

REVISED
 University of Central Florida
 Board of Trustees Meeting
 May 22, 2014
 Live Oak Center
 Agenda
 8:30 a.m. – 4:00 p.m.
 Lunch 12:00 p.m.
 800-442-5794, passcode, 463796

COMMITTEE MEETINGS

8:30 – 9:45 a.m.	Finance and Facilities, Marcos Marchena, Chair
9:45 – 10:45 a.m.	Advancement, Richard Crotty, Chair
10:45 – 11:45 a.m.	Educational Programs, Robert Garvy, Chair
11:45 a.m. – 12:00 p.m.	Student Research Poster Demonstration

BOARD MEETING

		1:00 – 4:00 p.m.
1.	Welcome and call to order	Olga Calvet, Chair
2.	Roll call	Rick Schell, Associate Corporate Secretary
3.	Minutes of March 27, 2014, meeting	Chair Calvet
4.	Public comment	Rick Schell, Associate Corporate Secretary
5.	Remarks and introductions	John C. Hitt, President
6.	Reports	
	Medical College Update	Dr. Deborah German, Vice President for Medical Affairs and Dean, College of Medicine
7.	Information	
	INFO-1 Information	New Committee Assignments (Calvet)
8.	Consent Agenda	
	EP-1 Approval	2014 Tenure Recommendations (Chase)

	EP-2	Approval	UCF 2014-15 Work Plan (Chase)
	FF-1	Approval	Amend UCFAA Bylaws (Merck)
	FF-2	Approval	Refinancing of the UCF Convocation Corporation Series 2004A Certificates of Participation (Merck)
	FF-3	Approval	Revisions to Amendments to Regulation UCF-6.008 Vehicle Registration Fees and Parking Violation Fines (Merck)
9.	Advancement Committee report		Rich Crotty, Chair
10.	Educational Programs Committee report		Robert Garvy, Chair
11.	Finance and Facilities Committee report		Marcos Marchena, Chair
	FF-4	Approval	Colbourn Hall Renovations (Merck)
	FF-5	Approval	Global UCF Facilities Update (Merck)
	FF-6	Approval	2014-15 Tuition and Fees, Amendments to University Tuition and Fee Regulation UCF 9.001 (Merck)
	FF-7	Approval	2014-15 University Operating Budget (Merck)
	FF-8	Approval	2014-15 Capital Outlay Budget (Merck)
	FF-9	Approval	Florida Statewide Mutual Aid Agreement (Merck)
12.	New business		Chair Calvet
13.	Announcements and adjournment		Chair Calvet
	Upcoming meetings:		
	Board of Trustees retreat		July 24, 2014 (<i>Fairwinds</i> Alumni Center)
	Board of Governors meeting		June 17–19, 2014 (<i>Fairwinds</i> Alumni Center)

**University of Central Florida
Board of Trustees**

SUBJECT: Global UCF Facilities Update

DATE: May 22, 2014

PROPOSED BOARD ACTION

Approval to proceed in the construction of an academic building to support the Global UCF program.

BACKGROUND INFORMATION

Global UCF provides international students the opportunity to combine additional language and academic preparation with credit-bearing courses in the first year of their UCF study. This program will further diversify the student body, increase cross-cultural student interactions, and develop students' international awareness.

The Global UCF program will require approximately 23 small 40-seat classrooms for students and approximately 60 office spaces for faculty and staff. Funding for this approximately \$10 million building will come from non-realized investment income that has not been previously allocated. This will be repaid through a facility use charge to this program and from other potential users.

Supporting documentation: None

Prepared by: William F. Merck II, Vice President for Administration and Finance
and Chief Financial Officer

Submitted by: William F. Merck II, Vice President for Administration and Finance
and Chief Financial Officer

**Minutes
Board of Trustees Meeting
University of Central Florida
May 22, 2014**

Chair Olga Calvet called the meeting of the Board of Trustees to order at 1:05 p.m. in the Live Oak Center on the UCF Orlando campus.

The following board members attended the meeting: **Trustees Jim Atchison, Weston Bayes, Clarence Brown, Richard Crotty, Robert Garvy, Marcos Marchena, Alex Martins, Reid Oetjen, and Beverly Seay.**

WELCOME

Calvet reminded the board that the meeting was covered by the Florida Sunshine Law and that the public and press were invited to attend.

She welcomed the board members and called on **Rick Schell**, Associate Corporate Secretary, to call the roll. Schell noted that a quorum was present.

Calvet welcomed public comment from **Jonathan Sebastian Blount**. Blount is founder of *Essence Magazine*.

Calvet called for approval of the March 27, 2014, meeting minutes, which were approved.

Calvet called on **John C. Hitt** for remarks and introductions.

REMARKS

Hitt welcomed and congratulated new board member, **Weston Bayes**, the newly-elected president of the UCF Student Government Association.

Hitt announced that **Reid Oetjen** was elected to a second, one-year term as chair of the Faculty Senate and retains his seat on the board of trustees.

INTRODUCTIONS

Hitt recognized the following members of the UCF community, congratulating them for their accomplishments.

A. Students

Dan Holsenbeck, Vice President for University Relations, introduced this year's legislative scholars and thanked them for their service: **Jon Bielby, Alysha Burgess, Jarrett Davis, Kevin Deo, Mikaela Duffy, Kurt McDavid, Elisabeth Mendes, Allysia Mompoin, Christina Nguyen, and Jessica Sirianni.**

Hitt announced that the **UCF Collegiate Cyber Defense Competition Team** placed first in the 2014 Raytheon National Collegiate Cyber Defense Competition. Members of the team present for recognition were **Carlos Beltran**, team captain, **Jason Cooper**, team co-captain, **Alex Davis**, **Dale Driggs**, **Mark Ignacio**, **Heather Lawrence**, **Cody McMahon**, **Troy Micka**, and **Dr. Thomas Nedorost**, faculty sponsor.

Hitt congratulated women's golfer **Ashley Holder** and head coach, **Emily Marron**. Holder was named this year's American Athletic Conference Player of the Year and Freshman Golfer of the Year.

Hitt noted that UCF's softball team won the American Athletic Conference regular-season championship. Junior **Farrah Sullivan** was named the AAC Player of the Year and head coach **Renee Luers-Gillispie's** coaching staff was named Coaching Staff of the Year.

B. Faculty

Zenghu Chang, a distinguished professor of physics and optics, was recognized for holding the world's record for the shortest laser pulse. He was awarded more than \$9 million dollars, and his research can lead to faster, more efficient computers and electronic devices.

Timothy Coombs, professor in the Nicholson School of Communication, was recognized for his winning the 2013 Pathfinder Award from the Institute for Public Relations. This lifetime achievement award recognizes a body of scholarly research that has made a significant contribution to the theory and practice of public relations.

C. 2014 Pegasus Professors Awards

Hitt referred the board members to their FYI materials for a summary of the meritorious achievements of each of the 2014 Pegasus Professors and Reach for the Stars recipients.

The Pegasus Professor Award is UCF's most prestigious faculty honor, distinguishing extraordinary contributions to the UCF community through teaching, research, and service. This year, four faculty members were presented with this award. Hitt recognized and congratulated the following recipients who were in attendance.

Aristide Dogariu, Florida Photonics Center of Excellence
Jeffrey Rupert, School of Performing Arts

D. Reach for the Stars Awards

The UCF Reach for the Stars award honors highly successful research and creative activity accomplished by early-career university professionals. There were eight recipients for this year's inaugural UCF Reach for the Stars awards. Hitt recognized and congratulated the following recipients who were in attendance.

Ayman Abouraddy, Center for Research and Education in Optics and Lasers
Thomas Bryer, School of Public Administration
Stephen Fiore, Department of Philosophy

Joseph LaViola II and **Dr. Kenneth Stanley**, Department of Electrical Engineering and Computer Science, and
Eleazar Vasquez III, Department of Child, Family, and Community Sciences

E. Employee of the Month

The Employee of the Month for May was **Jim Sullivan**, a maintenance specialist at the Recreation and Wellness Center.

Hitt asked the audience to join him in congratulating these members of the UCF family.

F. Diligent Boardbooks

Schell provided an update on Diligent Boardbooks, an electronic format for handling board and committee documentation. Schell announced that the first paperless meeting will be on September 25, 2014. One-on-one training will be provided for trustees in September.

REPORTS

Deborah German, Vice President for Medical Affairs and Dean of the College of Medicine, gave an update on the UCF College of Medicine.

INFORMATION

Calvet noted the following informational item.

- **INFO-1 – New Committee Assignments**

CONSENT AGENDA

A motion was made to accept the consent agenda, and members of the board unanimously approved the following actions.

- **EP-1 2014 Tenure Recommendations**—Approval of tenure for faculty members whose names are recommended.
- **EP-2 UCF 2014-15 Work Plan**—Approval of the UCF 2014-15 Work Plan.
- **FF-1 Amend UCFAA Bylaws**—Approval to amend the UCF Athletics Association Bylaws to combine the standing Audit Committee and Finance Committee to create a new single Audit and Finance Committee.
- **FF-2 Refinancing of the UCF Convocation Corporation Series 2004A Certificates of Participation**—Approval to refinance the UCF Convocation Corporation Series 2004A Certificates of Participation.

- **FF-3 Revisions to Amendments to Regulation UCF-6.008 Vehicle Registration Fees and Parking Violation Fines**—Approval of the attached amendments to existing university regulation UCF-6.008 Vehicle Registration Fees and Parking Violation Fines, effective at the start of the Fall 2014 semester, pending approval by the Florida Board of Governors.

EDUCATIONAL PROGRAMS COMMITTEE REPORT

Robert Garvy, Chair of the Educational Programs Committee, noted the items approved in the consent agenda and reported the highlights from the committee meeting earlier in the day.

- **Diane Z. Chase**, Interim Provost and Vice President for Academic Affairs, reported on the 2014 Tenure Recommendations.
- Chase and **Paige Borden**, Assistant Vice President for Institutional Knowledge Management, provided an overview of the UCF 2014-15 Work Plan.
- **Dean Bahaa Saleh**, College of Optics and Photonics, **Interim Vice Provost and Dean Elliot Vittes**, Office of Undergraduate Studies, and **Dean Ross Hinkle**, College of Graduate Studies, reported on the 2012-13 Academic Program Review Recommendation Implementation Status.
- **Maribeth Ehasz**, Vice President for Student Development and Enrollment Services, reported on enrollment and housing trends.
- Chase provided the provost's update and noted that the Global Achievement Academy is underway with 70 students expected to enroll in the fall. She reported that the affordability textbook bill did not pass in the current legislative session. However, UCF is working with the bookstore to provide avenues to control textbook costs for the students. Chase stated there is an increase in funding to allow for an increase in hiring of new faculty.

ADVANCEMENT COMMITTEE REPORT

Rich Crotty, Chair of the Advancement Committee, reported the highlights from the committee meeting earlier in the day.

- Dan Holsenbeck gave a report on the 2014-15 State University System budget summary.
- Hitt reported on a \$2 million legislative appropriation for UCF's downtown presence. The project is being discussed.
- **Joyce Henckler**, Chief Development Officer of the UCF Foundation, reported on the capital campaign stating that \$130 million had been secured towards the campaign with \$80 million in active requests. She further stated that the Alumni Association had a busy graduation season, hosting senior send-off events within the colleges.
- Crotty reported that the NFL draft sparked enthusiasm from UCF alumni and fans as they gathered across the country to watch **Blake Bortles** drafted by the Jacksonville Jaguars. UCF benefited from the good publicity surrounding this event.

FINANCE AND FACILITIES COMMITTEE REPORT

Marcos Marchena, Chair of the Finance and Facilities Committee, noted the items approved in the consent agenda. He invited **William F. Merck II**, Vice President for Administration and Finance and Chief Financial Officer, and **John C. Pittman**, Associate Vice President for Administration and Finance, Debt Management, to provide a brief summary on the net savings involved with consent agenda item FF-2, Refinancing of the UCF Convocation Corporation Series 2004A Certificates of Participation, approved earlier in the day.

