

**Final Report and Recommendation  
Work-Life Committee—Child Care**

The Work-Life Committee on Child Care recommends that the University of Kentucky issue a Request for Proposal (RFP) for the purpose of selecting a service provider to construct, maintain, and operate two child care centers, accommodating infant, toddler and preschool care for 250 children.

Furthermore, the committee recommends that one center be located on Woodland Avenue in the general vicinity of 457-461 Woodland Avenue, while the second be located off University Court, southeast of the Regulatory Services Building.

The committee has completed a draft child care RFP for approval by University administration which will be provided through separate correspondence. The committee remains available to answer any question or assist as necessary.

I. Work-Life Committee—Child Care Statement of Purpose:

The goal of the Work-Life Committee on Child Care is to develop solution(s) for providing two on-site child care centers for faculty and staff. More specifically, the purpose is to develop and issue a request for proposal (RFP) and provide oversight for the selection of an operator.

II. Committee Membership

- Lance Broeking, Campus Services – **Chair** (3/15/07-present)
- Laura Koppes, Director, Work Life – **Chair** (10/20/06-3/15/07)
- Jay Perman, Dean, College of Medicine – **Executive Champion**
- Julane Hamon, Communications Director, College of Medicine
- Bob Wiseman, Vice President, Facilities Management
- Bill Harris, Director, Purchasing
- Dianna August, Supervisor, Postal Services
- Karen Stefaniak, Associate Director, UK Hospital
- Pat Terrell, Vice President, Student Affairs
- Philip Harling, Associate Dean of Faculty, College of Arts & Sciences
- Rebecca Scott, Survey Coordinator, Office of Assessment
- Elsie Stines, Instructor, Department of Pediatrics, College of Medicine
- Amy Booth, Project Coordinator, Human Development Institute
- Diane Loeffler, Research Associate, Institute for Workplace Innovation
- Melissa Shelton, College of Dentistry
- Angela Walton, Capital Projects Management Division
- John Sampson, Human Resources

III. Background

During the summer of 2006, the University hired WFD Consulting, a nationally recognized work-life consulting firm, to determine the need for enhancing child care services and support at UK. Using the work-life survey results, national research and trends, best practices, and UK employee demographic data, the study identified the need for center-based care at the University of Kentucky for 220-250 children under the age of five. WFD recommended that this child care need be addressed in two centers, one of which is designed to serve the health science campus.

In July 2006, the President's Cabinet supported this recommendation, specifically endorsing the current campus child care model in which the University partners with an external child care provider to construct and operate the centers.

IV. Committee Process

The committee held eight full committee meetings from November 2006 through May 2007 as well as several additional informal sub-committee meetings and work sessions.

The process was broken down into three major phases: information gathering, site selection, and drafting a request for proposal.

Information Gathering:

The committee reviewed a wide-range of material early in our discussions. This included the evaluation of recommendations set forth by WFD Consultants, the contract and details of the existing on-campus child care provider (KinderCare), results from the work-life surveys, University demographic data, and focus group findings. These discussions were instrumental in providing a basic foundation for the recommendations that follow.

Site Selection:

The committee collaborated with the University Architect and the Facilities Management group to identify 11 possible child care site locations and participated in a group bus tour of all properties. Utilizing a consensus decision-making strategy, the committee evaluated each location using 12 criteria established by the committee.

The selected sites were chosen for the following reasons:

- Each met the specifications for physical space as defined in the feasibility study, Kentucky regulations, and accreditation standards.
- Each has aesthetic value, land-use compatibility, a secure and safe environment, minimal noise, and contiguous parking.
- Each is accessible to major campus routes.
- Outdoor recreation/learning opportunities are in close proximity to each location.
- Each could quickly become available and could be included as a component of the RFP.
- The University owns both properties, thus requiring no land acquisition costs.

The existing campus child care center (KinderCare) does not meet the facility requirement needs outlined in the feasibility study. Expansion of the existing center was not included as an option as the committee understands that this location is being considered for use in addressing other campus programmatic space needs.

Drafting the Request for Proposal:

The committee added several members during the RFP process to assist in drafting the document. These volunteers have varying degrees of experience

in operating, evaluating, and/or planning child care facilities and programs. They have proven invaluable as the committee undertook the task of developing a comprehensive RFP which meets the needs of the University.

#### V. Committee Recommendations

1. The committee endorses the recommendation by WFD Consulting to expand on-campus child care services to accommodate infant, toddler and preschool care for 250 children.
2. Specifically, the committee recommends the University issue a request for proposal (RFP) to solicit responses from vendors for construction and operation of two child care centers, one located in the vicinity of the Health Science campus. The centers should be operated in collaboration with each other by a single vendor.
3. The committee's request to formally designate two specific campus locations for child care centers was approved by the Executive Vice President for Finance and Administration, Frank Butler, on April 19, 2007 and by the Board of Trustees on April 25, 2007. These properties would remain University real property, but would be made available for construction and operation of child care centers through the RFP process. The two selected sites are defined as follows:

##### North Campus – Woodland Avenue:

Approximately 1.3 total acres with street frontage in the general vicinity of 457, 459, and 461 Woodland Avenue.

##### South Campus – University Court:

Approximately 1.3 total acres accessible from University Court and located southeast of the Regulatory Services Building and northeast of Shawneetown Building A and B.

4. Realizing that the above recommendations only meet the current needs of faculty and staff, the committee further recommends that designation of future child care center sites be considered when updating the University's physical development plan.
5. The committee has prepared a draft RFP for review and approval from the University administration. This document will be submitted under separate communication and represents the culmination of work by this committee.
6. Following the approval and ultimate issuance of the RFP, the need exists to evaluate and select the appropriate vendor to construct, maintain and operate the centers. To this end, the committee

recommends that the RFP evaluation committee be comprised of 5 to 7 voting members from the current Work-Life Committee on Child Care with all other members having the option of attending the evaluation sessions in a non-voting status. The recommended composition of the evaluation committee is as follows:

- Lance Broeking, Campus Services – **Chair**
- Karen Stefaniak, Associate Director, UK Hospital
- Philip Harling, Associate Dean of Faculty, College of Arts & Sciences
- Rebecca Scott, Survey Coordinator, Office of Assessment
- Elsie Stines, Instructor, Department of Pediatrics, College of Medicine
- Diane Loeffler, Research Associate, Institute for Workplace Innovation
- Amy Booth, Project Coordinator, Human Development Institute

#### VI. Conclusions

The above report and the associated RFP represent hours, and in many instances, weeks of work by the very dedicated members of the Work-Life Committee on Child Care. The committee very much appreciates the opportunity to contribute to the University's Work-Life initiatives in such a special and meaningful way. While the development of the Child Care RFP represents a significant milestone, it truly is only the beginning of the journey toward enhancing child care services and support on campus.

Respectfully submitted,

Members, Work-Life Committee on Child Care