

**Budget & Administrative Committee Minutes**  
**January 16, 2019**  
**HPA1 Room 304**

Meeting begun by Kimi at 2:33pm

Tina will send draft minutes out and ask people to indicate their attendance.

In attendance: Kimi Sugaya (Chair), Corey Bohil, Tina Buck, Tim Bottorff, Bobby Hoffman, Qian Hu, Murat Kizildag, Anthony Pak-Hin Kong, Jacqueline LaManna, Boon Peng Ng, Keri Watson

Last month's minutes were approved.

Guests: CMC director Dr. Suzette Turner and Assistant Vice President, Budget & Personnel for Student Development and Enrollment Services, David Pavlonnis.

Turner and Pavlonnis came to answer the committee's follow-up questions regarding the Creative School for Children. See addendum which includes their answers to the questions submitted and an information sheet for the 2017-2018 school year.

Source of maintenance funding: parent fees, CIT funds, grants, foundation, including fac and staff campaign

\$100k on average for maintenance

FY 15-16 maintenance was \$300k for a very significant problem. Affected cash reserves.

Potential new spaces generated depends on extent of renovation.

How much space is needed for expansion. Have enough land for expansion.

Est cost of capital to expand. 1976 building. 1981 building. 1994 building. Plan is to eliminate 76 building, update other two. Ideal would be all new buildings. 76 outlived useful life per architect. Lobby, admin area in 76 – outdated.

Tuition post expansion. 2 year old classrooms are only ones under market. Usual 2 percent increase annual. Basically, depends on additional fund they could get

Personnel 933k --- 962k revenue

Highest need is for infant-2yr but that's also the highest percent of teacher/caregiver needed. Highest cost.

Infant-toddler is hardest place for people to find quality child care across the area/nation.

VPK restrictions vis their subsidies provided & program rules? Half day is free/covered. Parents often pull kid in pm so they don't have to pay, which leaves rooms empty but still have personnel costs

Were able to help all vpk families this year.

Pavlonnis: beautiful new buildings would have curb appeal, pull in new business, have additional interest. Balance of finding the right size to meet campus needs. The Creative School doesn't have to be the sole answer to child care for everyone on campus.

They encourage people to get on waiting list so the school can plan better.

\$7m is rough quote for new building

As center gets larger, they would need more admin staff, more training for additional teachers, more floaters for inevitable sick days.

Q: what about purchasing existing childcare building near campus. A: Had looked at a building near Barbara Ying center. But would have needed 2 sets of admin staff, check in staff, plus additional oversight. UF does that. They toured their centers. The centers charge different rates based on location. CIT funding is set amt. CIT amount isn't going to increase much based on slower growth in credit hours. So added student spaces will get % less in CIT funding (about \$360k annually) – i.e., less offset.

Comment: the university needs to see a benefit to do anything about this.

Q: What happens during construction period? A: have enough land to potentially stage new construction w/o impacting current families. Have brainstormed various ideas. Could impact smaller #s during summer if need be. There is an order in which to do things. They have also planned for all new buildings or just for renovations. For example: make use of trailers.

Q: possible to start with small building and add on? A: Yes, that could be feasible. That was the 2.5 million option. Additional CIT funds are tied up with library project. Won't be free for another 5 plus years. So they asked architect for smaller plans, which resulted in \$2.5m ideas. Multi-purpose space gets cut out in smaller plan but could be added on to. University did something similar with the rec and wellness center

Q: the \$100k maintenance costs need to be addressed. Then deal with construction. A: Be careful about throwing good money after bad. Something about the creative school getting on the master plan. At some point, the older buildings won't be habitable. Don't want to invest significant money in older buildings that will get bulldozed. Is Creative School enough of a priority to reach out to Foundation, to education alumni, other successful alumni, and community members with an interest in education. Possible naming rights and opportunities. Possible partnerships with local businesses for technology, furniture, etc.

Additional response to question about off-campus site: Early childhood students are taught in the school including by Turner. They do internships there too. That would be a downside to being off campus. Convenience to parent seeing kid during day and not lose parking spot. Easy for student interns to walk over. Creative school students can walk to events they participate in on campus like trick or treating.

Q: more information about the reserve they mentioned. A: within 4 years, they could contribute \$2m.

Q: our task was to get more information. They have studies and plans that they've put to university administration. Do Turner and Pavlonnis have something specific they want us to recommend as the best thing that will serve the campus? A: a brand new facility is advantageous. More spaces for students. Not upkeeping non-ideal spaces. Old is old.

Pavlonnis: A resolution from our committee would be shared with the provost and maybe up to board of trustees. He could provide some bullet points about retention, recruitment, value to grad students who selected UCF based on getting creative school slot. Suggests we don't get into level of detail of \$7m vs

\$2m. plan. Past board members have suggested outsourcing. But education is part of the university mission. Faculty expect a childcare facility. UF, USF, FSU all have childcare, among others. The numbers of 100 people using Creative School yearly vs 5000 using rec and wellness annually make the Creative School look less impactful. But there is also benefit to education students, faculty productivity, and recruitment of women faculty. They try to be as affordable as possible for students and faculty. CIT and PICO (spelling?) funds are off the table. They need a commitment from Senate that this is important as well as outreach to alums.