Marchena presented the following items for board approval.

- **FF-4 Colbourn Hall Renovations**—A motion was made and unanimously passed to proceed with the new construction to replace Colbourn Hall.
- **FF-5 Global UCF Facilities Update**—A motion was made and unanimously passed to proceed in the construction of an academic building to support the Global UCF program.
- **FF-6 2014-15 Tuition and Fees, Amendments to University Tuition and Fee Regulation UCF 9.001**—A motion was made and unanimously passed approving the tuition, tuition differential, out-of-state fees, financial aid fees, and technology fees for undergraduate, graduate, and professional students, effective Fall 2014. Also approved were amendments to University Tuition and Fee Regulation UCF-9.001.
- **FF-7 2014-15 University Operating Budget**—A motion was made and unanimously passed approving the university's 2014-15 operating budget.
- **FF-8 2014-15 Capital Outlay Budget**—A motion was made and unanimously passed approving the university's 2014-15 capital outlay budget and authorizing the president to make necessary adjustments to the 2014-15 capital outlay budget.
- **FF-9 Florida Statewide Mutual Aid Agreement**—A motion was made and unanimously passed approving the Florida Statewide Mutual Aid Agreement for the State of Florida Division of Emergency Management.

Marchena reported highlights from the committee meeting held on April 3, 2014. He advised that the committee had reviewed its charter for potential modifications and is recommending no changes.

Hitt announced that **M.J. Soileau** reported that grant and contract funding reached \$131 million, which is an increase of 31 percent from last year.

Calvet announced that all future board meetings will be held at the Fairwinds Alumni Center. She requested trustees to submit to Rick Schell any topics they would like to discuss at the July board retreat.

ANNOUNCEMENTS AND ADJOURNMENT

Chair Calvet announced the following upcoming meetings:

Board of Governors meeting	June 17–19, 2014 (Fairwinds Alumni Center)
Board of Trustees retreat	July 24, 2014 (Fairwinds Alumni Center)

Calvet adjourned the board meeting at 2:24 p.m.

Respectfully submitted: _____ Date: _____

John C. Hitt
Corporate Secretary

Planned E&G Budget Allocations

Updated as of 06/17/14

Note: The Morgridge International Reading Center, Mitsubishi CHP Plant and Quadrangle building are currently being funded through auxiliary loans

	5-Year Plan					
	Plan 2013-14	Revised Plan 2013-14	2014-15	2015-16	2016-17	2017-18
A. Recurring allocations from recurring funds						
Planned Off-the-top						
2013-14 Salary increases	2,000,000	2,108,365	2,279,034			
2014-15 Salary increases			7,500,000			
Faculty promotional increases	500,000	318,103	500,000	500,000	500,000	500,000
Instructor promotional increases	220,771	221,326	250,000	250,000	250,000	250,000
TIP, RIA, SoTL	500,000	420,000	500,000	500,000	500,000	500,000
Market adjustment for under \$30k	200,000	-	206,675	-	-	-
Graduate health insurance	(300,000)	(400,000)	?	?	?	?
Financial Aid (funded by CPI tuition increase)	450,000	-	-	-	-	-
Phased-in from non-recurring to recurring funds						
2012-13 Faculty promotional increase	5,000	4,999	-	-	-	-
Matching funds for C&G proposals	1,000,000	1,000,000	-	-	-	-
Total recurring allocations from recurring funds	4,575,771	3,672,793	11,235,709	1,250,000	1,250,000	1,250,000
B. Recurring allocations from recurring 10% institutional investment funds						
National Merit & Provost Scholars Program	1,500,000	1,481,116	1,500,000	-	-	-
		NR	Rec			
Total recurring allocations from recurring funds	1,500,000	1,481,116	1,500,000	-	-	-
C. Recurring allocations from nonrecurring funds (some items could be funded from institutional investments held in reserve)						
Financial Aid to replace Bright Futures	-	-	3,150,000	3,150,000	3,150,000	3,150,000
Tuition funds held to address student faculty ratio	-	2,210,033	2,210,033	2,210,033	2,210,033	2,210,033
Additional funds to address student faculty ratio	-	-	7,170,000	7,170,000	7,170,000	7,170,000
Undergraduate education pilot projects/ QEP	1,000,000	-	1,000,000	1,000,000	1,000,000	1,000,000
Library Materials/ Electronic Journal Subscription	105,000	335,276	335,276	335,276	335,276	335,276
Academic advising costs	150,000	-	150,000	150,000	150,000	150,000
CS&T - Information Security Risk Audit	-	-	100,000	100,000	100,000	100,000
University Fine Arts Insurance Policy (CAH)	-	2,045	2,045	2,045	2,045	2,045
Development - Enhancement Plan	1,200,000	1,200,000	1,600,000	2,000,000	2,000,000	2,000,000
Foundation Support	300,000	300,000	300,000	300,000	300,000	300,000
New Chief Audit Executive	78,000	78,000	78,000	78,000	78,000	78,000
Legal Scholars/ BRAC	75,000	75,000	75,000	75,000	75,000	75,000
Convocation Center rent	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Health Sciences Campus chilled water expenses	2,500,000	-	2,500,000	2,500,000	2,500,000	2,500,000
Health Sciences Campus Boggy Creek assessment	40,000	44,930	45,000	45,000	45,000	45,000
Health Sciences Campus property taxes	3,000	1,650	3,000	3,000	3,000	3,000
Health Sciences Campus PO&M	252,836	252,836	252,836	252,836	252,836	252,836
PO&M - FSEC	373,000	340,961	373,000	373,000	373,000	373,000
Additional increases in utility costs	-	-	?	?	?	?
Environmental Health & Safety/ Emergency Management	1,486,200	1,486,200	1,486,200	1,486,200	1,486,200	1,486,200
OEM - New key/camera/alert positions	245,000	245,000	245,000	245,000	245,000	245,000
Police - payroll shortfall and new positions	-	488,041	1,627,885	1,847,199	1,847,199	1,847,199
Police - 3 new officers	480,000	178,000	178,000	178,000	178,000	178,000
Police - special pay increase	200,000	85,781	134,065	134,065	134,065	134,065
HR - Affordable Health Care Act position	100,000	95,550	95,550	95,550	99,550	99,550
E-Verify	12,375	7,219	12,375	12,375	12,375	12,375
Pegasus Magazine	-	347,000	410,000	410,000	410,000	410,000
SMCA support	227,500	267,500	267,500	267,500	267,500	267,500
Salary Market Adjustment for SMCA	25,000	32,500	32,500	32,500	32,500	32,500
Sci Quest Purchasing Catalog (a portion may be state funded)	-	-	-	-	-	-
OPS Healthcare Costs (in excess of state funding)	-	?	?	?	?	?
Team Grant - Years 3 through 5	-	-	-	1,879,462	1,879,462	1,879,462
Total recurring allocations from nonrecurring funds	9,852,911	9,073,522	24,833,265	27,332,041	27,336,041	27,336,041
E. Planned nonrecurring allocations						
Colburn Hall renovation	8,000,000	10,000,000	13,000,000	-	-	-
Investment in Research (seed)	-	-	10,000,000	-	-	-
Research support	7,500,000	-	7,500,000	-	-	-
Furniture for Global Achievement Academy building	-	-	-	1,500,000	-	-
Orlando Tech Center Lab Renovation (Dr. Sohn)	-	679,155	-	-	-	-
SEMATECH	500,000	500,000	500,000	500,000	500,000	-
Tuition funds held to address student faculty ratio	-	-	-	-	-	-
Academic Advising (DARS PeopleSoft Conversion)	500,000	1,351,967	1,650,000	-	-	-
Student Application IT Development Support (DARS PeopleSoft)	-	236,800	-	-	-	-
Load Testing Performance Tuning (DARS PeopleSoft Conversion)	-	-	52,250	-	-	-
Project Surface	-	-	3,500,000	-	-	-
PBS Partnership (excluding purchase price)	2,581,994	2,581,994	1,981,215	2,012,186	2,149,654	-
Development - Enhancement Plan	1,800,000	1,800,000	1,400,000	-	-	-
Gift fees - Health Sciences Buildings	200,000	4,039	-	-	-	-
Regional campuses	1,500,000	1,500,000	-	-	-	-
Graduate fellowships to enhance retention	-	1,000,000	?	?	?	?
Merit-based scholarships for 2014-15	-	700,000	-	?	?	?
Conference entrance fees (5 years through 2016-17)	600,000	600,000	600,000	600,000	600,000	600,000
Resurface track	375,000	375,000	?	?	?	?
Organizational structure review (RFP)	350,000	200,000	150,000	?	?	?
Re-key building	-	320,000	-	-	-	-
IQ Project - Florida Hospital & Tavistock	-	-	250,000	-	-	-
Creative Village Project Liaison and Coordinator	-	-	250,000	250,000	250,000	-
Provost search	-	150,000	-	-	-	-
Police - one time equipment costs for 6 new officers	120,000	93,000	-	-	-	-
Performance plan payments	264,000	61,785	184,500	184,500	184,500	184,500
Legal - contract review software	50,000	50,000	-	-	-	-
UCF Knights Success Grant (to enhance graduation rate)	-	62,800	?	?	?	?
Electronic Data Warehouse	-	34,680	-	-	-	-
Graduate health insurance	-	(100,000)	-	-	-	-
College of Education support	-	-	?	-	-	-
CHP Plant	-	-	-	-	-	-
Boggy Creek Bond Assessment (once development begins)	-	-	?	?	?	?
Health Sciences Campus support (pending but not approved)	-	-	?	?	?	?
Total nonrecurring allocations	24,340,994	22,201,220	41,017,965	5,046,686	3,684,154	784,500
F. Total Recurring and Non-recurring Allocations:						
Recurring allocations	14,428,682	12,746,315	36,068,974	28,582,041	28,586,041	28,586,041
Non-recurring allocations from institutional investments	1,500,000	1,481,116	1,500,000	-	-	-
Non-recurring allocations	24,340,994	22,201,220	41,017,965	5,046,686	3,684,154	784,500
Total allocations	40,269,676	36,428,651	78,586,939	33,628,727	32,270,195	29,370,541

FOOTNOTE LEGEND:

- ¹ These allocations will be reflected in the start up budget on the allocation document. All others will be transferred during the year based on support provided.
- ² Amount differs from the planned list when the 2013-14 allocation document was signed. These may be considered "unplanned" allocations in the reserve rollforward.
- ³ Planned use of 2013-14 performance funding (\$2.6 million).
- ⁴ Proposed phase-in to recurring funding for 2014-15.

Phase in Total = **4,919,396** (Only \$350k for Pegasus Mag)

NOTE: Does not include distribution of \$3.1 million held back from divisions in 2013-14.

ALSO NOT INCLUDED:

SEMATECH Florida Partnership - 13 positions	-	10,000,000	3,000,000	3,000,000	3,000,000
SEMATECH Florida Partnership - multidisciplinary research facility	-	23,500,000	?	?	?
Daytona State College - HVAC replacement project (use of PO&M, undesirable lo)	776,250	-	-	-	-
Simulation for Health Care (IST, AA may fund)	250,000	250,000	-	-	-
Need based aid - Top 10 Knight Program	-	2,000,000	2,000,000	2,000,000	2,000,000
Reduce student advisor ratio	-	1,012,000	1,012,000	1,012,000	1,012,000

From: Tracy Clark <Tracy.Clark@ucf.edu>
Sent: Wednesday, February 13, 2008 12:12 AM
To: Bradley W Bennett
Cc: Beverly DeLong
Subject: UCF agenda items
Attachments: UCF Agenda Item - February 08 Interest Earnings on E&G Funds.xlsx

Brad,

Please see attached agenda items for ICOFA.

Thanks.

Tracy Clark
University Controller
University of Central Florida
(407) 882-1000



Agenda Item: _____

ICOFA AGENDA ITEM

Meeting Date: February 28 & 29, 2008

Topic: Interest earnings on E&G funds

Purpose: As of 12/6/07 the BOG passed BOG Regulation 9.007(5) requiring interest earnings resulting from the investment of current E&G appropriations to be subject to the same expenditure regulations as the original appropriations. Carry forward interest is to be considered additions to the carry forward balance.

