



# QUARTERLY BUSINESS OFFICERS MEETING

JUNE 2022



# TODAY'S AGENDA

- I. Change Management 5 Minute Tip – Blair Wagner
- II. Event Guidance and FEMA Update – Debby Zumbach
- III. ePro System Moving to Universal Workflow – Chris Leichty
- IV. Facilities Reinvestment - A Strategic Approach to Capital Renewal – Jeff Harney



# **CHANGE MANAGEMENT 5 MINUTE TIP**

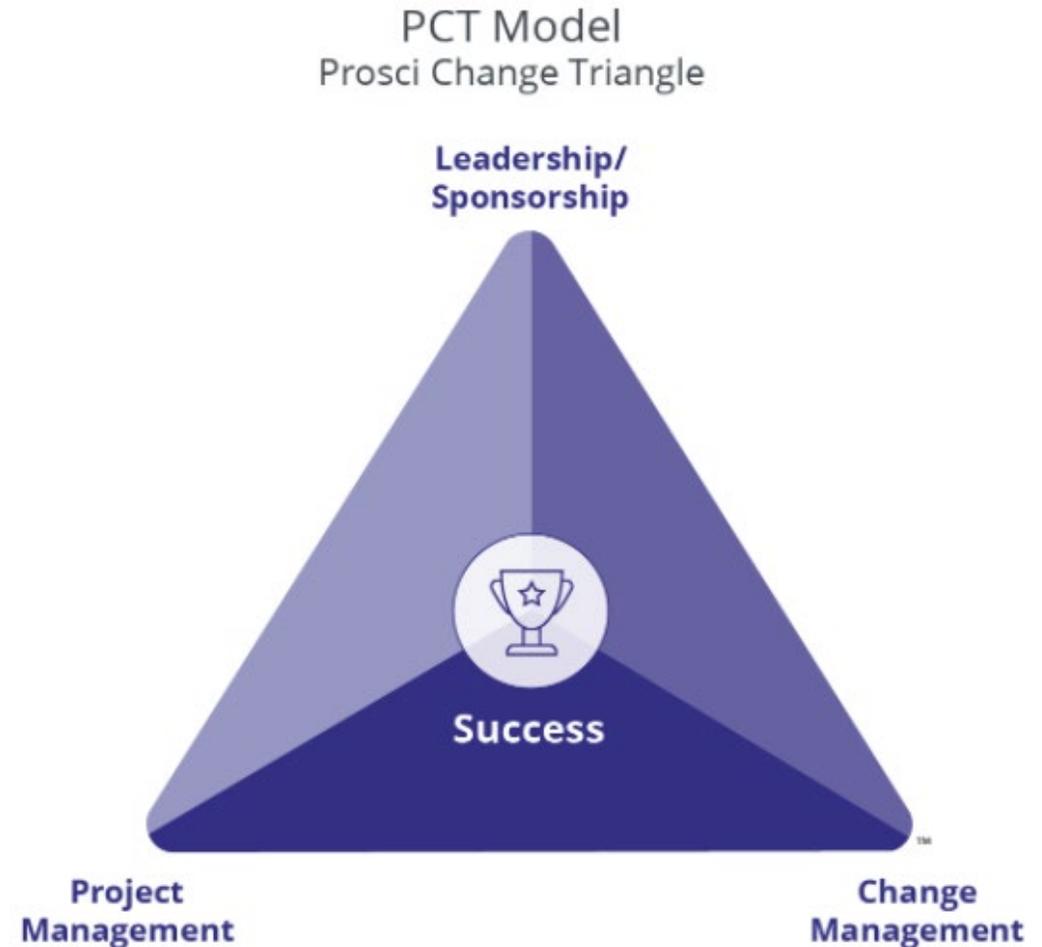
BLAIR WAGNER, ORGANIZATIONAL CHANGE MANAGER



# 4 Aspects of Change Management

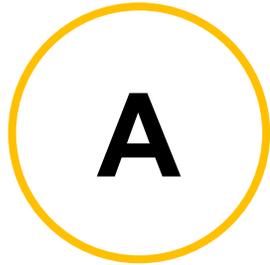
1. **Success** represents the purpose of an initiative or project
2. **Leadership/sponsorship** represents the strategy and direction of an initiative or project
3. **Project management** represents the technical side of an initiative or project
4. **Change management** represents the people side of an initiative or project

