



Space Management Advisory Committee (SMAC)

April 18, 2016

1:30 -3:00

Location: Reese 524C

Meeting Minutes

Prepared by: Beverly Imes

Attendees: Kathryn Horne, Jay Raja, Lee Gray, Steve Coppola, Nick Patel, Chris Gilbert, Frank Fleming, Richard LaLiberte', Krista Newkirk

Old Business:

- I. Review and Approval of February Meeting Minutes
Minutes from February's meeting were approved as submitted. The meeting in March was cancelled; therefore, there are no minutes.
- II. SPSC Action and Chancellor Endorsement – the following were approved by the Space Property Steering Committee (SPSC) and submitted to Chancellor for endorsement.
 - a. Temporary Office and Classroom Swing Space during the Academic Complex Renovation
 - b. Early College High School classroom space in 2016-2017 academic year
 - c. Niner House first floor for Facilities Operations office space
 - d. Cone Center 348 A&B for Title IX offices
- III. SMAC Recommendations and SPSC Action
 - a. Niner House Basement allocated to Facilities Operations Key Shop – approved and forwarded to the Chancellor.
 - b. Medical Office Condominium two spaces for University Advancement – the Space Property Steering Committee asked for more information. They didn't understand the need for additional space. Niles will provide more justification.
- IV. Space Requests Being Evaluated
 - a. Cone Center
 - i. Center for Volunteer Outreach
 - ii. Vice Chancellor for Business Affairs Office Space
 - iii. Center for Graduate Life
 - iv. Dean of Students, Office of Student Conduct
 - v. Conferences, Reservations, and Event Services (CRES)
 - b. Mail Room in Academic Complex –There is not enough space to have a room dedicated to mail services. Recommendation – propose the following options 1) do what they are doing now or 2) look into something that can be secure in each building. Kathryn will tell them there isn't a room to dedicate to mail services in each building and they can look into some mail boxes that can be mounted into departmental work rooms.
 - c. Academic Affairs, Library Off Campus Storage – the lease of space is on hold and Kathryn will remove from agenda until a comprehensive study is done. Discussion followed.

New Business:

I. Space Requests Received

- a. College of Engineering, Senior Design Project lab space
 - They want warehouse type space for student senior design projects. We do not have 4,000 sq. ft. of unoccupied space on campus. They would consider space off campus.
 - Chris mentioned the CARC metrology space. Jay Raja noted that this space will be converted to classrooms.
 - Jay noted that they need an industrial solution and a presence so they can bring people together and show people what's going on.
 - Jay mentioned associated costs including security, up fit, etc. We need to find out everything that will go along with this request.
 - Kathryn will draft something for Jay to respond to them.
- b. Athletics, Sales Offices
 - Athletics need four offices for IMG (offsite entity). More information is needed.
- c. College of Computing and Informatics, Faculty Offices
 - They are hiring 10 new faculty. They need help identifying space.
 - Jay and Kathryn met with them and sent them options. Biology offered to lend them two offices.
 - Jay doesn't know if they tried to resolve this within their department first. We also need a higher level of detail. Looked at how many graduate students there are and suggested consolidated space. None of these are ideal.
- d. Facilities Operations, Staff Office Space
- e. Facilities Operations Temporary Storage Space
 - Facilities Operations needs more storage space for Zone 4 and have requested the lower level of Cedar.
 - Chris mentioned the people in the greenhouse. Kathryn responded there is room for both.
- f. Kinesiology Fitness Classroom
 - Kathryn, Scott Gordon with Kinesiology and Jim Walczyk with Rec Services met and have a solution. They will use a portion of the gym. They will develop a memorandum of understanding.
- g. Storage Space in CAB (Cafeteria Activities Building Repurposing) – Chris Gilbert
 - Chris Gilbert noted that we don't have to demo CAB within the next few years – perhaps no more than 10. CAB is still being utilized as a catering kitchen until RDH is renovated. That project was just bid and should go into construction by early summer.
 - What happens when catering moves to RDH?
 - There was a meeting in the past discussing the highest and best use for CAB.
 - The answer is campus storage.
 - What's in there now?
 1. Storage for Catering and Auxiliary Services
 2. Facilities Operations Zone 4
 - CAB has a loading dock.
 - If we used it for campus storage, people could lease cages.
 - Kathryn stated there are several people who have ideas about the use of this space. For example, John Storch mentioned a convenience store on that end of campus. It could be used as a food pantry.