Time Needed for Discussion: 10 minutes

Reference(s): BOG Regulation 9.007(5)

Attachment(s): BOG Regulation 9.007(5)

Submitted by: Tracy Clark, Controller University of Central Florida

From: SUS-Submissions <SUS-Submissions@flbog.edu>
Sent: Thursday, July 11, 2013 8:57 AM
Subject: Data Request: Various Amended Regulations
Attachments: 7-001 tuition and associated fees regulation DRAFT 7-9-13.doc; 7-003 Fees-fines-penalties regulation DRAFT 07-09-13.docx; 7-008 waiver of tuition and fee waivers DRAFT 7-9-13.doc; 9-007 Operating Budget Regulation revised 07-10-13.docx; collegiate license plate_NEW_07-10-2013.docx



MEMORANDUM

TO: Institutional Data Administrators

CC: Council for Administrative & Financial Affairs
General Counsels
Budget Officers

FROM: Tim Jones,
Chief Financial Officer

THROUGH: Gene Kovacs, Assistant Vice Chancellor/CIO

DATE: July 11, 2013

SUBJECT: Various Amended Regulations

DUE DATE: **July 30, 2013**

There are several regulations that need to be updated in preparation for the September Board meeting. A summary of the proposed changes for each regulation are as follows:

1. 7.001 – Tuition & Associated Fees
 - i. Eliminates the specific amount charged for undergraduate tuition and references the GAA and statutory authority.
 - ii. Eliminates reference to the building fee (the building fee and capital improvement fee were combined).
 - iii. Eliminates the additional charge associated with college prep course. This change is made pursuant to the modification in SB 1720 to section 1009.28. this was the citation that FAMU used to charge an additional fee for college prep classes.

- iv. Eliminates the date when a block tuition proposal is to be submitted.
(NOTE: Will rely on our data request system to establish the date.)
 - v. Modifies the date the tuition differential report is due to the legislature
(NOTE: the date was modified in SB 1514)
2. 7.003 – Fees, Fines & Penalties
- i. Changes date when the budget committee will consider increases to existing fees from January to June.
 - ii. Changes date when the budget committee will consider new fees from March to June.
 - iii. Clarifies that excess hours applies to FTIC students.
3. 7.008 – Waivers of Tuition & Fees
- i. Clarification is provided on the number of credit hours allowed for homeless waivers.
4. 9.007 - Operating Budgets
- i. Adds language regarding the inclusion of carryforward funds in the expenditure data.
 - ii. Adds language that E&G funds are to be used for operating activities, unless specifically authorized by law.
 - iii. Adds language requiring universities to comply with all applicable federal, state, and local laws when implementing grants, contracts and sponsored research programs. (this is to address a Board audit comment on not having guidelines addressing sponsored research)
 - iv. Adds language regarding the inclusion of technology fee revenues/expenditures and Board approved fees.
 - v. Clarifies the use of E&G interest earnings.
5. X.xxx – Collegiate License Plates Revenues - New regulation that includes the university expenditure allocation for fundraising and scholarships.

Please submit one response per institution by **July 30, 2013**. Please send all responses to SUS-SUBMISSIONS@flbog.edu.

Thank you for your cooperation and assistance.

Attachments:

Regulations 7.001, 7.003, 7.008, and 9.007
New regulation on collegiate license plates

Eugene Kovacs

Assistant Vice Chancellor/CIO
Information Resource Management



Board of Governors
State University System of Florida

325 West Gaines Street, Suite 1625
Tallahassee, Florida 32399
(850) 245-0837
(850) 245-0419 FAX
Visit us online at www.flbog.edu

From: Tracy Clark <Tracy.Clark@ucf.edu>
Sent: Tuesday, April 05, 2016 5:02 PM
To: Dale Whittaker
Subject: CREOL Exceptional funding request
Attachments: RE: FY 2015-16 75% Carry Forward and Budget Committee Approved Allocations; CREOL Exceptional Funding Request.pdf; RE: Lab Cost Comparison; RE: CREOL Addition; CREOL Program Narrative.pdf

Dale - We awarded CREOL the \$4 million they requested for their facility expansion during last year's Carryforward reallocation. We also told them they needed to spend it on research lab space (their original plans included a large auditorium.) - see first attached email from me to Bahaa. We told them if they could add additional funds to include features other than labs that was fine.

They are now asking for an additional \$1.5 million to complete the expansion, as an exceptional funding request (see last pdf file). This is one of the items Megan and I went over with you and you requested more information (namely was this one of those cases where facility's costs increased from the original quotes, college wants more etc.).

Long story short (see attached documentation if you want to read more) they pushed forward on a building with 4,600 net usable sq. ft. 1,200 - research labs, 880 - offices and 2,500 unfinished auditorium/exhibit. Because they were given the directive to use the \$4 million for lab space, they shelled out auditorium instead of building it out so that the auditorium build out \$'s could be used towards building out labs that they had just planned to shell out. Their shortfall is not because facility's costs increased.

I'd say we should not fund this additional request - however, I'm not sure of the reason/need for the auditorium vs. lab space or whether you have talked with Bahaa or Joel about the substance of this building. The MIT award may impact how you think about this request if that award causes more needs here at main campus. Maybe a meeting with you, Joel, me, Bahaa, and Lee (or some such group) would make sense to make sure we are all on the same page with what they are doing over there.

In the past year they have been given \$2 million for the 3rd floor renovation and \$4 million for this expansion of which over 1/2 of the space ended up a shelled out auditorium. I think any additional funding needed should come from their own funds. It's a big ask and would deplete your one time funds by a significant amount.

We could push it forward to the University Budget Committee if you'd like, especially if main campus space is needed because of the new MIT award.

Tracy Clark, CPA
Associate Provost for Budget, Planning and Administration and Associate Vice President for Finance
UCF Finance and Accounting
12424 Research Parkway, Ste 300
Orlando, Florida 32826
Phone: 407-882-1006
Fax: 407-882-1102
Tracy.Clark@ucf.edu

-----Original Message-----

From: Lee Kernek

Sent: Thursday, March 31, 2016 5:42 PM
To: Tracy Clark <Tracy.Clark@ucf.edu>
Subject: FW: CREOL expansion

In addition to the emails, I personally told the CREOL team that the direction was to maximize the labs, and I sent them to Joel/Dale for resolution of both that issue and the higher cost for adding to CREOL vs. other possible places.

-----Original Message-----

From: Bill Martin
Sent: Wednesday, March 30, 2016 5:39 PM
To: Lee Kernek <Lee.Kernek@ucf.edu>
Subject: RE: CREOL expansion

Here are some relevant emails that I think address your notes below.

* The attached "Lab Cost Comparison" email started from an email that you sent to Dale/Bill Merck/MJ/Joel on July 23, 2015 and I got forwarded it downstream. It outlines how way back in July of last year we told them multiple options and advised them that the addition at CREOL would be less bang for the buck due to its small size. It also has an acknowledgement from Mark Wagenhauser on August 12 that "We've been given further direction that the priority needs to be lab space. With that said, can we "shell" the auditorium and then use those funds from not completing towards the other labs". At the top of the email was when we had started programming and they continued to push for a shelled out auditorium. So despite them being told more labs, they wanted to keep the auditorium. That drove the program to where it is today.

* The attached "CREOL Addition" email has me asking again on September 17, 2015 if there is a need for the project to be at CREOL, and has Dr Saleh providing an explanation of why it needs to be there (vs IRIF). It also has me stating that I thought the auditorium was no longer part of the first phase of the project, with Mark stating that the "auditorium should be part of the drawings of the addition for later construction", meaning it should be shelled for future buildout...which is where the program went.

I don't have any emails of the Provost or us specifically directing them to do more labs, only the first email above where Mark stated they had direction for the priority to be lab space. Not sure if you have emails on your computer for these.

Do you want to adjust my email below with this info, or do you want me to re-write my email with more of this information? Do you want me to include the email attachments, or just reference the dates and comments in them?

Bill

-----Original Message-----

From: Lee Kernek
Sent: Wednesday, March 30, 2016 2:21 PM
To: Bill Martin <Bill.Martin@ucf.edu>
Subject: RE: CREOL expansion
Importance: High

This doesn't tell the whole story - which includes us communicating to them more than once that the Provost's desire was more labs, less other; and sending them to talk to Academic Affairs (Joel/Dale) about their desired program (offices, auditorium); as well as us being told that we can't determine their program for them, that that is between CREOL and Academic Affairs. These are critical points.

-----Original Message-----

From: Bill Martin

Sent: Wednesday, March 30, 2016 9:25 AM

To: Lee Kernek <Lee.Kernek@ucf.edu>

Subject: RE: CREOL expansion

Lee,

Last year we were advised by CREOL that they had been awarded \$4M for an addition to CREOL. We began exploring options with CREOL on whether it made more sense to do this expansion to the CREOL building, or consider modifying the IRIF building which, at the time, had not started construction. They had a strong preference to do a building addition to CREOL so their new spaces could be located near existing similar spaces (lab synergy). They also had a strong desire for an auditorium space which their current building does not have. We advised them that this addition would be expensive. FP&C helped estimate what size of addition we thought could be built for the available funds, which is a roughly 8,244 gsf two story addition.

In October 2015 we completed the programming exercise with CREOL which resulted in the attached program document. Pages 30-37 show the project location, estimated schedule, and program which was determined by CREOL. The program includes a 2,500 nsf auditorium, 880 nsf of offices, and 1,200 nsf of labs. There is a lot of site work needed in this project which takes up a lot of the construction cost. We advised them that they may not get all of this space fully built out, and they were open to shelling the auditorium space if necessary.

As this project is over \$2M construction cost, we have had to publicly advertise the project - this happened earlier this year. We scored seven proposals and shortlisted down to four AE/CM teams. This Monday, 3/28, we held our shortlist interviews. As part of the shortlist section on "Ability to Provide Service", we requested that the AE/CM teams propose one design solution that met the budget and illustrated what could be done with the funding - we wanted to see what they believe we could afford for our available funding, and wanted to see how they collaborated as a team to produce a design solution that is on budget. All four groups provided a design solution that met CREOL's program document and met the budget. The attached summary is from the team that we recommend to move forward with, it illustrates this AE/CM team's proposed design and cost solution. The auditorium in their plan is shelled out, but they are also \$100K under our construction budget so there may be room to build out that space. See pages 14-21 for the design concept.

There have been no changes to the previous program or \$4M cost, and our interviews this week confirm that we can build our current program for the budget. My understanding is that CREOL would like an additional \$2M for additional space. With our space crunch on campus I can understand their desire for more space and to build as much now as they can. However, this added funding request is not because we can't meet our current program with the current budget.

Please let me know if you need more information related to the CREOL expansion project.

Thanks,
Bill

-----Original Message-----

From: Lee Kernek

Sent: Tuesday, March 29, 2016 4:52 PM

To: Bill Martin <Bill.Martin@ucf.edu>

Subject: FW: CREOL expansion

Importance: High

I need the answer asap! Thanks!

-----Original Message-----

From: Tracy Clark

Sent: Tuesday, March 29, 2016 4:12 PM

To: Lee Kernek <Lee.Kernek@ucf.edu>

Subject: RE: CREOL expansion

Dale is evaluating the exceptional funding request at the AA division pursuant to the new process. He needs the support for the original funding request of \$4 million, and now the changes that are taking the cost to \$6 million. Should I be asking Mark Wagenhauser for the documentation?

You can see from Mark's requests that he is saying the \$4 million will only cover build out of part of the first floor and nothing but a white box on the second. You say below the contractors can do the whole thing, with build out, for \$4 million?

Also - I think I sent something on his behalf a while back saying he wanted predominately labs. Did that happen?

Thanks.