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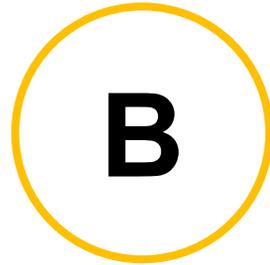


# 3 primary roles of sponsors in change initiatives

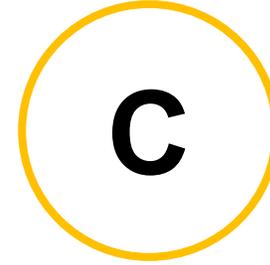
## ABCs of Sponsorship



**Actively** and visibly participate throughout the project



**Build** a coalition of sponsorship with peers and managers



**Communicate** directly with employees

Business Services

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# Event Guidance and FEMA Update

**Debby Zumbach, AVP and Camille Walters**

June 9, 2022

# University R&R, Wellness and Team Events Guidance



# Team Members – Thank YOU!

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- Renee Funk, Chief Procurement Officer
- Megan Hammes, Senior Director, UI Wellness/University Human Resources
- Josey Bathke, Director Risk Management
- Rachel McGuire, University Controller
- Dani Weber, Director of Accounts Payable/USS
  
- Adhoc member, Jason Haddy

# GOALS

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- Modernize guidance to meet current campus needs
- **Maintain and expand local decision** making by providing guiding principles
- Enable flexibility to meet department/employee needs

# Guiding Principles

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- Encourage use of UI services, events, and venues.
- Be inclusive of all team members
- Ensure minimal risk of physical/mental injuries to the employees.
- Cost should be fiscally responsible and justifiable from a cost
- Events that focus on education (academic, cultural, etc.) and learning are favorable; activities that spur conversation, reflection and analysis are encouraged
- Extreme/considerable risk activities discouraged. Seek additional guidance from Risk Management as needed.
- Hosts/Planners should be aware that the University will likely be responsible for any liability, injury or damage that occurs during these events; therefore, the events should be structured to not increase liability to the University.

# Guidance on Funding Source – No Changes

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- Based on the Operations Manual V.11.25 policy for the purchase of alcohol, only funding from an agency fund 950-997 or from a gift fund 520 may be used for the purchase of alcohol.
- Any use of funding from a fund 500 or 510 account for University events or wellness activities would need to be specifically permitted by the sponsor in the contract or would not be allowed.
- Other University funding sources may be used for wellness activities such as organized activity funds (Funds 240-245 and Funds 950, 951, 990, 991, 993).

# Examples of Events

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- Offerings from [UI Recreational Services](#).
- UI Pentacrest Museums: Tours and [Game Nights](#)
- Various [UI Athletics spaces](#) for rental
- Walking / “Destination” Events
  - [Art on Campus – Facilities Management](#)
  - [UI Stanley Museum of Art – Group Tours](#)
  - [UI Libraries Collections and Iowa Women’s Archives](#)
  - [College of Law library](#)
  - [Pentacrest Museums \(Old Cap, Museum of Natural history\)](#)
  - [Hancher Auditorium Tours](#)
  - [Voxman Music Building](#)
- Other museums/libraries on campus or within Iowa.
- Local and state parks
- Golf/Mini golf

# Examples of Events - con't

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- Laser Tag
- Game night/Escape rooms
- Cooking/drink mixing classes
- Picnics
- Dinner events/Happy Hour
- Speaker
- Sporting events - IOWA Sporting events or within Iowa (i.e. Kernels, Xtreme Arena)
- Movie theater / movie nights
- Organized group excursions
- Fitness challenges offered outside of the University of Iowa as a part of wellness or campus recreation

# Examples of Events which are not allowed

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- Open water sports (jet skis, boating, etc...)
- Hatchet throwing
- Paintball
- Bungee jumping
- Sky diving
- Mountaineering
- Paragliding
- Scuba Diving
- Professional Sports Events – NBA, MLB, NFL, etc.

