

Facilities Advisory Committee Meeting

Wednesday June 8, 2016

I. Time, Location, and Attendees

- 3:00 – 4:00 P.M. – Administrative Center – Brookside Room
- Members Present: Cory Beard, Lawrence Dreyfus, Eric Grospitch, Saul Honigberg, Steven Pankey, Deborah Phillips, Robert Simmons, Peter Witte
- Staff Present: Karen Lavendusky, Patricia Kohlscheen
- Minutes Recorded by: Patricia Kohlscheen

II. Motion to Approve – Meeting Minutes – April 13, 2016

- The meeting minutes were sent to Dr. Wyckoff for his review before they were sent to the committee members. He had a few corrections that were incorporated into the minutes. Dr. Wyckoff agrees that what is recorded in the minutes is a fair representative of the information he presented to the committee.
- Another typographic correction was noted on page one.
- Dr. Honigberg motion and Eric Grospitch second the motion to approve the correct minutes. Approved.

III. Space Requests

- Flarsheim Hall – School of Computing and Engineering
 - See attached for the background information, justification, and the Request for Space Recommendation for Flarsheim Hall Room 336.
 - The vending area on third floor will relocate to the second floor. The vending area on fifth floor will remain.
 - Steven Pankey motion and Deborah Phillips second the motion to approve the Space Recommendation for Flarsheim Hall Room 336. Approved.
- 4825 Troost – Jump Start Program
 - See attached for the background information, justification, and the Request for Space Recommendation for 4825 Troost – Jump Start Program
 - Dr. Dreyfus motion and Eric Grospitch second the motion to approve the Space Recommendation for 4825 Troost – Jump Start Program. Approved
- Health Sciences Building – School of Medicine
 - See attached for the background information, justification, and the Request for Space Recommendation for Health Sciences Building – School of Medicine
 - This request is a space swap for research space.
 - Both Deans have endorsed this swap of space.
 - Lab space assigned to the School of Pharmacy will be assigned to the School of Medicine and lab space that is unassigned would be assigned to the School of Pharmacy.
 - On Hospital Hill the vast majority of quality research space is in the Health Sciences Building.
 - Dr. Dreyfus motion and Dr. Honigberg second the motion to approve the Space Recommendation for Health Sciences Building – School of Medicine. Approved.

IV. Spencer Hall and School of Biological Sciences Building Renovations

- Project Update in Response to SBS Concerns
 - Dr. Wyckoff, during the last FAC meeting, indicated there were concerns among the SBS research faculty about the planning process and the loss of research space to student, teaching, and mechanical space.
 - During spring break a group of SBS research faculty spent part time looking at alternative plans.
 - The SBS research faculty did present an alternate plan and the architectural and engineering team spent some time analyzing that plan.
 - The architectural, engineering team and the building steering committee spent time understanding the concerns that were being expressed and looking at whether some of those concerns, could be addressed in a newer iteration of the plan.
 - We did find that was the case and brought it back before the building steering committee and SBS faculty right before commencement.
 - Based on the feedback at that meeting, while there are still concerns about the loss of research space, some of the concerns about the labs being disrupted were addressed and minimized through the plan.
 - We feel at this point we have a plan we are moving forward with that has a much broader support of the faculty than we had going into it.
 - As Dr. Wyckoff presented, if the School of Biological Sciences grows to having 35 PI's, all who have robust research programs, the renovated building is not going to accommodate them. The building wouldn't accommodate them today if they would grow to that size.
 - We did want to share with you the efforts that were made to address the faculty concerns and give you a sense of where we stand today.
 - Bob Simmons asked if there was any addition information to share.
 - Dr. Honigberg shared that there are still some concerns but the lesson learned from this is to have all the faculty involved rather just being done through the Dean and a couple of the administrators. The original assumption of some faculty was that this renovation was not going to impact the research labs. To the surprise of a lot of the faculty it had a large impact on research space. He added that in the future if more of the faculty were involved you wouldn't have the plans being sent back to the architects for revisions.
 - Bob Simmons noted that there were faculty involved but, as Dr. Wyckoff pointed out in his presentation, they were faculty with teaching roles as opposed to a research roles. There were also broad departmental meetings where things were discussed.
 - Dr. Dreyfus added that one of the biggest issue was defining what you wanted to accomplish. There were clearly both teaching and research needs. The teaching needs were massive. It was an embarrassment to bring high school students in and show them teaching labs that were more poorly equipped than their high school labs.
 - We are moving forward with the project based upon the modified plan, we are going through some pricing exercises, and continuing the development of the spaces that will be renovated.

