

Meeting Minutes
University Space Committee
University of Central Florida
September 1, 2022

The following Committee members attended the teleconference meeting: Jon Bates, Austin Bott, Brian Boyd, Karen Cobbs, Daniel Gross, Shelley King, Don Merritt, Christy Miranda, Chuck Reilly and Duane Siemen.

Suzy Hutson, Bill Martin, David Hansen, and Griff Parks did not attend.

Guest(s): Chris Rausch, Vicky Sharp and Stephen Villiotis

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

The August meeting minutes were unanimously approved.

Agenda Item 2 – Departmental Relocations in Leased Space (15 minutes)

Chuck Reilly notified the committee that the College of Health Professions and Sciences (CHPS) is in the process of hiring a faculty researcher that will require space in the suite currently occupied by Human Resources (HR) in the Innovative Center (IC). To accommodate CHPS, HR is planning on relocating to the second floor of University Tower (UT) currently occupied by the Office of Research (OR). OR will consolidate its space from the second floor to the fifth floor of UT. The College of Nursing (CON), which is located on the 3rd, 4th and 6th floors of UT, is going to be hiring more faculty and will need additional instructional and office space. Jon Bates and Chuck Reilly will meet with the Police department to discuss options to relocate Victim Services from the fourth floor of UT to make more room for the CON. The CON is also expected to share half of the second floor with HR. Depending on flexible scheduling and hoteling, Financial Affairs (FA) and the kNEXT Center may also move from the Research Pavilion (RP) to the second floor of UT. If additional space is needed in UT, the first floor suite occupied by UCF Connect is under consideration for consolidation. Jon Bates stressed that this is the first true opportunity to leverage remote work to optimize how we use space. To support these initiatives, there has been ongoing conversations about software solutions around hoteling and reservation processes for staff and an updated remote work policy.

In the IC, a remodel of HR's suite will need to take place prior to the CHPS faculty's arrival in summer of 2023. Dan Gross estimates that they will have construction documents and a contractor selected by November. In order for demolition to start, HR will need to be moved out of the IC by December. At UT, there are minimal renovations needed and shouldn't delay the CON, HR, FA and kNEXT from occupying that space.

Agenda Item 3 – Classroom Capacities and Renovations (10 minutes)

Don Merritt mentioned that during classroom renovation projects the Office of Instructional Resources (OIR) keeps running into issues where our instructional spaces are flagged as overcapacity per code. Once OIR is notified of a capacity decrease, the Registrar's Office is informed, and the reduction is communicated to the college schedulers during the schedule build meeting. After the external architect reviews the space, the updated capacity isn't activated until the renovation is complete. Don Merritt

stated that OIR is planning on doing these classroom audits earlier on in the process with Facilities Planning and Facilities Operations to allow more lead time for the RO and the colleges to adapt.

As the university continues to lose capacity in our existing classrooms through code reviews, we need to examine how we are utilizing other spaces and identify rooms that can be converted into classrooms. Don Merritt stated that OIR and IT can assist the colleges with virtualizing computer labs to free up those spaces for more classrooms. OIR and IT are currently implementing a common good plan where OIR will assume responsibility for all classroom technology regardless of whether it is general-purpose or college-owned. Christy Miranda asked if the plan only applies to the technology. Don Merritt stated that the tech fee process allows for half of the tech fee award to be used for furniture replacement and renovations. However, in the first year of the five-year classroom refresh plan, OIR's costs exceeded their budget by 30% because of unexpected facilities-type issues. Moving forward, the existing budget cannot pay for non-technology items. Karen Cobbs stated that since OIR's budget is taken off the top to take care of the classrooms, the university's distribution to the colleges and divisions may be reduced to meet OIR's demand.

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

Christy Miranda stated that the AiM CAD training has experienced multiple technical difficulties preventing Space Admin from being able to link a drawing in AiM. AiM CAD provided a second round of sample drawings for Space Administration to review, but issues around accessing the production environment data have delayed the floor plan conversion progress. Additional funding may be necessary to complete the integration of Archibus floor plans into AiM. Facilities Operations is still creating manual space reports on request.

New/Upcoming Business

AiM Lease Management Module

Jon Bates notified the committee that the Office of Real Estate Management received funding approval to purchase the AiM Lease Management module. The Lease Management module will provide additional data analytic capabilities to assist in making efficient space utilization decisions. Christy Miranda asked if there would be any integration between Cobblestone and AiM. Jon Bates was unaware of integration potential between AiM and Cobblestone. However, the Lease Management module will integrate seamlessly with the AiM space management tool.

Space Assessment Consultant

Jon Bates stated that the Office of Real Estate Management had advertised for a space assessment firm to audit the university's inventory. The solicitation has closed and only one proposal was submitted. Follow-up conversations with consultants suggested amendments to the scope of work and may result in a reposting of the solicitation.