# FEMA UPDATE



# GUIDANCE

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- Expenses on COVID MFK'S should **not be** moved or covered by other funds.
- Expenses have been and will continue to be submitted to FEMA for reimbursement at 100%
- Federal Disaster proclamation is still in effect.
- Reports will be issued to departments to show what FEMA has already agreed to pay, what is pending FEMA review and what is not FEMA eligible.

# CAMPUS Summary

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PW #	Description	Costs	FEMA Obligated Amount
68-V0	UI Campus COVID Costs thru 4/23/2020	\$1,463,983.48	\$1,463,983.48
68-V1	UI Campus COVID Costs thru 4/23/2020. Obligate additional 25% of V0 for 100% Federal Cost Share	\$487,994.49	\$487,994.49
68-V2	UI Campus COVID Costs thru 10/29/2020	\$10,202,633.00	\$10,202,633.00
68-V3	UI Campus COVID Costs thru 10/29/2020. FEMA Re-review of V2 Costs Initially Denied by FEMA	\$2,896,558.00	Pending FEMA version for \$948,711.68 and new DM for \$1,947,846.32
68-V4	UI Campus COVID Costs thru 6/30/2021	\$1,698,983.49	Pending FEMA version
68-V5	UI Campus COVID Costs thru 9/30/2021	\$679,485.31	Pending FEMA version
68-V6	UI Campus COVID Costs thru 12/31/2021	Pending from UI	
68-V7	UI Campus COVID Costs thru 3/31/2022	Pending from UI	

# UIHC Summary

PW #	Description	Costs	FEMA Obligated Amount
64-V0	UIHC COVID Costs thru 4/23/2020	\$6,429,132.19	\$6,429,132.19
64-V1	UIHC COVID Costs thru 4/23/2020. Obligate additional 25% of V0 for 100% Federal Cost Share	\$2,143,044.06	\$2,143,044.06
64-V2	UIHC COVID Costs thru 10/29/2020	\$3,574,232.58	\$3,574,232.58
64-V3	UIHC COVID Costs thru 10/29/2020. Costs not approved for CARES funding and were not reviewed by FEMA.	\$328,471.27	Pending FEMA version
64-V4	UIHC COVID Costs thru 6/30/2021	\$3,887,609.98	Pending FEMA version
64-V5	UIHC COVID Costs thru 9/30/2021	\$43,261.60	Pending FEMA version
64-V6	UIHC COVID Costs thru 12/31/2021	Pending from UI	
64-V7	UIHC COVID Costs thru 3/31/2022	Pending from UI	

**IOWA**



# E-PRO SYSTEM MOVING TO UNIVERSAL WORKFLOW

CHRIS LEICHTY, BUSINESS ANALYST, ACCOUNTS PAYABLE, PURCHASING & TRAVEL



# Facilities Reinvestment – A Strategic Approach to Capital Renewal

Jeff Harney, Assistant Director, Facilities Management



# Drivers of a New Approach

- Condition Assessment Data Quickly “Ages”
- Lacks a Strategic Element
- Doesn’t Always Connect to How You Should Execute Projects
- New Building, Major Renovations, and Major Work Rarely Accounted for in Assessments
- New Assessment in Underway!

UNIVERSITY OF IOWA

UNIVERSITY OF IOWA  
NURSING BUILDING  
BUILDING NUMBER: 0322  
FACILITY CONDITION ANALYSIS  
2008 UPDATE  
APRIL 30, 2009

## Drivers of a New Approach

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- Engaging Frontline Staff in the Facility Condition Assessment
  - They Know the Systems Best
  - Process Buys Ownership
  - Belief in the Data
  - Desire to Accurately Maintain the Data
  - Ownership



