

**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

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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

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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

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- 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

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- 1) Facilities Portfolio Management will assemble the agenda materials and provide coordination and staff for the Committee
- 2) 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

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Meetings will be held the third Thursday of each month.

## Committee Structure

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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

# Process

## Real Estate, Space and Capital Committee Request Workflow

