

**Meeting Minutes**  
**University Space Committee**  
**University of Central Florida**  
**July 7, 2022**

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

Daniel Gross, David Hansen, Shelley King and Griff Parks did not attend.

Guest(s): Jonathan Varnell and Stephen Villiotis

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

The June meeting minutes were unanimously approved.

**Agenda Item 2 – Campus-wide Space Utilization Assessment Project Fact Sheet (15 minutes)**

Jon Bates provided a Power Point presentation of the campus-wide Space Utilization Assessment (SUA) and requested feedback for the project fact sheet. The SUA will be used to develop a strategy for our real estate portfolio, owned and leased, while identifying opportunities for better efficiencies. The SUA will only include three types of space: instructional, academic administrative, and research; Recreational, residential, and athletic spaces will not be included in this assessment. Don Merritt suggested that the report include recommendations for standardizing space taxonomy across state reporting, wayfinding signage and work requests. Christy Miranda proposed outlining the terminology further in the Space Allocation and Use policy update.

Jon Bates listed the following high-level goals for the project deliverables:

- 1) Analysis of space utilization and condition of the spaces
- 2) Determine optimal number of space types and functionality of rooms
- 3) Assessment of current configurations and recommendations for repurposing for better adjacencies
- 4) Identify process improvements for space assignment and scheduling
  - a. evaluating the effectiveness of departmental controlled instructional spaces versus centrally controlled
- 5) Determine the impacts of moving to a work-from-anywhere or hybrid work model
  - a. recommend guidelines for introducing shared and hoteling office spaces
  - b. recommend software for scheduling shared spaces

Human Resources is working with Facilities and Safety to understand what the university's overarching policy should be for remote work and any immediate and future needs. Jon Varnell stated that the provost will have final approve of repurposing spaces for the academic units, while the vice presidents will oversee the administrative side. Jon Varnell stated that the Board of Trustees are expecting to see the deliverables in the next six months. Austin Bott asked if the assessment will be delivered in phases to account for fluctuations in utilization between semesters. Jon Varnell remarked that the quantitative data supplied by the Registrar's Office is reliable and will be the starting off point. Any department-owned areas or areas of uncertainty will be verified by the consultants during interviews and field

verification. By using an outside firm, we ensure that the data is normalized and will provide more validity for future funding requests to the legislature.

### **Agenda Item 3 – 2022 Hiring and Space Questionnaire Update (5 minutes)**

Chuck Reilly updated the committee on the feedback from the space surveys that were sent out to the colleges in May. Each dean was asked to provide a list of incoming hires and their projected space needs. Only two colleges projected needing additional space. The College of Nursing (CON) has additional teaching lab needs and is looking to expand their footprint in the foundation-owned University Tower. The College of Medicine (COM) is meeting their space needs with the Lake Nona Cancer Center following the completion of tenant buildouts. The only college that hasn't responded to the survey is the College of Engineering and Computer Sciences (CECS). Under the president's strategic investment initiative and a legislative budget request, we anticipate that CECS will have the most new faculty lines and staff. Karen Cobbs suggested circulating the survey to the administrative units as more staff have moved towards remote work options. Don Merritt mentioned that from an IT stance, we need to know which units are thinking about office hoteling so that we can incorporate the technology and infrastructure to support them. Chuck Reilly will distribute the survey responses to the committee once all of them have been collected.

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

Christy Miranda stated that the funds for converting the Archibus floor plans into AiM have been approved. The AiM CAD team is expected to deliver a sample drawing to Space Administration to review. Once the formatting has been approved, the drawings will be loaded into AiM and viewable in the Ready Space module. Training for linking floor plans into AiM CAD have been delayed following technical difficulties. The Ready Space module is now live and work orders will be submitted through that application moving forward.

### **New/Upcoming Business**

#### **Public Education Capital Outlay (PECO) Scoring Matrix Update**

Bill Martin shared the updated Public Education Capital Outlay (PECO) Scoring Matrix following the June Board of Governor (BOG) meeting. The PECO methodology has modified three of the six criteria further prioritizing renovation, replacement, and maintenance infrastructure projects. Initial conversations about reducing the percentage of funding required for a new construction were abandoned; the requirement remains at a 25% threshold. The BOG clarified that the private sources of funding are from private gifts and donations. Jon Varnell stated that even if a university raises 25% of the total project costs from private donations, we are still competing against other SUS projects that may receive more points. It incentivizes everyone to submit the most cost-efficient project or the least costly renovation projects.

#### **Assistant Vice President of Facilities Planning and Construction Update**

Jon Varnell notified the committee that finalists have been selected from the second round of applicants for the Assistant Vice President of Planning, Design & Construction (FPC) position. Bill Martin will move into the university architect role once the position is filled. Doug Lewis from Human Resources is the

point of contact for anyone interested in participating in the interviewing process. Jon Varnell stated that once a candidate is selected, they will be expected to start within a 30 day period.

### **Upcoming Design Projects**

Jon Varnell mentioned that the CON building program along with a Health Sciences campus parking garage project will go to the Board of Trustees for review and approval at their July meeting. The advertisement for the CON architectural services is out and proposals are due in August. There is no intent to increase the gross square footage (GSF) following the legislative initiative to increase nursing enrollment state-wide by 50%. Suzy Hutson stated that the building program has planned for enough collaborative teaching classrooms to accommodate any increase in enrollment or shared-use by the COM. The university made a commitment to the legislature to fundraise \$25 M, so increasing the GSF and budget would be difficult.

FPC will be kicking off a planning project for the layout of the Rosen campus which may include: an administrative addition, parking deck, housing, and mixed-use development. The provost, president and dean of the Rosen College of Hospitality Management have had meetings with Harris Rosen to discuss future improvements. Jon Bates and Business Services are looking at opportunities to make the project financially viable.

For the UCF Football Campus Projects on main campus, the potential architect and engineering firms will be interviewed later this month. The proposals for construction management services are due at the end of July.

For additional information on these projects, Bill Martin is the point of contact.