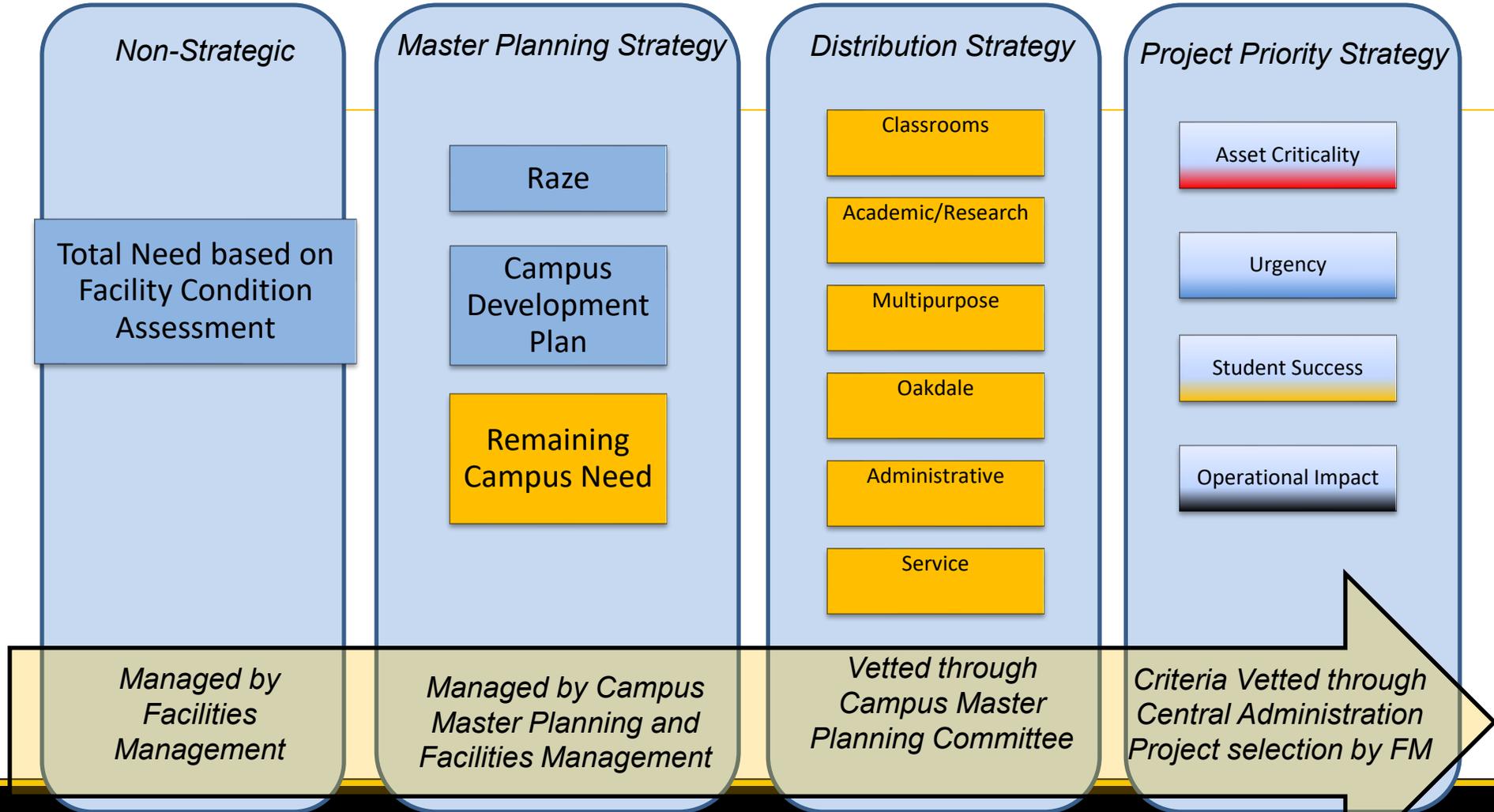
# Facility Renewal Process Principles

- Our Implementation Needs to be . . .
  - A Multi Year Strategy
  - Flexible, Adaptable and Replicable
  - Aligned with Campus Planning and University Priorities/Mission
  - Data Driven by Credible In-House Expertise



