



### **Space Management Advisory Committee**

October 28, 2015, 8:30 – 9:30

Location: Facility Operations 124D

Minutes prepared by Beverly Imes

Attendees: Kathryn Horne, Steve Coppola, Richard LaLiberte, Jay Raja, Phil Jones, Lee Gray, Nick Patel, and Chris Gilbert

#### Old Business:

I. July Meeting Minutes

There were no meetings in August and September. There were no questions regarding the July minutes; therefore, the minutes stand approved.

II. SPSC Action and Chancellor Endorsement

The following three items were forwarded to the Chancellor for review and approval:

- a. Academic Affairs; Big Data Initiative office space; Bioinformatics
- b. Adult Students and Evening Services graduate student space; Denny
- c. Marching Band Instrument and Uniform Temporary Storage; RDH

III. Space Requests being evaluated

- a. Office Swing Space Spring 2017 and Summer 2017 for the first phase of Academic Complex renovation.
  - i. Nick and Kathryn looked at the capacity of the Cedar and Hickory to meet the office swing space needs for the Academic Complex. It appears that there is adequate capacity if every room in the residence halls is used for offices, including the small rooms located between the larger dorm rooms.
- b. Classroom Swing Space Spring 2017 and Summer 2017; 18 classrooms while Denny is being renovated
  - i. The registrar ran a test scenario without the Denny classrooms using the Spring 2015 course data to help us to understand whether the courses can be accommodated in the existing classroom inventory. The test case showed that there are 24 course sections that could not be accommodated. When the registrar ran the scenario, the classrooms in Belk were not included because they were off line and not in the system. Kathryn has identified potential spaces that can meet the need for classroom space swing space. Jay Raja will schedule a meeting with the registrar to discuss the classroom swing space further.

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- c. Kinesiology Fitness Classroom Space
  - i. Space is needed for a fitness classroom that is not included in the renovated Belk Gym. Discussion followed. Jay Raja suggested a meeting with Scott Gordon, Jim Hoppa and Jim Walczyk and representatives from the space committee to discuss shared use of the fitness space in Belk Gym. Kathryn will arrange a meeting.
- d. Facilities Management Key Shop
  - i. Several options are being considered. The lower level of Cedar may be an option; however, parking for vehicles cannot be accommodated in this location.
  - ii. The Niner House is another possibility. It is allocated to College of Arts & Architecture. COAA is willing to consider allowing the Key Shop to use the space if other suitable space (office and storage) can be identified elsewhere on campus.
  - iii. Lee Gray explained that the primary use for first floor is for offices. Design Services has prepared a layout and cost estimate to renovate Niner House. Discussion followed.
  - iv. Kathryn stated the key shop needs more space and better organized space.
  - v. Chris stated the Chancellor decided not to put the science building across from Woodward Hall, and an alternate location is on the site of Facilities Operations, Parking Services, and the Boiler plant. There will be a study of the implications of locating the science building on that site conducted by Creech and Associates. As part of this study, a program of space needs for Facilities Operations and the Key Shop will be prepared. If the Science Building moves forward, the key shop and facilities operations will have new space in approximately 5 years.
  - vi. Chris Gilbert is going to meet with Facilities Operations to develop a preliminary program of space needs.

### New Business:

- I. Space Requests Received
  - a. Facilities Management: Zone 4 Maintenance Shop and Offices
    - i. Zone 4 must move out of RDH due to the RDH renovation.
    - ii. Kathryn and Phil met with Keith Wassum to discuss options for moving Zone 4 to CAB.
    - iii. Facilities Operations agreed to work with Auxiliary Services to clear out space in CAB for Zone 4 and Auxiliary Services agreed to this plan.
    - iv. Phil Jones made a motion that we recommend CAB as a location. Jay Raja seconded the move and the motion carried.

