alumni Relations	M	40,000		Need a full time Alumni Relations staff dedicated to CON. We need funds raised by donors to move to Lake Nona. A portion of salary will be supported by the UCF Foundation. Likelihood of occurring during 2015-16: Medium.
Student Success	BHC	International Programming	M	30,000		To increase international learning and research opportunities for Honors students. New initiative.
Student Success	BHC	Research Support - Burnett Research Scholars Program	M	30,000		To increase support for undergraduate research, a continuation of a campus wide program. Continue/expand existing initiatives
Student Success	UREL	Legislative Internship	M	15,000		Stipend and living expense
Student Success	RCA	To support College of Science Regional MOU	H		1,500,000	Continued funding for COS, as none of that remains with RCA. This is basically a pass-through due to the now-expired MOU. But it is a partnership, and an important partnership to RC.
<b>Student Success Total</b>				<b>7,306,032</b>	<b>1,647,200</b>	

# University Budget Committee

## Meeting Minutes

**Date:** June 9, 2015

**Attended by:** Dale Whitaker, Maribeth Ehasz (by phone), Deb German, Grant Heston, Jarell Jones, Keith Koons, Bill Merck, MJ Solieau, Tracy Clark, Christy Tant

1. The plan for redistribution of carryforward funds was approved by a 7:1 vote. The following items were discussed/ mentioned.
  - a. Tracy provided recap of methodology/ assumptions (listed at bottom of attachment)
  - b. Emphasize \$12m is an estimate that will be updated mid-July.
  - c. Approximately \$2m to be withheld for critical needs.
  - d. The communication of these decisions will be sensitive.
  - e. A change in the carryforward boundaries will result in a change in spending behavior. It was acknowledged that three years of carryforward plans were protected.
2. The committee reviewed the allocation of an estimated \$10 million of non-recurring funds to three categories of requests: \$4m student success, \$4m graduate and research growth, and \$2m capital, infrastructure, and IT.
  - a. Priorities were confirmed with units.
  - b. Recommendations to approve recurring requests must identify the duration of funding since it is being provided from non-recurring funds.
3. The following recommendations were provided for the future.
  - a. Deliver a leadership development session so that primary stakeholders understand that requests/ decisions must be made for the greater good of the university.
  - b. When requests are solicited, make it known that recurring needs may be funded only a non-recurring basis. Understand minimum duration of funding needed and requestor's rationale.
  - c. Evaluate how priorities are established.
4. The timeline for decisions/ communication/ distribution was agreed upon.
5. The sub-committees deliberated and provided preliminary recommendations to the full committee (see attached).
6. Action Item – Tracy/ Christy to meet with Grant to draft communication. Per Dr. Whitaker, it should address how we plan to do this going forward.
7. Next Meeting – Review updated plan for redistribution and summary of funding recommendations.

University of Central Florida

	University							University Reserves			Grand Total
	Academic Affairs	Adm'n & Finance	President's Division	SMCA	Communications and Marketing	University Relations	All Divisions	Recurring	Non-Recurring	Medical School	
<b>2015-16 Operating Budget</b>											
2014-15 End of year total budget, including all allocations	\$ 495,607,658	\$ 117,415,054	\$ 22,335,459	\$ 1,445,979	\$ 7,140,093	\$ 2,534,517	\$ 646,478,760	\$ 26,876,619	\$ -	\$ 57,083,904	\$ 730,439,283
<b>PERMANENT Beginning of Year Allocations</b>											
<b>State funding</b>											
Performance funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,717,871	\$ -	\$ -	\$ 14,717,871
Center for Reading- Istation	500,000	-	-	-	-	-	500,000	-	-	-	500,000
Florida Center for Nursing	450,000	-	-	-	-	-	450,000	-	-	-	450,000
Institute for Human and Machine Cognition	(440,000)	-	-	-	-	-	(440,000)	-	-	-	(440,000)
Plant, operations, and maintenance for new space	-	297,472	-	-	-	-	297,472	-	-	-	297,472
Risk management insurance	-	(465,636)	-	-	-	-	(465,636)	-	-	-	(465,636)
Pension and health adjustments	-	-	-	-	-	-	-	55,451	-	(8,805)	46,646
Chron's and Colitis Research	-	-	-	-	-	-	-	-	-	337,000	-
Technical transfer	-	-	-	-	-	-	-	73,878	-	(73,878)	-
<b>University designated</b>											
2014-15 Salary increases (annualized)	518,147	151,451	47,794	-	17,797	5,554	740,743	(740,743)	-	-	-
CS&T information security risk audit (annualized)	53,257	-	-	-	-	-	53,257	(53,257)	-	-	-
2014-15 Faculty/instructor promotional increases (annualized)	15,053	-	-	-	-	-	15,053	(15,053)	-	-	-
OEM camera and access control systems	-	206,810	-	-	-	-	206,810	(206,810)	-	-	-
OEM new key/camera/alert positions (annualized)	-	54,742	-	-	-	-	54,742	(54,742)	-	-	-
President's Office support	-	-	500,000	-	-	-	500,000	(500,000)	-	-	-
EOAA position	-	-	90,000	-	-	-	90,000	(90,000)	-	-	-
Provost's budget office salary	(373,198)	373,198	-	-	-	-	-	-	-	-	-
New 100 faculty funding (2 lines) - COM	(270,600)	-	-	-	-	-	(270,600)	-	-	270,600	-
Permanent division to division transfers	20,000	-	(20,000)	-	-	-	-	-	-	-	-
<b>Tuition and fees:</b>											
Allocate 2014-15 differential for need-based aid held in reserve	1,016,546	-	-	-	-	-	1,016,546	(1,016,546)	-	-	-
National Merit (waivers replacement)	1,001,500	-	-	-	-	-	1,001,500	(1,001,500)	-	-	-
2015-16 tuition budget increase held in reserve	-	-	-	-	-	-	-	5,311,088	-	-	5,311,088
2015-16 projected differential for need-based aid held in reserve	-	-	-	-	-	-	-	396,512	-	-	396,512
Projected increase in interest	-	-	-	-	-	-	-	1,000,000	-	-	1,000,000
Projected decrease in DPT tuition	(100,000)	-	-	-	-	-	(100,000)	-	-	-	(100,000)
Projected increase in FIEA tuition	88,454	-	-	-	-	-	88,454	-	-	-	88,454
Medical school increase in enrollment	-	-	-	-	-	-	-	-	-	1,432,186	1,432,186
Total permanent allocations	\$ 2,479,159	\$ 618,037	\$ 617,794	\$ -	\$ 17,797	\$ 5,554	\$ 3,798,341	\$ 17,878,129	\$ -	\$ 1,957,103	\$ 23,234,573

