



MEMORANDUM

TAB G

March 19, 2020

OCHE – Office Remodel Request

In order to implement changes from SB111, Higher Education Amendments (2020) the Office of the Commissioner (OCHE) requests Board authorization to remodel a portion of the 5th Floor in the Regents' building. The remodel will facilitate combining USHE and UTECH administrative staff into one location. The remodel will require the reallocation of two offices from My529, the extension of a secured wall between OCHE and My529, dividing an existing print room into 2 offices, and a variety of other minor office upgrades. An update of the Small and Large Board conference rooms is also proposed to accommodate larger groups and improved audio/visual equipment with enhanced video conferencing technology. The Office requests approval to use up to \$99,000 of internal fund balances to cover construction, soft costs, furnishings, and equipment. Upon approval, OCHE will work to acquire a local contractor to complete the project prior to the July 1, 2020 implementation date. Additional information about the project is provided in the attached floor plan.

Commissioner's Recommendations

The Commissioner recommends the Board authorize the remodel of 5th Floor offices to prepare for the consolidation with the Utah System of Technical Colleges.

Attachments

