

Meeting Minutes
University Space Committee
University of Central Florida
August 6, 2020

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

Karen Cobbs, Mike Kilbride, David Hansen, Griff Parks and Duane Siemen did not attend.

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

Agenda Item 1 – Review July Meeting Minutes

A correction from Charles Reilly was applied prior to the meeting. Following the modification, the July meeting minutes were unanimously approved.

Agenda Item 2 – Foundation Lease Agreements and Space Assignments

The announcement of university budget cuts to administrative departments coupled with months of telecommuting has inspired some of the Foundation's (UCFF) tenants to reevaluate their space needs. Space Administration received an informal request from the Office of Research (OR) to substantially reduce their footprint in the University Tower (UT), which would financially impact the UCFF. Upon review of the current UT lease, there was no internal agreement that obligates the tenant to remain in the space. Historically, new tenants have been added to the Exhibit C (rent roll) of the lease.

Chuck Reilly expressed that telecommuting and scheduling would allow OR to use less space, opening up space for others, but we need to balance that with the financial obligation that the University has to UCFF. The UT lease was just auto-renewed for another five years in 2019. Karen Cobbs added that the Academic Affairs Business Center has received multiple requests from Foundation's tenants to reduce their footprint, so we could potentially turn the university's deficit into a surplus. Instead of leasing from third parties or building new space, there's a possibility that spaces will return to the university's inventory. Karen Cobbs emphasized that we need to look at current leases and talk to the units about their plans.

Dan Gross added that the College of Nursing (CON), which occupies three floors in UT, is interested in moving to the Lake Nona Campus when space becomes available. If CON were to relocate and OR downsized to one floor, UT could have a substantial turnover in tenants. This outcome would allow UCFF to remodel and reshape the building to what the university needs. Don Merritt stated that eventually the university will return to previous behaviors, but this will allow us to better control how the university's growth happens in the future. Glen Dawes added that clerical-focused positions are performing well remotely at the UCFF, and they are not planning on physically bringing them back to campus. While the UCFF is committed to working with the university to transition the space and work together on the timing, they do have debt payments that need to occur.

Christy Miranda suggested that a sub-committee be formed to create an internal agreement for tenants that stresses a certain level of financial commitment. This sub-committee will also work on providing

information for the onboarding process and a checklist for vacating leased space while providing substantial lead time to the UCF.

Agenda Item 3 – Educational Plant Survey Update

Christy Miranda discussed changes for the upcoming Educational Plant Survey (EPS) process and presented a summary of those modifications provided by the Facilities division of the Board of Governors (BOG). The definitions for remodeling and renovation projects were separated and redefined while project costs were restricted. Remodeling projects were increased and require a survey recommendation, renovations projects were increased and do not require a survey recommendation. Carry forward dollars can be used to complete PECO projects and fund minor projects. The biggest change was the announcement that the BOG will start validating all Education and General (E&G) space, even if it's located in leased, athletic or P3 buildings.

After the results of the OPPAGA report, the legislature felt that there was space that wasn't being accounted for and extended the scope of validations. The majority of leased space that UCF occupies is located in the Foundation buildings. However, even if leased space were included in the EPS' Form B, UCF would still be over two million net assignable square feet underbuilt. Bill Martin asked if the BOG was planning on changing the formula. Christy Miranda responded that the BOG has previously allowed universities to play with their Form B (pro-rating, removal of Contract and Grants space, etc.) to get projects survey recommended. But UCF doesn't have an issue with getting projects survey approved, it's getting projects funded that has become difficult.

Christy Miranda presented a list of all of the facilities that could potentially be survey validated and suggested that all of the buildings under 15,000 SF (15) be virtually validated. Don Merritt mentioned that the Office of Instructional Resources (OIR) did virtual building walk throughs this summer to prep for the Fall semester. Based on previous conversations, the BOG seems open to all suggestions.

Agenda Item 4 – Archibus Room Use Hierarchies

To acquire a better understanding of our space inventory, Space Administration is working with Archibus to add additional descriptors for our room use codes. The BOG is only interested in the nine space categories, so a room is either an office, research lab, etc. However, by defining our room uses further we'll be able to locate and assign spaces more efficiently. Christy Miranda has begun having conversations with Environmental Health and Safety on establishing definitions for research labs (i.e., dry, wet), as well as OIR for classroom amenities. As a result of COVID, we want to start tracking the seating layouts, number of doors and reduced capacities for classrooms. The reduced capacity field has already been created in Archibus and will eventually be added to the custom reports available to the pilot group. Suzy Hutson volunteered to assist Christy Miranda populate the life safety occupancy data that is missing in Archibus.

Agenda Item 5 – COVID Capacities for Classrooms Update

Bill Martin notified the committee that the list of classrooms with reduced capacities on main campus has been completed. Eleven additional rooms from Regional Campuses (Lake Mary, Sanford, Cocoa and Daytona Beach) were added to the classroom list, as well as five CON classrooms in Research Park. Bill Martin notified the committee that they won't be doing any teaching labs. They have reviewed and advised some of the Colleges on their lab layouts but are leaving it to the subject matter experts to

adhere to the 6' distancing guidelines. Facilities and Safety has begun roping off seating to maintain social distancing and placing seat markers on the floor for movable chairs. They will also be providing a COVID seating chart for the instructors. All of these updates are set to be completed by the Friday before class starts (8/21).

Brian Boyd asked about the status of signage that instructs students on proper distancing. Bill Martin notified the committee that there was a task force that was working on it with the Marketing department. They expect to be working on installation up until the start of the Fall semester (8/24).

Agenda Item 6 – Update on Trevor Colbourn Hall (TCH) Future Growth spaces

Facilities and Safety has assessed the Arts and Humanities trailer (541) and determined that it needs to be replaced or demolished. Bill Martin has provided conceptual estimates and a timeline draft to Duane Siemen to build out the future growth spaces in TCH to absorb courses that would be displaced. An update from Bill Martin will be provided at the next USC meeting.

Agenda Item 7 – Conex Boxes Update

The Conex Cove project was delayed for civil engineering drawings to be done. The UCF Building Code Office (BCO) wanted to ensure that fire trucks would be able to access the fenced-in storage area. Safe Built and the State Fire Marshall have approved permitting; they are still awaiting on approval from the BCO. Duke Energy initially approved the request but delayed for additional evaluations based on the proximity to a large power easement. The Conex boxes have been ordered and some grading of the area has been done. If office spaces become available due to telecommuting and units emptying out their storage rooms, then these spaces can be added back to the university's inventory.