

Space Utilization Advisory Committee
Meeting Minutes
November 14, 2017

- **Welcome**
- **Minutes approved for September 18, 2017 meeting**
- **Future committee meeting schedule**
 - Committee agreed future meetings will be scheduled on second Thursday of each month from 8:30a – 10:00a.
 - **Next meeting on Thursday, January 11, 2018 at 8:30a in ACT-12 conference room**
- **New SUAC website**
 - Location for new SUAC website is found at:
<https://www.twu.edu/space-utilization-advisory-committee/>
- **Room/Space Inventory Overview (Rob Ramirez)**
 - Bill Beckham, FMC Assistant Director – Resource Planning & Assets, manages reporting of space utilization as required by the Texas Higher Education Coordinating Board (THECB). Reporting on all E&G space is required for all state agencies. Non-E&G (Auxiliary) space is not required, however, TWU includes both E&G and Non-E&G space in the THECB reports. Universities are required to report everything about rooms and categorize each and every space.
 - **E&G classification** means 'Education and General' and refers to all space categorized as serving the purpose of education. Examples – Classrooms and classroom laboratories
 - **Non-E&G - Auxiliary classification** references any space that serves purpose outside of education: Examples – Hubbard Hall, dorms, Student Union
 - THECB performs space audit every 5 years. In January 2016, TWU passed last space audit. Of the 35 rooms selected for review, no deficiencies were reported.
 - Useful categorizing terms: Net assignable square footage (NASF) differs from gross square footage in that it does not include support components in a space, such as walls, stair wells, etc.
- **Facilities Condition Index (FCI) Presentation (Rob Ramirez) –**
 - FCI refers to the condition of a building by addressing how much deterioration has occurred. FCI ratings help determine how TWU compares with industry standards, but mainly assists in the development of maintenance schedules and capital planning efforts.
 - Last year all buildings were assessed by the firm, VFA, Inc. Campus inspections come from these assessments, and are used as framework for planning. The FCA (Facility Condition Assessment) process considers how much maintenance is involved with maintaining a structure compared to building something new.

- **FY2018 Deferred Maintenance Schedule Discussion (Rob Ramirez)**
 - Definitions:
 - Deferred maintenance** is maintenance work deferred on a planned or unplanned basis to a future budget cycle or when funds are available.
 - Capital Renewal** – cyclic reinvestment in, or replacement of capital assets.
 - Capital Replacement** – actual cost of replacing a facility in today’s dollars.
 - The standard in the state of Texas is to stay below 10%. 0-5% is good (acceptable) range. 5-10% is fair and likely needs investments in repairs. Older campuses have FCI that exceed 10%.
 - The State Office of Risk Management (SORM) reports the #1 risk among state agencies is deferred maintenance.
 - Last year results showed 40% of all TWU problems related to mechanical, electrical and plumbing (MEP) systems. MEP does not have to be replaced as frequently but has the highest costs.
 - This year we have \$4.5 million worth of repairs identified. These need to be prioritized.
 - SUAC is the group that will be assisting Facilities in making decisions in future years, and helping to insure dollars are used wisely. Our campus is mature. Focus needs to be on revitalizing buildings, making them fresh, and minimizing how fast they are aging.

- **Project Requests - Outline of Process and Forms (Rob Ramirez)**
 - Project selection involves initiating projects, making sure they are funded, selecting the project, completing the project and closing it out. After completion, facilities’ systems are updated to insure good reports in the future.
 - Selection of projects focuses on lowering FCI and increasing overall campus condition. Projects identified for renewal and not selected, become deferred maintenance.
 - Project Information Form (PIF) – requires dept. head to authorize research to do the project, develop budget and schedule. Once this process is completed, information is returned to the initiator so the Project Request Form (PRF) can be completed. Once approved, project is started and architects and/or engineers are hired to execute the work.
 - Currently there are no projects for Dallas or Houston campuses. Have not done projects in those buildings as they are newer and systems are not failing – Dallas is 6 years old; Houston is 11 years old.

- **Space Utilization Efficiency (SUE) Review (Jennifer Martin)**
 - THECB annually determines score for institutions’ space usage efficiency. THECB wants universities to be efficient with state space due to high costs to build.
 - In categorizing rooms the THECB includes the following targets:
 1. **Classrooms:** - Use classrooms 38 hours per week and fill with minimum of 65% of capacity each time room is used.
 2. **Classroom Laboratories** - Use 25 hours per week and fill with minimum of 75% of capacity each time room is used.
 - TWU files reports every semester and the THECB gives each university a total utilization score each Fall. Criteria includes how much demand there is for space; how efficiently we are using rooms and how much capacity is being used per room.

- Classroom space requests are coordinated by the University Scheduling department. Efforts to use space effectively are impacted by TWU having few large classrooms and many very small classrooms, and most classes do not meet on Fridays.
- This year TWU utilization score is 184. Top score from THECB is 200 and most colleges score at least 150.

Action Items for next meeting:

1. David Sweeten to provide overview of the non-E&G space usage.
2. SUAC committee to review request form for SUAC committee to use for space requests.