- Krista asked where does the money goes for people who lease the space. Chris said to engage everyone with the idea. We could figure out the monthly utility cost and the money could go towards that.
 - Krista asked, "What funds are operating that space now?" The answer, "Auxiliary Services"
 - Kathryn said Keith is aware SMAC is discussing the CAB today.
 - Chris stated the reality is nothing can be done until they move out which would be next summer.
 - Frank asked Kathryn, "Were you able ascertain when catering moves in the new offices, what's coming out of Cone?" Kathryn responded she has been trying to figure that out.
 - Chris stated it will cost more to renovate CAB. It would like easier to lose a storage facility than office.
 - Kathryn responded, "Good idea." Explore further. We are trying to ascertain how much space we need.
 - Chris stated once we ascertain how much attic stock we have and other stuff, then determine what the priority is.
 - Lee asked is it a done deal that the building has to be torn down if Phase XV is built. Chris responded, "No; however, it is a pretty poor building."
 - Lee stated we have a unique building on campus – this is a viable need. But if it's only there for 10 years, we cannot move academic stuff and they have to look for another space for storage.
 - Kathryn stated, "How do we let people know space is available?"
 - Frank – another thing to factor in, we could rent space.
 - Krista – some of the space in the building, some could be office space – is it best to look at storage space? Can we look at office space? Chris responded, "The three trees are office space."
 - Kathryn stated nothing is going to happen in 10 years. We need to study this more.
- h. BES Space in McEniry
BES requests a change in allocation for 001 from Classroom Support to a BES office for a supervisor. The question was asked, "Does the McEniry study have a use for this space?" Jay stated for now let's take a look at the study before we respond.
- i. Parking and Transportation Office Space
Parking and Transportation is hiring additional staff. They requested three offices currently allocated to Botanical Garden staff in Facilities Operations / Parking Services Building. Relocating Botanical Garden staff to space in the lower level of Hickory is one option. Botanical Garden staff will have to be relocated when FOPS Building is demolished.
- II. The following is for information
- a. Relocation of COE MOSAIC Computing Work Services in Smith – complete.
 - b. Leased space in PORTAL
 - c. Graduate Admissions Counselors in Atkins space vacated by Academic Assessment
- III. Intent to Vacate Submittals / Vacated Space
- IV. Update on Space Audit and Space Policy
- V. Other Business
- VI. Cone Center – The Next Ten years

Discussion followed on the strategic repurposing of Cone University Center Space. Kathryn presented floor plans of various spaces in the building that coincided with space requests and move possibilities.

- a. Old ID Office - Trying to determine if anyone is going to vacate that space. Keith said they are moving more people in. Kathryn is trying to get more specific information.
- b. Cone Center Future use – The 2010 Master Plan also renovates and expands the Cone University Center both outward and upward to better utilize the building site, demolishes the King building to form a new quad at the front door of the Library and Cone University Center
- c. Cone Center – Today
 - ii. 66% of all ASF is meeting space and dining space
 - iii. Other occupants are:
 - Key Shop
 - Center for Grad Life
 - Dining Offices
 - Old ID Office
 - Call Center
 - Temporary Space
 - Business Affairs TOP
 - CRES /Cone Center
 - Levine Scholars
 - Title IX Office
 - Scholarship Office
 - Honors College
- d. Request Summary – Kathryn presented summary of space requests.
 - There was discussion on each one. The committee voted on Title IX Office request for six offices, one reception/workstation and one conference room. Jay Raja moved to accept their request. Lee Gray seconded the motion. Motion carried.
 - Scholarship office – recommendation option. Kathryn will confirm that storage room is needed.
 - CRES and University Center Offices - Suggesting renovating to get nine offices and eight to ten workstations. If people think this is a good idea, Kathryn will ask Design Services to prepare an estimate. Jay stated to flush out who gets a private office – this should be a campus question.
 - Volunteer Services – requested “said” space. Eventually Career Services will move out in approximately two years. No decision needed today.
 - Office of Student conduct
 - Primary need is hearing rooms. They want to move in a space where Honors is. Discussion followed. It was suggested to use the Honors space for something that needs a high visibility location. Frank stated they wouldn’t want to separate the offices on two floors due to security reasons. Hearing rooms – can we identify space for three small rooms to Cone. Krista suggested one dedicated room and use space. Having it close to Title IX would make sense. Kathryn stated there is more work to be done on this one
 - Center for Graduate Life
 - Option 1 - They are asking for quite a bit of space. Kathryn needs to meet to determine their need for large amount of space.

- Option 2 - Not enough area to accommodate requested space within existing space. Pros - Use existing space to meet need for office space; less expensive renovation option. Cons - Loss of “identity” as a center when seminar space is remote from offices.
 - Option 3 – fit where Honors has been. However, it is not enough space to accommodate everything in their request. It would require some compromise.
 - Kathryn needs to meet with them and understand their priorities. Krista suggested the committee consider the graduate student office on the first floor of Cato Hall. There would be a desire for a few offices on the second floor of Cato Hall at some point. There was discussion regarding offices wanting to have their own conference rooms and seminar rooms. Kathryn suggested they share conference rooms.
- iv. Student Services Offices - One Stop Center and Student Services offices. We don't know what the space needs are.
- v. Vice Chancellor for Business Affairs
Kathryn asked, “Is this the right place to have the Vice Chancellor for Business Affairs? Kathryn asked if anyone has any thoughts, to let her know.

Meeting adjourned at 2:56 pm.