

**Meeting Minutes
University Space Committee
University of Central Florida
December 2, 2021**

The following Committee members attended the teleconference meeting: Karen Cobbs, Daniel Gross, Susan Hutson, Shelley King, Christy Miranda, Charles Reilly and Duane Siemen.

Brian Boyd, Mike Kilbride, David Hansen, Bill Martin, Don Merritt, Griff Parks and Michael Scruggs did not attend.

Guest(s): Brian Garvey, Puja Mandolfo, Vicky Sharp and Stephen Villiotis

Agenda Item 1 – Review October Meeting Minutes (5 minutes)

The October meeting minutes were unanimously approved.

Agenda Item 2 – University Research Vehicle Parking (15 minutes)

Space Administration received a request from the College of Sciences (COS) for a secured parking space after vandals damaged research equipment while attempting to steal it. The equipment was being stored on trailers by the Biology Field Research Center on Ara Drive. After the incident, one of the two trailers was relocated to University of Florida's IFAS Citrus Research and Education Center, a secured site in Lake Alfred. There are also plans to add two additional trailers if a grant is awarded. The COS has a fenced-in area on Ara Drive to house ATV's, trailers, and boats, but it has also experienced multiple thefts. Christy Miranda stated that the COS already pays for three covered parking spots at a boat storage facility located off site.

Facilities and Safety provides secured parking in the Conex Cove and recommended moving the trailers there. The COS stressed that since the trailers were college funded, university-owned research equipment, the university had an obligation to protect its investment. Shelley King stated that parking spaces in the Conex Cove are \$1,200 annually. Chuck Reilly mentioned that there are some university vehicles that are sufficiently special and need to be accommodated. Chuck Reilly emphasized that if secured parking areas for research equipment are identified, then the committee will need to be involved in the prioritization of which vehicles gain access.

Suzy Hutson noted that there were plans to relocate the Recycling Center from the Facilities and Safety compound to Ara Drive and construct an elevated facility that would allow for secured parking underneath. However, the relocation project has been stalled for a couple years. Another recommendation was to increase the amount of lighting on Ara Drive to increase visibility and deter theft. In the past, lighting initiatives have been dismissed because of its interference with the Robinson Observatory.

Agenda Item 3 – Educational Plant Survey (EPS) – University of West Florida (UWF) and University of South Florida Update (USF) (5 minutes)

Christy Miranda provided an overview on the validation portion of the USF and UWF's EPS. For the UWF EPS, the Board of Governor's director of Finance and Facilities, Kevin Pichard, attended his first survey. Following the UWF survey, some of the space administrators in the SUS received an email from Kevin

Pichard requesting information and examples of how the \$5 M renovation cap may have hindered projects from being completed timelier and more cost efficient. The BOG may attempt to get the statute amended to allow more Carry Forward to be spent on deferred maintenance and projected critical capital renewal projects.

The Needs Assessment portion of the surveys will be the first time that all of the E&G space on all of USF and UWF's campuses will be included in the space need calculation. Historically, the BOG uses the FTE total from all campuses but only applies it to the main campus E&G NASF to calculate the university's space needs. There will still be the option to exclude sites with justification. With this method, it will most likely push the universities over 100% in some of their space categories.

Agenda Item 4 – Archibus Transition to AiM (5 minutes)

The Space Administration department met with Jonathan Varnell, Vice President of Facilities and Business Operations, to discuss his concern of duplicative space databases and stressed it would be more efficient to have it all housed on AssetWorks AiM. A demonstration of the Space Management and Space Ready modules were provided. Suzy Hutson asked if AiM would provide floor plan visuals similar to Archibus. Christy Miranda confirmed that the data would be pulled from the floor plans and the graphics are comparable to Archibus. In AiM Space Management, a space survey option is available that would allow units to populate the locations of their faculty and staff across multiple buildings. The Space Management module is also capable of prorating spaces by the percentage breakdown of a PI's funded research (E&G, C&G or both). Christy Miranda noted that the Space Management module can also assign departmental percentages in shared spaces, as well as usage percentages across space categories. As of now, we are awaiting an estimate for the scope of work from AiM and will report back to the committee as things develop.

New/upcoming business

Space Need Calculation Methodology Survey

In 2019, a statute [1001.706(12)(e)] was created that requires that every three years the Board of Governors review its space need calculation methodology to incorporate improvements, efficiencies, or changes. Christy Miranda notified the committee that the BOG has sent a survey out to all of the universities requesting feedback. The universities response is due after the holiday break. Christy Miranda will route a draft to the committee to contribute their thoughts and concerns before submitting an official response.