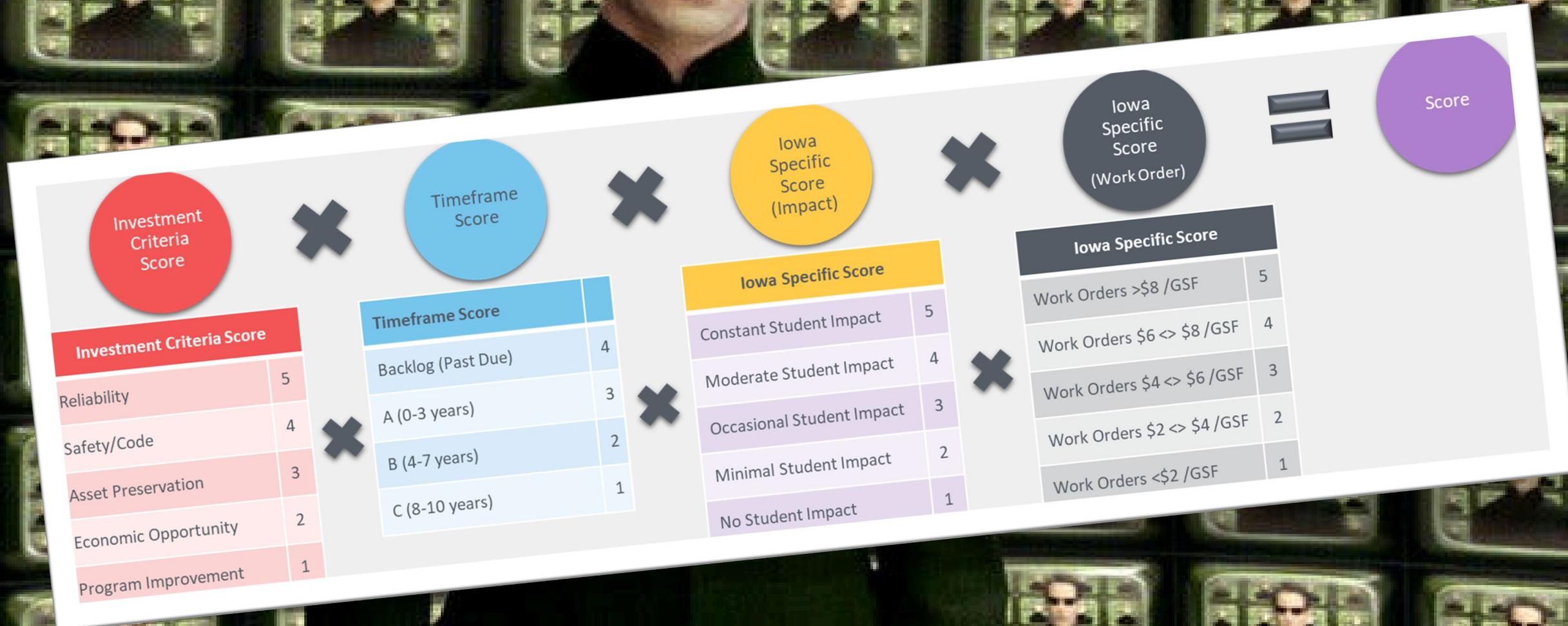
# Facilities Renewal Plan

Planning Process allows for Strategic Investments based on University Priorities



# A Flexible Data Driven Scoring Matrix

*Always refining and informing the Matrix*



# FY22 Block Allocation



Annual Scoring to Inform Selections  
**Project Selection to Design and Construction**  
**New Project Notification System**  
**Block Allocation and Operational Savings**



