



UNIVERSITY OF CENTRAL FLORIDA

**Office of the Vice President and Chief Financial Officer  
Division of Administration and Finance**

P.O. Box 160020  
Orlando, FL 32816-0020

**PREDETERMINATION NOTICE**

January 18, 2019

Tracy Clark  
Associate Vice President  
Finance and Accounting

Dear Tracy:

This letter is to advise you of the proposed action to discharge you from your position as Associate Vice President with the University of Central Florida. The proposed action is in accordance with UCF Regulation UCF-3.0124, a copy of which is attached.

You are charged with misconduct as outlined in the *Bryan Cave Leighton Paisner LLP Report of Investigation* (report attached).

The university desires to reduce the risk of error in taking the action against you and is therefore interested in receiving and considering any information you may wish to provide on this matter. Accordingly, if requested by you in writing no later than five business days from receipt of this notification, a predetermination conference will be conducted on a date to be determined.

If you elect a predetermination conference, you may have a representative of your own choosing, at your expense, to advise and assist you. At this conference you will have an opportunity to show cause why you should not be discharged and to otherwise respond orally or in writing to the charges in order to refute them or to explain the reasons for your actions. The conference will be informal and will not be in the nature of an evidentiary proceeding. Discovery, cross-examination, and similar legal procedures will not be permitted. You may, however, bring witnesses, submit written statements or other documents, and provide other information which you deem appropriate or relevant.

Please note that you also have the option to resign with the understanding that you will not be eligible for rehire. If you do not submit a timely request for a predetermination conference, a decision will be rendered based upon the information available. If you have any questions, please contact UCF Human Resources at 407-823-0425.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert L. Caslen, Jr.', is positioned above the typed name.

Robert L. Caslen, Jr.  
Senior Counsel to the President

Kathy Mitchell 1/18/19  
Witness/Date

Attachments: UCF Regulation UCF-3.0124  
Bryan Cave Leighton Paisner LLP Report of Investigation

cc: Kathy Mitchell, Interim Chief Financial Officer  
Misty Shepherd, Interim VP for Administration & Finance  
Maureen Binder, Associate VP and Chief HR Officer  
Personnel File