MEMBERS PRESENT:

Dr. James Barnett  Dr. Sukumar Kamalasadan
Dr. Barry Brighton  Mr. Peter Robinson
Mr. Michael Dieckmann  Dr. Dana Sally
Dr. James Hurd  Dr. Leo Ter Haar
Ms. Sara Groh  Mrs. Sandra Thompson
Dr. James Hurd  Mr. Dick Walter

GUESTS PRESENT:

Dr. Bill Haraway  Ms. Melissa Padden

ABSENT:

Mr. Richard Berg  Mr. Anthony Fisher
Dr. Mary Braun  Dr. Jane Halonen
Dr. Donald Chu  Dr. Peter Metarko
Mr. William DeBolt  Dr. Ed Ranelli
Dr. Robert Fahnestock

Dr. Barnett opened the meeting at 9:35 a.m. by welcoming the Committee and allowing all attendees to introduce themselves and the group they represent.

There were two guests present, Dr. Bill Haraway, Space Utilization Committee and Ms. Melissa Padden, Environmental and Conservation Committee and they were given the opportunity to make subcommittee reports to the Committee.

Dr. Bill Haraway stated that because of the shortage of manpower in the Architectural and Engineering Services Department some difficulty might be experienced in getting some of the work done to spaces that is currently waiting to be completed. If there is any work that anyone sees as something that must be done, please send the request to Robin Anderson and it will be reviewed immediately. He asked that everyone be very selective in making those requests.

He also admonished everyone to be aware of the placement of outlets when a request is submitted for furniture moves. He then gave a complete update on the status of outstanding projects on the UWF campus.
Dr. Barnett added work on the Natatorium, now being called the Aquatic Center, should be completed by January 31, 2006. The downtime that was experienced as a result of Hurricane Ivan allowed more time to do some additional work on the facility and will be in better condition than they were originally.

Dr. Haraway asked that when requests for work have been submitted, be careful not to make any changes to the “Construction Project and Space Request” reports because problems will be created when the process is changed.

The floor was open for questions. There were none.

Ms. Padden made a report on the work that has been ongoing with the Environmental Conservation and Beautification Committee. There were four areas covered:

- **Urban Forestry Hurricane Recovery Grant** – Sponsored by the Florida Division of Forestry to provide financial assistance for reforestation, mitigation, remediation and educational programs. The University of West Florida has received verbal approval of approximately $90,000 as reimbursement for many of the post-hurricane Ivan replanting.

- **UWF Park Proposal** – On July 20, 2005, the Facilities Planning Committee approved the renaming of the park to University Park in hopes of enticing the community to better utilize the facility and secure more grants or donations for upgrade of the area. The ECBC is currently working on the creation of signage for the area as well as a dedication date tentatively set during the Festival on the Green 2006.

- **UWF Fire Trails** – Because of the wooded area on the main campus, concerns were expressed that there is a need for fire trails. Because the University is in such a heavily wooded area and sort of encroaches some of the buildings it could cause the spreading of fires. The Division of Forestry has a verbal agreement to work in conjunction with the Facilities Management department to propose and complete fire trails this winter.

- **UWF Trails Policy** – Ms. Padden expressed the need for the establishment of a formalized trails policy because of the unchecked trail usage by several groups (including mountain bikers and horseback riders). There is a danger in damaging the preserved areas. The policy would need to include legal and environmental issues. The University needs to be proactive in addressing this situation instead of waiting until something happens. Spring Into Action has been very successful on the campus.

There was discussion about the fire trails. It was stated that there would be no loss of trees. A device similar to a snow blower (gyro mulch tractor) would be used at the top of hills to cut the underbrush in an area about 30’ wide (behind the boiler house where there are no houses on the inside of fence line of UWF) it would chew up everything in its path and it would spit it out as mulch. A similar process was used last summer with the
Forestry Service and the area is now maintained with brush hogs. Ms. Padden said she has some excellent footage that shows the gyro tractor in action.

Following this exchange of ideas the sub-committee reports were complete. Dr. Barnett thanked Dr. Haraway and Ms. Padden and they excused themselves from the meeting at 9:50 a.m.

**Action Items:**

**Elect Co-Chair:**

The next order of business was the election of a Co-Chair to replace Dr. Ter Haar whose term was ending with session. The Co-Chair is elected every fall.

The house was open for nominations. Dr. Hurd made the motion that Dr. Ter Haar continue to serve in his present capacity. The motion was moved, seconded, and open for discussion. There was no discussion. A vote was taken and the Ayes carried. As a result, Dr. Leo Ter Haar would continue to serve as Co-Chair of the Facilities Planning Committee (FPC) along with Co-Chair, Dr. Jim Barnett.

**Information Items:**

**Categories of Funding:**

It was explained this Committee looks at all types of funded projects, PECO, CITF student fee, and Alec P. Courtelis Facilities Grant Matching projects that funds any major projects that are under consideration. The Committee reviews Capital Improvement Trust Funds (CITF) every three years. The PECO funds are divided into two allocations, 1) Formula Funded (minor) projects, and 2) Fixed Capital (major) projects. PECO funds are not used for residence halls.