FY22 Block Allocation			
Project Name	Description	Budget Cost	Justification
Bowen Science Building	Modify and Upgrade Lab Exhaust Core 1-300	\$ 1,000,000.00	A complete overhaul of the 1-300 core exhaust. The 1-300 exhaust is not ducted to the building exhaust system. This exhaust bank is tied into 1-372, A & B, 1-370, 1-323 area 2 rooms. These rooms are you used for human toxicology research and is critical to the institution. This is also a potential safety concern.
Medical Laboratories	HVAC RetroCommissioning, Modifications, and Upgrades	\$ 2,000,000.00	Implement Med Labs RetroCommissioning Study Results: This includes HVAC upgrades in Med Labs including adding branch dampers for better air control, right-sizing air change rates in lab areas, improving HVAC courtyard control and revising fume hoods from CV to VAV. This is anticipated to result in energy savings and significantly improved building air control.
English Philosophy Building	HVAC Upgrades and Development of a Comprehensive HVAC Plan for Future Execution	\$ 1,500,000.00	This project would be the first phase of an overall approach to the HVAC system. The HVAC system is original to the facility (1966) with some minor modifications done in 1973 and routine maintenance. This HVAC system is not able to adequately cool and heat the facility. This is highest student classroom use space on campus.
Gilmore Hall	Structural and Building Envelope Repairs	\$ 500,000.00	Basement has structural concerns. Concrete has spalled off the structural concrete beams, exposing structural steel to atmosphere.
Dental Science Building	Replace Emergency Generator	\$ 400,000.00	Replace 1970 generator which has failed multiple times and is no longer serviceable as parts are no longer available. This generator provides service to fire/life safety as well as critical clinic areas. The project is shovel ready.
Trowbridge Hall	Replace Northeast Retaining Wall	\$ 400,000.00	The wall was not designed in any manner that would resist lateral soil pressures (no large footing, nor bracing present for example), it is not reinforced (no steel rebar) and the condition is very but failure is imminent. This is a safety concern for individuals and property.
North Hall	Below Grade Water Infiltration	\$ 700,000.00	This facility has been prone to below grade water infiltration which caused damage to the facility and contents compromising the programs held with it. This project will address correcting these ongoing leak issues.
Lindquist Center	Replace Windows	\$ 750,000.00	Windows are original to facility constructed in 1972. Air and water leakage is common causing energy and environmental issues. This project will develop a standard to carry forward for further window renovation projects.
Bowen Science Building	Replace Basement Generator	\$ 400,000.00	Replace 1970s generator which has failed multiple times and is no longer serviceable as parts are no longer available. This generator provides service to fire/life safety as well as critical clinic areas. The generator is in so it has been noted by FM Global as an exposure for the institution.
Chemistry Building	Air Compressor Replacement	\$ 150,000.00	It has been determined that the current compressors that support building central systems and lab air are obsolete and becoming very difficult to find parts for repairs. The compressors are believed to be "unsafe" according to Compressed Air during their inspection.
English Philosophy Building	Replace East Roof Sections	\$ 350,000.00	The East roof of this facility has had ongoing issues which was allowed water to infiltrate the facility for many years. We have implemented preventative maintenance measures to assist with alleviating these issues but have not been successful.
Chemistry Building	Repair AHU 5 Exhaust	\$ 125,000.00	This project is to repair the exhaust system for the teaching laboratories and it provides redundancy as well.
<b>Total</b>		<b>\$ 8,275,000.00</b>	

# FY23 Block Allocation



Annual Scoring to Inform Decisions  
 Project Selection to Design and Construction  
 New Project Notification System  
 Block Allocation and Operational Savings



