University Planning Council - Facilities Planning Committee
December 5, 2005
Building 22, Conference Center Lounge
Time: 9:30 a.m. – 11:00 a.m.

Opening:

A) Introductions: Review Capital Budget Cycle Flow Chart (notebook tab, “Committee Info.”) and review Committee purpose. Notebooks containing materials referenced herein and to organize materials will be provided two new members who did not receive books from previous members. Continuing members will use their existing notebooks. Please update your notebooks as new materials are distributed. Contact Juanita Taylor with questions, Ext. 2007.

Action Item:

B) Action: Elect Co-Chair from voting, non-ex-officio members

Information Items:

C) Categories of funding:

1. PECO Formula Funded (annual and non-competitive funds from the University’s legislative appropriation) are those $1,000,000 or less, or a planning study for which the professional fee is $25,000 or less for E & G facilities.

The current FY05/06 Fiscal Year Allocation totaled, $996,376. The monies were received in two categories as defined below: a) $298,912 (30%) and b) $697,464 (70%). An EXAMPLE spreadsheet indicating project types and funding format with contingencies will be placed within the notebook tab, “PECO Formula Funded”). The expected formula monies for FY06/07 is a total of $1,000,000. This UWF estimate will be checked with the DCU in January.

a. Maintenance, Repairs, Remodeling, Renovation and Repairs (MRRR).

Expended for existing satisfactory facilities. Examples include “deferred maintenance” issues to replace and repair windows, renovate, convert, and reconfigure space, painting, floor coverings, window coverings, install HVAC, upgrade lighting, repair/replace sidewalks, install and replace signage, resurface/repave roadways, repair and replace roofs, etc.
b. **Life Safety, ADA, and Capital Renewal:** Regulatory or Standards upgrades including fire code violations, replacement of fire alarms and emergency lighting, asbestos abatement, indoor air quality and related mechanical upgrades, the Americans with Disabilities (ADA) corrections, water quality, lead abatement, restoration of radon, elevator controls or re-cabling upgrades, etc. **Capital Renewal** is a term typically defining projects for repairing, replacing, or maintaining existing major facility components of utility systems, building structures, grounds, roads, and to return them to useable condition. Examples roofs, large mechanical and electrical building infrastructure systems that have an expected “cyclic life,” (similar to a car battery!) clean heating and cooling coils, replace chillers, repair building foundations

2. **PECO Major (Fixed Capital Outlay) Projects:** Competitive process of legislative funded projects; items exceeding $1,000,000 that requires a new building or an extensive addition to or replacement of an existing structure. This requires a submittal of a “Five Year ” Capital Improvement Plan that is due each May from the University to the Division of Colleges and University, Facility Planning Office. Examples of projects include the Science and Technology building listed on the proposed Five Year Plan at $21,461,086 and similar projects. The State identifies the current project budget to be $17,826,080

From this “unconstrained” Five Year Plan list from UWF, while considering the Educational Plant Survey, and updated 2002 Campus Master Plan, a “Three Year” list is provided by the SUS indicating the “affordable” monies planned for allocation each of those three years. Refer to notebook tab, “PECO Major 5 Yr. Plan – Existing.”

D) **University Strategic Planning Goals:** Essential to align our PECO resources with the Strategic Planning Goals revised by the UPC, April 2005 (distribute handout)

E) Review the FY05/06 Formula Funded Projects with funding of $996,376 and FY06/07 Formula Funded Project DRAFT dated Nov.’05. Some projects noted on the PECO FY06/07 updated Five Year Formula Funded Plan DRAFT have been moved on the plan or funding identified from other fund sources. Refer to notebook tab, “PECO Formula Funded.”
F) Distribute the FY06/07 E & G Capital Request form (copies made by campus departments). DO NOT use the “Construction Project and Space Request” form for this annual process (copies made by departments and available on the Architectural and Engineering Services website within the Administrative Affairs Division. Review notebook tab, “Meeting Info.”

G) Review the “Proposed Project Summary Report” and the “example” of format (see notebook tab, “Project Summary report.” The purpose is to have an executive summary report that identifies proposed projects and retains these for consideration in future years without the need to request the same project in subsequent years. The report will also be used by the Committee to delete projects that are no longer required or an alternative funding source has been identified.

H) Review the Floor Covering, Sidewalk, and Window Covering replacement priority lists for use within the “Recurring” category of MRRR as part of “PECO Formula Funded” projects. This is a condition assessment, not color indifference priority report.

I) Subcommittee Reports:
   a) Space Utilization – Dr. Bill Haraway
   b) Environmental Conservation and Campus Beautification – Dick Walter

J) A “proposed” Facility Planning Committee schedule was previously emailed from Juanita Taylor. It is attached for your review. Please note selected dates are for Facility Departments’ involvement, and not the Facility Planning Committee. Adjusted dates will no doubt be required. I prefer we establish consensus during the first meeting of a preferred day of the week and time. This may require revision given unknown spring schedules.

K) Capital Improvement Trust Fund (CITF): The UWF expects a March, 2006 release of the $3,655,552 for HLS Climbing Wall, Bldg. 54 Community Room, and New Child Care facility immediately west of the Baptist Student Center.

L) Student Organization Facilities Policy – Dr. Jim Hurd – Please visit the following link: https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=815

M) Next meeting date: Thursday, February 23, 2nd meeting, Building 22, Nautilus Chamber, Room 255, 2:30 – 4:00 p.m. Focus: FY05/06 PECO Formula Funded projects.

N) Other