Q: about grant they received. Does university get anything from that? Bringing in grants is positive to the university; that's the language they speak. A: university does get auxiliary costs and the cost of operations as a portion of grants. Also, Turner has a PhD and is the site supervisor for interns. The education mission of the university is a compelling argument.

Next meeting: we'll discuss writing resolution

Adjourn at 3:25p.

What was the source and the percent of funds used for maintenance of the day care facility?

- a. We have a variety of sources of funding for CSC. The main source is parent fees, followed by CITF funding (student funding), with additional funding through grants and the foundation (ie Believe faculty staff campaign).
- b. CSC spends an average of \$100,000 each year on maintenance of the CSC building.

\*In fiscal year 2015-2016, we spent \$300,000 due to losing the portables (exceeded end of life and were forced to be closed) and needing to get the BPW house up to requested standards. This significantly affected our cash reserves.

How many new places for faculties' and students' children are expected to be generated?

- a. Potential new spaces generated would be determined by the extent of the renovation. A \$2.5 million dollar renovation could allow for 5-10 spaces, or a seven million dollar project (new building) could allow for up to 24 spaces.

How much space is needed for the expansion?

- a. CSC has currently has enough ground space to expand, a new building re-arranged for child care will help expand spaces for additional child care.

What is the estimated cost of the capital investments to expand?

- a. The present structures consists of a main building which includes two classrooms (constructed in 1976), a two-classroom wing to the west (constructed in 1981, and two classrooms to the west (constructed in 1994). The initial building, which was built to support a center for 15 children, is over 40 years old.
  - i. A renovation would eliminate the building that was built in 1976 and renovate the newer buildings built in 1981 and 1994.
  - ii. Total amount for a new building is projected at 7 million dollars which would allow all new facilities and the ideal solution

How much the tuition cost increase after the expansion?

- a. The only age under market age group currently are the 2 year olds. The goal would be to ensure we can provide a quality program and maintain the facility. This typically involves increasing tuition across the board by 2% annually. However, if we are able to secure alternative funding to subsidize that might be able to offset annual increases.

Costs and the number of personnel presently and post-expansion

- a. Currently the personal cost are approximately \$933,000 with 7 classrooms, generating \$962,000 per year.



- b. Expansion is projected to be a yearly cost of \$106,000 for each classroom added.
  - i. 1 classroom of 8 infants and toddlers (highest need) would generate \$82,000.
  - ii. 1 classroom of 18 three year olds would generate \$152,000 yearly.





**42** student worker employees

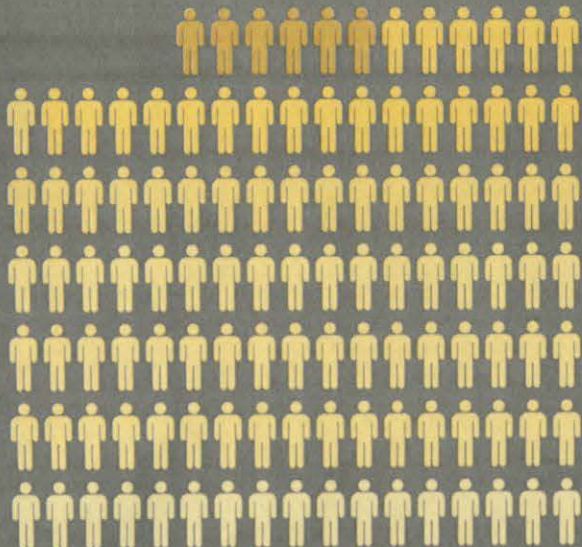
**24** intern/practicum students

**43%**

are children of UCF students



**600** volunteers



**OF THE CHILDREN ENROLLED:**

**6** African American

**22** Asian

**18** Hispanic/Latin

**51** Caucasian

**17** Other



# Creative School for Children

## 2017-2018 YEAR IN REVIEW



**7** classrooms serving children



Earned Florida Gold Seal

Accredited through **naeyc** Accreditation  
(National Association of Young Children)



**19** Fruit trees



**13** Raised beds



Muscadine grapes



Pollinator Garden

Weekly garden lessons teach children about sustainability, fruit trees, edible plants, and key ecosystem components



**1,200** pounds

of produce from our garden was donated to the Knights Helping Knights Pantry

### PARTNERSHIPS

Offer screening to children



Communications Disorders Clinic



Physical Therapy Department



Gardening experiences for children with the UCF Arboretum



UCF Recreation and Wellness Center



Early Childhood Development & Education



Curriculum experience for UCF students

- Biology
- Anthropology
- ECE
- Psychology