University of Central Florida

	University							University Reserves			Grand Total
	Academic Affairs	Admin & Finance	President's Division	SMCA	Communications and Marketing	University Relations	All Divisions	Recurring	Non-Recurring	Medical School	
<b>TEMPORARY Beginning of Year Allocations</b>											
Reverse 2014-15 temporary allocations and carryforward	\$ (102,399,479)	\$ (41,092,374)	\$ (11,002,053)	\$ (1,445,979)	\$ (3,082,813)	\$ (505,815)	\$ (159,528,313)	\$ 4,430,753	\$ -	\$ (18,379,847)	\$ (173,477,207)
Encumbrances (PO rollovers)	13,508,850	21,318,882	350,452	-	273,316	142,473	35,591,553	-	-	1,724,780	37,318,313
6/30/15 carryforward (including reallocation collection)	75,766,737	7,297,868	3,982,800	-	1,941,323	351,817	89,340,345	-	43,957,001	18,604,342	151,901,688
<b>State funding</b>											
Evans Community School	900,000	-	-	-	-	-	900,000	-	-	-	900,000
Lou Frey Institute	250,000	-	-	-	-	-	250,000	-	-	-	250,000
Chron's and Colitis Research	-	-	-	-	-	-	-	-	-	500,000	-
<b>University designated</b>											
<b><u>Recurring allocations from non-recurring funds:</u></b>											
Development - Enhancement Plan	-	-	2,000,000	-	-	-	2,000,000	-	(2,000,000)	-	-
Foundation support	-	-	1,500,000	-	-	-	1,500,000	-	(1,500,000)	-	-
Athletics compliance positions	-	-	350,000	-	-	-	350,000	-	(350,000)	-	-
Finance & Accounting operations	-	2,500,000	-	-	-	-	2,500,000	-	(2,500,000)	-	-
Convocation Center rent	-	1,000,000	-	-	-	-	1,000,000	-	(1,000,000)	-	-
Conference fees	-	600,000	-	-	-	-	600,000	-	(600,000)	-	-
Health Sciences Campus Boggy Creek assessment	-	47,000	-	-	-	-	47,000	-	(47,000)	-	-
Communications and Marketing support	-	-	-	-	1,056,500	-	1,056,500	-	(1,056,500)	-	-
<b><u>Non-recurring allocations:</u></b>											
PBS partnership	-	-	-	-	2,012,188	-	2,012,188	-	(2,012,188)	-	-
Communications and Marketing support	-	-	-	-	1,000,000	-	1,000,000	-	(1,000,000)	-	-
Development salary	-	-	236,000	-	-	-	236,000	-	(236,000)	-	-
University Innovation Alliance salary support	-	-	48,090	-	-	-	48,090	-	(48,090)	-	-
Contract management software (legal)	-	-	46,976	-	-	-	46,976	-	(46,976)	-	-
Sematech (Year 4 of 5)	500,000	-	-	-	-	-	500,000	-	(500,000)	-	-
Creative Village coordinator	61,500	-	-	-	-	-	61,500	-	(61,500)	-	-
Oracle/Cisco contract payback (Year 1 of 5)	(2,329,154)	-	-	-	-	-	(2,329,154)	-	2,329,154	-	-
Predictive analytics software agreement with EAB payback	(166,200)	-	-	-	-	-	(166,200)	-	166,200	-	-
<b><u>University Budget Committee allocations:</u></b>											
<b>COP - Phase II of CREOL addition/expansion</b>	4,000,000	-	-	-	-	-	4,000,000	-	(4,000,000)	-	-
SDES - Low Income SCH Enhancement Scholarships	2,025,000	-	-	-	-	-	2,025,000	-	(2,025,000)	-	-
Regional - Web course support	775,000	-	-	-	-	-	775,000	-	(775,000)	-	-
BHC - Additional honors courses & science labs	540,000	-	-	-	-	-	540,000	-	(540,000)	-	-
SDES - Predictive analytics software agreement with EAB (Years 1 - 3)	456,700	-	-	-	-	-	456,700	-	(456,700)	-	-
ITR - Data center hardware/maintenance	306,000	-	-	-	-	-	306,000	-	(306,000)	-	-
COS - GTA stipends	282,150	-	-	-	-	-	282,150	-	(282,150)	-	-
ORC - STOKES upgrade	282,150	-	-	-	-	-	282,150	-	(282,150)	-	-
ITR - Recurring library resource cost inflation	270,000	-	-	-	-	-	270,000	-	(270,000)	-	-
ORC - New Faculty Hires - IST	225,000	-	-	-	-	-	225,000	-	(225,000)	-	-
CGS - Master of Interdisciplinary Studies	110,700	-	-	-	-	-	110,700	-	(110,700)	-	-
Rosen annual maintenance and capital improvements	-	270,000	-	-	-	-	270,000	-	(270,000)	-	-
Mini vans (2) for Soldiers to Scholars/Legislative Internships	-	-	-	-	-	94,500	94,500	-	(94,500)	-	-
Total temporary allocations (including change in carry forward)	\$ (4,775,246)	\$ (8,060,844)	\$ (2,627,735)	\$ (1,445,979)	\$ 3,480,512	\$ 82,975	\$ (13,346,317)	\$ 4,430,753	\$ 23,856,903	\$ 2,449,455	\$ 168,792,482
<b>2015-16 Beginning of year total budget</b>	<b>\$ 493,311,571</b>	<b>\$ 109,972,247</b>	<b>\$ 20,325,518</b>	<b>\$ -</b>	<b>\$ 10,638,402</b>	<b>\$ 2,623,046</b>	<b>\$ 636,870,784</b>	<b>\$ 49,183,501</b>	<b>\$ 23,856,903</b>	<b>\$ 61,490,462</b>	<b>\$ 771,401,650</b>

University of Central Florida

	University							University Reserves		Medical School	Grand Total
	Academic Affairs	Admin & Finance	President's Division	SMCA	Communications and Marketing	University Relations	All Divisions	Recurring	Non-Recurring		

**PLANNED MID-YEAR ALLOCATIONS**

Note: Amounts below are estimates. Budget will be allocated based on actual cost. Allocations are subject to availability of funds.

**PERMANENT allocations to be recorded during the year**

2015-16 salary increase (to be allocated among divisions)	\$ 7,400,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,400,000	\$ (8,400,000)	\$ -
Faculty ADI pool	700,000	-	-	-	-	-	-	700,000	(700,000)	-
Faculty/instructor promotional increase	750,000	-	-	-	-	-	-	750,000	(750,000)	-
TIP, RIA, SoTL	500,000	-	-	-	-	-	-	500,000	(500,000)	-
Financial aid to replace Bright Futures (+\$1m funded by fin aid fee)	2,100,000	-	-	-	-	-	-	2,100,000	(2,100,000)	-
Continuation of CECS team grant initiatives	1,879,462	-	-	-	-	-	-	1,879,462	(1,879,462)	-
Support staff for first 100 new faculty	1,700,000	-	-	-	-	-	-	1,700,000	(1,700,000)	-
E&G interest allocation	-	4,000,000	-	-	-	-	-	4,000,000	(4,000,000)	-
Estimated professional fee and need-based aid allocations	549,100	-	-	-	-	-	-	549,100	(549,100)	-
Title IX coordinator	-	-	120,000	-	-	-	-	120,000	(120,000)	-
<b>Total to be allocated from recurring funds</b>	<b>\$ 15,578,562</b>	<b>\$ 5,000,000</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,698,562</b>	<b>\$ (20,698,562)</b>	<b>\$ -</b>

**TEMPORARY allocations to be recorded during the year**

**Recurring allocations from non-recurring funds:**

Undergraduate education pilot projects/ Quality Enhancement Plan	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ (1,000,000)
Academic advising costs (EAB Agreement)	150,000	-	-	-	-	-	-	150,000	-	(150,000)
UCF Knights Success Grant	100,000	-	-	-	-	-	-	100,000	-	(100,000)
Title IX investigator	70,000	-	-	-	-	-	-	70,000	-	(70,000)
Enrollment management position for IKM	55,000	-	-	-	-	-	-	55,000	-	(55,000)
PO&M - FSEC	-	373,000	-	-	-	-	-	373,000	-	(373,000)
Health Sciences Campus PO&M	-	252,836	-	-	-	-	-	252,836	-	(252,836)
Pegasus Magazine	-	-	-	-	77,000	-	-	77,000	-	(77,000)
Soldiers to Scholars positions	-	-	-	-	-	132,160	-	132,160	-	(132,160)
<b>Subtotal- recurring items</b>	<b>\$ 1,375,000</b>	<b>\$ 625,836</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 77,000</b>	<b>\$ 132,160</b>	<b>\$ -</b>	<b>\$ 2,209,996</b>	<b>\$ -</b>	<b>\$ (2,209,996)</b>

**Non-recurring allocations:**

Investment in research (Osceola)	\$ 7,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000,000	\$ -	\$ (7,000,000)
2015-16 Merit based scholarships	700,000	-	-	-	-	-	-	700,000	-	(700,000)
Graduate fellowships to enhance retention	243,000	-	-	-	-	-	-	243,000	-	(243,000)
Graduate health insurance	100,000	-	-	-	-	-	-	100,000	-	(100,000)
Creative Village project liaison	188,500	-	-	-	-	-	-	188,500	-	(188,500)
CECS graduate SCH growth	150,000	-	-	-	-	-	-	150,000	-	(150,000)
Furniture for Global Achievement Academy building	-	1,500,000	-	-	-	-	-	1,500,000	-	(1,500,000)
Re-key building	-	200,000	-	-	-	-	-	200,000	-	(200,000)
Project Surface	-	-	3,500,000	-	-	-	-	3,500,000	-	(3,500,000)
Foundation salary support	-	-	667,000	-	-	-	-	667,000	-	(667,000)
Performance plan payments	100,000	-	100,000	-	50,000	-	-	250,000	-	(250,000)
<b>Subtotal- non-recurring items</b>	<b>\$ 8,481,500</b>	<b>\$ 1,700,000</b>	<b>\$ 4,267,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 132,160</b>	<b>\$ -</b>	<b>\$ 14,498,500</b>	<b>\$ -</b>	<b>\$ (14,498,500)</b>
<b>Total to be allocated from non-recurring funds</b>	<b>\$ 9,856,500</b>	<b>\$ 2,325,836</b>	<b>\$ 4,267,000</b>	<b>\$ -</b>	<b>\$ 127,000</b>	<b>\$ 132,160</b>	<b>\$ -</b>	<b>\$ 16,708,496</b>	<b>\$ -</b>	<b>\$ (16,708,496)</b>

