



UNIVERSITY OF CENTRAL FLORIDA

Board of Trustees
Facilities and Infrastructure Committee Meeting
February 22, 2022
UCF Downtown, DPAC 106A/106

MINUTES

CALL TO ORDER

Trustee Caryl McAlpin, chair of the Facilities and Infrastructure Committee, called the meeting to order at 1:30 p.m. Committee members Jeff Condello, Joseph Harrington, John Miklos, Michael Okaty, and Board Chair Alex Martins (ex-officio) attended in person. Committee member Danny Gaekwad attended virtually.

Other Trustees attending the meeting in person were Tiffany Altizer. Trustees Bill Christy, Joseph Conte, and Beverly Seay attended virtually.

MINUTES

Trustee Harrington made a motion to approve the minutes from the November 16, 2021, Facilities and Infrastructure Committee meeting. Trustee Okaty seconded the motion.

The committee unanimously approved the minutes of the November 16, 2021, Facilities and Infrastructure Committee Meeting as submitted.

REPORTS

DISC-1 Facilities Operations Key Data Indicators

Jon Varnell, Vice President for Facilities and Business Operations, provided the committee with an overview of E&G operating costs while referring to efforts underway to understand all campus areas. He also updated the committee on the AVP for Real Estate and AVP for Planning, Design, and Construction roles, Facilities Management's Knight Vision initiatives, and the Board of Governors' funding efforts to support deferred maintenance for our E&G buildings.

Trustees had the following comments:

- Chair McAlpin asked for a summary of areas that need attention and what changes can be made. Varnell said Facilities is already using these updated numbers to reframe the division

budget. Varnell also noted that our goal is to have enough to support operations but to use as few dollars as possible to allow more dollars to go toward the core academic purpose of the university. He also noted that it's critical to invest in our team through robust learning and development programs, such as a maintenance training and certification and the kind of customer service that changes everything we do.

- Chair Martins asked about the possibility of producing more energy in-house. Varnell said increasing gas prices threaten to erode savings from internal energy generation. Solar is a diversification strategy, but multiple economic factors need to be considered with that.
- Chair Martins also asked if the landscaping on campus has been studied to ensure what is present has low maintenance costs. Varnell said UCF is overplanted. Workloading is key to understanding where we can gain from savings in that area, but it needs to be done carefully and not create disruption.
- Trustee Condello stated he is against solar. He also asked if staff size is appropriate. Varnell said it depends on the area. It is not only a matter of vacancies but also a lack of necessary knowledge and skill sets.
- Trustee Condello asked if Varnell is receiving the support he needs. Varnell confirmed and emphasized the efforts of Gerald Hector, Senior Vice President for Administration and Finance, and Maureen Binder, Associate Vice President for Human Resources. Varnell also confirmed Facilities is within budget.
- Chair McAlpin asked about duplicity of services and materials, particularly in Housing. Varnell said that opportunities are there, but it comes down to developing trust within the organization that we are as invested in their units as they are. This is where creating relationships is important, as is developing service level agreements and MOUs.
- Chair McAlpin also asked about outsourcing possibilities for more routine facilities employees. Varnell said outsourcing can save money particularly with our cost of benefits, but in cases like complex systems maintenance it could cost more.
- Trustee Condello asked why the benefits package costs more than peers. Hector said it is because of the State of Florida structure. Binder said a dichotomy exists because UCF attracts employees because of the benefits but also loses employees because salaries are not as high as the private sector.
- Trustee Harrington asked if dollars being paid for benefits rates are high, or rather assessed fringe percentages are high because salaries are low. Hector said the fringe benefit pool reflects the actual cost of the benefits that are offered, and yes, when salaries are lower, the fringe benefit rate for those benefits will be high as a percentage of those salaries. Varnell confirmed UCF is paying elevated dollars compared to peers.
- Chair Martins asked if some benefits components, such as insurance, are determined by the state. Binder confirmed and said it is a state statute that dictates insurance cost and participation.

DISC-2 Information Technology Transformation

Matthew Hall, Vice President for Information Technology and Chief Information Officer, updated the committee on the status of the assessment of IT at UCF. He discussed the division's transforming principles, the inventory of transformation programs, and their respective calendar for implementation. He also provided an overview of UCF IT's governance and organization, explained transformation through IT service and procurement rationalization, and highlighted the need for skilled professionals.

