AGENDA
University of Alaska
Facilities Council

June 06, 2021  1:30 pm – 3:30 pm

LOCATION:  Join Zoom Meeting https://alaska.zoom.us/j/84167978998
Meeting ID: 841 6797 8998
One tap mobile +12532158782,84167978998# US (Tacoma)
Dial by your location +1 253 215 8782 US (Tacoma)

1) Safety minute.. --
2) Review and approve minutes of the March 17, 2020 meeting. --
3) Current Business
   a) Post COVID Work Space (Michelle Pope) --
      i) Shared work space / Office Hoteling --
   b) Capital Budget update: --
   c) GO Bond Update: --
   d) Facilities Inventory update:
      i) Replacement Value Process: (Harmonie Peters) --
      ii) Facilities Inventory Data (Harmonie Peters)
   e) SightLines update:
      i) KPI’s: Review revisions made to UAA KPI one pager in March. File is saved in the google drive under this meeting: https://drive.google.com/file/d/1cYfpwZkMQDluQT3XFij54dzPS_GBj0iL/view?usp=sharing (Mahoney/Chris) Any additional revisions needed? --
   f) Post COVID, Post Compact, Master planning: How master planning helps to strengthen the University. (Mahoney)--
   g) F/A rates requested delay. (Tanya Hollis) --
   h) FC Website: https://ou-webserver02.alaska.edu/facilities/ (Chelsey)
4) Working Group Reports
   a) Space Utilization: -- The following is one of the items included in the Post Covid Working Group - Risk Register.
      (1) Risk Name: 23 Under-Used Building Space
      (2) Risk Description: "UA has the potential for many staff working from home full time or part time. This will leave much of our building space not efficiently used. This presents UA with the opportunity to reduce the cost of owning and operating our buildings by shedding this space or putting it to better use. Under-occupied buildings increase risk for theft, crime, damage and maintenance problems going unnoticed. Under-occupied buildings increase risk of public perception of poorly managed universities and support
even more additional reductions in state funding. Under-occupied buildings increase the risk of students feeling the campus is not inviting, popular or important."

(3) **Risk Category:** Facilities & Land Mgmt

(4) **Risk Likelihood:** 4. Likely

(5) **Risk Impact:** 3. Significant

(6) **Risk Priority:** High

(7) **Risk Timing:** Long-Term

(8) **Risk Type:** Operational

(9) **Impacted Operations:** All

(10) **Organizational Objectives:** 3 Loss Prevention/Asset Control

(11) **Risk Sources/Triggers:** Claims / Reports / inadequate funding

(12) **Potential Consequences:** "Loss of Assets / Loss of Credibility"

(13) **Controls in Place Today:** Some but inconsistent, office space allocation policies, minimal controls in place.

(14) **Current Effectiveness:** Inadequate

(15) **Risk Owner:** Facilities Council

(16) **Risk Owner Department:** Land Mgmt & Each Campus Facilities Departments

(17) **Other Team Members:** Administration / Facilities / Risk

(18) **Proposed Risk Treatment Plan** "-Make someone accountable for efficient use of space.

   (a) -Make definition/formula for what is efficient use of space. Example: Space is physically occupied for more than 2000 hours/year = Efficiently Used.

   (b) -Give credits/incentives for efficient use of space. Facilities Council updating building values and occupancy.

   (c) -Facilities Council currently has Key-Indicator for classroom utilization. All 3 campuses are below our peer institutions in how many hours/year our classrooms are used.

   (d) -Implement a financial incentive for departments to transition to higher utilization of space.

   (e) -Provide opportunity and incentives for office hoteling (sharing office space) Example: provide a 10%-20% pay increase for enrolling in office hoteling."

(19) **Implications for Work Priorities:** Resources

(20) **Budget Implications:**

   (a) '$1 - $7 Million

   (b) Estimated Cost Savings
Annual Operation and Maintenance Cost is between $4 and $12 per square foot.

Space use per employee is between 80 – 160 square feet.

Cost savings per full time Tela-Working Employee is between $500 to $2,000 per year while cost savings for a part time teleworking employee is about half of this.

Employees accepting a telework assignment will depend on the type of work involved, employee social and physical capacity, and UA accommodations.

Current estimate is that between 5% and 30% of employees will accept a telework assignment.

There are many variables contributing to how much money UA could see by adopting a more accommodating telework system. Estimates for how much cost savings UA will realize range from $100,000 to $7,000,000 per year. (See attached detailed estimate.)

Next Evaluation Date: 05/24/21

Communication Action Plan: In Work

b) Contract Standardization: --
c) DM & RR: --
d) State of Alaska Facilities: --

5) Additional Funding Opportunities
   a) CARES Act
   b) RECOVERY Act
   d) EBSCO Solar https://ebsco.smapply.io/prog/ebsco_solar_2021/

6) New Business
   a) New 1

7) Future Topics -
   a) shared workspace/hotelling and HR policy? --

8) Brief reports by University Facilities Directors, Statewide and VP Rizk
   a) Statewide: --
   b) UAF: --
   c) UAA: --
   d) UAS: --

9) Next Meetings all 1:30 to 3:30 via Zoom
   a) Sep 15, 2021
   b) Dec 15, 2021

10) Adjourn
**ATTENDING:** (Highlighted in Bold)
**Council members:** Michelle Rizk, Julie Queen, Michael Ciri, Bill Jacob, Kim Mahoney, Kellie Fritze, Nathan Leigh, Myron Dosch
**Other interested parties:** Tanya Hollis, Alesia Kruckenberg, Chris McConnell, Laura Carmack, Cameron Wohlford, Josh Watts, Harmonie Peters, Chad Hutchison, Chelsey Oknoek, Bridget Thimsen,

**From Facilities Council Charter:**

**Our Mission** –
- Advise the President and Officers on matters relating to University facility assets.
- Provide strategic leadership and vision on the planning, construction, operations, management and disposal of University facilities compliant with Board policy.
- Provide collaboration, best practices experiences, and direction for facilities.
- Review, prioritize, and implement policies and procedures that will cost effectively and efficiently provide and maintain stewardship of facilities for faculty, students, and staff.
- Fulfill responsibilities with emphasis on optimizing resources to ensure availability for effective delivery of University programs in a safe and secure manner.

**Our Scope** -
- Develop and maintain system-wide policies and procedures that deliver consistent levels of quality facilities stewardship in support of academic programs.
- Utilize and report on metrics and industry best practices to achieve efficient and cost effective Facilities Management and capital planning.

**Relative to this mission:** FC will track the following KPIs for Facilities: Density (Usage), Utility Costs (Energy Usage), Renovation age, Facility Condition Index and Customer Satisfaction.