**2015-16 Total budget after mid-year allocations**      **\$ 518,746,633**    **\$ 117,298,083**    **\$ 24,712,518**    **\$ -**    **\$ 10,765,402**    **\$ 2,755,206**    **\$ 674,277,842**    **\$ 28,484,939**    **\$ 7,148,407**    **\$ 61,490,462**    **\$ 771,401,650**

University

University Reserves

Academic Affairs    Admin & Finance    President's Division    SMCA    Communications and Marketing    University Relations    All Divisions    Recurring    Non-Recurring    Medical School    Grand Total

Recommended for approval:	<i>A. Dale Whittaker</i>	<i>8-19-15</i>
A. Dale Whittaker, Provost & Vice President for Academic Affairs    Date		
Approval:	<i>John C. Hitt</i>	<i>8/19/15</i>
John C. Hitt, President    Date		

COMPOSITION OF CENTRAL RESERVE

2015-16 Beginning Reserve

	Recurring	Non-recurring	Total
2015-16 Beginning Reserve	\$ 49,183,501	\$ 23,856,903	
Allocations to be recorded during the year	(20,698,562)	(16,708,496)	
Second 100 Faculty and support staff	(14,717,871)		
<b>Total available reserves as of July 1, 2016</b>	<b>\$ 13,767,068</b>	<b>\$ 7,148,407</b>	<b>\$ 20,915,475</b>

Allocations to be recorded during the year  
Second 100 Faculty and support staff  
Total available reserves as of July 1, 2016

Prior Year estimated reserve comparables after planned allocations:

2014-15 Estimate per allocation Document	32,895,864	(9,298,948)	23,596,716
2013-14 Estimate per allocation Document	29,298,433	6,114,864	35,413,297
2012-13 Estimate per allocation Document	11,266,268	34,377,698	45,643,966

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**From:** Tracy Clark <Tracy.Clark@ucf.edu>  
**Sent:** Wednesday, August 12, 2015 2:15 PM  
**To:** Bahaa Saleh; Mark Wagenhauser  
**Cc:** MJ Soileau  
**Subject:** RE: FY 2015-16 75% Carry Forward and Budget Committee Approved Allocations

Bahaa and Mark,

I just wanted to clarify that the \$4 million funding approved for the CREOL expansion was awarded to go towards adding lab space. I know prior expansion plans included other features such as an auditorium. If you can add funds from other resources to incorporate additional features that's great.

If you have any questions, please let me know.

Tracy Clark, CPA  
Associate Provost for Budget, Planning and Administration and Associate Vice President for Finance  
UCF Finance and Accounting  
12424 Research Parkway, Ste 300  
Orlando, Florida 32826  
Phone: 407-882-1006  
Fax: 407-882-1102  
[Tracy.Clark@ucf.edu](mailto:Tracy.Clark@ucf.edu)

---

**From:** Megan Diehl  
**Sent:** Friday, July 31, 2015 4:14 PM  
**To:** Mark Wagenhauser <[markw@creol.ucf.edu](mailto:markw@creol.ucf.edu)>  
**Cc:** Bahaa Saleh <[besaleh@creol.ucf.edu](mailto:besaleh@creol.ucf.edu)>; Christina Tant <[Christy.Tant@ucf.edu](mailto:Christy.Tant@ucf.edu)>  
**Subject:** FY 2015-16 75% Carry Forward and Budget Committee Approved Allocations

Mark,

The attached memo from the Provost describes the evaluation of 2015-16 funding requests by the University Budget Committee and the reallocation of June 30, 2015 carry forward funds. This communication provides an update on the allocation of carry forward to your unit and the status of any funding requests that were submitted.

The attached file contains expanded instructions and the following information:

- Preliminary carry forward by department as of 6/30/15, the reallocated amount, and the initial 75% of the remaining amount that is being transferred now. The remaining 25% is expected to be distributed late August/ early September.
- The components of the amounts retained by and reallocated from your unit. Your Dean/VP may choose to distribute any portion of this amount among the departments within your unit based on careful consideration of strategic priorities.
- The detail of funding approved for the requests submitted by your unit. Requests for recurring funds were provided with full or partial funding for up to three years. The approved amount is being transferred in full immediately following this communication.

Changes to the calculation will not be made. As the Provost stated in his memo, suggestions for how we can improve this process going forward are welcomed and encouraged. Questions and feedback should be directed to Christy Tant or Megan Diehl.

Thanks,  
Megan

***Megan Diehl***

*Assistant Director, Fiscal Administration*  
*University of Central Florida Finance and Accounting*  
*Budget, Planning and Administration*  
407-823-4361  
[megan.diehl@ucf.edu](mailto:megan.diehl@ucf.edu)



University of Central Florida			
Education and General			
2015-16 Operating Budget - Beginning Carryforward Fund Balance Composition			
August 2015			
		University E&G	Special Unit or Campus (Title)
<b>A. Beginning E&amp;G Carryforward Fund Balance - July 1, 2015 :</b>			
	Cash	\$ 179,120,466	\$ 21,179,982
	Investments	\$ -	\$ -
	Accounts Receivable	\$ 8,326	\$ -
	Less: Accounts Payable	\$ 10,239,893	\$ 850,880
	Less: Deferred Fees	\$ -	\$ -
	<b>Beginning E&amp;G Fund Balance Before Encumbrances :</b>	<b>\$ 168,888,899</b>	<b>\$ 20,329,102</b>
<b>B. Expenditures to Date :</b>			
		\$ 20,217,105	\$ 720,320
<b>C. Encumbrances to Date :</b>			
		\$ 17,559,870	\$ 2,130,628
<b>D. E&amp;G Carryforward Fund Balance - as of August 18, 2015 :</b>			
		\$ 131,111,924	\$ 17,478,154
<b>E. Restricted / Contractual Obligations</b>			
	5% Statutory Reserve Requirement	\$ 27,087,926	\$ 2,044,538
	Board Reserve Requirement	\$ -	\$ -
	Prior Period Issues ( provide detail list )	\$ -	\$ -
	Pass-Through Funds ( provide detail list )	\$ -	\$ -
	Legislatively Earmarked Funds*	\$ 4,525,303	\$ -
	Enterprise Resource Planning Systems	\$ 200,000	\$ -
	Campus Security - Safety Issues	\$ 421,000	\$ -
	Information Technology Issues	\$ -	\$ -
	Building Maintenance and Repairs	\$ 270,000	\$ -
	Deferred Maintenance Projects	\$ -	\$ -
	Utilities Cost Increase Reserve	\$ 672,836	\$ -
	Other Facilities Requirements ( provide detail list )	\$ -	\$ -
	I&R Centers ( provide detail list )	\$ -	\$ -
	Faculty / Instructional Cost Requirements	\$ 21,689,443	\$ 450,000
	Leave Payout Reserve	\$ -	\$ -
	Vacant Faculty Lines	\$ -	\$ -
	Tuition Differential	\$ 226,652	\$ -
	Enrollment and Retention Efforts	\$ 1,928,805	\$ -
	Research Support	\$ 3,740,000	\$ -
	<b>Total Restricted Funds :</b>	<b>\$ 60,761,965</b>	<b>\$ 2,494,538</b>
<b>F. Commitments</b>			
	Board Reserve Requirement	\$ -	\$ -
	Prior Period Issues ( provide detail list )	\$ -	\$ -
	Pass-Through Funds ( provide detail list )	\$ -	\$ -
	Legislatively Earmarked Funds*	\$ -	\$ -
	Enterprise Resource Planning Systems	\$ 400,000	\$ -
	Campus Security - Safety Issues	\$ 1,450,000	\$ -
	Information Technology Issues	\$ 3,058,150	\$ -
	Building Maintenance and Repairs	\$ 450,000	\$ -
	Deferred Maintenance Projects	\$ 12,748,600	\$ -
	Utilities Cost Increase Reserve	\$ 1,345,672	\$ -
	Other Facilities Requirements ( provide detail list )	\$ -	\$ 1,000,000
	I&R Centers ( provide detail list )	\$ -	\$ -
	Faculty / Instructional Cost Requirements	\$ 17,324,157	\$ 2,520,696
	Leave Payout Reserve	\$ 2,843,555	\$ 100,000
	Vacant Faculty Lines	\$ -	\$ -
	Tuition Differential	\$ -	\$ -
	Financial Aid	\$ 3,475,000	\$ -
	Enrollment and Retention Efforts	\$ 1,674,025	\$ -
	Research Support	\$ 13,099,800	\$ 3,590,000
	Equipment Replacements	\$ 4,554,000	\$ 200,000
	Scholarships & Student Support	\$ 765,160	\$ -
	Public/Community Support	\$ 4,161,840	\$ -
	Quality Enhancement Plan	\$ 3,000,000	\$ -
	Health Services Support	\$ -	\$ 1,550,000
	LCME Required Reserves	\$ -	\$ 6,022,920
	<b>Total Commitments :</b>	<b>\$ 70,349,959</b>	<b>\$ 14,983,616</b>
<b>G. Available E&amp;G Carryforward Balance as of August 18, 2015 :</b>			
		\$ -	\$ -
* Please provide details of earmark reserve balances ( specific issue name, appropriation year, amount ).			
Disclosure Notes:			
	2013-14 TEAM Grant Funds	\$ 774,795	
	IT Performance Funds	3,750,000	
		\$ 4,524,795	

