

Meeting Minutes
Plant Utilization and Planning Committee
October 18, 2021
2:00 PM to 3:30 PM
Zoom meeting

1. Welcome and Introductions Dave Salcido, Co-Chair
 - *Dave Salcido called the meeting to order at 2:00pm. All persons in attendance introduced themselves.*

2. September 2021 Meeting Minutes Approval Dave Salcido, Co-Chair
 - *No new business items added to the agenda*
 - *Leslie Hammond made a motion to approve the minutes. Jeanine Buchanich seconded the motion. The minutes were unanimously approved as written.*

3. University Campus Operations/COVID Plans – Update Chancellor’s liaison(s)
 - *No new updates were reported.*

4. Capital Budget Projects/Process & Campus Master Plan Dave DeJong, Sr. Vice Chancellor,
Business and Operations

Capital Projects:

Highlighted Approved FY22 list:

- *Construct Upper Campus Chilled Water and Distribution*
- *Construct Campus Recreation and Wellness Center*
- *Renovate Hillman Library Phase 3 (of 4)*
- *Construct Engineering Building (Bradford Campus)*
- *Construct Life Sciences Building (Greensburg Campus)*
- *Preservation of Facilities*
- *Real Estate Acquisitions*

Upper Campus Chilled Water – Major enabling project for the Wellness Center

- *Expand the number of facilities that we can serve*
- *Major step towards building redundancy into our system – connecting systems that currently do not connect*
- *Engagement with the Hill District – partnership to drive diversity in construction and professional services*
- *Goal is to eventually have complete redundancy of our Chilled Water Systems*
- *Complementary project: capturing and reusing storm water – preventing from dumping into the City’s storm water by capturing and reusing that storm water in the chilled water plant*
- *Significant savings for the University directly offsets costs that the City will impose on managing stormwaters and will also enable us to run the chilled water plant more efficiently*

David Salcido: Engagement with diversity partnerships with construction firms in the Hill District?

Dave DeJong: Apprenticeships and the University’s construction partners serving as mentors assisting

minority and women-owned firms to develop the businesses skills of dealing with projects on a large scale. Currently 39% minority and women-owned businesses awarded construction.

Construct Campus Recreation and Wellness Center

- *Open to students and through a membership basis for faculty and staff*
- *Construction to begin Summer 2022 and conclude in the Fall 2024*
- *Improves connectivity of the upper and lower campus*
- *Focus on the wellness*
- *Facility to include gyms, fitness areas, aquatic center, etc.*
- *Supporting healthy active lifestyles*

David Salcido: Can you elaborate on the fees associated with the center?

Dave DeJong: Funded through the students' Health and Wellness fees. Equity standpoint - membership basis is fee-related for staff and faculty. Rates not determined at this time

Irene Frieze: Will the wellness center in the faculty University Club remain?

Dave DeJong: Yes

Irene Frieze: Will there be racquet courts?

Dave DeJong: Yes

Hillman Library renovation

- *Largest impact for students using study space*
- *Challenge for students has been study space per square foot*
- *To add more study space, HVAC was added to the Cathedral Commons room to meet CDC standards for ventilation during COVID*
- *Phase 3 – will add an accessibility ramp on to the Plaza entering from Forbes Avenue*
- *Improved egress to meet standards*

Bradford Campus Engineering Technology

- *Anticipating an increased enrollment and meet the regional needs*
- *Standalone building for information technology and engineering technology*
- *Regional enrollment overall has been negative, however these programs have demonstrated positive growth*
- *Currently in construction and targeted for February 2023 completion*

Greensburg Life Sciences Building

- *New Nursing program*
- *Increased to 200 students (started at 10 students in the inaugural class)*
- *Biological Sciences*
- *Labs in Greensburg have not been upgraded in over 20 years. This project allows for the labs to be upgraded*
- *Completed by November 2022*

Select Preservation Projects

- *Heinz Chapel Spire repairs*
- *Façade repairs to meet the City requirements for loose stoning (e.g. Alumni Hall, Parkvale, housing)*
- *Annual Classroom Renovations*
 - *Greg Smith reported on second floor cathedral classes – technology and proper egress*
 - *Langley Hall classrooms*
- *Utility and Safety Improvements*

Dave Salcido: Are the door locks being replaced with automated systems that can be controlled centrally?

Scott Bernotas – As we renovate the classrooms, integrated security locks are installed

Real Estate:

- *Town homes on Bates Street – interested in enhancing the community. Discussing with community organizations when considering what to do with those sites. Grocery store and additional enhanced housing are under consideration. One goal is to enhance faculty and staff ability to walk to work with the enhanced housing under consideration*
- *Fifth and Halket – significant program needs.*

Dave Salcido: With the public reaction to the Walnut Capital plans affect the grocery store plans?

Dave DeJong: We have full intention of engaging the community.

