



UCF Board of Trustees

Audit and Compliance Committee

December 5, 2024

Agenda Item

INFO-1: 2024-2025 Compliance and Ethics Work Plan Status of Activities

Proposed Action

This item is being presented for information purposes only.

Authority for Board of Trustees Action

N/A

Supporting Documentation Included

Attachment A: 2024-2025 Compliance and Ethics Work Plan Status of Activities July 1, 2024 – September 30, 2024

Facilitators/Presenters

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

Summary of Key Observations/Recommendations

Key highlights include:

2024 Code of Conduct Refresher Training

- Developed customized modules in English and Spanish covering the following topics: Intellectual Property, Privacy and Confidential Information, and Use of Social Media.
- Launched training on September 9, 2024, enrolling 7,938 employees. By September 30, over 5,000 employees had already completed the training.

Conflict of Interest and Commitment Program

- On August 12, 2024, the office successfully launched the second outside activity and financial interest reporting year using the Huron COI system. Of the 4,329 users required to disclose, 4,207 submitted by the September 11, 2024, deadline, achieving a 97.18% compliance rate with the 30-day deadline.
- Worked with the Office of Research Administration Systems and Business Services to provide the Procurement Office with Huron COI access to evaluate potential conflicts in the procurement bid process.
- With the Office of International Collaboration and Export Control and Research Compliance Office, developed a new Inside Activity Decision Tree and revised the Outside Activity, Financial Interest and Potential Conflict Disclosure Matrix.

Youth Protection Program

- Youth program registrations approved by the department resulted in 23 UCF organized and hosted youth programs and 43 third-party programs, serving a total of 5,226 minors during this reporting period.
- Met with the Florida Department of Children and Families to discuss state requirements for youth programs and background checks.
- Collaborated with the Florida Department of Children and Families and delivered in-person training to the Soldiers to Scholars youth program staff.
- Conducted a two-day onsite visit at the Soldiers to Scholars facility to meet with staff to cover program requirements.
- Met with UCF and Valencia Downtown campus leadership to provide an overview of the Youth Protection Program and guidance on program requirements.

Additional Background

N/A

Implementation Plan

Highlights of University Compliance and Ethics activities are provided to assist the committee in fulfilling their responsibility to provide oversight and be knowledgeable of the program. The Committee will continue to receive updates on the status of planned activities during each Committee meeting.

Resource Considerations

N/A