## Nester Garcia

---

**From:** Nester Garcia  
**Sent:** Tuesday, February 16, 2016 2:10 PM  
**To:** Wilson Rosario; Meghan Sutter  
**Cc:** Mark Wagenhauser; Tammy Hintermeister; Lashanda Brown-Neal  
**Subject:** RE: CREOL Phase II Expansion

Good Afternoon,

Would you please set up a new project number for our new major project UCF 581 CREOL Phase II Expansion? **We need to transfer \$4mil from department 17100710.** We are going to use the **construction activity**. Please see email trail below.

Thanks,  
Nester

Nester Garcia  
OPS - Accountant  
University of Central Florida  
Facilities & Safety  
Phone: 407-823-1623  
Nester.Garcia@ucf.edu

-----Original Message-----

From: Lashanda Brown-Neal  
Sent: Monday, February 15, 2016 4:49 PM  
To: Nester Garcia <Nester.Garcia@ucf.edu>  
Cc: Mark Wagenhauser <markw@creol.ucf.edu>; Tammy Hintermeister <Tammy.Hintermeister@ucf.edu>  
Subject: RE: CREOL Phase II Expansion  
Importance: High

Nester,

Can you please advise if this transfer will occur by end of month?

Thanks,  
LaShanda

-----Original Message-----

From: Mark Wagenhauser  
Sent: Monday, February 15, 2016 4:17 PM  
To: Lashanda Brown-Neal <Lashanda.Brown-Neal@ucf.edu>  
Subject: RE: CREOL Phase II Expansion

Hi Lashanda,

For my planning purposes, do you think the funds will be transferred by the end of this month?

Thanks,  
Mark

-----Original Message-----

From: Lashanda Brown-Neal  
Sent: Monday, February 8, 2016 2:06 PM  
To: Mark Wagenhauser; Bill Martin; George Hayner; Nester Garcia  
Cc: Tammy Hintermeister; John Weaver  
Subject: RE: CREOL Phase II Expansion

Ok. Thanks Mark!

Nester- Please work with the PM to get the funds into the project if you haven't done so already.

Thanks,  
LaShanda

-----Original Message-----

From: Mark Wagenhauser  
Sent: Monday, February 08, 2016 9:21 AM  
To: Lashanda Brown-Neal <Lashanda.Brown-Neal@ucf.edu>; Bill Martin <Bill.Martin@ucf.edu>; George Hayner <George.Hayner@ucf.edu>  
Cc: Tammy Hintermeister <Tammy.Hintermeister@ucf.edu>; Nester Garcia <Nester.Garcia@ucf.edu>; John Weaver <John.Weaver@ucf.edu>  
Subject: RE: CREOL Phase II Expansion

Hi LaShanda,

I'm looking to see the funds transferred to the project. The \$4M is in 17100710.

Thanks,  
Mark

-----Original Message-----

From: Lashanda Brown-Neal  
Sent: Monday, February 8, 2016 9:18 AM  
To: Mark Wagenhauser; Bill Martin; George Hayner  
Cc: Tammy Hintermeister; Nester Garcia; John Weaver  
Subject: RE: CREOL Phase II Expansion  
Importance: High

Hi Mark,

Just confirming are you wanting us to just transfer the funds to the project or are you needing to see the funds actually encumbered to the contractor? If you need the funds to be encumbered to the contractor I don't believe the proposal has come back from the contractor according to the project tracker. However, we can definitely transfer the funds to the project until the proposal is received.

Bill/George,

Is there a MPP for the project reflecting the \$4m that we can use to transfer the funds with the appropriate categories?

Thanks,  
LaShanda

-----Original Message-----

From: Mark Wagenhauser  
Sent: Friday, February 05, 2016 8:48 PM  
To: Bill Martin <Bill.Martin@ucf.edu>  
Cc: Lashanda Brown-Neal <Lashanda.Brown-Neal@ucf.edu>  
Subject: RE: CREOL Phase II Expansion

Hi Bill and Lashanda,

Are we able to encumber the funds now?

Thanks, Mark

---

From: Bill Martin  
Sent: Thursday, January 28, 2016 10:43 AM  
To: Mark Wagenhauser  
Cc: Lashanda Brown-Neal  
Subject: RE: CREOL Phase II Expansion

Mark, I believe that we can. I've copied Lashanda with our F&S Business Office on the email for confirmation.

Thanks,  
Bill

From: Mark Wagenhauser  
Sent: Thursday, January 28, 2016 8:15 AM  
To: Bill Martin <Bill.Martin@ucf.edu>  
Subject: CREOL Phase II Expansion

Good Morning Bill,

For the CREOL Phase II Expansion effort, is it possible for Facilities Planning to encumber the \$4M now for the project?

Thanks,  
Mark

Mark C. Wagenhauser  
Associate Director/Business Manager  
CREOL, The College of Optics & Photonics  
4304 Scorpius St  
Orlando FL 32816-2700  
(w) 407-823-6878 (f) 407-823-6880

## Wrenz Ronas

---

**From:** Nester Garcia  
**Sent:** Thursday, May 17, 2018 5:17 PM  
**To:** Wrenz Ronas  
**Cc:** Lashanda Brown-Neal  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

Wrenz,

Would you please transfer \$17,000.00 from 17100710 to UCF 581 CREOL? Please let me know if you have any questions.

Thanks,  
Nester

*Nester Garcia*

Coordinator, Accounting  
University of Central Florida  
Facilities & Safety  
Phone: 407-823-4983  
[Nester.Garcia@ucf.edu](mailto:Nester.Garcia@ucf.edu)

---

**From:** Renwick Daelo  
**Sent:** Wednesday, May 09, 2018 12:52 PM  
**To:** Lashanda Brown-Neal <Lashanda.Brown-Neal@ucf.edu>; Nester Garcia <Nester.Garcia@ucf.edu>  
**Cc:** George Hayner <George.Hayner@ucf.edu>; James Ross <jross@creol.ucf.edu>; Mark Wagenhauser <markw@creol.ucf.edu>  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

Mark: Thank you!

Lashanda / Nester: Please assist in transferring the following funds (\$17,000) to UCF-581 from account 17100710. This is being provided by CREOL (Mark Wagenhauser) per the email below. This is to fund a sloped concrete slab in the Auditorium space, which to be a shell space, for the new addition. Please let us know if you need additional information.

