

**Meeting Minutes
University Space Committee
University of Central Florida
January 9, 2020**

The following Committee members attended the meeting: Brian Boyd, Karen Cobbs, Daniel Gross, Elizabeth Hamilton, Joel Hartman, Susan Hutson, Shelley King, Don Merritt, Christy Miranda, Charles Reilly, Duane Siemen and Montel Watson.

Mike Kilbride, David Hansen and Griff Parks did not attend.

Guest(s): Puja Mandolfo and Vicky Sharp

Agenda Item 1 – Review Meeting Minutes

The October meeting minutes were unanimously approved.

Agenda Item 2 – OCREM Review of Business Services & Convocation Corp Leases

In the past, Shelley King has not reviewed contracts from the Convocation Corporation (CCORP), but recently received a contract from them. In the UCF Real Estate Transactions policy (3-125), it states that “all real estate transactions will be centrally managed by the Office of Contracts and Real Estate Management” and the “policy applies to all Education & General, Contracts & Grants, Direct Support Organization, Auxiliary and other UCF-related entity real estate transactions.” However, Shelley King isn’t sure her office should be handling CCORP’s contracts. Joel Hartman recommended bringing the topic to the real estate strategy committee for further discussion. The next real estate strategy meeting is scheduled for January 22nd.

Christy Miranda stated that the Board of Governor’s (BOG) are becoming more interested in universities leased E&G space. The Educational Plant Survey is slated to occur this Fall and Space Admin is in the process of acquiring building information on the leases that are not currently in Archibus. Finance and Accounting has also reached out to secure a list of all the leases.

Agenda Item 3 – University Storage Options

Duane Siemen plans on refurbishing an underutilized contractor’s yard on Ara Drive into a storage yard with Conex containers. The storage yard will be fenced (10’), have security cameras, landscaping and lighting. The Conex boxes will be purchased by Facilities Operations (FO) in sizes of 40’ x 8’ (320 SF) and 20’ x 8’ (160 SF). FO is currently going through permitting and easement while the project is being bid out by Facilities Planning and Construction (FPC). Duane Siemen is projecting the work to start in March or April. The storage containers will be available to all departments.

The storage containers will allow FO to reclaim 11,000 SF of warehouse space (16E) currently being occupied by the Theatre department. Duane Siemen will purchase 9-10 Conex containers (1 air-conditioned) to house Theatre's items and charge them for its use. Susan Hutson will update the Performing Arts Center II building program to stipulate that the storage space (16E or Conex boxes) must be vacated since 12,000 SF of storage space is being provided in the new building.

Agenda Item 4 – Notification Process for Space Admin with Work Orders (Floor Plan Changes)

Space Admin receives and reviews all FPC Minor project request forms prior to work being done on campus. Work orders submitted to FO are not routed to Space Admin prior to work being completed. In the past, work orders did not perform work that altered the floor plans. However, in the past few years FO created a GC team to execute jobs that would alter the layout of a space. This created a delay with Space Admin being made aware of updates to buildings on campus. Christy Miranda requested that a notification process for Space Admin be created for work orders. Duane Siemen notified the committee that the GC team will no longer be performing work that modifies the floor plans. Duane Siemen discovered that it's cheaper to hire subcontractors to do the work than to maintain a stable of tradesmen in FO.

Agenda Item 5 – Space Inventory Update

In September 2019, Joel Hartman made a presentation to the President's cabinet on "the End of Space," which illustrated the university's inability to house the incoming faculty and staff. Joel Hartman informed the committee that UCF adds on average 71 new faculty and 70 new admin support each year. In addition to the 141 incoming hires, the Provost has funded 24 new academic advisor positions to be distributed among the Colleges. At the October USC meeting, a sub committee was created to brainstorm ideas to offset the space shortages and create a white paper to further demonstrate the need for action. On November 20th, Shelley King, Brian Boyd, Christy Miranda and Joel Hartman met to create an outline. Christy Miranda will compile those ideas and distribute to the Committee for review at our February USC meeting. Upon completion, Joel Hartman will present it to the executives and vice presidents as a follow-up to the September 2019 presentation.

Agenda Item 6 – Archibus Access Update

Christy Miranda notified the committee that a software update of Archibus altered the naming rights on the shared licenses and delayed the roll-out of Archibus to the pilot group. It was determined that Space Admin would primarily use the Smart Client application and provide all four concurrent licenses to the pilot group. Initially, Christy Miranda intended on recording training videos for the pilot group but determined that it would be time prohibitive. As a result, a training session has been scheduled with the pilot group for February 12th and the session will be recorded and made available to the pilot group.