Charter Document for UTMB Real Estate and Space Committee

Revised 01/24/2020, 04/07/2020, 04/23/2020

UTMB Real Estate Space & Capital Committee

Governance

Chaired by the President, the UTMB Real Estate and Space Committee provides recommendations to senior executives to ensure effective use of space on and off campus, and to provide consistency and business discipline to real estate transactions. The Committee will review all proposed and existing leases and all license agreements, prior to agreements being processed.

Committee Purpose

The purpose of this Committee is to review real estate and space requests and recommend an action on each to the senior executives. They will:

- Identify and recommend strategic placement of UTMB business sites in leased and owned facilities
- Identify opportunities and improvements for effective use of leased and owned facilities
- Review and recommend leases and related business plan elements to executive leadership
- Review all space requests and recommend action
- Review all license agreements related to space use and recommend action
- Review business and financial impact of facilities portfolio changes for the institution
- Assist in determining the of source of funds and budget accountability assignment related to space assignment
- Determine capital and operational fund requirement drivers by space assignments
- Review and make recommendations for renewals of leased space

Guiding Principles

- Re-utilize or decommission existing space when possible and/or necessary
- Use metrics and analytics to determine appropriate allocation and promote action plans to address identified space assignment gaps
- Consider business and financial impact to institution for each relocation
- Maintain coordinated effort with the Capital Committee, Business Development Committee and the contracting process at UTMB Health

Responsibilities

- 1) Facilities Portfolio Management will assemble the agenda materials and provide coordination and staff for the Committee
- The AVP Facilities Portfolio Management will send agendas out one week prior to the meeting.
- 3) Committee will review agenda materials provided and be prepared to discuss and recommend action
- 4) Committee will vote to send action items forward for Executive Approval, or to table the topic until a future committee meeting.

Meetings

Meetings will be held the third Thursday of each month.

Committee Structure

Executive Sponsor/Chairperson: Dr. Ben Raimer, President

Committee Members: Cheryl Sadro, Office of President, Chief Financial Officer

Lynn McGinley, VP Budget and Analysis

Aaron Lemay, VP Accounting

Dustin Thomas, VP Decision Support

Matt Furlong, Assoc. VP Finance Capital Planning

David Gruener, VP Finance, Health System

Dr. Rex McCallum, VP and Chief Physician Executive, FGP

Jim Amato, VP Health System Operations

Fran Hutchison, VP Finance-AE

Becky Korenek, SVP, Strategic & Business Plan

Katrina Lambrecht, VP Institution Strategic Initiative

Dr. Michael Laposata, Professor & Chair

Todd Leach, VP and Chief Information Officer

Dr. Donald Prough, Professor & Chair

Dr. Norman Farr, Prof., Clinical Assistant Professor, PMPH

Dr. Lindy Ross, Clinical Assistant Professor, Dermatology

Carlos Clark, Chief Medical Information Officer

Steven LeBlanc, VP Business Operations and Facilities

Loren Skinner, VP and Chief Admin Officer

Staff to Committee:

Tonya Allyn Broussard, Assoc. Chief of Staff, Office of CFO
Kym Barajaz, Sr. Executive Assistant
Casey Broussard, RE Specialist, Portfolio Management
Cynthia Castaneda, Coordinator II, Portfolio Management
Don Feld, Program Director, Facilities Planning
Caryn Guajardo, Program Director, Portfolio Management
Wayne Johnson, Institutional Contracting Officer
Gaurav Khadse, Assoc. VP, Facilities Portfolio Management
Robin Polzin, Program Director, Real Estate Operations
Alison Tranquilli, Sr. Planner, Portfolio Management
Jim Victor, Assoc. VP Facilities Design & Construction

Real Estate, Space and Capital Committee Request Workflow Real Estate and Space approvals routed to Portfolio Management to inform Requestor Project Requestor(s) Capital approvals routed to AVP, Capital Planning to add to the Institutional Capital Plan & Annual Capital Budget and to inform the Annual Business Development Committee of Real Estate and Space Health System Project Development possible project Phase Operating Budget STAGE 1 STAGE 2 Portfolio Management: Works with requestor to Approved Space / Capital Requestor: RESCC Academic establish a Enterprise RESCC Project scope and identify sites Portfolio Completes Meeting Minutes will convenes to Management and/or Capital Planning AVP: Organizes data & prepares options for presentation RESCC needed documentation: recommend or defe project concept • Move project Portfolio Management and Design and Construction: Based on scope be provided Space Request to Cmte. Space/Real forward for capital approval Members and project **EVPs** Institutional Concept Form Obtains VP/EVP approval to Support establishes total project cost \$/sf investigate project Submits to Not Approved Requestor No Action Taken or Additional Information Prepares Business Plan appropriate RESCC representative Meeting Minutes will be provided to Cmte. Members Business Required Not Approved Development Committee Meeting Minutes and EVPs will be provided to Crnte. Members and EVPs AVP, Capital Planning or Portfolio Management AVP, Capital Planning or Portfolio Management informs Requestor cancels project