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- b. Facilities Operations office space
  - i. Phil Jones stated Lee Snodgrass is hiring two manager level people and has no place to put them.
  - ii. Facilities Operations would like to relocate some staff from the FOPS building to make space for the new hires.
  - iii. Kathryn stated one option was to put them in the lower level of Cedar. This would be a temporary solution until a new space is identified/constructed as a result of the future science building project.
  - iv. Chris Gilbert is working on a minor renovation of Cedar and Hickory to serve as swing space for the Academic Complex Renovation. Chris noted that there are no IT connections in the building and data cabling would need to be installed before FO can move in.
  - v. Kathryn noted that there is no parking adjacent to Cedar.
  - vi. Kathryn also noted that we cannot renovate the buildings without triggering requirements that the building be brought up to current building code. Her understanding is that SCO has agreed to allow UNC Charlotte to use the space on a temporary basis without requiring code improvements. If any walls are moved, the building has to be brought up to code.
  - vii. Chris noted that Tony is planning to winterize the buildings. This proposed use will need to be coordinated with him.
  - viii. Chris proposed we do not act on this until we know this is feasible. Kathryn will set up a meeting to discuss coordination.
- c. Academic Affairs, Career Center, interview rooms and meeting space
  - i. The Career Center requested space for interview rooms and a 50 seat meeting room for presentations.
  - ii. Space in Atkins adjacent to the Library has recently been vacated and is available to meet this purpose.
  - iii. If the space for interview rooms is provided in Atkins, the Career Center has agreed to give up three interview rooms they have in Cone Center.
  - iv. Kathryn recommended shared use of the large meeting room space, with priority scheduling given to the Career Center. Jay Raja requested that the specifics of the shared use be identified and agreed to before the space is allocated to the Career Center. Kathryn will follow up with the Career Center on this.
  - v. Jay moved that we approved this recommendation with the conditions noted. Phil seconded the move and the motion carried.
- d. Academic Affairs; Early College High School; classroom and teacher workroom
  - i. The Early College High School continues to add 100 students in each of the next two years to meet their target enrollment. They have requested

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classroom space for three high school course sections with 30 students each (Fall 2016) and five total course sections in Fall 2017.

- ii. In their junior year, students will begin taking UNC Charlotte college courses, but CMS still has to teach high school courses to meet high school graduation requirements.
  - iii. The request also includes one office space for a teacher workroom.
  - iv. Kathryn talked with the registrar to see how this request can be accommodated. The registrar prefers to have one classroom used for consecutive classes. Ideal locations would be Grigg or EPIC.
  - v. Chris stated in the programming phase Charlotte Mecklenburg Schools did not identify the need for or request this additional space.
  - vi. Jay said we should start looking for classrooms for 30 students.
  - vii. Discussion followed which included other suggested locations.
  - viii. It was suggested that the memorandum of understanding be reviewed relative to use of UNC Charlotte space.
  - ix. Lee Gray suggested investigating how they are currently using their space to demonstrate that they cannot accommodate the classes in the high school space.
  - x. The committee recommended further investigation before making any decision. Kathryn will contact the Early College High School to follow up.
- e. Academic Affairs: Atkins Library off-campus storage
- i. The library would like to lease space off campus to store books and other printed materials. They estimate the need for 35,000 – 50,000 sf of space.
  - ii. Kathryn has reviewed the request with Real Estate Services. They estimate the cost to be between \$7/sf and \$8/sf for an estimated total annual lease cost in the range of \$245,000-\$400,000 per year.
  - iii. Jay noted that the library wants to open space for the students.
  - iv. Jay asked if the Daycare Center is available. It is empty and needs to be inspected. Richard stated we are going to put it on the market to be sold.
- f. Academic Affairs: Graduate Admissions
- i. Graduate Admissions is hiring two new graduate admission counselors. They do not have office space available in Cato Hall in their current allocation. If 6 admissions processors can be relocated to another space, this would free up office space in Cato for the new hires.
  - ii. Kathryn is investigating space in Cameron but has not identified space or confirmed availability at this time. Admissions suggested moving the processors to Denny but this is not a good option since we are planning to move everyone out of Denny in a year.

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### II. Space Allocation Recommendations

#### a. Recommend:

- i. Zone 4 Maintenance Shop and Office space – CAB
- ii. Career Center Meeting Room and Interview Rooms - Atkins

#### b. Further Investigation:

- i. Key Shop
- ii. Early College High School classroom space and teacher workroom – Grigg (to be coordinated with Registrar)
- iii. Facilities Operations office space
- iv. Library Off-Campus Storage
- v. Graduate Admissions

### III. Intent to Vacate Submittals / Vacated Space

- a. Kathryn noted that no intent to vacate forms have been submitted.
- b. Kinesiology swing space will be vacated by the end of the Fall 2015 semester; this space is located in Cameron and CHHS.
- c. Cedar, Hickory, Sycamore Residence Halls have been vacated; Fall 2015- 40,950 sf
- d. Career Center Interview Rooms in Cone Center
- e. Office Space in Woodward vacated by faculty office move to Bioinformatics

### IV. Planning Updates – Chris

Facilities Planning is revising the Gantt chart for CID projects for swing space needs over the next five years. Deficits in swing space exist.

### V. Real Estate Updates - Richard

Richard asked Jay to give him an idea of how much Academic Affairs might be able to spend on leasing the Day Care. Jay said he will investigate.

### VI. Other Business

Phil noted that we need to move ahead with a study on storage needs for all divisions and departments.

### VII. Adjournment – 9:40 a.m.

Next Meeting: November 30, 2015 at 2:30 p.m. in Facilities Management 119