V. **Research Space Policy Discussion with Research Advisory Council**

- At the last meeting there was a motion of this committee to propose to the Research Advisory Council, which is chaired by Dr. Dreyfus, that a joint task force be established to look at the research space policies in the 2004 Space Management Policies and Procedures document, and to look at a more robust policy.
 - Bob Simmons said that at the next meeting of the Research Advisory Council the consensus of this group was presented to the council
 - There are a lot issues that the council is looking at right now and this is an important issue, but right now we have several issues above that need to be address especially this summer. They would like to defer that space policy to a future date.
 - Dr. Dreyfus added that there are some very big issues not the least of which is funding for research. Not the individual funding but the institutional funding and how we accommodate research and how research services is funded itself.
 - The council is comprised of a representatives from each academic unit, there are several ex-official members including several from research services and Bob Simmons. The Provost is also an ex-official member. Members from the units are faculty not administrative.

VI. **Campus Space Needs and Utilization Analysis Presentation – Karen Lavendusky**

- When we started this process almost a year ago Paulien and Associates came to our campus for a campus tour and we helped them to understand our space database. We supplied data from the registrar's office and from our space database. We informed them of our buildings, how they functioned, and where they were located. We then started meeting with departments to fine tune the data.
- We have the final document and there are some key findings that we would like to review.
 - The facilities data they received was reasonably maintained and those interviewed were forthcoming and helpful.
 - There were a few instances where the classroom data was not easily attainable and we had to work with those departments to get that information. These were mostly on the Hospital Hill Campus.
 - They worked with Human Resources to review the personnel positions on campus and removed several vacant positions no longer needed.
 - Clarifications between facilities and the registrar's office as to terminology of room usage is needed. There was some confusion of what a department might call classroom space and facilities would call meeting space.
 - Throughout the study there were many room codes Paulien and Associates suggested needed to be changed. For instance, a space used to hold meetings and other multi uses including classes could historically been called a classroom, but due to placement within the schools and the actual activities performed in the space, might better be listed as a meeting space.
 - Other recommendations included changes to our processes.
 - Promoting a uniform central scheduling software policy, which we have as a campus, but not all departments are using.
 - The Law School's pilot project using our Ad Astra software has been successful. The Law School found that it was very

successful for their department and also helped in gathering data needed for this project.

- Another benefit of management of space is to be able to follow national trends and benchmark against other universities. A trend we are seeing is opening up space, sharing space, and changing space to be used and shared by many. This could be a way to decrease the amount of space being used as offices to make room for other space.
- The study also pointed out research productivity benchmarks and allocation of research lab space and the need in having a more robust research space policy in place.

○ The study looked at classroom utilization in weekly room hours, which is the average hours of scheduled instruction in the room; the student station occupancy, which is the number of seats filled in the room; and the assignable square feet per station.

○ For teaching and teaching laboratories, the study compares the department owned classrooms and the registrar owned classrooms.

- The weekly room hours for department owned classrooms are less than the centrally scheduled registrar classrooms, the student station occupancy is also less, and the assignable square footage is more.

○ Volker Campus:

- The student station occupancy rate we would like to see in this study is about 65%. The department average is close at 60% and the registrar scheduled rooms are greater at 81%, showing better utilization.
- The recommended average weekly room hours is 35 hours/week. On average we are below that for the centrally scheduled registrar at 28 hours and the department scheduled rooms at 23 hours.
- The student station occupancy recommendation is 65%. We are at an average of 76%.

○ Hospital Hill Campus:

- the data was very hard to obtain and many of their classes held outside the schools many are held in a hospital.
- The average recommended weekly hours is 35 hours and Hospital Hill averaged 10 hours.
- Student station occupancy rate was 68%, higher than the recommended 65%.

○ A question was asked about the rationale for the decrease in the registrar assigned student station occupancy from our current 81% to a recommended 65%? What is the criteria for making that recommendation?

- The 65% recommendation is what they would look at whether you are centrally scheduled as a registrar or departmental. This is a benchmark for similar institutions.
- You don't want to be pushing 100% and 81% is nearing a level where late adds of students would be lost. You want to be able as a registrar or department doing scheduling to be able to push a few more students in the classroom if needed.

○ A clarification was requested as the recommendation appears to be to use the classrooms more and have less students in them when we use them.

- That is correct.

These recommendations came from System before we had data about where we are at now. These were not the recommendations of the consulting firm.

- Clarification requested. Not sure the registrar controlled space and the department controlled space are the same kinds of classroom space. Not sure the square feet of both sets are the same. If the argument is that there should be more registrar controlled space you can't come with that conclusion based on that data.

The differences are closer than one might think. A lot of the departmental spaces are used for teaching. They are 40 or 60 seat classrooms that look just like the classrooms in Haag Hall or Royall Hall that are being compared or smaller seminar rooms which might look like conference rooms that are really scheduled most of the time as seminar rooms and classrooms.

