

**Meeting Minutes**  
**University Space Committee**  
**University of Central Florida**  
**February 3, 2022**

The following Committee members attended the teleconference meeting: Brian Boyd, Karen Cobbs, Daniel Gross, Suzy Hutson, Bill Martin, Don Merritt, Christy Miranda, Chuck Reilly and Duane Siemen.

Mike Kilbride, Shelley King, David Hansen, Griff Parks and Michael Scruggs did not attend.

Guest(s): Puja Mandolfo, Vicky Sharp, Jon Varnell and Stephen Villiotis

**Agenda Item 1 – Review December Meeting Minutes (5 minutes)**

The December meeting minutes were unanimously approved.

**Agenda Item 2 – Archibus Transition to AiM Update (5 minutes)**

Christy Miranda confirmed that Facilities and Safety purchased the Space Management and Space Ready modules from AssetWorks AiM (AiM) at the end of 2021. The integration between Archibus and AiM is expected to coincide with the launch of Workday. The full integration between Archibus and AiM will be completed in three phases: 1) Archibus data uploaded into AiM, 2) floor plans loaded into AiM, and 3) historical data from PeopleSoft loaded into AiM. The first phase is still being data-mapped with a deadline of March 1<sup>st</sup>. The state reports will also be created in AiM, which was previously done in PeopleSoft. Suzy Hutson asked if the current users of Archibus will continue to have access until the AiM transition is complete. Christy Miranda confirmed that the Archibus license was renewed prior to the purchase of AiM and will continue to be available. Don Merritt inquired if the current users of Archibus will have access to AiM. Jon Varnell confirmed that an enterprise license was purchased for AiM so multiple people will be able to use the software. Jon Varnell mentioned that once the implementations are complete, there are plans to purchase the lease management module. Bill Martin offered to schedule a demonstration with an established AiM Space Management user, Auburn University, to provide feedback on their experience with the software.

**Agenda Item 3 – SUS Space Factor Methodology Survey Responses (10 minutes)**

Following the submission of the State University System (SUS) Space Factor Methodology Survey, the Board of Governors (BOG) provided all of the universities responses to UCF to review. Christy Miranda reviewed the responses focusing on the following questions:

- 1) Should universities be allowed to modify space factors?

While the performance based model and the legislative budget requests exist to identify areas of growth and an opportunity to request funding, most universities still wanted to have the option to modify space factors. However, the universities were only interested in modifying them before their scheduled Educational Plant Surveys to ensure that projects were approved to request PECO funding.

- 3) Explain challenges that exist in the assignment of space and efforts to optimize space usage, particularly in the aftermath of the pandemic.

The consensus was that space optimization is difficult when vacated spaces are not centrally located. Florida International University (FIU) recently implemented a flexible work policy this year where faculty and staff may select a “hybrid” option that has two people sharing one office or a “remote” option where the university does not provide an office. Christy Miranda suggested following up with FIU throughout the year to see if faculty and staff opt into this program and if space is being returned to the university.

5) Describe any challenges in reporting E&G vs C&G space to the Board, and how it can be improved/resolved to more accurately represent space need?

Since spaces are reported on its primary use (51%), it is not an accurate representation of how the research is divided among E&G and C&G. There were requests from multiple universities to allow for prorated spaces even though it would be difficult to track.

6) Should the space factor/standard for Instructional Media be changed; if so, how and why?

The universities stated that the definition needed to be expanded to include spaces that were used to produce the content, such as: offices, greenrooms, storage, server rooms, etc. There were also multiple requests to provide more clarification on all of the FICM definitions.

Bill Martin asked if the BOG has any plans to use the survey results in a report of recommendations to the state legislators. Christy Miranda stated that the BOG is required to survey the institutions every three years and incorporate changes for efficiencies.

Jon Varnell mentioned that Kevin Pichard, BOG Finance and Facilities director, is working on standardizing the terminology and facilities condition assessment processes that the SUS uses to provide a more concise portrait of space needs to the legislators. Jon Varnell mentioned that UCF will produce a formal response to the BOG and speaker of the house providing a side by side comparison of the terminology used in the SUS versus the Association of Physical Plant Administrators.

#### **Agenda Item 4 – Drone Cage Location Update (5 minutes)**

Chuck Reilly mentioned that the College of Engineering and Computer Sciences (CECS) previously requested a drone cage on main campus to allow students, specifically in the aerospace engineering program, to test out their senior design projects. There are also CECS faculty that do research related to drones and use them for STEM outreach. Patrick Bohlen, the University Master Planning Committee chair, and Bill Martin came up with a potential location on Ara Drive located behind the existing structures. Chuck Reilly stated that site grading and fill dirt are required to make the land useable and will submit a minor project request to Facilities Planning and Construction to investigate further. Duane Siemen stated that Facilities Operation has plans to add fill dirt into the area up to the wetland property line.

#### **Agenda Item 5 – Survey of Space Needs for AY 2022-23 (5 minutes)**

Chuck Reilly stated that for several years the Space Administration office has distributed a survey of space needs to the deans. The survey is used to determine the amount of incoming faculty hires, timing of arrival and space type needs. The survey distribution is on hold until the results of the academic excellence funds under the President’s initiative are determined. There are some proposals that have

been submitted that would require additional faculty lines. The results are expected to be announced later this month. The space needs survey will be distributed at that time.

#### **Agenda Item 6 – AVP – Real Estate Search Update (5 minutes)**

Chuck Reilly mentioned that there is a search in progress for the new assistant vice president of real estate management position. Chuck Reilly is on the search committee and reported that they received 70 applications. The committee is working on a list of suggested candidates that will be shared with Jon Varnell, the hiring official. The committee plans to have the position filled by the end of spring.

#### **New/upcoming business**

##### **Classroom Tablet Chairs Selection**

Suzy Hutson notified the committee that the KI tablet chairs that the university selected in 2016 as the classroom furniture standard have been discontinued. KI will still honor the 20 year warranty. A selection of two potential replacement tablet chairs will be made available for testing at the Facilities and Safety complex for members interested in participating in the selection. Chuck Reilly suggested inviting a student representative to participate. Jon Varnell recommended inviting a representative from the Student Accessibility Services department.

Don Merritt suggested that a sub-committee of the USC be created to discuss these types of classroom issues. Suzy Hutson and Don Merritt volunteered to make a list of potential candidates for the sub-committee.

##### **Business Incubators in E&G facilities**

Christy Miranda stated that in the UCF Today newsletter a new partnership between CREOL and a business incubator, ficonTEC, was announced. In this arrangement, ficonTEC will occupy a former machine shop lab and adjoining office. This agreement was initiated by the Business Incubator Program (BIP) and CREOL while working through the General Counsel's office. This request for a business incubator space is in an E&G building that just completed its second addition in 2020 and is also one of the most expensive buildings on main campus to maintain. Previous conversations with the BIP stated that when the other two incubators that are in CREOL "graduate", their space will be returned to the university for E&G use only. Jon Varnell stated that as our research continues to grow, we need to have an allocation model to support these endeavors.

##### **UCF IT Committee Member Replacement**

Don Merritt is taking over Michael Scruggs' position on the USC representing both the Office of Instructional Resources and UCF IT. Elizabeth Hamilton and Elizabeth Zuehlke left the university in 2021 and their positions on the committee are open.