Tracy Clark, CPA

Associate Provost for Budget, Planning and Administration and Associate Vice President for Finance UCF Finance and Accounting

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Tracy.Clark@ucf.edu

From: Tracy Clark <Tracy.Clark@ucf.edu>
Sent: Wednesday, August 12, 2015 2:15 PM
To: Bahaa Saleh; Mark Wagenhauser
Cc: MJ Soileau
Subject: RE: FY 2015-16 75% Carry Forward and Budget Committee Approved Allocations

Bahaa and Mark,

I just wanted to clarify that the \$4 million funding approved for the CREOL expansion was awarded to go towards adding lab space. I know prior expansion plans included other features such as an auditorium. If you can add funds from other resources to incorporate additional features that's great.

If you have any questions, please let me know.

Tracy Clark, CPA
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UCF Finance and Accounting
12424 Research Parkway, Ste 300
Orlando, Florida 32826
Phone: 407-882-1006
Fax: 407-882-1102
Tracy.Clark@ucf.edu

From: Megan Diehl
Sent: Friday, July 31, 2015 4:14 PM
To: Mark Wagenhauser <markw@creol.ucf.edu>
Cc: Bahaa Saleh <besaleh@creol.ucf.edu>; Christina Tant <Christy.Tant@ucf.edu>
Subject: FY 2015-16 75% Carry Forward and Budget Committee Approved Allocations

Mark,

The attached memo from the Provost describes the evaluation of 2015-16 funding requests by the University Budget Committee and the reallocation of June 30, 2015 carry forward funds. This communication provides an update on the allocation of carry forward to your unit and the status of any funding requests that were submitted.

The attached file contains expanded instructions and the following information:

- Preliminary carry forward by department as of 6/30/15, the reallocated amount, and the initial 75% of the remaining amount that is being transferred now. The remaining 25% is expected to be distributed late August/ early September.
- The components of the amounts retained by and reallocated from your unit. Your Dean/VP may choose to distribute any portion of this amount among the departments within your unit based on careful consideration of strategic priorities.
- The detail of funding approved for the requests submitted by your unit. Requests for recurring funds were provided with full or partial funding for up to three years. The approved amount is being transferred in full immediately following this communication. ■

Changes to the calculation will not be made. As the Provost stated in his memo, suggestions for how we can improve this process going forward are welcomed and encouraged. Questions and feedback should be directed to Christy Tant or Megan Diehl.

Thanks,
Megan

Megan Diehl

Assistant Director, Fiscal Administration
University of Central Florida Finance and Accounting
Budget, Planning and Administration
407-823-4361
megan.diehl@ucf.edu

Exceptional Funding Request Submission



3-digit SBL Code COP

Organizational Unit CREOL, The College of Optics and Photonics

Title of Project CREOL-Phase II-Expansion

Targeted Implementation Date 11/01/2016 Decision Needed by Date 05/31/2016

TYPE OF FUNDING REQUESTED	Year 1	Year 2	Total
Fiscal Year	FY 2015-16	(select)	
Recurring			0
Non-recurring	1,500,000		1,500,000

Project Description (Include a description of contributions from internal and external partners.)

Funding of the CREOL Phase II began with support of \$4M in FY15. This amount will only lead to an initial design and partial build-out of the first floor. We are in the process of getting approval through UCF Facilities & Board of Trustees to put the project out to bid for an architect/engineering firm to design the building. From initial conversations with Facilities, \$4M will basically pay for the design of the building, utility/foundation work and partial construction of a few labs and offices on a floor. A supplement of \$2M will be needed in order to make the best utilization of the unfinished space. CREOL/COP will contribute \$500K towards this effort, with funds coming from carried forward, overhead and royalty funds.

PROJECTED BUDGET	Year 1		Year 2 (incremental)	
	Recurring	Non-recurring	Recurring	Non-recurring
Faculty FTE				
Staff FTE				
Salary and Benefits				
Other		\$ 2,000,000		
Total Funding Required	\$ 0	\$ 2,000,000	\$ 0	\$ 0
Less: College/Unit Contribution		-\$ 500,000		
Less: Contribution from Partners				
Total Amount Requested	\$ 0	\$ 1,500,000	\$ 0	\$ 0

Anticipated Outcome(s) and Return on Investment. How Will This Support the University's Strategic Mission and Impact State Performance Measures? (Include specific outcome metrics where applicable.)

It is anticipated that Phase II will lead to additional research labs and offices which we are in dire need for. The College has added 4 new faculty in the recent year and are in search of at least 2 additional faculty to be hired in late FY16. All of the faculty being hired will be doing research and we are currently at capacity with regards to lab space. The increase in space will lead to an increase of research dollars and graduate students.

Per UCF funding request guidelines, please attach supporting documentation showing the evaluation of other resources within your area – E&G carryforward, auxiliary cash, C&G overhead, and UCF Foundation funds, where applicable.

Div. Budget Officer Name (print) Mark C. Weigand Signature [Signature] Date 1/13/16

Dean/VP Name (print) Bahau Saleh Signature [Signature] Date 1/13/16

From: Bill Martin <Bill.Martin@ucf.edu>
Sent: Wednesday, September 23, 2015 4:50 PM
To: Mark Wagenhauser
Cc: James Ross
Subject: RE: Lab Cost Comparison

Thanks for the feedback Mark. From a cost perspective, we can afford to build about 8,500 GSF of building. What I showed was roughly two 4,250 sf floor plates. If we want to shrink the floor area per floor to closer to 3,000sf we might be able to get 3 stories. Unfortunately this area is so small that the NTG ratio will be high, as we still will need a mechanical room...and should probably size it to serve a future buildout (build the space, but perhaps not the AHU). There are lots of options, and they will certainly change once an AE gets involved, so this is just a starting point.

I have been working with Gina on the program, and we expect to have the draft done a week from today 9/30, so let's tentatively plan for a programming meeting on 10/1. I'll get back to you with the exact time. The provost appoints the building program members, I assume he'll appoint the dean who could then include you guys.

On the CREOL buildout, I spoke with Doug Matern again today and he assured me that the CREOL drawings would be delivered this Friday. One of his next highest priorities is the Nextrom lab. Fingers crossed that he delivers.

Thanks,
Bill

From: Mark Wagenhauser
Sent: Wednesday, September 23, 2015 2:03 PM
To: Bill Martin <Bill.Martin@ucf.edu>
Cc: James Ross <jross@creol.ucf.edu>
Subject: RE: Lab Cost Comparison

Good Afternoon Bill,

Thank you for sending the update.

We are open to options, but the drawings that you have included are different than what we had talked about when we last visited with you on 8/20. We had talked about having drawings done to include an auditorium (~1/3 smaller than HEC's main auditorium), but not build it, and a structure that could accommodate a third floor being added. We would build out the first floor and have a second floor with a few research areas completed with the funds leftover. This would happen in the area that you have labeled as 'future addition' on your drawings.

Having options are good.

Thanks,

Mark

From: Bill Martin
Sent: Tuesday, September 22, 2015 10:25 AM
To: Mark Wagenhauser

Cc: James Ross

Subject: RE: Lab Cost Comparison

Mark/Jim,

Attached are some updated documents that we're using to help draft the building program. We're still targeting the end of this month for having a draft complete. Please review the attached and let me know if you think this is on track. I want to get as much right as possible the first time. Some highlights:

- Auditorium remains, but will be shelled. The only place this can fit on the site is the NE corner, allowing for a future addition to the east of the building.
- Second floor has 3 labs and 8 offices (+/-).
- Note that these plans are just a first stab, once an AE is on board they might recommend different solutions
- To the east of the building are existing infrastructure underground which will need to be relocated as part of the project...an extra hidden cost that we should anticipate.
- The net to gross factor for labs is typically 1.7. I've made this one 1.8 as this small addition will need a mechanical room, toilets, etc that will be a higher percentage of SF of the project than typical projects, since the addition is so small. If we get into design and think we can reduce this, we can do it then. I suggest we design the MEP system so it will accommodate a future addition as well.
- Costs for labs and additions are in the \$350/sf range now. I'll have a better number once IRIF's bids come in, but that is a much larger project so this addition will be more expensive.
- Project costs are typically 20% of an overall project. This would include AE fees, CM precon fees, permit fees, FPC costs, FFE, telecom, furniture, and movable equipment. Not sure if these labs will be fully fitted out – if so, the equipment fitout will need to come from another funding source. We typically only build in basic casework, infrastructure for water/gas/etc., and one fume hood per lab.

Please review the attached and let me know if you have any comments. Remember, its just a draft and we can modify it during the programming process, and again once we select the AE.

Thanks,
Bill

From: Bill Martin

Sent: Monday, August 17, 2015 6:14 PM

To: Mark Wagenhauser <markw@creol.ucf.edu>

Cc: James Ross <jross@creol.ucf.edu>

Subject: RE: Lab Cost Comparison

Mark,

I think we can do a number of things to get to \$4M. I think the most likely solution is a completely shelled second floor, and a partially built-out first floor. If you think about the 3rd floor CREOL project we're about to do with the 7 labs, that is close to \$1.5M with no exterior skin cost, no structure cost, no foundation cost, no utility relocation cost...so \$4M in a new building is going to be spent mostly on the shell and structure with a few built out spaces.

We were also tossing the idea of putting more labs in IRIF with the \$4M – which would save time (no solicitation of architects and CM) and get you more “bang for the buck”. But unfortunately that project is at 50% CDs and squeezing in more space in that project would seriously derail it – cause major schedule and cost increases for both design and construction. See attached for a snippet of where those drawings are, these are 50% CD plans, elevations. There are 269 total drawings created in that set now, attached is 14 of them...so it would be a lot of stuff to change at this point.

The design of IRIF has a lot of “white box” labs, with utilities going to the spaces, a fume hood in each, and some portion of fixed casework. MJ agreed to provide additional funds at a later time to build out these labs – the priority was on getting more building area, especially since they did not know the exact lab users going in the spaces. Is it possible to use the \$4M to build out these labs, instead of adding space to IRIF or CREOL? You could really stretch your money if you did that. Then when the university got a lot more money (\$8M-\$10M), they could do a more complete addition to CREOL. I’m not sure how many of those labs are allocated for CREOL though. Thoughts?

If we do stick with an addition to CREOL, here are the basic steps to getting that project moving. These steps are required because it is a major project (over \$2M construction cost). Heads up, this will take a LONG time, it is not quick:

- Get a program committee together – they have to meet a few times to develop the building/academic/research program
- Advertise the project – requires 30 day minimum notice in the newspaper – for both architects and construction managers. Lately we have been doing AE/CM teams, which saves in proposal reviews and interviews.
- Receive and distribute proposals from interested groups.
- Committee reviews and scores proposals – generally 2-3 weeks.
- Committee shortlists a minimum of 3 companies for interviews. Shortlisted firms are notified and have 2-3 weeks to prepare for interviews.
- Interviews happen over a 2-3 day period. Companies are selected that day and a recommendation is sent to the president for approval.
- After presidential approval, the shortlisted companies are notified. Contract negotiation begins with the selected companies (AE and CM).
- Contract negotiation and approvals has been taking 1-2 months.
- Once contracts are approved, design can begin.
- Design for a project of this size is typically 6 weeks ASD, 8 weeks DD, 14 CDs (7 months total).
- Permit/Bid is typically 6-8 weeks – must go to the State Fire Marshall which has been taking 45-60 days. Bidding is concurrent with permitting.
- Assuming the project is on budget, the GMP approval should be fast, 1-2 weeks.
- Once the GMP amendment to the CM contract is signed, a NTP will be issued and the construction can begin.
- An addition like this will probably take 8-10 months to complete.

So overall this is a long project. IRIF phase 1 is starting construction in December/January, with a 16 month build, so it should be done around May/June 2017. Which direction works best for you?

Bill

From: Mark Wagenhauser
Sent: Wednesday, August 12, 2015 2:29 PM
To: Bill Martin <Bill.Martin@ucf.edu>
Cc: James Ross <jross@creol.ucf.edu>
Subject: RE: Lab Cost Comparison

Hi Bill,

We’ve been given further direction that the priority needs to be lab space. With that said, can we ‘shell’ the auditorium and then use those funds from not completing towards the other labs?