Trustees had the following comments:

- Chair Martins asked for the percentage of what is in the cloud versus what is onsite. Hall said approximately 25 percent and growing is in the cloud.
- Chair Martins asked what colors of money can be used to purchase computer equipment. Hector said E&G or fundraising for the core academic areas, while Auxiliaries would have to budget from within. HEERF funds cannot be used for software but could potentially be used toward classroom technology, if the need is tied to COVID.
- Chair Martins, Hall, and Hector discussed BOG restrictions that could be lifted to ease financial operations and increase efficiency. Hector has submitted a list of suggested regulatory changes to Youndy Cook, who is compiling a list to send to the BOG.

ACTION

FACC-1 HEERF HVAC Renovations Projects—Budget Increase

Varnell and Duane Siemen, Assistant Vice President for Facilities Operations, presented for approval a request to increase the requested HEERF funding for HVAC projects by \$3 million. In the June 30, 2021, BOT meeting (agenda item BOT-2), the Board approved \$18.4 million of funding for four HEERF HVAC projects. These amounts were estimated by Facilities prior to engaging engineers, commissioning agents, and contractors. Industry partners have now been engaged to design and price the projects, and staff have sought to maximize the amount of construction scope possible on each project in order to make the best use of available HEERF funding. Additional funding is now needed to accommodate construction cost escalation due to supply chain disruptions and to address additional scope of work opportunities discovered in the design process.

A summary of projects is detailed below:

HEERF Project	June 2021	Feb 2022	Delta
Student Union	\$3,900,000	\$4,600,000	\$700,000
Visual Arts	\$3,800,000	\$3,600,000	- \$200,000
Classroom I	\$2,900,000	\$2,900,000	\$0
Downtown CMB HVAC	\$3,900,000	\$4,500,000	\$600,000
Downtown Electrical and Controls	\$0	\$1,800,000	\$1,800,000
Downtown CWP	\$1,900,000	\$4,000,000	\$2,100,000
Contingency	\$2,000,000	\$0	-\$2,000,000
TOTAL INCREASE			\$3,000,000

Trustee Harrington made a motion to approve the \$3 million increase in requested HEERF funding. Trustee Okaty seconded the motion. The motion was approved unanimously.

FACC-2 Facilities and Infrastructure Committee Charter

Chair McAlpin presented for approval the updated Facilities and Infrastructure Committee Charter. The Committee's inaugural charter was updated following review by Committee members and university leadership.

Trustee Miklos made a motion to approve the updated Facilities and Infrastructure Committee Charter. Trustee Okaty seconded the motion. The motion was approved unanimously.

INFORMATION

INFO-1 Comprehensive Report on Construction-Related Activity

Varnell provided the Comprehensive Report on Construction-Related Activity. This item is part of the BOT-requested "Comprehensive Report on Construction-Related Activity" and included an update on current Facilities Planning and Construction projects, Active projects for the first quarter of 2022, Projects completed in fiscal year 2021-22, and Change orders in the 4th quarter of 2021.

INFO-2 Fixed Capital Outlay Budget Update

Varnell provided an update on the Fixed Capital Outlay Budget. The report demonstrated 2021-22 Fixed Capital Outlay Budget (FCOB) project cost revisions, remaining balances as of 12/31/21, and an update on FCOB expenditure estimates. The 2021-22 FCOB was approved by the Board of Trustees on September 23, 2021, and the Board of Governors on November 4, 2021.

INFO-3 Campus Master Plan Neighborhood Meeting Public Comments

Varnell provided as an information item the minutes from the January 19, 2022, Campus Master Plan Neighborhood Meeting. Varnell also provided additional comments from a community member that were submitted to Facilities after the neighborhood meeting.

NEW BUSINESS

Trustee Condello requested that the trustees explore having the UCFAA manage their own construction projects. Chair Martins suggested Varnell present on Athletics facilities at a future meeting and have self-management by UCFAA be explored at that time.

Varnell said he is discussing this possibility with Vice President for Athletics Terry Mohajir, but BOG regulations, state statutes, and other legal requirements must be met.

Hector said a full UCFAA DSO packet on an upcoming project that details programmatic activities and financial performance will be brought to the UCFAA and Stadium Corporation DSO boards, then this Board. An external process with the BOG also will need to follow, which can take 12 to 18 months.

Trustee Condello also requested the development of a system or tracking method to ensure goals are being met.

ADJOURNMENT

Chair McAlpin adjourned the Facilities and Infrastructure Committee meeting at 3:09 p.m.

Reviewed by:

Caryl McAlpin
Chair, Facilities and Infrastructure Committee

Date

Respectfully submitted:

Mike Kilbride
Executive Chief of Staff

Date

DRAFT