

 UNIVERSITY OF CENTRAL FLORIDA	Central Support Unit (CSU) Allocation Committee Meeting Minutes
Date:	6/28/2021
Time:	1:30 p.m. – 3:00 p.m.
Location:	Virtual Meeting
Co-Chairs:	Interim Provost Michael Johnson and Senior VP for Administration and Finance Gerald Hector
Voting Members:	Theodorea Berry, Sissi Carroll, Chris Ingersoll, Mike Kilbride, David Pavlonnis, Fernando Rivera, Michael Georgiopoulos
Absent:	Misty Shepherd, Paul Jarley
Staff (non-voting members)	Kristie Harris, Kathy Mitchell, Rebeca Richards
Minutes:	Tracy Slavik

Meeting Agenda

1. Approval of the minutes from April 6, 2021 – Provost Michael Johnson
2. Updates/Remarks - Provost Johnson and SVP Gerald Hector
3. Presentation: Overview of Facilities - Duane Siemen and Gerald Hector
4. Meeting Adjourned

Approve minutes from April 6, 2021 meeting

The minutes from the April 6, 2021 meeting were approved as submitted.

Updates/Remarks - Provost Johnson and SVP Gerald Hector

Hector introduced today’s Overview of Facilities presentation.

Presentation: Overview of Facilities - Duane Siemen and Gerald Hector

Duane Siemen, Interim Associate Vice President of Facilities & Safety, Donna DuBuc, Budget Director for Administration and Finance, and Nester Garcia, Budget Manager, Facilities and Safety, provided an overview of Facilities:

- Facilities Services: Facilities is organized into an Operations division and a Capital division. Resource Management and Quality Management (under Operations) were discontinued because of COVID and budget reductions.

- Maintenance: UCF spends approximately \$17 million on core maintenance operations to maintain approximately 13.9 million gross square feet. UCF spends significantly less per GSF on Maintenance; it surpasses peers in GSF per FTE covered, contributing to an efficient, yet underfunded operation.
- Maintenance Staffing: The current staffing level of 103 technicians places UCF in a level four (Reactive Management) under APPA's Higher Education Facilities Industry Standards, but the goal is to be at levels two or one. To move up to just level three (managed care) would require 177 technicians, at a projected cost of \$4.4 million.
- Housekeeping: UCF spends approximately \$9.5 million on core housekeeping operations to clean approximately 9.4 million gross square feet. UCF spends much less on Custodial work per GSF maintained than its peers, but its Custodial staff cover similar GSF per FTE, indicating that UCF's Custodial department is more cost efficient than peers.
- Housekeeping Staffing: The current staffing level of 226 FTE places UCF in a level four (Moderate Dinginess) under APPA's Higher Education Facilities Industry Standards. To reach level three (Casual Inattention), the FTE needs to be 256, at a projected cost of \$1.4 million.
- Inflationary Costs: The price of commodities, materials, and contract labor have increased in the last year since COVID.
- Recent Additions with No PO&M: Several buildings have been added to UCF's portfolio that do not have recurring PO&M funds provided: Interdisciplinary Research Building, Trevor Colbourn Hall, Band Building, Library Connector and ARC, UCF Downtown Tri-Gen Facilities, CREOL Expansion Phase II, and UCF Downtown Dr. Phillips Center.
- Historical Funding: E&G Operations and Capital Renewal for 2016-17 through 2020-21 were discussed.
- Composition of Expense: Staff support and repairs & maintenance have been reduced to cover the increase in utilities and centrally imposed budget cuts.
- 2021-22 Cost Considerations: Staff required to maintain base operations, capital planning administrative support, cost increases, and capital renewal funding strategy.
- Capital Renewal Funding Needs: The target to avoid new deferred maintenance growth, but existing backlog remains, is \$28 million. The target to avoid new deferred maintenance growth and eliminate existing backlog is \$54 million.
- Strengths, Challenges, and Opportunities were discussed.

Discussion occurred on:

- Cost savings approaches
- Why peer institutions can invest more funds into maintenance
- The impact of the Resource Management and Quality Management departments being discontinued
- Weighing sustainability versus cost
- Ensuring safety is on the forefront and critical infrastructure needs are addressed
- Does a correlation exist between lack of staff and funds and renovation projects costs
- The possibility of imposing a maintenance fee on students (there is no authority to do so)

- Strategically deploying funds and closing the gap between university growth and infrastructure upkeep
- The new zero-based budgeting approach

Mike Kilbride recognized and thanked Siemen for his efforts in leading Facilities under challenging circumstances.

The meeting adjourned at 2:47 p.m.