Mark

From: Mark Wagenhauser
Sent: Monday, August 10, 2015 5:16 PM
To: Bill Martin
Cc: James Ross
Subject: RE: Lab Cost Comparison

Bill,

Thanks for meeting with Jim and me this afternoon. After discussing the issues with Dr. Saleh, here's what we've come up with to at least open further discussions:

- We'd like to reduce the lecture room by 1/3 or to hold ~150
- Build out the first floor and the office space on the 2nd floor along with a few labs. The remaining labs will be shelled and completed with future funds
- Have the structure built so a 3rd floor could be added in the future

Please let us know your thoughts and concerns.

Mark

From: Bill Martin
Sent: Monday, August 10, 2015 7:57 AM
To: Mark Wagenhauser
Subject: RE: Lab Cost Comparison

Great, see you then. Yes, please bring Jim!

Thanks,
Bill

From: Mark Wagenhauser
Sent: Monday, August 10, 2015 7:42 AM
To: Bill Martin <Bill.Martin@ucf.edu>
Subject: RE: Lab Cost Comparison

Good Morning Bill,

I'm at work today and will stop by the office at 3. Would you mind if I brought Jim Ross with me?

Mark

From: Mark Wagenhauser
Sent: Saturday, August 8, 2015 6:54 AM
To: Bill Martin
Subject: RE: Lab Cost Comparison

Good Morning Bill,

I'm scheduled to be out on Monday, but those plans may change. I will confirm on Monday morning if that's okay.

Mark

From: Bill Martin
Sent: Friday, August 07, 2015 4:17 PM
To: Mark Wagenhauser
Subject: RE: Lab Cost Comparison

Mark, is it possible for you and I to meet at my office next week, prior to a programming kick-off. I've done some cost research and more plan studies and want to show you where I'm at before moving forward. How does Monday afternoon 8/10 at 3pm-3:30pm work? I'm in facilities & safety room 109.

Thanks,
Bill

From: Lee Kernek
Sent: Friday, August 07, 2015 5:07 AM
To: Mark Wagenhauser <markw@creol.ucf.edu>
Cc: Kimberly Gault <Kimberly.Gault@ucf.edu>; Bill Martin <Bill.Martin@ucf.edu>
Subject: Re: Lab Cost Comparison

Bill Martin's office will be setting up the meeting ASAP. Thanks, Mark

On Aug 6, 2015, at 2:19 PM, "Mark Wagenhauser" <markw@creol.ucf.edu> wrote:

Thank you for sharing Lee. Please let me know when a Program Meeting will be scheduled. If I need to initiate it, please let me know.

Mark

From: Lee Kernek
Sent: Monday, August 3, 2015 3:49 PM
To: Mark Wagenhauser
Subject: FW: Lab Cost Comparison

FYI

From: Lee Kernek
Sent: Thursday, July 23, 2015 5:15 PM
To: Dale Whittaker <Dale.Whittaker@ucf.edu>; William Merck <William.Merck@ucf.edu>; MJ Soileau <mj@ucf.edu>; Joel Hartman <Joel.Hartman@ucf.edu>
Subject: Lab Cost Comparison

CPPI has looked at the lab space options available for UCF. The four best options that they considered were near buildings that coincide with the use for lab space.

1. Add additional space to the IRIF currently in design. This site has little to no existing space constraints to expand to the north and has the benefit of sharing construction overhead and economies of scale with the planned project. We feel that the space could be added for \$475/SF. A \$4M

construction budget will net approx. 8,400 GSF of additional building space, and based on the lab to support space ratio in the current plan of .43, a net wet lab space of 3,600 SF. This would buy 5 to 7 labs from 500-700 SF each, similar to what is planned for the medium to large IRIF labs.

2. Add further expansion to the east of the CREOL building. Cost for this expansion would be higher per SF at approximately \$575-\$625 due to needing to relocate significant known underground infrastructure and loss of economy of scale from not being a part of a larger project. This would result in being able to build 6,700 GSF or 2,900 NSF of Lab Space, yielding 4 to 6 labs similar to IRIF. We looked at vertical expansion, but do not see it as feasible due to the structural costs involved consuming too much of the budget.
3. Expand either to the northwest or southeast of the HPA-2 building, or build a single stand-alone building, as systems in this area do not support one-pass air needed for a lab building. Cost for this expansion would be \$550-\$600 / SF, yielding 7,000 GSF of building and 3,000 NSF of lab. The range in cost for a footprint of this nature is highly dependent on hood density and skin selections. The proximity to the HPA-2 building may or may not be advantageous to this location; however there appears to be adequate space for the proposed building footprint.
4. Expansion to the southeast of Physical Sciences on top of the existing parking lot. Assuming that there are no significant underground infrastructure relocations, the cost model would be similar to option 3 above. Another challenge would be to preserve the function of Apollo Circle if the building were to be contiguous with Physical Sciences. Further consideration indicates little if any benefit in being near Physical Sciences due to the landlocked nature of the building and inability to share any services with it.

Note: As with any concept, we would need to look more into the proposed sites and configuration of the building to confirm unit prices, as changes in assumptions can have significant pricing impacts.

From: Bill Martin <Bill.Martin@ucf.edu>
Sent: Thursday, September 17, 2015 4:42 PM
To: Mark Wagenhauser; James Ross
Subject: RE: CREOL Addition

PERFECT, thanks! I'll push forward with the draft program in this direction and will get back with you on a date to review the draft program.

Thanks,
Bill

From: Mark Wagenhauser
Sent: Thursday, September 17, 2015 4:39 PM
To: Bill Martin <Bill.Martin@ucf.edu>; James Ross <jross@creol.ucf.edu>
Subject: RE: CREOL Addition

Hi Bill,

The auditorium should be part of the drawings of the addition for later construction. I asked Dr. Saleh for his input and this is what was provided:

Research at CREOL has been inherently collaborative, with multiple faculty working jointly on funded research projects. This type of collaborative research, which has helped us garner large funding, requires proximity of labs and sharing of equipment and facilities. The fact that all faculty have their offices and labs in the same building has facilitated discussions and exchanges of idea, which have resulted in many inventions and innovations. This has been the hallmark of CREOL. Adding new space to the current building will maintain this culture, while splitting the faculty between two buildings will certainly hinder collaboration.

—

I hope this helps.

Thanks,
Mark

From: Bill Martin
Sent: Thursday, September 17, 2015 11:16 AM
To: James Ross
Cc: Mark Wagenhauser
Subject: RE: CREOL Addition

Jim,

Lee has asked me if there is a specific need for the labs to be an addition to CREOL, or if it makes more sense for them to be part of the IRIF building. I know we talked before about how you wanted it at CREOL, especially for the auditorium. But I believe the auditorium is not a part of the first phase of this project now, that it's just labs. Can you confirm that the project needs to be an addition to CREOL and why (specific research needs related to the existing building research, proximity to peer researchers, etc), I'd like to put this issue to bed. This info will also be part of the program document.

I have asked Gina to start the draft of the program document. We're targeting having the draft done by the end of this month. Once it's complete we can have a meeting to discuss the program and get it just right. Once the program is in place we can advertise the project for A/E and CMs.

Feel free to call if you'd like to discuss, I'm actually in the office most of the day.

Thanks,
Bill

From: James Ross
Sent: Wednesday, September 09, 2015 4:16 PM
To: Bill Martin <Bill.Martin@ucf.edu>
Cc: Mark Wagenhauser <markw@creol.ucf.edu>
Subject: CREOL Addition

Bill
When will there be a work shop/design meeting regarding the new addition to the CREOL building? We are wanting to get a timeline or milestone schedule of how the project will proceed.
Jim Ross

James Ross
College of Optics and Photonics
CREOL & FPCE
University of Central Florida
4304 Scorpius Street
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University of Central Florida

CREOL Renovation Program

Renovation Policy

The primary purpose of this renovation is for an addition to the existing CREOL building. The available land allows this expansion to the northeast or east of the building. The intent of the project is to add laboratory and office spaces to the existing building. A shelled out ground floor auditorium is also being considered as part of the design. Due to budget constraints the addition will be roughly 8,000 gsf and two stories tall.

All renovation projects are to adhere to the LEED guidelines.

October, 2015

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Introduction

Project Overview and/or Mission Statement: *Address the general plan for the project, as well as any specific information.*

This project is an addition to the existing CREOL building. The available land allows this expansion to the northeast or east of the building. The intent of the project is to add research laboratory and office spaces to the existing building. A shelled out ground floor auditorium is also being considered as part of the design. Due to budget constraints the addition will be approximately 8,000 GSF and two stories tall.

The project is to consist of the following:

- Investigate which design will allow for the greater use of funds that will provide current usable space and detailed drawings for future expansion

Project History: *Provide a description of the project history. Include an explanation of the needs this project will address. (The goals and objectives should address those needs.)*

The CREOL Building at the University of Central Florida is located at the intersection of Apollo Circle and Gemini Loop. Originally built in 1996, this cast concrete, two-story structure received a small three-story extension on the north elevation in 2008. The enlarged building contains research laboratories, teaching laboratories, office space, and associated support facilities for the College of Optics. This facility is now reported to comprise 103,532 gross square feet.

Project Description: *Provide a general description and any information that relates to other current or future projects.*

- This project will mimic existing office and research space that currently exists in the CREOL building and will connect to both the existing CREOL building and the addition.

Project Goals and Objectives: *Write a brief outline of specific project goals and objectives.*

1. To get as much design and infrastructure work completed with current allotment of funds that will allow for future completion of the auditorium, second floor and addition of a third floor.
2. To provide much needed relief of overcrowding and research lab space needs for

recent hires and future expanded research.

Design Objectives: *Write a brief outline of the desired design objectives*

The main objective is to be able to provide the much needed space for faculty to continue their teaching and research capabilities.

The addition must fit aesthetically with the existing structure.

Renovation Program

Academic Plan

Academic Program Identification: *Identify any proposed academic programs that will be housed within the facility.*

This program is meant to support expansion of research by the College and its Townes Laser Institute in areas including fiber optics, lasers in manufacturing, and lasers in medicine. We are also competing for a number of national initiatives, including ERCs and an IMI, which will require additional space. These expansions will affect our academic programs inasmuch as they will support graduate students doing research in these areas.

Academic Program Reviews, date and program numbers: *Give the date and program numbers of all relevant academic program reviews. Explain how the proposed facilities program meets the recommendations of the last academic program review.*

This renovation-building program is not meant to affect academic programs.

Recommendations of Review Consultants: *List the recommendations of any review consultants.*

No review consultants were involved in reviewing academic programs for this renovation program.

Recommendations, Justification and Variation: *Explain how the proposed facility meets the recommendations or justify any variations.*

No recommendations regarding academic programs were made as part of this renovation-building program.

Need/Justification for New Academic Programs: *If the facility is not part of an approved academic plan, provide information to explain the need and justify the establishment of academic programs.*

This renovation-building program is systems-based. Spaces are not being reconfigured for new academic programs.

Space Needs Assessment

Facilities Problem Statement: *Describe the facilities problem in terms of current and future facilities deficiencies.*

The college is out of space. This project will provide a few labs and offices, but by design, will allow for future expansion of research labs, offices and an auditorium to match the growth of the college.

Proposed Solution: *Describe the proposed solution.*

The proposed solution is to expand the existing CREOL building.

Alternative Solutions: *Explain what alternative solutions were considered, such as rescheduling of classes, remodeling of existing space, leasing of space, or sharing facilities on or off campus.*

An alternative location was considered in the Multidisciplinary Building that will be built to the north of CREOL in the Faculty/Staff parking lot, but research at CREOL has been inherently collaborative, with multiple faculty working jointly on funded research projects. This type of collaborative research, which has helped us garner large funding, requires proximity of labs and sharing of equipment and facilities. The fact that all faculty have their offices and labs in the same building has facilitated discussions and exchanges of idea, which have resulted in many inventions and innovations. This has been the hallmark of CREOL. Adding new space to the current building will maintain this culture, while splitting the faculty between the two buildings will certainly hinder collaboration.