Thank you all!

Respectfully,

**Renwick O. Daelo, AIA, NCARB, LEED AP BD+C, GGP**

Associate Director of Design  
Facilities Planning & Construction  
University of Central Florida

P.O. Box 163020  
Orlando, FL 32816-3020

Office: 407.823.3233  
Cell: 407.697.7352  
[Renwick.Daelo@ucf.edu](mailto:Renwick.Daelo@ucf.edu)  
[www.fp.ucf.edu](http://www.fp.ucf.edu)

*Please note:* Florida has a very broad open records law (F.S. 119). Emails may be subject to public disclosure.

---

**From:** Mark Wagenhauser  
**Sent:** Wednesday, May 9, 2018 7:07 AM  
**To:** Renwick Daelo <[Renwick.Daelo@ucf.edu](mailto:Renwick.Daelo@ucf.edu)>; George Hayner <[George.Hayner@ucf.edu](mailto:George.Hayner@ucf.edu)>; James Ross <[jross@creol.ucf.edu](mailto:jross@creol.ucf.edu)>  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

Welcome back and asking for money!

I actually thought that this was taken care of already. Please use 17100710.

Mark

---

**From:** Renwick Daelo  
**Sent:** Tuesday, May 8, 2018 5:37 PM  
**To:** George Hayner; Mark Wagenhauser; James Ross  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

Gentlemen:

I have returned! Sorry.

It appears that the item below has yet to be confirmed for funding. This is for the additional \$17k for the sloped auditorium floor. Can you provide confirmation that this is in fact what is required by CREOL and if so, can CREOL provide the additional funds to support this concrete sloped floor? We would appreciate your clarification. It was included in the drawings and is schedule to start next week for the structural footing work. We wanted to make sure that the funds are encumbered. Thank you!

Respectfully,

**Renwick O. Daelo, AIA, NCARB, LEED AP BD+C, GGP**

Associate Director of Design  
Facilities Planning & Construction  
University of Central Florida

P.O. Box 163020  
Orlando, FL 32816-3020

Office: 407.823.3233  
Cell: 407.697.7352  
[Renwick.Daelo@ucf.edu](mailto:Renwick.Daelo@ucf.edu)  
[www.fp.ucf.edu](http://www.fp.ucf.edu)

*Please note:* Florida has a very broad open records law (F.S. 119). Emails may be subject to public disclosure.

---

**From:** George Hayner  
**Sent:** Tuesday, September 26, 2017 11:14 AM  
**To:** Mark Wagenhauser <[markw@creol.ucf.edu](mailto:markw@creol.ucf.edu)>; James Ross <[jross@creol.ucf.edu](mailto:jross@creol.ucf.edu)>; Renwick Daelo <[Renwick.Daelo@ucf.edu](mailto:Renwick.Daelo@ucf.edu)>  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

Correct.

Regards,

**George Hayner Jr., PE, CxA**  
**Project Manager for Facilities Planning & Construction**  
University of Central Florida  
3528 North Perseus Loop, Building 16  
P.O. Box 163020  
Orlando, FL 32816-3020  
*Office: 407-823-1577*  
*Cell: 772-214-6122*



---

**From:** Mark Wagenhauser  
**Sent:** Tuesday, September 26, 2017 11:14 AM  
**To:** George Hayner <[George.Hayner@ucf.edu](mailto:George.Hayner@ucf.edu)>; James Ross <[jross@creol.ucf.edu](mailto:jross@creol.ucf.edu)>; Renwick Daelo <[Renwick.Daelo@ucf.edu](mailto:Renwick.Daelo@ucf.edu)>  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

This is already part of the \$350K that they are over budget, right?

Mark

---

**From:** George Hayner  
**Sent:** Tuesday, September 26, 2017 10:06 AM  
**To:** Mark Wagenhauser; James Ross; Renwick Daelo  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

I have confirmed with R&M that this is for the sloped slab.

Regards,

**George Hayner Jr., PE, CxA**  
**Project Manager for Facilities Planning & Construction**  
University of Central Florida  
3528 North Perseus Loop, Building 16  
P.O. Box 163020  
Orlando, FL 32816-3020  
*Office: 407-823-1577*  
*Cell: 772-214-6122*



---

**From:** George Hayner  
**Sent:** Tuesday, September 26, 2017 8:21 AM  
**To:** Mark Wagenhauser <[markw@creol.ucf.edu](mailto:markw@creol.ucf.edu)>; James Ross <[jross@creol.ucf.edu](mailto:jross@creol.ucf.edu)>; Renwick Daelo <[Renwick.Daelo@ucf.edu](mailto:Renwick.Daelo@ucf.edu)>  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

The value that Robins and Morton assigned for the S.O.G at the lecture floor is \$17,000. I would have to confirm with R&M if this is for the sloped or a level slab.

Regards,

**George Hayner Jr., PE, CxA**  
**Project Manager for Facilities Planning & Construction**  
University of Central Florida  
3528 North Perseus Loop, Building 16  
P.O. Box 163020  
Orlando, FL 32816-3020  
*Office: 407-823-1577*  
*Cell: 772-214-6122*



---

**From:** Mark Wagenhauser  
**Sent:** Monday, September 25, 2017 5:19 PM  
**To:** James Ross <[jross@creol.ucf.edu](mailto:jross@creol.ucf.edu)>; Renwick Daelo <[Renwick.Daelo@ucf.edu](mailto:Renwick.Daelo@ucf.edu)>; George Hayner <[George.Hayner@ucf.edu](mailto:George.Hayner@ucf.edu)>  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

I don't think I received a follow-up email from this but I'm pretty sure that we've had verbal discussions regarding the entry way. Is the entry way and sloped for still \$50K or would it be in the neighborhood of \$20K - \$25K?

Mark

---

**From:** Mark Wagenhauser  
**Sent:** Thursday, June 1, 2017 8:12 AM  
**To:** James Ross; Renwick Daelo; George Hayner  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

George/Ren,

I spoke with Dr. Saleh, and he'd like to know what the cost would be to have the sloped floor put in.

Mark

---

**From:** Mark Wagenhauser  
**Sent:** Wednesday, May 31, 2017 11:15 AM  
**To:** James Ross; Renwick Daelo; George Hayner  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

I'll get with Dr. Saleh and we'll discuss this. Thanks for the information.

Mark

---

**From:** James Ross  
**Sent:** Wednesday, May 31, 2017 11:13 AM



**To:** Renwick Daelo; George Hayner  
**Cc:** Mark Wagenhauser  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

If we go ahead with the slab, we would want it sloped.

---

**From:** Renwick Daelo  
**Sent:** Wednesday, May 31, 2017 11:12 AM  
**To:** James Ross <[jross@creol.ucf.edu](mailto:jross@creol.ucf.edu)>; George Hayner <[George.Hayner@ucf.edu](mailto:George.Hayner@ucf.edu)>  
**Cc:** Mark Wagenhauser <[markw@creol.ucf.edu](mailto:markw@creol.ucf.edu)>  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

Jim:

I'm awaiting to hear back from the contractors but currently, if we proceed with a flat slab in the auditorium, it would be \$20k. A Sloped floor would be more. The A/E just recently stated that they may have concerns with not having a concrete slab because of possible moisture build up.

Regards,

**Ren Daelo, AIA, NCARB, LEED AP BD+C, GGP**  
**Associate Director of Design**  
**UCF Facilities Planning & Construction**  
*Office: 407-823-3233*  
*Cell: 407-697-7352*

---

**From:** James Ross  
**Sent:** Wednesday, May 31, 2017 11:07 AM  
**To:** George Hayner <[George.Hayner@ucf.edu](mailto:George.Hayner@ucf.edu)>  
**Cc:** Renwick Daelo <[Renwick.Daelo@ucf.edu](mailto:Renwick.Daelo@ucf.edu)>; Mark Wagenhauser <[markw@creol.ucf.edu](mailto:markw@creol.ucf.edu)>  
**Subject:** RE: UCF-581 Auditorium Dirt Floor

You estimate that we are saving \$50K by leaving the floors as dirt and not breaking through the offices. Do you think that pouring the floor later and adding the access will cost more than \$50K at a later date?