## FY23 Block Allocation

Project Name	Description	Budget Cost	Justification
Dental Science Building	Replace AHU 1B and 2B	\$ 2,250,000	These units serve clinical areas and serve pneumatic VAVs These are original to facility meaning approximately 40 years old so past useful life.
Medical Labs	BSL III Fan Retro Fits for AHU 1 and 2	\$ 250,000	Belt driven fans which slip and cause dust plugging sensors fouling systems. This would change to a direct drive system.
Spence Labs	Elevator Modernization	\$ 300,000	Antiquated equipment and obsolete parts with this elevator serving animal care spaces. An unplanned outage would have a significant impact operation continuing.
Bowen Science Building	Apply Roof Coating System	\$ 500,000	Past useful lifespan. Opportunity to try a new roofing system for potential cost savings measures for other facilities and will be used over newly remodeled spaces.
Biology Building	Replace Air Compressors	\$ 250,000	This is a two compressor system with one of them already failed and non operational. This is medical grade an air system. This system serves lab air for the facility.
English Philosophy Building	Install CW Pumps	\$ 180,000	Currently this system has one pump serves and this project allows redundancy by adding a second pump for the system.
Van Allen Hall	Replace Switch Gear	\$ 1,000,000	Replacement of original existing electrical switch gear which has had multiple failures. This replacement will be done in tandem with work being by Engie to upgrade facility electric service.
Iowa Advanced Technologies Laboratory	Remedy Metal Envelope Issues	\$ 4,100,000	Repairs to remaining stainless steel sheet metal façade sections not addressed under the flood recovery project.
Campus	BAS System Reliability/Compliance	\$ 750,000	Budget allotment to include system component updates required to keep university building automation systems supported by industry providers while maintaining University IT compliance for hardware and software devices currently on the university network. MERF, BSB, CBRB, EMRF, and PBDB will be prioritized based on scale of delinquent compliance issues and operational risk factors. (Phone Upgrade)
Seamens Center	AHU-10 Replacment	\$ 500,000	Antiquated serving the original AHU multi zone unit 15-20 years old and needs replacement.
Library	Remedy Loading Dock Water Drainage Issues	\$ 400,000	There have been multiple building floods due to the existing storm drain design. project will correct deficiencies.
<b>Total</b>		<b>\$ 10,480,000</b>	

Export To Excel

Building	Abbr.	Title	Project Description	ROM Cost	Request Source	Proposed Funding Source	Status	Priority Score	Created Date
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0018	BB	Strobic exhaust fans	This is a worst case scenario quote to replace the fans that support building fume hoods on the rooftop of Biology building that are failing. One of them is in really bad shape but they were all installed in approximately 1992 and have not seen anything other than grease being pumped into them.	\$124,000.00			Not Scored	0.0000	5/31/22
0003	CB	Generator Fumes	Please investigate options to make it so that when the generator runs the fresh air intakes for the building do not pull in the exhaust fumes. Safety - air quality issue	\$1,000.00			Not Scored	0.0000	5/20/22
0002	SH	Generator Fumes	Please investigate options to make it so that when the generator runs the fresh air intakes for the building do not pull in the exhaust fumes. Safety - air quality issue	\$1,000.00			Not Scored	0.0000	5/20/22
0278	DSB	ENT 10 Dock Door	Replacement of Entrance 10 loading dock doors. The Mullion is very hard to secure in place and often leaves the building unsecure. The current configuration does not allow for the doors to "hold open". This increases the risk of injury to users as well as product being brought through the entryway. This is original equipment that has seen many repairs in the past. Jan Bringman did a lot of research on the best options for upgrade and I have attached her responses as well as a ROM cost.	\$30,000.00	SHOP 204	GEF CAPITAL PROJECTS	Matrix Recommended	0.0884	5/18/22
0008	MH	Roof Evaluation	We need a study to develop options to secure the EPDM roof as there are loose sections. Would like to engage to Legat Architects.	\$3,500.00	SHOP 201		Not Scored	0.6616	5/5/22
0046	IMU	*TEST with ARG* Replace steam heat exchanger	Here's where the details go	\$50,000.00	FDD	GEF CAPITAL PROJECTS	Not Viable	0.7918	4/29/22
0022	SC	Fire Escape Concerns	There have been multiple issues regarding trucks hitting the fire escape at the loading entrance to the Seamen's Center. This project would look the possibility of relocating, removing or, in general, remedying this issue. (This is on John Millsap's radar for the last several years). ----- Julie to email Bruce (4/21/22)	\$225,000.00	OTHER	BLOCK ALLOCATION	Matrix Recommended	0.1003	4/12/22

**Actions**

- Create New
- Reference Documents

**Menu**

- O&M Project Prioritization Matrix



# Facilities Reinvestment – A Strategic Approach to Capital Renewal