New Facility Justification: *Provide reasons as to why a new facility is the best solution, and why other alternatives were not chosen.*

Not applicable to this is an expansion to and existing building.

Space Analysis: *The Educational Plant Survey recommendations will be listed in this section or a statement noting that a survey is needed for the project. UCF requires a statement that describes any differences between the project and Survey recommendations for the project.*

Renovations do **not** require Educational Plant Surveys.

Proposed Method of Renovation

Based on a review of the needs of this project, the following delivery type was determined to best for this renovation project.

Construction Management

- The size of the project is sufficiently large and/or complex to require major emphasis on the qualification of the contractor to have specific expertise in performing highly specialized cost estimating, value engineering, and scheduling during the design process with continuity of construction management through both the design and construction phases.
- The project is an alteration of an occupied facility, which requires working around or relocating occupants while keeping the facility fully operational.

Analysis of Impact on Master Plan and Strategic Plan

The Campus Master Plan is an officially adopted document that governs on-campus growth and addresses the impacts to the surrounding community. The Plan is governed by state statute that requires all building and other capital improvement projects be referenced in the Plan. The document contains data and analysis for impacts generated by existing and proposed capital improvements on the local transportation system, environmentally sensitive areas, student housing, storm water management, intergovernmental coordination efforts, utilities, architectural design and many other planning elements. Goals, objectives and policies in the document express the University's philosophy regarding on, and off-campus growth and impacts to the surrounding community. The Plan attempts to strike a balance between projected new construction with the need to preserve and mitigate impacts on environmentally sensitive areas and local infrastructure.

The primary purpose of the Campus Master Plan is to provide a logical, functional and aesthetically pleasing academic environment for students, faculty, staff and visitors. The main campus is developed in a concentric ring pattern with administration facilities in the center and academic buildings situated among three concentric rings. Pedestrian activity has been optimized throughout the academic core by locating parking garages on the outermost ring. At present, there appears to be sufficient space on campus to allow for all projected new construction. It should be noted that the University is committed to conserving environmentally sensitive areas on campus and will work closely with all applicable state and local agencies to mitigate the impacts of future construction on these areas.

This is a renovation of an existing building. The Campus Master Plan **will not** be impacted.

Environmental Impact:

This renovation project will not have an effect on environmentally sensitive areas.

Master Plan Compliance:

This project is not listed in the [Land Use Element](#) and the [Capital Improvement Element](#).

Campus Development Agreement (CDA) Compliance: This project is not part of the Campus Development Agreement since it does not add space to the campus.

Site Analysis

Site Information Checklist,

Location: [University of Central Florida Main Campus](#)

Campus Map: A [Campus Map](#) with the proposed site identified is furnished in the Appendix. A boundary survey of the university is available upon request from Landscape and Natural Resources.

Campus Topography, Drainage Patterns and Permitting: The topography of the UCF campus varies from elevation 88 at the western border to elevation 45 at the northeast corner. The campus can be divided into four general drainage areas. See the ([Campus Drainage Map](#), in the Appendix). Campus drainage from the western border follows:

- Area A - northerly toward Lake Claire
- Area B - northeasterly toward a stream
- Area C - southwesterly toward Lake Lee
- Area D - southeasterly toward a wetland area which drains into the Bonnevillie Canal

Sinkholes: The University has encountered sinkholes on other construction projects. Special care should be taken to insure that sinkholes, if any, are identified during the soil-boring phase.

St. Johns River Water Management Review Requirements: SJRWMD Rule 40C-4 governing the management and storage of surface waters regulates hydrologically sensitive areas (HSA). Criteria used for defining HSA are hydric soils types, presence of wetland indicator species, and hydrologic connections to off-site water bodies or wetland systems. Storm water permitting with St. Johns will be the responsibility of the architect/engineer, in coordination with Landscape and Natural Resources.

(Source: [Permit Coordination Policy](#))

Storm Water Basin Identification: (Source: [Revised Storm Water Master Plan Map](#))

This project is located in basin 4-R, which is 115.84 acres in size. There is 13.15 acres of available impervious area left for future development.

Does the basin have enough impervious area (square footage) for construction of the proposed project?

Basin 4-R does have impervious capacity remaining for the construction of this project.

Will the proposed project require an amendment to the Storm Water Master Plan?

The Master Storm Water permit will need to be modified, but it will only require staff approval and will not need to go to St. Johns River Water Management Board.

Will the proposed project require a modification to the Storm Water Master Plan?

A minor modification to the Storm Water Master Permit will be required.

Conceptual Storm Water Management Plan: The Conceptual Campus Storm Water Management Plan has been developed to provide the university and state agencies with a long-term approach to storm water management for our campus. It contains the conceptual design and engineering for water management to meet our long-term construction program on campus. Each facility constructed on campus will be required to fund its portion of the overall costs of the plan related to the storm water generated by the facility of project. This plan has been approved by the St. Johns Water Management District and will be a vehicle for this campus to meet its requirements. The architect/engineer must work within the framework on this plan.

Department of Environmental Regulations Review and Requirements: The DER requires permitting of the extension of a water system or sanitary sewer system, along with required water sample testing on any new potable water system. Also, it requires water sample testing after any work done on an existing system. It is a requirement of the architect/engineer to submit permits and coordinate all permits with Landscape and Natural Resources through the approval process.

Vehicular and Pedestrian Circulation: The approved Conceptual Campus Master Plan calls for the current Aquarius Agora Drive to become a vendor and service access to the center core of campus. This action occurred after the completion of the Gemini Boulevard ring road, which has opened up access around the campus.

Known Endangered or Threatened Plant or Animal Species: There are no known endangered or threatened animals or plants at the proposed site.

The Landscape and Natural Resources Department will survey the proposed site and will coordinate the relocation of any endangered or threatened plants or animals prior to construction, if necessary.

Archaeological History of the Site: During the development of our Campus Land Management Plan, the Division of Archives, History, and Records Management was contacted and noted that no archaeological or historic sites are recorded in the Florida Master Site File. The agency noted, however, that there is a high likelihood of presently unrecorded, potentially significant archaeological resources being located on the nearly level areas overlooking the wetlands on the property; these sites are likely to be less than one acre in size.

Archaeological Factors: There are no known archaeological factors at this site.

Location of Existing Utilities: The approximate location and proximity of utilities to the site are to be found in the Appendix. The following utilities needed for this project and site are identified in the Utilities Impact Analysis section. **All utilities for this project need to be field verified by the Architect or Engineer of Record in the early stages of the design process.**

- Water Supply System
- Fire Protection
- Chilled Water
- Storm water
- Sanitary Sewer System
- Gas Service
- Electrical Service
- Telephone Service
- Street Lighting

Architectural Significant Structures: There are significant academic structures surrounding the proposed site since the site is within the academic core.

Unusual Site Conditions: There are no known unusual site conditions on the proposed site.

Direction of Prevailing Winds: Prevailing winds are generally northwesterly in the winter and spring and southwesterly in the summer and fall.

Paved Access Streets: The concept adopted by the University is to eliminate general vehicular access inside the 1200' radius sidewalk. The only vehicular access permitted inside the 1200' radius sidewalk system is for emergency vehicles, vendors, and maintenance vehicles.

Parking: The plan for University buildings is to have mass structured parking in several locations on campus, instead of local parking for each facility or college.

Requirement for Vendor/Maintenance/Service Site Vehicular Access: Vendor and service accessibility should be designed to allow access to the building without interrupting the campus pedestrian circulation system (sidewalks). Service/maintenance areas should have a minimum of six (6) parking spaces. These parking spaces should be in the vicinity of a service entrance to the facility. Consideration shall be given to fire department and emergency access to the building site. Throughways to existing hydrants and fire protection equipment, including those of neighboring facilities will be maintained.

Relationship to Adjacent Facilities: The expansion should be carefully sited. Relationships to adjacent buildings, convenience, operational efficiency, physical security, and future growth and development should be considered. The building exterior must be compatible. The site location should allow for future expansion.

Relationship/Access to Primary and Secondary Sidewalks: Facades of buildings within the academic core must be designed to be viewed from multiple sides. Entrances and exits must be designed with consideration for the existing sidewalk system.

Relationship to Existing/Planned Topography: This building should be designed in harmony with the site topography for construction economy and site preservation.

Existing Natural Resources: Natural resource values should be considered carefully because of the possible soil conditions on the campus. Soils and foundation conditions must be investigated to ensure suitability for economical excavation, site preparation, building foundations, utility lines, grading, and planting.

Landscape and Irrigation: Landscaping design shall conform to the [UCF Design, Construction, and Renovation Standards](#). Irrigation shall cover the entire site unless otherwise directed. The landscape contractor will maintain the site for the warranty period, which will be one (1) year.

The Department of Landscape & Natural Resources (LNR), in conjunction with the project design team, coordinates landscape design for projects. Contracts for landscape services, including landscape architects and installers, will be placed under the architect for each project, with preference given to service providers recommended by LNR. In some cases, LNR will design the landscape, in which case they will contract directly with a landscape installation company. Landscape and irrigation design will be incorporated into the building design process, and landscapes will typically be installed after the building

construction is completed. The building contractor will be responsible for removing any construction debris from areas to be landscaped. The Landscapes Standards, which are part of the [UCF Design, Construction, and Renovation Standards](#), define the species, infrastructure, arbor care, and other important information for project managers to consider. See LNR's website, www.green.ucf.edu, for updated standards and information.

Exterior/Interior Signage: Exterior/interior signage shall conform to the [UCF Design, Construction, and Renovation Standards](#). This facility should include, as a minimum, a building identification sign for all public entrances and campus directory signs along new sidewalks, directing pedestrians to other areas of the campus. Signage must comply with the latest ADA requirements.

Exterior Lighting: Exterior lighting fixtures shall conform to the [UCF Design and Construction and Renovation Standards](#) with illumination levels designed in accordance to the fundamentals of the IES Lighting Handbook, published by the Illuminating Engineering Society (IES).

Exterior Mechanical, Electrical, Service Equipment and Structures: All mechanical and electrical equipment shall be located and screened by permanent structures to give an attractive appearance to the building and campus. Structures provided for service, such as trash dumpsters shall be screened by permanent structures, in keeping with the architecture of the building.

Services Available to Campus:

Police Protection: The University Police Department provides 24-hour service, seven days a week. When necessary, University Police may request assistance from the Orange County Sheriff's Department or other outside law enforcement agencies.

Fire Protection: The campus police coordinate all fire emergency responses via the '911' network. All fire protection devices must comply with current state codes.

Trash Removal: Campus trash removal is handled by a yearly contract with a local vendor. The Facilities Operations custodial personnel deliver to their specific locations and the vendor removes the trash from these locations at least twice weekly. The architect is responsible to insure that appropriate exterior facilities are available for dumpsters and service of dumpsters.

Program Area

The architect and his consultants should be aware that these project requirements are specific to this facility and that general University of Central Florida requirements must be met. These requirements can be found in [UCF Design, Construction, and Renovation Standards](#), and the [UCF Professional Services Guide](#). If a discrepancy is found in this program, the UCF Design, Construction, and Renovation Standards take precedence over any information provided in this document. Any deviation to the UCF Standards must be reviewed during design and approved by the UCF Standards Committee and the Associate Vice President, Administration and Finance (Facilities and Safety).

Program Area and Design Requirements Summary

The Program Area Table (see Appendix) is a summary list of the space requirements for this project. Currently, there is not an approved educational plant survey for this project since PECO funds are not being used.

Definition/Description of Space

The basic square footage identified must be in accordance with [State Regulations for Educational Facilities](#), 1997, (SREF) as prepared by the Florida Department of Education, Educational Facilities and Educational Facilities Budgeting Office. Space criteria are based on typical campus and historical data and should be met if at all possible. It is the architect's responsibility to review these space requirements during design and to identify specialized conditions that would warrant a space change. When space criteria are not available, accepted design and experience factors should be used to determine space allocations for the various functional components of the facility.

Specific Program Space Categories

The required space categories are depicted in the Appendix of this building program.

The Project Budget Summary provides specific space category details and is to be found in the Appendix of this building program.