Jim

---

**From:** George Hayner  
**Sent:** Wednesday, May 31, 2017 11:01 AM  
**To:** James Ross <[jross@creol.ucf.edu](mailto:jross@creol.ucf.edu)>  
**Cc:** Renwick Daelo <[Renwick.Daelo@ucf.edu](mailto:Renwick.Daelo@ucf.edu)>; Mark Wagenhauser <[markw@creol.ucf.edu](mailto:markw@creol.ucf.edu)>  
**Subject:** UCF-581 Auditorium Dirt Floor

No, haven't heard but Ren and I had a discussion and estimate it would be 50K. 15K for the concrete and 35K for the office to entry.

Regards,

**George Hayner Jr., PE, CxA**  
**Project Manager for Facilities Planning & Construction**  
University of Central Florida  
3528 North Perseus Loop, Building 16  
P.O. Box 163020  
Orlando, FL 32816-3020  
*Office: 407-823-1577*

Cell: 772-214-6122



---

**From:** James Ross  
**Sent:** Wednesday, May 31, 2017 10:53 AM  
**To:** George Hayner <[George.Hayner@ucf.edu](mailto:George.Hayner@ucf.edu)>  
**Cc:** Renwick Daelo <[Renwick.Daelo@ucf.edu](mailto:Renwick.Daelo@ucf.edu)>; Mark Wagenhauser <[markw@creol.ucf.edu](mailto:markw@creol.ucf.edu)>  
**Subject:** RE: Auditorium Dirt Floor

George  
Has there been any reply from R&M?  
Jim

---

**From:** George Hayner  
**Sent:** Tuesday, May 23, 2017 2:53 PM  
**To:** James Ross <[ross@creol.ucf.edu](mailto:ross@creol.ucf.edu)>  
**Cc:** Renwick Daelo <[Renwick.Daelo@ucf.edu](mailto:Renwick.Daelo@ucf.edu)>; Mark Wagenhauser <[markw@creol.ucf.edu](mailto:markw@creol.ucf.edu)>  
**Subject:** RE: Auditorium Dirt Floor

I would have to pose the question to Robins and Mortin.

Regards,

**George Hayner Jr., PE, CxA**  
**Project Manager for Facilities Planning & Construction**  
University of Central Florida  
3528 North Perseus Loop, Building 16  
P.O. Box 163020  
Orlando, FL 32816-3020  
*Office: 407-823-1577*  
*Cell: 772-214-6122*



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**From:** James Ross  
**Sent:** Tuesday, May 23, 2017 2:26 PM  
**To:** George Hayner <[George.Hayner@ucf.edu](mailto:George.Hayner@ucf.edu)>  
**Cc:** Renwick Daelo <[Renwick.Daelo@ucf.edu](mailto:Renwick.Daelo@ucf.edu)>; Mark Wagenhauser <[markw@creol.ucf.edu](mailto:markw@creol.ucf.edu)>  
**Subject:** Auditorium Dirt Floor

George  
What is the cost savings of leaving the auditorium floor as a dirt floor and not proceeding with the office conversion to create the entry for the auditorium when compared to having a completed concrete floor and accessible by the internal door? We would expect for the comparison, that the floor would have the slant/slope as per design.  
Jim Ross

James Ross  
College of Optics and Photonics  
CREOL & FPCE

University of Central Florida  
4304 Scorpius Street  
Orlando, FL 32816-2700, USA  
Phone: (407) 823 6919

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**From:** Mark Wagenhauser <markw@creol.ucf.edu>  
**Sent:** Thursday, April 21, 2016 4:00 PM  
**To:** Tracy Clark; Debra Copertino; Joel Hartman; Lee Kernek; Bahaa Saleh  
**Cc:** Deborah Pease; Arvis Grier; Michelle Matthews; Denise Whiteside  
**Subject:** RE: Upcoming Meeting with Provost Whittaker on 4/25: Exceptional Funding Request for CREOL Expansion  
**Attachments:** CREOL-Phase II.PDF

Hi Tracy,

On behalf of Dr. Saleh, please find attached the slides that will be presented at the meeting.

If you have any questions, please let us know.

Thanks,

Mark

Mark C. Wagenhauser  
Associate Director/Business Manager  
CREOL, The College of Optics & Photonics  
4304 Scorpius St  
Orlando FL 32816-2700  
(w) 407-823-6878 (f) 407-823-6880

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**From:** Tracy Clark  
**Sent:** Monday, April 18, 2016 8:43 PM  
**To:** Debra Copertino; Joel Hartman; Lee Kernek; Bahaa Saleh; Mark Wagenhauser  
**Cc:** Deborah Pease; Arvis Grier; Michelle Matthews; Denise Whiteside  
**Subject:** RE: Upcoming Meeting with Provost Whittaker on 4/25: Exceptional Funding Request for CREOL Expansion

The purpose of this meeting is for CREOL to give a presentation to support their request for an additional \$1.5 million in funding from AA/Central for the CREOL expansion project.

Bahaa – if you could send materials you plan to present ahead of time that would be great.

Thanks.

Tracy Clark, CPA  
Associate Provost for Budget, Planning and Administration and Associate Vice President for Finance  
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12424 Research Parkway, Ste 300  
Orlando, Florida 32826  
Phone: 407-882-1006  
Fax: 407-882-1102  
[Tracy.Clark@ucf.edu](mailto:Tracy.Clark@ucf.edu)

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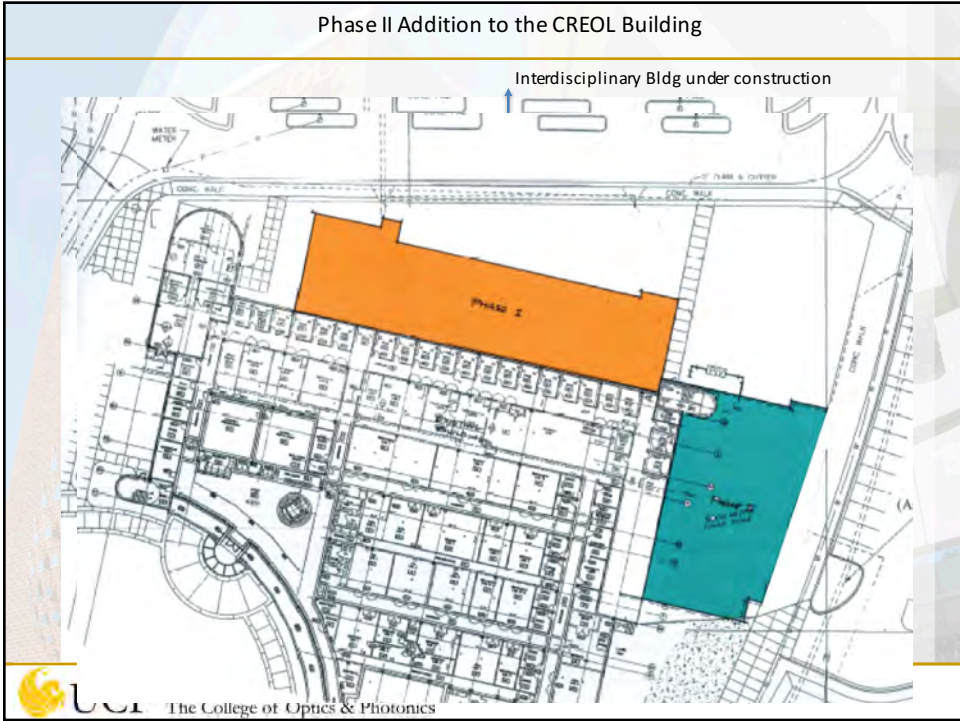
**From:** Debra Copertino  
**Sent:** Monday, April 18, 2016 12:47 PM  
**To:** Joel Hartman <[Joel.Hartman@ucf.edu](mailto:Joel.Hartman@ucf.edu)>; Lee Kernek <[Lee.Kernek@ucf.edu](mailto:Lee.Kernek@ucf.edu)>; Tracy Clark <[Tracy.Clark@ucf.edu](mailto:Tracy.Clark@ucf.edu)>; Bahaa Saleh <[besaleh@creol.ucf.edu](mailto:besaleh@creol.ucf.edu)>  
**Cc:** Deborah Pease <[Deborah.Pease@ucf.edu](mailto:Deborah.Pease@ucf.edu)>; Arvis Grier <[Arvis.Grier@ucf.edu](mailto:Arvis.Grier@ucf.edu)>; Michelle Matthews <[Michelle.Matthews@ucf.edu](mailto:Michelle.Matthews@ucf.edu)>; Denise Whiteside <[Denise@creol.ucf.edu](mailto:Denise@creol.ucf.edu)>  
**Subject:** Upcoming Meeting with Provost Whittaker on 4/25: Exceptional Funding Request for CREOL Expansion

Good afternoon, all:

Would you kindly provide an agenda or other meeting information for Dr. Whittaker's review prior to this meeting?

