

**Meeting Minutes
University Space Committee
University of Central Florida
May 7, 2020**

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

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

Guest(s): Puja Mandolfo, Bill Martin and Vicky Sharp

Agenda Item 1 – Review Meeting Minutes

Corrections were submitted prior to the meeting by Shelley King. Following the modifications, the April meeting minutes were unanimously approved.

Agenda Item 2 – USC White Paper Next Steps

Guest Misty Shepherd was unable to attend the University Space Committee (USC) meeting to discuss next steps for the white paper and the development of a Real Estate Management office. However, she did report that she had met with the university's new president, Alexander Cartwright, to bring him up to speed on these issues. Misty Shepherd stated that the President wanted more time to digest the information and would follow-up with her. She also mentioned that both topics were slated to be discussed at the May Board of Trustees meeting but have been pushed back.

Agenda Item 3 – Future Thoughts on Space Allocation and Use

Whereas UCF is one of the largest universities in Florida, we are currently operating without using it. Christy Miranda reached out to Jana Jasinski from Faculty Excellence to get feedback on the faculty's reactions to working from home in the hopes that office space may potentially be released back into the university's inventory. Early responses have indicated a dissatisfaction with the current set-up and have reported that they are anxious to return. Provost Michael Johnson has stated in recent meetings that he would prefer faculty to remain on campus and would consider moving administration roles to a telecommuting set-up. Joel Hartman suggested that the USC members start stimulating conversations on how to change our space habits, especially as we near the end of our remaining inventory. Chuck Reilly noted that the Committee should also think about using similar sharing tactics with research spaces. He recently reached out to the College of Community, Innovation and Education to discuss opportunities to share specialized lab facilities. The college was interested in potential collaborations between the Colleges, specifically ones that collect research on clients or human subjects.

While the university has been closed, several task forces have been created to discuss the challenges of bringing faculty, staff and students back to campus in the Fall. Brian Boyd, Bill Martin, Christy Miranda, Don Merritt and Duane Siemen have been selected as members of the COVID-19 Fall Course Planning Task Force. Christy Miranda identified traditional and alternative instructional spaces and Bill Martin provided an estimation of the reduced capacities based on the required spacing to maintain social distancing. Potential recommendations included moving classes with enrollments over 100 to remote

instruction, implementing blended learning and maintaining hour long breaks between classes to prevent crowding. Duane Siemen stated that Facilities and Safety has ordered additional cleaning supplies and plans on distributing hands-free antibacterial dispensers at high traffic points on campus. As well as, stationing antibacterial wipes at the entrance of classrooms for students to wipe their seats down in-between classes. Don Merritt is working with the Center of Distributed Learning to outfit these classrooms with technology to record lectures if students are unable to attend courses.

With the closure of campus, the current tech fee projects have been backlogged. Therefore, the tech fee projects for the upcoming fiscal year have been suspended. Joel Hartman stated that representatives from the Student Government Association will be selected to identify projects that don't require walk throughs with classrooms and student-facing areas receiving priority moving forward. Discussions regarding the net-neutral shift in funding athletics projects with tech fees have been paused. If tech fee funds were redirected to athletics, then the tech fee projects would be supplemented with carry-forward funds for the next three years.

UCF was originally slated to administer their Educational Plant Survey (EPS) this Fall. However, Christy Miranda is wary that the university will be ready by the time the fall semester begins. Florida Atlantic University and Florida International University were also expected to have their EPS this fall. But, considering that both universities are located in South Florida, a COVID-19 hot spot, it is unlikely that the State University System space representatives would be willing to travel there and participate in their EPS. A Board of Governor representative, Ken Ogletree, stated that the Board will not decide whether to postpone the due dates for the EPS until July. On June 30, 2021, UCF's EPS from 2015-2016 will expire.

Duane Siemen and Misty Shepherd have been working on compiling the yearly Capital Improvement Plan List and identifying facilities that could be renovated using E&G carry-forward funds. Potential facilities that have been discussed are the Performing Arts Complex II, Chemistry and the John C. Hitt Library. The list is still being finalized but is due to the BOT in June.

Additional Item(s):

Duane Siemen provided an update on the Conex storage containers that will be available for units to use as alternative warehouse space on Ara Drive. Since the structures are not actual buildings, the funding source had to be changed. Facilities Operations has applied for the permits, purchased the boxes and should be installed by July. Duane anticipates expanding the project to include a second phase.

Duane Siemen mentioned that the Facilities and Safety Warehouse is filled with 2,716 banker boxes of departmental files that are over 10 years old. Elizabeth Hamilton suggested that representatives from departments should reach out to Administration and Finance to learn about the requirements for maintaining records. She stated that records don't have to be kept as paper records and can be digitized. Based on the GS record schedule, some files have to be kept forever but there is room for cleanup. Duane Siemen estimates that 70% of the boxes can go away.