Facility General Spatial Relationships

A bubble diagram, which denotes the preliminary spatial relationships of the facility, can be found in the Appendix of this program.

Emergency Shelter Space

State statute requires the University to designate new shelter space as campuses are developed. All major new buildings should have designated shelter space that is reasonably protected, structurally. Such areas shall be located away from laboratories with hazardous materials, away from atria or other open-span areas, and away from large, unprotected glazed surfaces. Please refer to the [UCF Design, Construction, and Renovation Standards](#). It is not anticipated that this building will be fully hardened, but a sheltering area within the facility must be identified.

Facility General Considerations

Building Organization: The design of this facility should allow for continuous flexibility and future expansion. The architect/engineer should become familiar with the functional operation of the facility (through thorough review of the Building Program, and consultation with the university Project Manager and Building Committee Chair) in order to determine areas that vary in function and are subject to frequent change.

Structural System: In selection of the type of structural system, the total facility should be considered, since the choice will influence the cost of such features as heating, ventilation or air-conditioning, as well as architectural, lighting, and utility requirements. When choosing structural materials, consideration should be given to availability of labor and materials, design life of the facility and maintenance costs over this period, experience and skill of local contractors, feasibility of pre-assembling or pre-casting major structural elements, and site environment.

Handicapped Access: UCF is very active in its application of the Americans with Disabilities Act (ADA) - Accessibility Guidelines for Buildings and Facilities. The architect/engineer must address all of the ADA requirements for this facility. Handicapped Student Services will provide guidance and support in this area.

Internal Circulation: Stairways should be used for general circulation from floor to floor. Number and capacity of elevators for this facility shall be determined using criteria set forth in [UCF Design, Construction, and Renovation Standards](#).

Mail Distribution and Vending Machines: Areas should be designed for mail and vending machines. These areas should be accessible to the service entrance of the facility. The mail area must be secured from public access. Mailboxes shall be installed in the Mail Distribution area.

Vending areas should be 300-400 square feet per building and located on the first floor close to elevators. Where possible, vending areas should be combined with break-rooms. All vending areas must have water lines provided and include a floor drain. The floor should be quarry tile.

Recycling Storage Room: A room should be designed and designated for short-term storage of recycled material, on the first floor, close to the loading dock or service entrance. Recycling room sizes are defined in the [UCF Design, Construction, and Renovation Standards](#) and are to be sprinkled per fire code requirements.

Requirements for Custodial Services Facilities: Access to custodial and service rooms must be from hallways. All doors should be designed off the main corridors or recessed in order to eliminate the protrusion of open doors into the corridor and pedestrian circulation. Custodial room sizes and shelving requirements are defined in the [UCF Design, Construction, and Renovation Standards](#).

Custodial rooms are to be in close proximity to an elevator. Custodial rooms must have a minimum of 50 linear feet of shelving.

Facility Maintenance: The Architect must work closely with Facilities Operations department to insure that the most cost effective design and materials will be provided.

Exterior Building Surfaces and Roof Styles: Specific roof requirements are found in the [UCF Design, Construction, and Renovation Standards](#). No roofing material shall contain asbestos. Building exterior should be of brick to complement the existing campus environment. All flashing and expansion joints need to be "bat" proofed.

Special Hardware: No special requirements are foreseen for this facility. For typical requirements see the [UCF Design, Construction, and Renovation Standards](#).

Quality of Finish Materials: Installed finish materials must be low maintenance and have a good life cycle. For typical requirements reference the [UCF Design, Construction, and Renovation Standards](#). The selection of finish materials must be coordinated with Facilities Operations.

Preferences for Color Schemes: No special requirements for color schemes are identified at this time. Color should reflect an academic community for higher education, not the typical Florida commercial color schemes. The UCF Standards Review Committee and the Associate Vice President, Administration and Finance, Facilities and Safety must approve all colors.

Acoustical Treatment: Acoustical treatment must be provided in all areas where noise level is high, particularly in conference rooms, assembly rooms, mechanical rooms, and the Library.

Building Directories, and Identification Signs: No special requirements are foreseen for this facility, for typical requirements see the [UCF Design, Construction, and Renovation Standards](#).

Restroom Equipment/Materials: The University has specific requirements pertaining to

the design of restrooms. Reference the [UCF Design, Construction, and Renovation Standards](#) and ADA requirements. Provide nonslip ceramic tile on floors and glazed ceramic wall tile. Floor drains are required for all restrooms.

Water Supply and Plumbing Systems: The campus has its own water and sewage plant and this building will be supported by these systems. Outdoor faucets shall be designated on all sides of the building with reduced pressure principle back flow prevention. Building potable water supply must contain a reduced pressure principle backflow preventer. A separate water meter must individually meter all water supply to the facility. Floor drains that are piped to sewer must have wet type deep seal P traps, or trap primers.

Drinking Fountains: Fountains must be available on each floor and comply with EPA copper and lead regulations, with applicable ADA requirements.

Mechanical System: The building's primary Heating, Ventilating, and Air Conditioning (HVAC) design consideration should be a Variable Air Volume (VAV) System, except for special labs, clean rooms, etc. All VAV boxes should be designed with their location in corridors for ease of accessibility. UCF prefers variable frequency drives on air handling unit motors. No air handling units or condenser units shall be installed above the ceiling.

Energy Conservation - Air conditioning, dehumidification, evaporative cooling, heating, mechanical ventilation, and refrigeration should be selected, designed, and installed according to the requirements for [State of Florida Model Energy Efficiency Code for Building Construction](#).

No electrical, mechanical, custodial, or service room shall open into a stairwell.

Electrical, mechanical, custodial, service, and communications rooms will be separate and independent of one another.

Door opening recess should be of appropriate size to accommodate total width of the door. Door openings should accommodate equipment removal. Mechanical rooms that exit into hallways should have doors that swing in and flat against the wall.

Electrical Systems: The design of interior and exterior lighting should be in accordance with the [IES Lighting Handbook](#), published by the Illuminating Engineering Society (IES). Energy watt-miser light bulbs are required. The architect must coordinate the selection and location of lighting fixtures with the Department of Sustainability and Energy Management.

Interior Electrical Systems - system characteristics should provide for the most economical and efficient distribution of energy.

Cable Tray and Raceway System - overhead cable tray system for data transmission audio/visual, and telephone wiring and conduit shall be provided as a telecommunication

distribution system throughout the facility. This tray system shall be an open tray system designed for ease of access.

Fire and Security Alarm Systems: UCF has a campus-wide standard, found in the [UCF Design, Construction, and Renovation Standards](#), for Fire Alarm Systems for buildings. Security Alarms Systems are identified for each specific application and the design and materials will be identified to fit that application. Fire and security shall be separate systems reporting to the UCF Police Department.

Lightning Protection System: A Lightning Protection System shall be provided and installed in this facility.

Telecommunications: Communication wiring, telephone, audio-visual, data communications, etc., shall be included in the design and construction cost of this project. At the completion of the project all systems must be operational.

Refer to the UCF Design, Construction, and Renovation Standards for information on manhole and duct bank requirements.

Standard electrical service to radio, television, video and film facilities should provide shielded service to avoid electrical interference.

All classrooms, conference rooms, and labs shall have the capability of being darkened and shall be equipped with appropriately sized projection screens.

All classrooms, conference rooms, and laboratories, which will seat in excess of 30 persons, must provide for sound reinforcement that is appropriate for voice.

Emergency telephones will be provided on every floor in an accessible location.

Codes and Standards

Typical Codes and Standards

The design of this project shall conform to all applicable sections (most recent versions) of the *Standard Building Code* as administered by the Southern Building Code Congress, *NFPA Life Safety Code 101* (most recent state adopted addition), Americans with Disabilities Act (ADA) - *Accessibility Guidelines for Buildings and Facilities*, ANSI *A117.1-1986*, *Florida Statute 553.45-553.48*, all codes referred to in the [UCF Professional Services Guide](#) and the [UCF Design, Construction, and Renovation Standards](#).

UCF Design, Construction, and Renovation Standards

These Standards are concerned with all aspects of design and construction for the University. These documents along with the UCF Professional Services Guide must be adhered to during the design of this facility. These Standards can be found on the UCF Facilities Planning Web Site at: www.fp.ucf.edu.

Considerations to be Included in the Design

The following items may represent a significant component of the overall budget for the project, particularly for renovation work. Indicate in the spaces provided any potential life safety and accessibility requirements that can be identified in the affected area.

Asbestos assessments and abatement, fire code corrections, handicapped accessibility upgrades, environmental assessments, air permits, and SJRWM permits may be required for renovations and remodeling projects. It is **important** to determine what is required before beginning the design of the project, whether the project is a renovation, a remodeling, or new a construction.

The total cost of these items is part of the budget for the project. Please note that asbestos assessments may be required where existing utility lines and pipe insulation will be effected by the site construction. Older HVAC utility line insulation has been found to be asbestos containing.

All new construction must adhere to the guidelines for LEED. All new University buildings must meet the design criteria required to achieve **LEED Silver**. It is understood that all UCF buildings must be energy efficient, easy to maintain, and incorporate materials that reduce life cycle cost.

Information / Communications Resources Requirements

This proposed facility must have dedicated multiplex audio and video channels, interconnected with the Office of Instructional Resources. Two way-communications are required between Instructional Resources and this facility. This facility will be a source of program output.

This facility should also have dedicated connectivity to the University's telecommunication node, which will provide services like registration, SAMAS, Outlook, Microcomputer LANs, phone, IP fire alarm, and access to BITNET and SURANET, etc. Please refer to the [UCF Design, Construction, and Renovation Standards](#) under Telecommunications Design Standards for additional information regarding telecommunications and audio-visual (multimedia) information. It is the responsibility of the architect/engineer to design a fully functioning external (nearest manhole) and internal telecommunications system for this project. Computer Services and Telecommunications (C, S and T) working with the Facilities Planning Project Manager are responsible for Information/Telecommunications Resources Requirements. For further information refer to <http://www.division17.net>

All telecommunications work will be provided employing an Owner provided subcontractor with the exception of the cabling distribution system and the conduit runs as noted below.

Cabling Distribution System: Cable tray- conduit to cable tray (**Contractor's responsibility**)

Conduit Size: 1-inch Minimum (**Contractor's responsibility**)

Data/Voice Cabling Type: Category 5 Enhanced Cable Plenum (Mohawk, Berk - Tech and Hubble brand only)

Video Cabling Type: RG 6 Plenum (Belden Only)

Fiber Optic: Fusion spliced LC connectors

Fiber Optic Interduct: 1-inch corrugated smooth wall inter ducts

Fiber Optic Cable: Draka/ Corning

Cabling Faceplate Terminations: Hubbell

Cabling Panel Terminations: Hubbell patch panels

Telecommunications Rooms: One per floor (stacked vertically)

Telecommunications Room Size: 10' x 15' or 150 sq. ft.

Cabling Distribution System: Concrete encased duct bank

Type of Ducts: Four-inch (4") DB Pipe TC-8 Spec. (Concrete encased)

Duct Bank Cabling Type: PE-89 DB 22 AWG telecommunications cable

Termination: Lucent, Porta Systems, or circa brand 188 Protector w/ 4C1S lighting protection modules

Cabling Pull box Description: To be designed by C, S and T

Network electronics and Multimedia Systems: (To be funded by Furnishings & Equipment)

Distributed Antenna System: To be designed and installed by C, S and T

Note: The costs of these items to be part of the construction budget for the project.

Utilities Impact Analysis

Existing and Required Utility: The architects and engineers selected for this project are required to design utility connections to the nearest utility manhole or as directed by the University. **All existing utilities must be field verified and documented by the Engineer of Record during the early stages of design.**

Utilities which provide efficient operation and are adequately sized to serve future needs should be considered during the early planning stages. This will avoid conflicts in the design and layout of the various utility lines, and permit the early recognition of the need for additional production and/or supply capacity. This project should address the adequacy of existing utilities support and any additional needs. The planning of utility lines should minimize utility capital investment and operational cost for maintenance and repair.