Thanks so much,  
Debbie

**Debbie Copertino**  
*Senior Administrative Assistant – Confidential*  
*University of Central Florida*  
*Office of the Provost and Executive Vice President*  
*(407) 823-2698*  
[Debbie.Copertino@ucf.edu](mailto:Debbie.Copertino@ucf.edu)



Original 2014 Plan and Rationale for \$4M Cost Estimate

**A new addition to CREOL Building (Phase II)** **3 floors 16,500 sq ft**

Option A

30 offices 3,300 sq ft  
 20 400-sq-ft labs 8,000 sq ft

Option B

Auditorium 3,000 sq ft  
 22 offices 2,400 sq ft  
 8 400-sq-ft labs 3,200 sq ft

Cost was based on \$250/sqft for lab space and \$150/sqft for office space

Based on communication with personnel in facilities, this plan and cost estimate were prepared on 9/22/14

Details of 2014 Plan

~5,500 sq ft per floor for a total of ~16,500 sq ft = ~\$4.125M

Option 1	Option 2 (includes auditorium)
<p><b>1<sup>st</sup> floor</b>                      10 offices - ~1100 sq ft                      Hallway, utilities, elevator, bathrooms: ~2,000 sq ft                      6 labs at ~400 sq ft each (~2400 sq ft)</p>	<p><b>1<sup>st</sup> and 2<sup>nd</sup> floors</b>                      6 offices - ~660 sq ft                      Hallway, utilities, elevator, bathrooms: ~2,000 sq ft                      Auditorium - ~2840 sq ft</p>
<p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> floor</b>                      10 offices - ~1100 sq ft                      Hallway, utilities, elevator, bathrooms: ~1,600 sq ft                      7 labs at ~400 sq ft each (~2800 sq ft)</p>	<p><b>3<sup>rd</sup> floor</b>                      10 offices - ~1100 sq ft                      Hallway, utilities, elevator, bathrooms: ~1,600 sq ft                      7 labs at ~400 sq ft each (~2800 sq ft)</p>

Rationale for 2014 cost estimate

10/07/14 – email from Peter Newman (at the time was the Architectural Consultant to Facilities) that says \$250 per sq ft is a reasonable number for Bio Labs.

-----Original Message-----  
 From: Franklin Newman  
 Sent: Tuesday, October 07, 2014 4:17 PM  
 To: James Ross  
 Subject: Re: CREOL Third Floor Build-Out

Jim,

I would reduce offices to \$150.00 per sq. ft. and I believe that \$250.00 per sq. ft. is still reasonable for Bio Labs. However, I will ask one of the Construction Managers working on campus for their opinion. Once I hear back from them I will let you know about any further budget revisions.

I have attached a concept budget for your review.

Hope this helps.

Pete

Peter Newman,  
 Architectural Consultant  
 Facilities and Safety  
 University of Central Florida  
 (407) 616-2609 (Cell)  
[franklin.newman@ucf.edu](mailto:franklin.newman@ucf.edu)

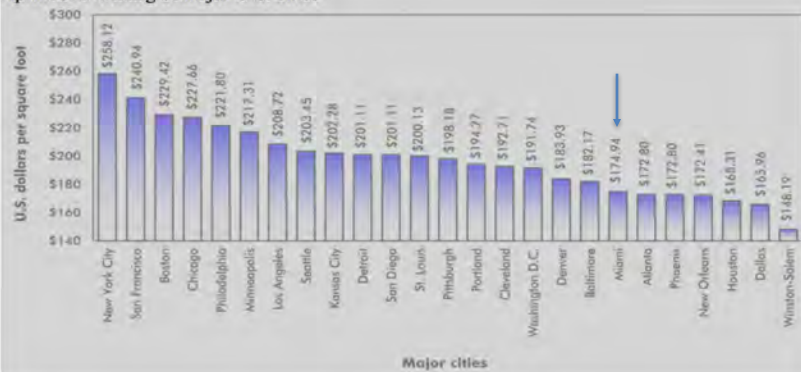
Rationale for 2014 cost estimate

8/21/14 – email from Ernie Gerber (Project Manager with UCF Facilities since retired) showing cost of 2012 College Laboratory construction in Major Cities. We compared ourselves to Miami (\$174.94 /sq ft).

**From:** Ernest Gerber  
**Sent:** Thursday, August 21, 2014 9:57 AM  
**To:** James Ross; Mark Wagenhauser  
**Subject:** COSTS

WHAT I HAVE FROM MY LAST RSMEANS:

College laboratory construction cost:  
 April 2012 ranking of major U.S. cities





2016 Plan and Rationale for Need of Additional \$2M

On March 28<sup>th</sup>, we had the short list of design/build teams present their proposals to build the extension for Phase 2. RLF/Robbin & Morton was selected to enter contract negotiations for the project.

It has been determined, that the sq ft cost is ~\$450, not the \$250 we were advised back in 2014.

Two tentative design plans were made:

\$4M Plan	\$6M Plan
2 floors built 1 floor finished	3 floors built 2 floor finished
Total area 8,000 sq ft Usable area 4,000 sq ft	Total area 12,000 sq ft Usable area 8,000 sq ft
9 offices 4 labs	18 offices 8 labs

FLOOR PLANS | LEVEL 2 & 3

CREOL  
Expansion  
Phase II



RLF | ROBINS & MORTON  
BUILDING WITH PURPOSE.

**FLOOR PLANS | LEVEL 1**

CREOL  
Expansion  
Phase II

ELECTRICAL  
TELECOM

Same as 1,2  
Or Auditorium

LABORATORY

OFFICE

RESTROOM

**RLF** | **ROBINS & MORTON**  
BUILDING WITH PURPOSE.

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**From:** Tracy Clark <Tracy.Clark@ucf.edu>  
**Sent:** Wednesday, June 15, 2016 3:00 PM  
**To:** Bahaa Saleh; Lee Kernek; Bill Martin  
**Cc:** Mark Wagenhauser; Dale Whittaker; Joel Hartman  
**Subject:** RE: CREOL options  
**Attachments:** CREOL.PDF; CREOL - Expansion Options.pptx

Thanks everyone for coming today to discuss this project.

Attached for everyone's records is the CREOL expansion funding plan for the agreed upon "Option F" (attached as well). As discussed today, it is important to keep the cost at the agreed upon \$6.8 million. Any cost overruns that are due to change in scope or needs by CREOL will be the responsibility of CREOL – cost overruns that are construction related (no change in scope) will be evaluated by AA for either additional funding or a change in the project scope to bring it into budget. Any cost exceeding the \$6.8 million will be discussed by all parties before any decisions are made.

Thanks again.

Tracy Clark, CPA  
Associate Provost for Budget, Planning and Administration and Associate Vice President for Finance  
UCF Finance and Accounting  
12424 Research Parkway, Ste 300  
Orlando, Florida 32826  
Phone: 407-882-1006  
Fax: 407-882-1102  
[Tracy.Clark@ucf.edu](mailto:Tracy.Clark@ucf.edu)

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**From:** Tracy Clark  
**Sent:** Friday, May 06, 2016 12:29 PM  
**To:** Bahaa Saleh <besaleh@creol.ucf.edu>  
**Cc:** Mark Wagenhauser <markw@creol.ucf.edu>; Dale Whittaker <Dale.Whittaker@ucf.edu>  
**Subject:** RE: CREOL options

Bahaa,

Dale and I have reviewed the construction options and pricing submitted by Lee and have the attached recommendation.

