



**Space Management Advisory Committee
Meeting Minutes**

November 30, 2015

2:30 p.m. – 3:30 p.m.

Location: Facilities Management Conference Room 119

Minutes prepared by Beverly Imes

Members in Attendance: Kathryn Horne, Steve Coppola, Frank Fleming, Jay Raja, Phil Jones, Lee Gray, Nick Patel, and Chris Gilbert

Guests in Attendance: Brian Hunter attending for Richard LaLiberte'

Old Business:

- I. Review and Approval of October Meeting Minutes
 - a. Lee moved to approve the minutes. Brian seconded. Motion carried.

- II. Space Policy Steering Committee Action and Pending Chancellor Endorsement
 - a. Facilities Management, Zone 4 Offices and Maintenance Shop Relocation to CAB
 - b. Academic Affairs, Career Center Interview Rooms and Large Meeting Room

Kathryn has not heard from Chancellor Dubois. She will follow up with him.

- III. Space Requests being evaluated
 - a. Office Swing Space Spring 2017 and Summer 2017 for Academic Complex Renovation
 - b. Classroom Swing Space Spring 2017 and Summer 2017
Potential temporary classroom identified. Four were allocated to the Career Center. There were no comments or questions.
 - c. Academic Affairs; Early College High School; classroom and teacher workroom
 - i. They need classroom space to teach three high School course sections beginning in the Fall of 2016. Space to teach another two courses will be needed in 2017.
 - ii. The Memorandum of Understanding (MOU) made no provision for use of UNC Charlotte space for CMS use.
 - iii. Chris stated the understanding was CMS will teach within their building.
 - iv. This request has elevated to the Chancellor to confirm UNC Charlotte's commitment to CMS.
 - v. If the Chancellor approves this request, the MOU needs to be updated.
 - vi. Chris stated he received an email from Michele Howard regarding installing some picnic benches along the wall on the pond side. He wants to make sure that's okay. He forwarded the request to Richard LaLiberte', Real Estate Manager.

- vii. Kathryn stated another option is for them to accept fewer students each year.
 - viii. The Early College High School has also requested a room for teacher planning.
 - ix. Kathryn is waiting feedback from Krista Newkirk who is to check with the Chancellor.
- d. Academic Affairs; Kinesiology Fitness Classroom Space
Jim Hoppa and Scott Gordon are planning to meet. Kathryn will follow up. They will remain in the lower level of Cameron at least through Fall semester 2016.
- e. Facilities Management; Key Shop and Office Space
- i. The Key Shop is currently located in Cone and they need more space.
 - ii. Lee Snodgrass is getting ready to hire two management level positions and needs offices for them.
 - iii. Several Options were investigated:
 - Locate additional Facilities Operations offices in the lower level of Cedar. Data cabling will be installed in Cedar and Hickory; currently these buildings are not on the UNC Charlotte system.
 - Niner House is the location preferred by Facilities Operations for both the Key Shop and additional office space. Niner House is currently allocated to COAA. COAA has materials stored in the basement and has been working with Design Services on plans for renovating the upper floor for office space.
 - Lee Gray indicated that if a suitable place to store materials can be found and if COAA can have the space currently occupied by the Key Shop in exchange, Facilities Operations can have the Niner House.
 - There is a portable shell used as a backdrop for choral groups. The backdrop is being stored in Niner House garage. A place to store the shell must be found.
- f. Academic Affairs Graduate Admissions
- i. The new Graduate Admissions counselors will report to _____. Space within the
- g. Academic Affairs, Library Off Campus Storage
- i. Jay Raja asked if the Day Care Center might be a potential temporary option.
 - ii. Chris Gilbert noted that using the Day Care for Broadcast Communications is being studied and any storage use would need to be coordinated with this project if it moves forward.
 - iii. Richard LaLilberte has previously noted that the intent is to sell this property.

New Business:

- I. Space Requests Received
 - a. Early Voting on Campus
 - i. A room for early voting on campus has been requested by Advancement. Kathryn talked with Jim Hoppa regarding using the space in the Student Union where bank moved out. Jim is hoping to lease that space and therefore is reluctant to confirm. He suggested one of the meeting rooms in Cone Center that was used in the last election. Discussion followed.
 - b. Dean of Students, Relocate the Office of Off Campus and Volunteer Outreach; Cone Center
 - i. Space in Cone Center. Space is currently used by the Career Center. Career center says they need to retain it. Chris asked about old Cone gallery. Discussion followed.

- ii. Let the Space Policy Steering Committee know we would like to look more in depth and get their feedback. Levine scholars will move next fall which will free of that space. Kathryn suggested a smaller group of the Space Management Advisory Committee get together to discuss further.
 - iii. Phil Jones stated the building systems are wearing out. We have to put money in that. A new study is proposed. Chris stated we need to determine who needs to be located in core campus, who can be in CRI, and who can be off campus.
 - iv. More discussion on Cone Center.
 - v. Need to determine what the other uses and needs are.
 - c. Public Safety, Community Policing Office
 - i. Campus Police have requested space in the central part of campus for a community police office, similar to what they have in the Student Union. Looking for another office in center of campus. An update will be provided at the next space committee meeting.
 - d. Fretwell 310
 - i. The March Space committee meeting notes indicate Fretwell space was allocated to Math Tutoring, CLAS sponsored research and Office of Assessment and Accreditation.
 - ii. The Office of Assessment and Accreditation has asked that Fretwell 310, a meeting space, be allocated to them. Kathryn asked for clarification as to whether that was the intent of the previous decision.
 - iii. Committee members clarified that the intent was to have Fretwell 310 remain as a common resource allocated to Academic Affairs and not any one department.
- II. Intent to Vacate Submittals / Vacated Space
 - a. No Intent to Vacate forms have been submitted.
- III. Planning Updates – Chris Gilbert
 - a. Studies
 - i. Circulation Study – Regarding light rail.
 - ii. Belk Plaza Revitalization
 - iii. Craver & Mary Alexander – Regarding FO/Science Building
 - iv. Friday Building – Potential Structural Damage
 - v. Science Space Utilization – Assisting Kathryn with study
 - b. Settlement/ Potential structural issue in Friday being investigated.
 - c. Working on the Mary Alexander and Cameron
 - d. Working with Broadcast Services on a potential relocation.
 - e. Working with Kathryn on the Botanical Garden and Greenhouse study.
 - f. Working with Facilities Operations on a preliminary program to relocate facilities to another site in anticipation of the Science Building project.
 - g. Working with Parking and Transportation Services on a preliminary program to relocate facilities to another site in anticipation of the Science Building project.
- IV. Adjournment
 - Meeting adjourned at 3:30 p.m.

Next Meeting: December 18, 2015