Utility Planning Considerations

Appearance: Meters, light poles, transformers, vaults, pressure reducing stations piping and valves, and other utility items should be located discretely, not detracting from the building's appearance. Design of the facility should also reduce the negative visual impact of utility items and communication lines in accordance with the design standards.

Underground Utility Lines: The location and depth of many of the existing underground utility lines are questionable at best. The accuracy of the University utility as-builts should be determined very early in the project. The University will require a detailed utility survey of the proposed site using our continuing services consultant.

Underground distribution lines should be located to minimize cost. All underground utility lines, mains, and conduits should be located at the minimum depth of (3 feet) and in common corridors to allow for ready access and maintenance. As-built drawings must be provided for all interior and exterior utilities.

Central Chilled Water

A central chilled water plant supplies the campus. It is equipped to provide chilled water to the HVAC systems for all major buildings on campus. Utilities and Energy Services must be contacted to determine the current capacity of the central chilled water plant.

General Campus and Building Utilities

The main campus consists of 1,415 acres and includes a library, classroom buildings, laboratories, residence halls and student facilities. The Main and Satellite Cooling Plants provide the campus cooling needs. Direct Digital Controls (DDC) will control all campus

buildings. The architects and engineers selected for this project are required to design utility connections to the nearest utility manhole or as directed by the university.

Campus Chilled Water

Chilled water is distributed through a circulation loop, at a design supply temperature of 42 degrees F, to the buildings HVAC systems.

Source of Supply: Central Chilled Water Plant and Satellite Chilled Water System

Pipe Material: Schedule 40 Steel Pre-insulated Pipes

Campus Electrical Power

Duke Energy provides primary electrical service to the campus. The university's responsibility starts on the secondary side of the buildings' transformers.

Campus Potable Water

Potable water is supplied to the campus via an underground piping systems. Reduced pressure principle backflow preventers and meters are required on all water supplies to the buildings.

Campus Sewage/Wastewater

Sewage/Wastewater: University effluent is connected to Seminole County. The permitting process should be directed to the appropriate Seminole County agency responsible for wastewater treatment.

Campus Irrigation Water

The irrigation system is supplied with reclaimed water from the Iron Bridge Waste Water Treatment Facility in Seminole County.

Campus Gas Service

Source of Supply: TECO Gas (Local distribution Company)

Estimated Building Telecommunications Requirements

UCF operates and maintains IP Telephony with remote shelves that will provide service to this building. Conduit and wiring systems should include inside and outside cables, terminal cabinets, backboards, lightning protection and outlets. These items shall be furnished and installed in the base construction.

Source of Supply: Campus Telephone Distribution System (Fiber and Copper)

Location of Source: Building Network Equipment

Estimated Building Data Transmission Requirements

Network Service: UCF operates and maintains a redundant multi-tiered network architecture, which is connected by fiber to the Computer Science Building. The building's interior operation for data transmission should consist of minimum 1000 Base T Ethernet cabling. The data transmission system, from this building to the closest telecommunication node, should consist of fiber optic cabling through the campus underground communication distribution system.

Source of Supply: Campus Data Network

Location of Source: Computer Science Building

Estimated Audio Visual Requirements

Audio-Visual Service: Internal wiring for CATV is to be RG-6 plenum coaxial cable. Outside plant CATV cabling will be provided and installed by the Campus CATV provider (Bright House Networks). All instructional spaces need to have appropriate electrical and connectivity from an Instructor Console to the ceiling. Recommend a duplex outlet under each console with an empty 2-inch conduit from under the Console, up through the nearby wall and "stubbed-out" above the ceiling. All instructional spaces will also need a ceiling-mounted duplex electrical outlet for a data/video projector.

Estimated Terminations Required: To be determined

Source of Supply: Campus Communications System

Cable Type and Cable Size: To be determined

Duct Bank or Conduit Requirement: Duct Bank size to be determined

Equipment required for Coax Cable: Building amplifiers, riser design, taps, and equalizers are designed and maintained by UCF CS&T. All CATV equipment shall be installed in the MDF and IDF CATV lock boxes. All head in equipment shall be located at a node or the Library Switch Room.

Campus Exterior Lighting: The campus, circulation, parking lots, and recreation areas are illuminated during the dark hours by pole mounted area lighting. All exterior lighting fixtures must match existing fixtures and be powered from the building.

The current outdoor lighting system is defined in the [UCF Design, Construction, and Renovation Standards](#). All exterior lighting fixtures must match existing fixtures and be powered from the building.

Renovation Program

University of Central Florida

CREOL Expansion

Renovation Program Appendix

Building Information Source:

Year Built, **1996, Expansion 2008**

Building Use, **Labs, Offices**

Square Footage **103,532**

Table of Contents CREOL Expansion

Campus Map (*Identifying the proposed site identified*)

Site Location Map (*Enlargement of the proposed site*)

Campus Drainage and Storm Water Ma (*Go to the Facilities Planning Website and select Campus Master Plan for this [map www.fp.ucf.edu](http://www.fp.ucf.edu)*)

Existing Utilities Map (*This map is withheld for security reasons. The Existing Utilities Map will be made available once the A/E has been selected.*)

All utilities must be field verified and documented by the Engineer of Record.

Project Schedule (*All durations are approximate*)

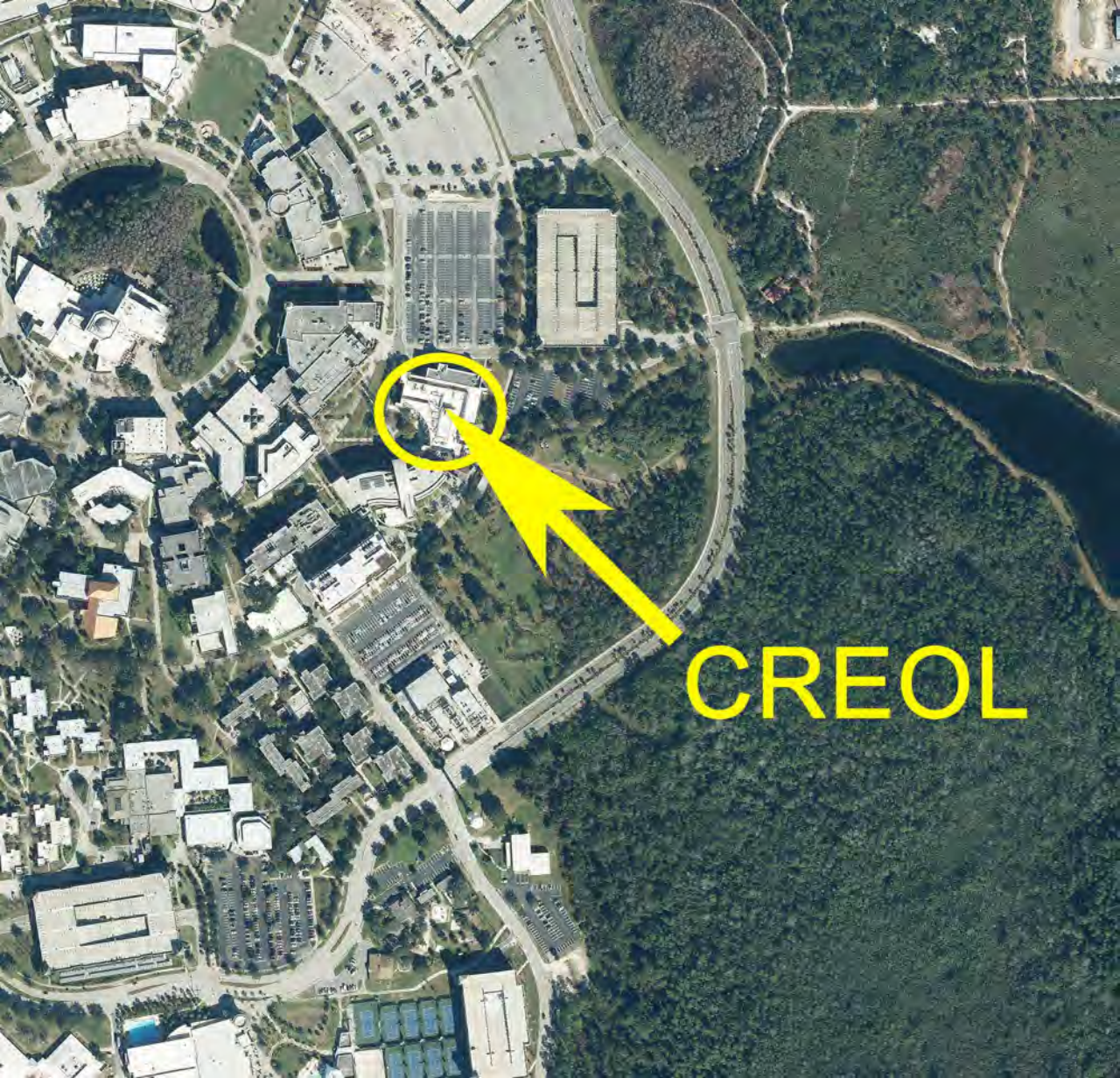
Program Area Table (*Defines space categories*)

Program Funds (*Defines types of funding sources*)

Program Budget Summary (*Defines planning, construction, and furniture and equipment*)

Space Diagrams (*Graphic representation of program spaces*)

Space Files (*Listing of types and use of spaces*)



CREOL



CREOL

Project Schedule for: CREOL Expansion

All durations shown are approximate	Dates	Months
Conceptual Design Presentation <i>Schematic Submittal to UCF</i>	May-2016	1
Design Development (DD) Phase <i>50% DD Workshop</i> <i>100% DD Submittal to UCF</i>	June-16 July-16	2
Contract Documents (CD) Phase <i>50% CD Workshop</i> <i>100% CD Submittal to UCF</i>	Aug-2016 Sep-2016	2
Bidding Phase <i>Advertisement for Construction Bids</i> <i>Bids for Construction Received</i> <i>Evaluate and Award Construction Contract</i>	October - December, 2016	3
Construction Phase <i>Notice to Proceed</i> <i>Final Completion</i>	Jan-17 August 1, 2017	8
Warranty Phase <i>Warranty Period</i> <i>Warranty Period Completion</i>		24
Total Project Time	16 Months (Program thru Construction)	

Program Area Tab CREOL Expansion

Space Category	Square Footages
Classrooms	0
Teaching Labs	0
Study	0
Research Labs	1,200
Offices	880
Auditorium/Exhibit	2,500
Instructional Media	0
Student Academic Support	0
Gymnasium	0
Campus Support Services	0
Total Net Square feet (NA)	4,580
Total Gross Square Feet (G)	8,244

Note: Carefully review the space files with the space diagrams. The space files supersede the space diagrams.

Program Funds for: **CREOL Expansion**

(All inputs must be made manually)

Funding Sources

Public Education Capital Outlay (PECO)	\$0
Capital Improvement Trust Fund (CITF)	\$0
Courtelis Facility Enhancement Challeng	\$0
Private Matching Funds	\$0
Optional Funding	\$4,077,029
Total Funding Sources	\$4,077,029

Program Budget Summary for:

CREOL Expansion

(Insert figures from the Concept Budget Sheet)

Budget Categories

Planning (P) <i>Includes design fees, permitting expenses, and contingency</i>	\$521,045
Construction (C) <i>Includes utilities/infrastructure, Art-in State, landscape and irrigation, and contingency</i>	\$3,356,210
Furniture and Equipment (F and E)	\$199,774
Total Project Budget	\$4,077,029
Construction contract amount, set aside for construction	\$2,915,927

Important Note for Renovations and Remodelings:

Deferred Maintenance, Asbestos Abatement, Fire Code Corrections, and ADA Requirements are to be considered a priority over all other considerations.

CREOL LEVEL 1 EXISTING



Scorpius St

future addition

future addition

Adollo Cir

Department of Electrical Engineering and...

Google

SCALE: 1"=40'



CREOL LEVEL 2 EXISTING



Department of Electrical
Engineering and...

Google

Adollo Cir

Scorpius St

SCALE: 1" = 40'