The Five-Year Fixed Capital Outlay Plan is attached to FPC website. The CITF and PECO Major Capital 5-Year Plan are in the University library at the reserved desk in hard copy available for one-hour check out.

This particular year since CITF money will be available to the UWF in the spring, there are no plans to review this fund source during this capital budget development cycle. The focus will instead be on PECO funded projects – small projects (e.g., remodeling, ADA, life safety, maintenance) and other projects that involve the general facility. Building 22, however, is a split project that uses PECO and CITF funding.

**PECO Major (Fixed Capital Outlay) Projects:**

Dr. Barnett explained that the PECO Formula-Funded projects are funded from two major categories, ADA/Health and Safety/Capital Renewal and Maintenance/Repairs/Remodeling. The state controls the procedures and percentages for allocating monies, including the requirement that ten (10) percent of funds be expended for health and safety projects. Therefore, it is important that the Committee stay within the percentages that make the most sense.
Every year in June when the Board of Trustees receives the updated 5-Year Major Capital Plan (that has gone through the FPC process) from the University Planning Council, it is then submitted to the Board of Governors in August. President Cavanaugh is the President of the State University System President’s organization. In September they meet to review what all universities submitted in August. The UWF competes for PECO funds available.

It was stated that Dr. Ter Haar and Dr. Barnett are part of the Science & Technology Planning User Committee, a major capital project. The FPC has proposed $21,461,086. A total of $1,356,548 planning money has been received. That is based on a smaller building. A larger building is needed based on the most recent preliminary program analysis from the academic user group completed in May 2005. The departments that would occupy the Science & Technology Department building are computer science, mathematics, physics, logistics, and electrical engineering. The Science & Technology Planning Committee will have a meeting next Wednesday at 4:00 p.m. The individuals on that User Committee who are also a part of the Facilities Planning Committee are: Mike Dieckmann, Jane Halonen, Pete Metarko, Peter Robinson, Leo Ter Haar, and Jim Barnett.

Dr. Brighton asked if the $1.3 million was already on campus. Dr. Barnett responded that he thought $1,356,548 was but he was not sure; and given where we are in the process it is not needed yet. The University has to go through the process of advertising for an architectural firm. There will be no need for a cash draw before May 2006.

University Strategic Planning Goals:

The University goals and priorities are integral to the FPC process because when using the E & G Capital Request Form, the requester of the project needs to identify the pertinent goal and priorities. There are several on the present list that relates to facilities. There are lots of cross-functional relationships when looking at the goals and priorities. They must be kept in focus and relating to something that is currently being done.

Review of FY05/06 PECO Formula Funded Projects:

The PECO Formula Funded list 2005-2010 is a list of projects that were recommended by this Committee last year and presented to the University Planning Council. They are in various stages of progress. Given the vacancies that exist in Architectural and Engineering Services, very little has been done except for the things that must be done and that does not require a lot of building planning. A reminder of the AES Department implementation priorities for the FPC, 1) health and safety, 2) instruction, 3) student contact, 4) faculty and staff, and 5) support.

In March 2005, a 5-year PECO Formula Funded plan was developed and recommended. Due to facilities being a dynamic business, the picture presented then was a “snap shot” of what was believed the five-year plan project plan could look like.
The Committee took a look at the FY 2006-07 PECO Formula Funded Projects DRAFT document dated November 2005. The Facilities Services Departments, providing input to the document, will use this list as a tool in a meeting on Thursday, December 8 for review and modification before it comes back to Facilities Planning Committee for the second meeting in 2006.

Some of the projects noted on the PECO FY06/07 updated Five-Year Formula Funded Plan DRAFT have been moved/relocated on the Plan or funding identified from other fund sources. If there is a strike-through of a particular project, it does not mean that the project has been eliminated, the project will be done; however, it might have a different fund source or location on the Plan versus the one indicated on the FY05/06 project list.

PECO Utilities/Infrastructure/Capital Renewal/Roofs: The campus has received $4.25 million in funds for capital renewal. Three hundred thousand ($300,000) of those funds are used by Information Technology Services (ITS). Mike Dieckmann, Associate Vice President for Information Technology Services, explained that IT is progressing well on the infrastructure of fiber optic cable plan and rewiring of Building 21 in the past two years. The funds provided have allowed an ongoing renewal/upgrade of facilities. The past year the fiber upgrades were on the fire alarm system. It was noted there was a special allocation in the first year of $500,000 to ITS from this fund source, and the past two years it has been $300,000 per year.

Dr. Barnett explained that the monies that were discussed are used for utility; infrastructure, etc. are deficiencies that are dealt with internally and change often. The funds cannot be used for remodeling. An example was provided with the Four-lane washout at the northeast campus zone. PECO money from this fund will be used and grants will fund the remaining 75% of expense. It is money that is used to replace sanity sewers, non-remodeling, infrastructure, non-cosmetic, and behind-the-scenes issues.

