

Facilities Advisory Committee Meeting

Wednesday April 13, 2016

I. **Time, Location, and Attendees**

- 3:00 – 4:30 P.M. Administrative Center – Gillham Park Room
- Members present: Cory Beard, Curt Crespino, James DeLisle, Eric Grospitch, Saul Honigberg, Deborah Phillips, Kathleen Schweitzberger, Robert Simmons, Peggy Ward-Smith, Peter Witte
- Staff Present: Patricia Kohlscheen, Karen Lavendusky, Jeff Vandel
- Guest: Jerry Wyckoff
- Minutes recorded by Patricia Kohlscheen

II. **Motion to Approve – Meeting Minutes – February 10, 2016**

- Several typographical and grammatical errors were noted for correction.
- Kathleen Schweitzberger motion and Saul Honigberg second the motion to approve the corrected minutes. Approved
- Bob Simmons noted that on the Facilities Advisory Committee website the minutes are not up to date. We have lost our administrative rights to the website when we transitioned the administrative support. We are in the process of renewing our access.

III. **Spencer Chemistry Building and School of Biological Sciences Renovations**

- Project Update
 - This project was approved for State funding in the past fiscal year utilizing bond funding that the Legislature approved. What was approved differed in two ways from what we had requested
 - We had structured the project so that we would do a building addition to the complex first. This would have allowed moving the teaching labs into the new addition freeing up space within the building for larger areas for renovations. The bonds were approved only for renovations and cannot be used for new construction.
 - We had requested funds to renovate the complete complex and we were given a little bit less than half of the needed funds creating a Phase I and Phase II for the renovations.
 - We will work on Phase I with the funds we have.
 - We will maintain our goal our goal of renovation of the full facility in Phase II as the highest capital priority for UMKC.
 - Timing for Phase II is unknown as regular capital funding from the state legislature does not occur. The funding we received last year was the first in over a decade.

- The planning process that has been in progress for several months. We have created a Master Plan that looked at what we would do in Phase I and what is involved in the future phases of the Master Plan. We have also begun the process of doing more detail design in the Phase I project.
 - We have had a building committee and a steering committee involved in the process representing the School of Biological Sciences and the Chemistry Department and the College of Arts and Sciences since November of 2015 trying to sort through the process. We have arrived at a consensus solution with approval from that committee.
 - We have been made aware that there are concerns from a group of School of Biological Sciences' faculty have been brought to the committee, to the Dean, and they would like to bring their concerns to this committee.
- Discussion of School of Biological Faculty concerns with Jerry Wyckoff
 - The renovations highest priority was identified as teaching labs. The building and steering committee is a teaching heavy group. They were brought forward to deal with the teaching lab space.
 - For the research faculty there are two basic concerns.
 - Worry about the dramatic drop in research space and what that would do to us for future academic growth
 - Concern about the project planning process
 - Loss of Research Space: At the start of renovations there is approximately 40,000 square feet of research space. Because of the renovations and increasing the teaching lab space it was expected that some of the research space would be reduced. The finalize plan has dramatically reduced the research lab square footage
 - At the end of the Master Plan concept the research lab space would be reduced to 26,500 square feet.
 - At 1,000 square feet per researcher that will be a loss of 14 researchers we will not be able to house in the building. We are losing a substantial amount of space with no recovery for research.
 - At the end of Phase I there is 4000 square feet of vacant space that is needed as swing space during the renovations.
 - There is also concern that student space will go from 740 square to 5,000 square feet. A lot of the lost space is going to student space, office space, and teaching space.
 - The concern is if we are trying to become a faculty of 35 research active faculty members the space available at the end of this building plan wouldn't support it. We would need either space from outside the building or space transferred from within.

- Concern about the project Planning Process: Jerry indicated that SBS faculty believe that the transferred space out of the unit for student space and mechanical space was not properly vetted.
 - This is an issue that the Facilities Advisory Committee should take up. In order to plan for future growth we need this committee to consider where the space we are losing will come from to support the research faculty we hope to recruit. We can't recruit faculty if we don't have the space to put them or a future plan for obtaining that space.
 - A lot of the faculty are frustrated because the basic issue of what is happening with the research space was not discussed. They understand that the teaching labs needs to be renovated and that the mechanical space needs to increase. They don't feel like they were involve with the process.
 - Transferring space to mechanical space or student space is transferring space back to central administration. Many of the faculty were not aware of this until they received a pie chart showing the information.
 - The SBS faculty are looking at this issue.
 - There is a group of faculty working on how much space we can recover within the current plan without disrupting needed teaching labs renovations.
 - Feel that the plan should address how do we grow if we don't know where the needed research space is coming from? We feel the space needs to come from somewhere even if it's not within the current buildings.
 - This an issue the Faculty Advisory Committee needs to address.
- Spencer Chemistry Building and School of Biological Sciences Renovations FAC Discussion
 - Discussion of the committee followed Jerry Wyckoff's presentation and discussion.
 - Bob Simmons distributed copies of two sections from the UMKC Space Planning and Management – Policies and Procedures. (Attached Documents)
 - One of the first efforts of the FAC about 10 years ago was to create a space planning and management policy for the campus.
 - The first distributed section talks about what happens when you have vacant space. It was clarified that currently none of the space in Spencer or SBS is vacant and that the vacant space would occur after the Phase I renovations.
 - The second distributed section is the research space policy, which had been had been created in 2004 by the provost at that time. The FAC at

that time agreed to import the developed policy without additional review.