- We have been looking closely at how the spaces are used and after the study we will find the comparisons will be closer to equal.

- There is significant opportunity for increase of classrooms on Mondays, Wednesday, and Fridays. Only 50% of the classrooms are used during that time.
 - Will clarify whether is for Volker Campus only or both Volker and Hospital Hill. (Clarification that the graphic is for Volker Campus.)
 - The data for Tuesday and Thursday was not included but the information is available. General knowledge is the classrooms are booked solid on those days from 10 am to 7 or 8 pm. We are over the 50%. Closer to 80%.

- Campus wide teaching laboratory weekly room hour recommendation of 18 weekly room hours and student station occupancy of 75%.

- On the Volker Campus we are close to that level with over 78% student station occupancy and 16 weekly room hours.
- On Hospital Hill Campus we are way over that level with 86% student station occupancy, but only have an average of 8 weekly room hours.

- The study also looked at office space and the study shows we have a surplus of office space on our campus. They indicate that would merit future study.

- They recommend looking at our office square foot standards, utilizing more open offices, and to do some hoteling of offices.

- Research lab space productivity is lower than expected. The thought is that low productivity is primarily due to the loss of significant externally funded research faculty through retirement or outside recruitment.

- Other findings include: collaborative study space is needed as well as open laboratory space which will double by the year 2020; library and learning spaces shows a deficit with the enrollment growth projected for 2020; and there is a significant need for athletic and recreation space.

- The new downtown location will provide better space for the Conservatory. Scheduling space for students will present several challenges especially for students who travel between the two campuses.

- When Paulien and Associates first gathered information we looked at a 5 year average for the research expenditures. Because of the number of faculty who had retired, which decreased the numbers we worked with, Dr. Dreyfus decided to look at a 3 year average as a more realistic number.

- The research expenditures per assignable square feet by departments and the expenditures for PI's was reviewed. There has been a great deal of variability in research expenditures on the Volker Campus. Geosciences is high because the type of research they do is more computer orientated versus a wet lab/bench type where you would have more square footage assigned.
- On Hospital Hill they looked at the 3 year trend for research expenditures. The School of Medicine and the School of Nursing are increasing in research expenditures and the School of Dentistry and Pharmacy are decreasing.
- What Pauline and Associates did was to look at three different State model guidelines for different square footages. The guidelines are amount of assignable square feet you would have per \$100,000 of research expenditures.

VII. Reaction To Space Utilization Presentation

- Requested input from the committee with their reaction to the study. The study has just finalize and a lot of the information needs to be tweaked and refined for a better presentation.
 - Dr. Dreyfus shared that he is very concerned about the whole thing. This was a big study and took a long time to tell us what we already know on the research side. He shared that concerns have already been expressed at many levels on campus about the effect of the budget model on research due to concerns that the model disincentives research. This is reflected in the large number of productive researchers that we have lost over the past few years.
 - Dr. Dreyfus cautioned that we have to be careful how we present the research data, especially where we showed significant declines in research. Dr. Honigberg that we need to provide annotation that explains why the data is like it is.
 - Bob Simmons agreed that the visualization of the graphs are polarizing, but they are true reflections of the data. He agreed that have to be very careful how we show this data and that we want to demonstrate that we have opportunities.
- He emphasized that Paulien and Associates was not task to solve our budget model or to solve our research model. They were task to pull data and now we will have to figure out how to present it and respond to it.

Bob shared that this information has been shared with the Provost while she was traveling so we don't know how much time she has had to spend with it yet. It will be shared in the near future with the Faculty Senate and Deans Council.

- Cory Beard shared that there have been several student town hall meetings this spring and about 40% described themselves as non-traditional students working close to fulltime and going to school. The data presented would support Monday and Wednesday class schedule because there still a lot of capacity on Monday and Wednesday.
- A general point from Saul Honigberg. When he hears these presentations he would like to know: What is the point of the data? What is the question that has been asked of this data? This is great data but for what? What question are we trying to look at and do something with and how to use the data? That would be very helpful.

VIII. Additional Informational Items

- Update: The Board of Curators will meet Friday June 17th. At the meeting we will have two actions we will be taking to the board.
 - The Plaster Free Enterprise Center project has raised sufficient additional funds so that we will be able to start moving forward with that project as a slightly larger project. It is a 3 story building that will allow the UMKC Innovation Center to be located within that facility. We will be asking for the board to give us approval to move forward with that larger project. The Board of Curators will be asked to allow us to officially move forward with the larger project.
 - The board will also be acting on the capital request for next year's legislative session. The UMKC top priority for State funding is continuing the renovations of the Spencer Hall and School of Biological Sciences Building. The top priority for raising money on our own is the addition to the School of Computing and Engineering for their teaching labs. The top priority for the 50/50 matching program will be the Downtown Conservatory of Music and Dance project, which has essentially now raised the \$48M in private funds.