Our biggest concern is getting working labs as soon as possible. In order to do that, and accommodate your request for an auditorium, CREOL will need to fund more of the project. I put together the attached funding plan for option F – (3 floors, all labs built out, shelled auditorium - cost \$6.8 million). Over and about the \$4 million allocated to CREOL last year, AA will contribute another \$900,000. CREOL will need to increase its current contribution to \$1 million. The \$900,000 balance can be loaned to CREOL from AA, to be paid back over a 4 year period.

Please review the plan, and let us know if you will be able to do this in order to get all of your needs met.

Let me know if you have any questions.

Tracy Clark, CPA  
Associate Provost for Budget, Planning and Administration and Associate Vice President for Finance

UCF Finance and Accounting  
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Orlando, Florida 32826  
Phone: 407-882-1006  
Fax: 407-882-1102  
[Tracy.Clark@ucf.edu](mailto:Tracy.Clark@ucf.edu)

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**From:** Bahaa Saleh  
**Sent:** Thursday, May 05, 2016 8:49 PM  
**To:** Tracy Clark <[Tracy.Clark@ucf.edu](mailto:Tracy.Clark@ucf.edu)>  
**Cc:** Mark Wagenhauser <[markw@creol.ucf.edu](mailto:markw@creol.ucf.edu)>  
**Subject:** Re: CREOL options

Hi Tracy,  
Has a decision been made regarding options for the CREOL building phase II addition?  
Thanks!  
Bahaa

---

**From:** Bahaa Saleh <[besaleh@creol.ucf.edu](mailto:besaleh@creol.ucf.edu)>  
**Date:** Friday, April 29, 2016 at 11:44 AM  
**To:** Lee Kernek <[Lee.Kernek@ucf.edu](mailto:Lee.Kernek@ucf.edu)>, Joel Hartman <[Joel.Hartman@ucf.edu](mailto:Joel.Hartman@ucf.edu)>, Tracy Clark <[Tracy.Clark@ucf.edu](mailto:Tracy.Clark@ucf.edu)>, Dale Whittaker <[Dale.Whittaker@ucf.edu](mailto:Dale.Whittaker@ucf.edu)>, Bill Martin <[Bill.Martin@ucf.edu](mailto:Bill.Martin@ucf.edu)>  
**Cc:** Mark Wagenhauser <[markw@creol.ucf.edu](mailto:markw@creol.ucf.edu)>  
**Subject:** Re: CREOL options

All:

Thanks to Bill and his team for providing us with a clear list of options. Mark and I discussed these options and we have the following response.

Option F would obviously meet our immediate needs for lab space. Unfortunately, it exceeds the requested budget by ~\$785K.

Option E would immediately provide us with 4 labs + 2,000 sq ft of office space. It also gives us the potential to use College resources to finish the 5 shelled labs in the near future. This option requires roughly \$172K more than our request. We are willing to increase the College's contribution to the project from \$500K to \$600K to enable this option. If this option meets with your approval, we would immediately work with the Foundation to explore possibilities of getting a donor (individual or company) to fund a named auditorium in the first floor. Bill: can we get an estimate on what that would cost?

Option D would provide us with 4 labs and 1,000 sq ft of office space, but would make it difficult for the College to finish the third floor in the near future without assistance from the university.

Options A thru C limit any potential growth since the addition of a 3<sup>rd</sup> floor in the future would be more costly.

Bahaa

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Bahaa E. A. Saleh, Dean  
CREOL, The College of Optics and Photonics  
University of Central Florida  
4304 Scorpius Street  
Orlando, FL 32816-2700  
(407) 882-3326

**From:** Lee Kernek <[Lee.Kernek@ucf.edu](mailto:Lee.Kernek@ucf.edu)>

**Date:** Thursday, April 28, 2016 at 5:50 PM

**To:** Bahaa Saleh <[besaleh@creol.ucf.edu](mailto:besaleh@creol.ucf.edu)>, Mark Wagenhauser <[markw@creol.ucf.edu](mailto:markw@creol.ucf.edu)>, Joel Hartman <[Joel.Hartman@ucf.edu](mailto:Joel.Hartman@ucf.edu)>, Tracy Clark <[Tracy.Clark@ucf.edu](mailto:Tracy.Clark@ucf.edu)>, Dale Whittaker <[Dale.Whittaker@ucf.edu](mailto:Dale.Whittaker@ucf.edu)>

**Cc:** Bill Martin <[Bill.Martin@ucf.edu](mailto:Bill.Martin@ucf.edu)>

**Subject:** FW: CREOL options

All:

Bill Martin and his team worked with an architect and CM to put together the attached options for the CREOL expansion. They ended up developing six options vs. four, for more flexibility in decision-making. All options reflect space, construction and total project costs projected out to time of project bids (given the limited information available on specific research requirements), and schedule. Feel free to send us any questions you may have, or, if you would like to meet, we will make ourselves available.

**CREOL Expansion:**

	<u>Cost</u>	<u>Floors</u>	<u>built out labs</u>	<u>shell plus labs</u>	<u>built out offices</u>	<u>GTA space</u>	<u>Auditorium</u>
Option F	6,800,000	3	9	n/a	10	1000 sqft	shell

**Funding Plan:**

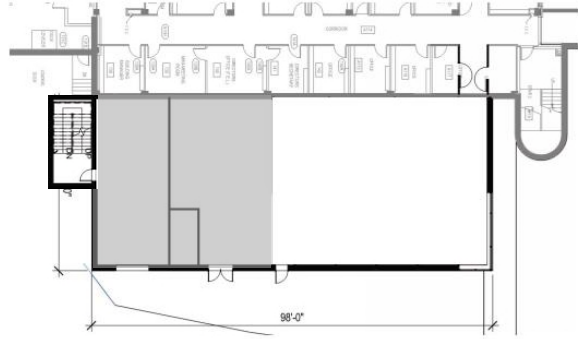
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Carryforward	4,000,000
CREOL	1,000,000
AA	900,000
AA x year loan	900,000
	<u>\$ 6,800,000</u>

# CREOL EXPANSION OPTIONS

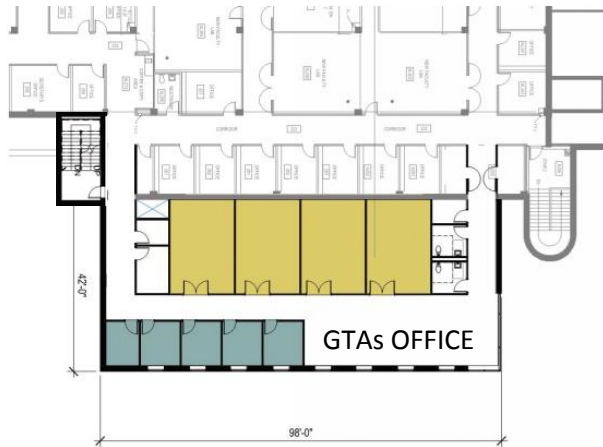
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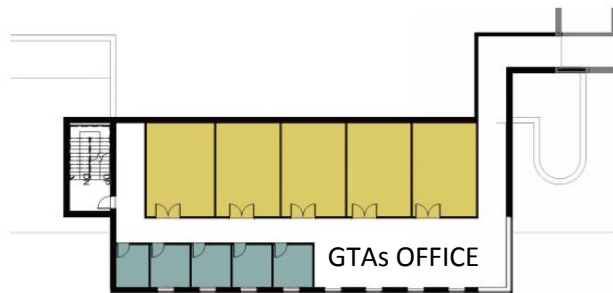
### 1<sup>st</sup> Floor

- Shell Auditorium
- Mechanical /Pump



### 2nd Floor

- Labs
- Offices



### 3rd Floor

- Labs
- Offices

## Space

- 3,500 nsf built-out labs (9)
- 1,000 nsf offices (10)
- 1,000 nsf GTA space
- Auditorium (shell)
- 13,900 gsf total (3 stories)

## Project Cost

- Construction Cost \$5,088,171
- Project Cost \$6,784,228

## Schedule

- AE Contract – 1 month
- Design – 6 months
- Bid – 2 months
- CM Contract – 1 month
- Construction – 14 months
- TOTAL – 24 months (May 2018)

OPTION

F



RLF