- When the Research Advisory Committee was formed about two years ago we tentatively discussed working jointly to update the research space policy to make it a more robust policy establishing the criteria for how the space is assigned.
 - When the Research Advisory Committee has not yet taken up the research space policy effort and other research topics have been seen as more critical.
 - Questions of research space and the assignment of research space and how we best utilize our limited resource on our campus is important. The policy that is within our space policy is 12 years old, very out of date, and not that strong, even at the beginning.
 - The SBS research faculty are asking the committee to work on a plan to determine where the needed space will come from in the future. After this renovation the research lab allocation is going to be drastically cut. To grow and to recruit future research faculty, a plan for future space is needed.
- James DeLisle motion and Peter Witte second the motion to reach out to the Research Advisory Committee to request a joint taskforce to look at updating the Research Space Policy. Approved.
- Karen Lavendusky noted that Paulien and Associates did point out in their space utilization study that the Biological Sciences and Chemistry Buildings are very insufficient on student spaces. We will reach out to Paulien and Associates to find out what the square footage per student that they typically plan for on a national level and see how that compares to this program.

IV. Capital Project Requests – FY2018 Preliminary Draft (Attached Document)

- This is the first draft of the 2018 capital request for the state appropriations. This is essentially the same as last year with the exception of Spencer Chemistry & Biological Sciences Renovation Phase II, since we have received the money for Phase 1 of that renovation. This will remain as our number 1 priority for state funding.
- The number one priority for the 50/50 Match Program, the Higher Education Capital Fund, is the Downtown Campus for the Arts/Conservatory of Music and Dance.
 - The Chancellor shared in the Trustees Meeting that he will have the \$48M in hand in June.
- The Engineering Lab Building remains as a 100% private funded project.
- Those first three projects are on totally different funding streams but the UM System makes us list them as 1, 2, 3 in priority when they should be 1, 1, 1 because they are different funding streams.

- We are looking at additional renovations on Hospital Hill and the next phase of the Miller Nichols Library Renovations.
- The last two projects would really be done outside the University with a private developer for the Troost Development and private funding for the Basketball Facilities at KCMO Municipal Auditorium Phase II.
- On the Spencer Chemistry & Biological Sciences Renovations the total amount reflects the Master Plan total build-out. We did separate out the new construction as a private donation funding rather than a state capital request.

V. Additional Items

- The Paulien and Associates Space Utilization Study is in the final draft revisions right now and we will be updating the information.

VI. Next Meeting and Motion to Adjourn

- Next Meeting – Wednesday June 8, 2016 – 3:00 P.M. to 4:30 P.M. Location – ACCF Brookside Room.
- Peter Witte motion and Bob Simmons second to adjourn. Approved

underutilized space or space assigned to another unit as appropriate to meet the needs of the requesting unit.

1. **Conditions Warranting Leasing of Space:** Requests for leased space may include, but are not limited to:
 - a. Site specific requests to support program and service activities that cannot feasibly be conducted in an on-campus location.
 - b. Situations where functionally adequate space for colleges or administrative units cannot be provided on campus at a reasonable cost.
 - c. Requests to support functions which benefit the entire campus and for which no acceptable on-campus space is available.
 - d. Requests for swing space cannot be accommodated on campus within the existing owned facilities.

Requests for leasing space to meet program requirements will be considered only if funds for lease costs are available in the operating budget of the program. Requests from colleges or administrative units for other purposes will be honored only if suitable space is unavailable and if the state of available space is such that remodeling or relocation costs would exceed the costs of leased space, especially for short term use.

D. Vacated Space Policy

This policy is to serve as a guideline for the allocation of space that is vacated by the tenants occupying a new building or school/college, department, unit or program that will be downsized or eliminated.

When a School/College, Department, Unit or Program relocates to newly acquired or constructed facilities, the vacated space will revert to Campus Facilities Management and the Facilities Advisory Committee will make recommendations for re-assignment.

If the space vacated is located in non-university leased space or occupied under an agreement, the renewal and continuance of the lease or agreement must be recommended by the Facilities Advisory Committee before any occupancy or new negotiations take place.

Any department or unit must send notification that the space is no longer being used by the department or unit to the Facilities Space Planner/Analyst and Facilities Advisory Committee will be notified of the change. No department or college will forfeit space to another department or unit.

Re-Organized School/College, Departments, Units or Programs: If a School/College, Department, Unit or Program is downsized or eliminated that results in the termination of the program and/or faculty and staff, the space vacated will revert to Campus Facilities Management and the Facilities Advisory Committee will make recommendations for re-assignment.