FY06/07 E & G Capital Request Form:

Instructions were given on how to use the FY2006/2007 E & G Capital Request Form made by campus departments for the capital budget development process. The members were asked not to use the “Construction Project and Space Request” form that is routinely used by the campus aside from this annual capital budget process.

The E & G Capital Request Form should be kept available and clean so that it is available whenever a constituent of anyone on the Committee requests a copy. All Associate Vice Presidents, Assistant Vice Presidents, Deans, Directors and Chair Persons will be given a packet about December 16 and the E & G Form will be included. It was assured the goal was to continue with a comprehensive process of campus involvement. A memo will be sent out that contains an E & G Capital Request Form and the UWF Strategic Goals and Priorities. Everyone will have access to the full process.
Proposed Project Summary Report:

The Proposed Project Summary Report document was reviewed. The projects are listed in building order by category, not in priority order. It is only a summary of the projects. The purpose is to provide an executive summary report that identifies historically proposed and non-funded projects, and retains the projects for consideration in future years without the need to request the same project in subsequent years. The FPC will use the same report to delete projects that are no longer required or an alternative funding source has been identified. It was explained that the unfunded projects stay on the list for an indefinite length of time until a method of funding is identified.

The priorities of the projects do change within a 5-year period. As Facilities Services is functioning in its given role, they will be able to know where the greatest needs for some project exist, but it should also be understood that Facilities is looking at one part of the picture. Academics are very important when looking at “non-recurring” renovation and rehabilitation projects such as the research labs. After FS people look at some of the ADA/life and safety issues capital renewal, it becomes very important that the FPC weigh in as Committee players, who have a different perspective of the facility issues.

Review of Floor Covering, Sidewalk, and Window Covering:

Each year there are recurring projects. Part of these projects is floor covering, sidewalk, and window covering. Dr. Barnett asked the Committee to invest the time necessary and look at the buildings they currently occupy, teach in or have meetings in, and see if any changes need to be made and make note and come prepared to the February meeting to give the necessary input. The Architectural and Engineering Services Department has responsibility to update the three (3) recurring project Plans. However, because of the shortage of employees, there is no one available to walk the campus at this point in time, and the eyes are multiplied significantly when the Committee invests the time. It was mentioned this is a condition assessment, not color indifference priority report.

Dick Walter did add that the Facilities Management Department is doing a complete sidewalk survey, taking pictures of all the deficiencies and the information will be converted to a spreadsheet with cost estimates and that analysis will be completed in the month of January. It is an extensive process.

Proposed Facility Planning Committee Schedule:

The remaining meetings for the FPC have all been proposed for Thursdays at 2:30 p.m. – 4:00 p.m. any necessary adjustments will be made, especially in light of the spring class schedule.

Capital Improvement Trust Fund:

The UWF expects to have the funds released in March/April 2006. The three projects involved are the HLS Climbing Wall, Building 54 Community Room, and New Child Care Facility immediately west of the Baptist Student Center.
Student Organization Facilities Policy:

Dr. Jim Hurd stated that at some point a decision has to be made regarding space for student organizations. What have to be taken into consideration are the resource capabilities versus the policy language, as it currently exists. The matter can be addressed at a later date because currently no group has come forward with a proposal yet. The next organization that will probably come forth is the Methodist Church – Wesleyans Foundation. A policy needs to be established. There are some problems involved with infrastructure in the current Campus Master Plan. The area currently being looked at for the organizations creates some challenges with providing utilities. The questions to be considered are would UWF provide the services or would the students share direct cost. The funding would come from PECO Utilities/Infrastructure/Capital Renewal/Roofs allocations. There is a big list of projects (health center and storage for athletic facilities) and meeting places for student organizations might not take top UWF priority.

Dr. Barnett suggested that Dr. Hurd update and/or modify the current policy and bring it back to the group. Mike Dieckmann suggested that qualifiers be added so that UWF is not obligated. It was noted that all appropriate groups impacted by the Policy should be involved in the process. When planning the Baptist Center, ITS did not get involved and had no input in the process. It can create some challenges in later stages of the projects. He further stated that there appears to be three options in the discussion about a plan for the student organizations: we will not allow any student organizations; we will allow them, but the first one would have to bear the cost of utilities; or they would have to move to an alternate location. Dick Walter indicated that the campus sounds big in terms of acreage, but when you actually look at the property there is lots of “unbuildable” property because of the hills and swamps.

A motion and seconded that Dr. Hurd update policy to reflect the views of the group. When the policy is updated, it was noted, that consideration must be given to the funding that is available so that the students and the University have an understanding. The Ayes carried the vote.

Following brief comments from Dr. Ter Haar regarding the forthcoming Science and Technology Ad-hoc meeting participation, the meeting was adjourned at 11:10 a.m.

Juanita Taylor, Recorder