

Meeting Minutes  
Plant Utilization and Planning Committee  
**November 16, 2020**  
2:00 PM to 3:30 PM  
Zoom meeting

1. Welcome and Introductions

Debbie Miller, Co-Chair  
Dave Beck, Co-Chair

- *Dave Beck called the meeting to order at 2:03pm.*
- *All participants identified themselves via Zoom introductions*

2. October 2020 Meeting Minutes Approval

Debbie Miller, Co-Chair

- *Eugene Wagner noted a point of clarification that the Bigelow project (Phase 1) was beginning in late October (NOT a full re-opening at that time)*

3. University Resilience Framework/COVID Plans – Update Chancellor’s Liaison(s)

- *No new updates from the Provost Office or Chancellor’s Office*

4. Capital Budget Process, AY 2021 Capital Budget Highlights, and University Facilities Benchmarking Data

Dan Marcinko  
Assistant Vice Chancellor,  
Facilities Management

Scott Bernotas  
Associate Vice Chancellor,  
Facilities Management

David DeJong  
Acting Senior Vice Chancellor  
for Business and Operations,  
Vice Chancellor for Human  
Resources

Dave DeJong’s report: (refer to PPT)

- *Dave DeJong began with a benchmarking report provided by Sightlines (consulting group). Refer to PPT for details. Two groups: Peer Institutions and Top 25 Peer Institutions*
- *Pitt average building size is significantly larger than peer institutions; thus renovations must be systematic in nature*
- *Pitt is in Top Four of building density; thus difficult to find swing space during renovations*
- *Review of Pitt campus age of buildings*
- *1895: WPU; 1910 – Several buildings; 1940: Col; Heinz Chapel, Salk Hall; 1980: Hillman, Posvar, Barco Law, etc.*
- *Almost 50% of our buildings are more than 50 years old; nearly 30% are 25-50 YO (infrastructure life cycle upgrades necessary)*

- *Annual Stewardship (PM – Keep Up) and Asset Reinvestment (Catch Up) investments*
- *Q&A: Thaw Hall projects move it from yellow to green*

Scott Bernotas and Dan Marcinko report: (refer to PPT)

- *Capital budget is defined as >\$50,000 project cost (UPitt definition)*
- *Depreciate the cost over the useful life (e.g. construction is 40 yrs; plumbing/electrical is 20 yrs)*
- *Capital budget is developed annually AY 2021 will be issued in December 2020. The new process will be issued at that time as well*
- *In general, budget process begins in April with BOT approval in July*
- *\$2M - \$5m Chancellor, CFO and SVC of B&P approval*
- *>\$5m cost requires BOT approval via Property and Facilities Committee*
- *Q&A related to long term debt vs. Pitt funding options for capital projects*

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|---|-----------------|
| 5. Announcements and New Business   | ALL             |
| <ul style="list-style-type: none"> <li>• <i>No announcements</i></li> </ul>                           |                 |
| 6. Executive Session when applicable  | Elected members |
| <ul style="list-style-type: none"> <li>• <i>No executive session required</i></li> </ul>              |                 |
| 7. Adjournment  |                 |
| <ul style="list-style-type: none"> <li>• <i>Dave Beck adjourned the meeting at 2:52pm.</i></li> </ul> |                 |

***Next Meeting: Monday, January 25, 2021***  
***Please note the calendar change to the 4<sup>th</sup> Monday of the month due to the Martin Luther King holiday***