If a School, College, Department, Unit or Program reorganizes, but does not eliminate the program and/or faculty and staff, it is not considered vacated space and will not revert to Campus Facility Management for reassignment.

- E. Office Space Policy** Office space will be substantiated on the office square footage standards, see appendix F as approved by the Vice Chancellor of Administration and Finance on April 28, 2003.

1. Multiple Offices

It is the intent of UMKC to provide full time faculty and staff an office space. Every tenure track faculty member is entitled to an office and it is assumed that a faculty member's primary office is provided within his/her home department. Multiple offices are only to be provided to faculty and staff when their duties or programmatic needs clearly

B. Research Space Policy

As adopted by Provost on June 10, 2004 and Revised 9-13-04.

Fulfilling our institutional vision will require resources in the form of dollars, facilities, and people. This policy addresses research space, which is one critical component of these resources. The overall objective of this policy is to help assure that university space is sufficient and that its use is flexible enough to support our mission. Accordingly, the policies and guidelines described below address the allocation and use of research space and are designed to:

- Enhance the scholarly productivity of the faculty,
- Increase the amount of sponsored research, and
- Recruit and retain faculty members.

1. Definition of research space: Research space is space used in the conduct of research and is considered to include all space used by personnel involved in the research, including faculty researchers, undergraduate and graduate students, postdoctoral students, research assistants and associates, and technical and managerial staff. This definition includes activities involving the training of individuals to conduct research where the space is also used for other research purposes. Institutional Resource Facilities that may be used by multiple researchers are also included in the definition of research space. Faculty office space is not considered research space, nor is classroom or laboratory space that is used solely or predominantly for instruction.

2. Authority for assigning space

- a. The Collected Rules and Regulations (section 110.010) of the University of Missouri vest authority for the assignment of space with the chancellor.
- b. As delegated by the chancellor, the Provost and Vice-Chancellors will establish policies and procedures for the assignment and use of research space, including both existing and newly created space.

- c. Deans will have authority for the assignment of research space within their academic units as delegated by the provost.

3. Criteria/factors used to assign research space

Research space is considered to be a valuable resource to be judiciously assigned in support of the campus mission and goals. Research space assigned to individual faculty members, departments, or academic units should not be considered to be permanent. Faculty members may be subject to reassignment of research space as a result of inadequate research productivity. Factors such as the amount of external research support, indirect cost recovery, supervision of graduate students, residents, scholarly activity, and fellows on research projects may be considered in reassigning space. Prior to reassignment of their research space, faculty members will be afforded an opportunity to provide additional information in support of their current space assignment.

Periodic reviews of space utilization should be conducted to assess current and future research space requirements and to determine if research space is being used efficiently and effectively. Such reviews will use established campus criteria, including the centrality of the program to the campus mission, the scholarly productivity of the program and its future potential, the amount of external funding, the programmatic requirements of individual projects, the contributions to graduate education, and the extent to which the program involves inter-departmental or interdisciplinary collaborations.

Any reassignments of research space should minimize disruptions to active research, while balancing the needs of both individual programs and the goals of the university. These criteria will be used to reallocate space among academic units and to assign space to individual projects.

In addition, academic deans and department chairs are encouraged to develop additional specific criteria for research space assignments within their units. National standards and information from comparator institutions should be employed, as appropriate, for these purposes.

UMKC Space Planning and Management – Policies and Procedures

Academic units requesting additional research space must provide justifications based on these criteria. Inter-school sharing of space and interdisciplinary collaborations and partnerships involving the shared use of space are encouraged.

Campus	Title	Type	Status	Priority	FCNI	DeferredFacilityNeeds	Total	State	Gifts	Other	Debt
UMKC	Spencer Chemistry & Biological Sciences Renovation Phase II	Renovation	Other	1	0.29	\$17,700,000	\$36,429,400	\$31,829,400	\$4,600,000	\$0	\$0
UMKC	Downtown Campus for the Arts / Conservatory of Music and Dance	NewConstruction	Other	2			\$96,000,000	\$48,000,000	\$48,000,000	\$0	\$0
UMKC	Engineering Lab Building	NewConstruction	Other	3		\$0	\$33,175,000	\$0	\$33,175,000	\$0	\$0
UMKC	School of Medicine Renovation	Renovation	Other	4	0.49	\$38,907,000	\$83,730,000	\$83,730,000	\$0	\$0	\$0
UMKC	School of Dentistry Building Renovation and Addition	NewConstructionAndRenovation	Other	5	0.25	\$6,800,000	\$33,050,000	\$26,050,000	\$7,000,000	\$0	\$0
UMKC	Miller Nichols Library Renovation	Renovation	Other	6	0.28	\$7,875,000	\$8,396,000	\$8,396,000	\$0	\$0	\$0
UMKC	Troost Development	NewConstruction	Other	7		\$0	\$13,215,000	\$0	\$0	\$13,215,000	\$0
UMKC	Basketball Facility at KCMO Municipal Auditorium Phase II	Renovation	Other	8	0	\$0	\$41,206,532	\$0	\$12,423,262	\$28,783,270	\$0