

**Meeting Minutes
University Space Committee
University of Central Florida
April 2, 2020**

The following Committee members attended the teleconference meeting: Elizabeth Hamilton, Susan Hutson, Shelley King, Don Merritt, Christy Miranda, Charles Reilly, and Montel Watson.

Brian Boyd, Karen Cobbs, Daniel Gross, Joel Hartman, Mike Kilbride, David Hansen, Griff Parks, Duane Siemen did not attend.

Guest(s): Puja Mandolfo and Bill Martin

Agenda Item 1 – Review Meeting Minutes

The March meeting minutes were unanimously approved.

Agenda Item 2 – USC White Paper Final Review and Next Steps

Christy Miranda reached out to Misty Shepherd to inquire if she would be interested in spearheading the distribution of the white paper to upper leadership at the university. While Misty Shepherd was interested in assisting the committee, she had some additional comments regarding the leasing opportunities section (4(E) and 4(F)). In regard to third-part tenants housed in E&G facilities (4E), Misty Shepherd requested that these requests be evaluated and accepted if the industry partnerships are beneficial to the university, such as research opportunities. In regard to auxiliaries being located in E&G buildings (4F), Misty Shepherd acknowledged that they should be located in leased property, but stressed that businesses with a student-facing component may warrant being located in E&G facilities. As a result of these expressed concerns, Christy Miranda softened the language to allow for future space requests from non-UCF affiliated units to be evaluated by the committee. After reviewing these edits, the white paper was unanimously approved by the University Space Committee.

Agenda Item 3 – Facilities Operations Container Storage Update

Duane Siemen was unable to attend the meeting and provide updates on the container storage project. However, Shelley King notified the committee that the pre-existing contractor Conex boxes have been removed and the designated storage area was being prepared prior to the stay at home order. This agenda item will be discussed at the following USC meeting.

Agenda Item 4 – F&S Project Priorities Presentation

Duane Siemen was unable to attend the meeting and provide information on the university's prioritized projects for new construction, renovation and remodeling. The initial presentation outlined five scenarios of varying costs that could assist the university with its current space needs. In an earlier communication with Duane Siemen, he stressed that the plans may no longer be viable due to the current climate of the state and uncertainty about future funding. This agenda item may be discussed at a future USC meeting if applicable.

Agenda Item 5 – Florida Agricultural and Manufacturing University (FAMU) Educational Plant Survey (EPS) Update

During the Needs Assessment portion of FAMU's EPS (3/11/20), the Board of Governors (BOG) revealed Florida Statute changes and proposed revisions to BOG regulations that would directly impact the EPS process. The following changes were approved by the BOG and communicated to the survey team:

- Regulation 14.001 – Defined Fixed Capital Outlay (FCO) Projects, Renovation, and Remodeling
- Regulation 14.003 – Defined Budgeting Procedures for using Major Carryforward for a remodeling or infrastructure project
- Regulation 14.0025 – All projects on the PECO-eligible priority list must have an EPS recommendation
- Regulation 9.007 – Outlined authorized expenditures in an E&G Carryforward (CF) Spending Plan
- FS 1001.706 – Public Education Capital Outlay (PECO) points-based prioritization requires EPS approval for new construction, remodeling and renovation
- FS 1011.45 – Allows CF funds to be used for renovation, repair or maintenance projects, and remodeling or infrastructure projects
- FS 1013.01– BOG Definitions

The new regulations and statutes allow universities to use carryforward funds to complete projects that may not have been able to acquire PECO funding in the past. It also allows for previously funded PECO projects to be completed with CF funds if they have not received the remainder of PECO funding in the desired amount of time.

Bill Martin questioned whether renovations (up to \$5 million) and remodeling (up to \$10 million), would require Facilities Planning and Construction (FPC) to advertise projects or if they could use contractor's already covered under the Continuing Services (CS) contract. Bill Martin stated that by using the CS companies, it would reduce the cost and timeline for many of FPC's future projects. Bill Martin, Suzy Hutson and Montel Watson will prepare follow-up questions for the BOG based on the new revisions.

Agenda Item 6 – UCF Fall 2020 EPS

Currently, UCF's EPS is slated to be administered in the Fall of 2020. In the years following our last EPS, the BOG has become increasingly more interested in spaces that they previously would not have been interested in (i.e., Athletics, auxiliary, etc.). For the survey validation portion of the EPS, Christy Miranda has projected over 20 new buildings that the BOG may want to tour. Based on observations at other SUS EPS', the funding has become a popular topic as universities have gotten creative in securing different types of funding for projects. This curiosity is expected to continue at UCF's EPS. The current EPS is set to be null and void at the end of June 2021.

Agenda Item 7 – Future Thoughts on Space Allocation and Use

Based on the current climate of the university and the forthcoming new leadership, it may have a positive effect on the utilization of space on campus. Since the majority of faculty and staff are working from home, it is expected to produce a new outlook on working remotely and telecommuting. It is the hope of the committee that the imposed work situation will appeal to a number of returning employees that may elect to continue working from home and hoteling on campus. As of today, the university's available inventory has been reduced to less than 15,000 sq. ft. While the hiring freeze may extend our current numbers, sharing space may soon become the only option.

Additional Item(s):

As part of a license agreement between the UCF Institute of Simulation and Training and the National Center for Simulation (NCS), a non-profit organization that serves as a link between the defense industry, NASA, other government agencies and academia, NCS will be required to pay \$10 per square foot for their space in the Partnership III building (547 SF). The funds will be directed to Facilities & Safety to offset the cost of maintaining the building.