Capital Budget Projects/Process & Campus Master Plan

Scott Bernotas, Vice Chancellor

Facilities Management

Dan Marcinko, Capital Accounting Manager

Capital Budget (Dan Marcinko)

Definition of a Capital Project: established with a \$50,000 threshold by the CFO's office. Each corporation defines its own threshold

Capital project – Projects over 50,000 and expected to have an economic benefit or extend the useful life of an asset.

Capital Projects versus Non-Capital Projects

Non-Capital -expensed in the year it occurred

- *Example: refreshing office space – doesn't add to the useful life of the structure*

Capital projects - depreciated over a period of years in the income statement

- *Example of set values assigned to depreciation is plumbing which is depreciated over 20 years*

New Constructions – new construction shall be initiated through Planning, Design, and Real Estate

- *Vetted by the Senior Leadership of the University's master plan, strategic initiatives, funding, etc.*

Capital Projects Developed – Renovations (refer to slide presentation)

- *Annually departments will submit requests to the Planning Budget Cloud Solutions*
- *Capital Budget – developed on an annual basis*
- *Indicate funding needs and project needs*
- *Determinations are made to (a) require further study, (b) reject or (c) approve to move forward*
- *All are encouraged to make use of the capital budget process, if there is a project need*

Project Approval < \$5M (refer to slide presentation)

- *June 2020 decision memo that defines the procedure for approval of projects outside the Approved Capital Budget and less than \$5M*
- *This requires the Responsibility Center to bring their own funds*
- *Developed to address projects that developed outside of the capital budget cycle*

Capital Project Review Board (CPRB) Process for Projects >\$5 million (Scott Bernotas)

- *There are multiple Critical Decision approval milestones that require Chancellor approval*
- *Identify the problem to solve – first Critical Decision approval milestone*
- *Project proponent presents the project to the CPRB*
- *If approved, then the project scope and initial cost estimate are developed*
- *Define the Project/work requirements – second Critical Decision approval milestone*
- *If approved, then the formal design is initiated*
- *At roughly 35% design, the project is brought back to the CPRB to reassess scope, schedule and cost – a third Critical Decision approval is solicited*
- *If approved, the team is authorized to complete the project design*
- *Once design is completed and a contractor's bid is in-hand, the final Critical Decision approval is sought.*
- *If the project is approved by the Chancellor as part of the final Critical Decision milestone, then the project is authorized to be submitted to the Board of Trustees, Property and Facilities Committee*
- *If approved by the Property and Facilities Committee, then the University is authorized to begin constructing the project*

Capital Review Board

- *Consists of Senior Vice Chancellors as voting members, strategic stakeholders, and facilitators*

Project Execution Team

- *Planning Design and Real Estate*
- *Facilities Management*

Dave Salcido: With respect to the transparency of this process, do the faculty have any input into the process? Is there room in the membership for someone who represents general faculty sentiment?

Scott Bernotas: Responsibility Center Resource Plan where the process is initiated in the centers includes the opportunity for faculty input into the RC plans.

Irene Frieze: Historically someone from PUP was on the planning committee for faculty representation

Scott Bernotas: CFO Responsibility Center Resources plan runs parallel to this process, which allows for the Deans to bring projects straight forward to the CFO. The CFO and senior vice chancellor have meetings with the Deans to review the requests. The Deans involvement provides a mechanism for RC faculty input.

5. DRAFT Policy – Campus Crime Awareness Tyler Tenney, Policy Specialist
Office of Policy Development & Management

Tyler Tenney from the University Policy Office assisting the Sr. Vice Chancellor of Business and Operations who is the implementing execution of the policy noted that the responsible unit for the policy is the University of Pittsburgh Police Department (“UPPD”).

Dave Salcido added that the policy is responsive to federal laws.

Kathy Buccigrossi, Clery Compliance Officer within the University of Pittsburgh Police Department explained:

- *The draft policy updates the current policy on campus crime awareness to provide more transparency in how UPPD issues certain emergency alerts through text messaging, emailing, social media, etc. This includes University procedures to accompany the new policy.*
- *Review the policy from generalized to more detailed information for decision making, etc.*
- *Information elevated to University level for all 5 campuses.*

Dave Salcido: Was the scope of law discussed?

Kathy Buccigrossi: The policies and procedures are dictated by the Jeanne Clery Act, a Federal Consumer Protection Act implemented in 1990.

- *This act requires institutions of higher education to share crime information in an annual security report with a three-year crime statistic of specific locations that the University owns, leases or controls.*
- *Requires institutions to issue crime alerts to the campus community. Notifying the community when certain crimes occur that potentially have an ongoing threat to the community.*
- *Requires institutions to issue emergency notifications for any incident that poses an imminent threat to the health and safety of the university community. This could include weather, crime, health related incidents.*

6. Announcements and New Business All
• *There was no new business or announcements.*

Dave Salcido adjourned the meeting at 3:20pm.

Next Meeting: Monday, November 15, 2021 – 2:00pm (Zoom meeting)