IX. **Next meeting and Adjournment**

- Next meeting – Wednesday August 10, 2016 – 3:00 P.M. to 4:30 P.M. Location ACCF Brookside Room.
- No formal motion to adjourn. Bob Simmons dismissed the meeting.



TO: FACILITIES ADVISORY COMMITTEE
FROM: CAMPUS FACILITIES SPACE MANAGEMENT
SUBJECT: SPACE RECOMMENDATIONS FOR THE SCHOOL OF COMPUTING AND ENGINEERING-FLARSHEIM HALL ROOM 336
DATE: MAY 2, 2016
CC: BOB SIMMONS, ASSOCIATE VICE CHANCELLOR ADMINISTRATION

Recommendation for the School of Computing and Engineering:

The School of Computing and Engineering (SCE) is in the process of redesigning an area on the 3rd floor of Flarsheim Hall that will accommodate their Student Advisor Office suite. With the increase in enrollment, SCE started a plan to look at a better and more visible location that will consolidate their office and meet their programmatic needs. The buildout of the office suite will utilize existing labs, and an area used for breaks, studying and vending area. SCE is working on a plan to relocate the labs into underutilized space as well as other space within the building that they can relocate to.

All rooms being modified are located under the SCE's supervision with the exception of 336, the vending/break area. This area totals 482 square feet and is listed in our space database as Auxiliary Services being the occupant. The space has a few tables and vending machines used by building occupants. The building currently has a similar space on the 5th floor. Auxiliary Services has agreed to relinquish this space to better serve the students and SCE. Auxiliary Services is not asking for any space in exchange.

Approved Disapproved Date:

Facility Advisory Committee Chair

Approved Disapproved Date:

Office of the Chancellor



TO: FACILITIES ADVISORY COMMITTEE
FROM: CAMPUS FACILITIES SPACE MANAGEMENT
SUBJECT: SPACE RECOMMENDATIONS FOR ACADEMIC SUPPORT AND MENTORING-JUMP START
DATE: MAY 11, 2016
CC: BOB SIMMONS, ASSOCIATE VICE CHANCELLOR ADMINISTRATION

Recommendation for Academic Support and Mentoring-Jump Start:

The Jump Start program recruits and trains over 90 college students at UMKC and Rockhurst to mentor children at risk for future school failure through their research-based and cost-efficient program. Jump Start engages community volunteers to help support families preparing for children's success in school. The program helps develop UMKC students into professional workforce and to collaborate in urban issues and education by creating a vibrant learning and campus life experience. Jump Start is currently located in suite 215 at the 4825 Troost building.

In the past, Jump Start used the previous classroom room 216, at 4825 Troost that was recently reassigned to KCUR. With the loss of the classroom, the Jump Start program lost its training and/or workspace and is requesting additional space necessary to provide pre-service and ongoing training to UMKC students. Other training rooms have been used but having the training adjacent to their space is necessary to create a work room for the students and the items needed in putting packets together for the success of their program.

Jump Start with conjunction with Campus Facilities Management has located space within 4825 Troost on the second floor that is suitable for the program. Rooms 214C, 214B-1, 214C-3 and 214C-2 total 805 square feet and have been identified. This suite of rooms is currently unassigned and no other departments have requested this space.

Approved Disapproved Date:

Facility Advisory Committee Chair

Approved Disapproved Date:

Office of the Chancellor



TO: FACILITIES ADVISORY COMMITTEE
FROM: CAMPUS FACILITIES SPACE MANAGEMENT
SUBJECT: SPACE RECOMMENDATIONS FOR THE SCHOOL OF MEDICINE AND SCHOOL OF PHARMACY.
DATE: JUNE 6, 2016
CC: BOB SIMMONS, ASSOCIATE VICE CHANCELLOR ADMINISTRATION

The School of Medicine received a new funding grant to support research efforts and student instruction in the life sciences. New research space is needed near the Lab Animal Research Center (LARC). The School of Medicine in conjunction with the School of Pharmacy have agreed that if the School of Pharmacy could relocate labs 2202, 2203, 2204 and 2205 totaling 965 square feet to unassigned labs 3228, 3229, 3230 and 3231 totaling 1,009 sq.ft. all in the Health Sciences Building, the labs Pharmacy is vacating then will be reassigned to the School of Medicine and be closer to the LARC.

Both departments are in agreement and have signed the Space Request and Assessment Form.

Approval of this space recommendation includes the School of Pharmacy to vacate HSB rooms 2202-2205 and to relocate to HSB 3228-3231; and the School of Medicine to occupy HSB rooms 2202-2205.

Approved Disapproved Date:

Facility Advisory Committee Chair

Approved Disapproved Date:

Office of the Chancellor