



## Space Management Advisory Committee

### Meeting Minutes

February 10, 2016

2:00 p.m. – 3:30 p.m.

**Members in Attendance:** Kathryn Horne, Tammie Boyd, Steve Coppola, Frank Fleming, Jay Raja, Phil Jones, Lee Gray, Richard LaLiberte', and Nick Patel

#### Old Business:

I. Review and Approval of January Meeting Minutes

- A. The Minutes from the January meeting were approved as submitted.

II. SPSC Action and Chancellor Endorsement

The following items were forwarded to the Space and Property Steering Committee for review. The SPSC recommended that these be forwarded to the Chancellor for his review. The Chancellor has approved these allocations.

- 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. Space Requests Being Evaluated

A. Medical Office Condominium 2 / Allocation to Advancement

1. At the January meeting, the committee requested that additional options for the upfit of the Medical Office Condo be explored.
2. Kathryn Horne met with HR to discuss the possibility of relocating the HR Training Room to the condominium. Although HR did not object, they noted that a financial investment was made in the existing training room.
3. Kathryn discussed this option with Niles Sorenson. If the HR Training Room was relocated, the existing space would be renovated to provide office space for the communications group. Niles did not think there would be enough space to accommodate the number of staff in the communications group.
4. Advancement will be hiring 3 new people in 2017, 4 in 2018 and 5 in 2019.
5. A recommendation to approve the allocation of the Medical Office Condominium 2 to Advancement was made with the following conditions:

- i. Advancement will vacate existing space in the Foundation building that will then be available for reallocation. Existing space that is vacated in the Foundation Annex will be reserved for future growth for Advancement.

- ii. The large meeting room will be a university resource with priority scheduling given to Advancement. In the future, this space may be converted to office space.
- B. Key Shop Relocate to Niner House
  - 1. At the January meeting, Lee Gray noted that COAA needed time to explore options for moving the materials that are currently stored in the basement of Niner House.
  - 2. Space in Cedar was proposed. Lee is also considering space in Storrs.
  - 3. Lee Gray noted that COAA is busy with the start of the semester and will not be able to make a decision about storage until March.
  - 4. A recommendation to allocate the basement of Niner House to Facilities Operations for use by the Key Shop was made. Kathryn Horne asked that a final decision be made and communicated by March 1, 2016.
- C. Center for Volunteer Outreach
  - 1. This request was tabled until the Career Center renovation is completed.
- D. Academic Affairs, Library Off Campus Storage
  - 1. This request is on hold pending identification of funding and completion of a comprehensive study of the Library space.

New Business:

I. Space Requests Received

- A. Center for Graduate Life
  - 1. The Center for Graduate Life is requesting additional space in Cone Center. The Honors College space was identified as an ideal location.
- B. Conference Events and Registration Services (CRES)
  - 1. The Chancellor has approved \$500K to expand CRES and they will be hiring additional staff.
  - 2. Some of the CRES staff is housed in the Student Union and some staff are in Cone Center. The request identifies the current Honors College space as a proposed location.
  - 3. Jay Raja asked if the function could be located in the new (HWAC) building.
- C. Dean of Students, Office of Student Conduct
  - 1. The Office of Student Conduct is currently located in the King building. A portion of the space has been taken for use as an IT closet.
  - 2. A dedicated Hearing Room is needed. Existing meeting space is often difficult to find, particularly on short notice. Hearings must occur within a specific time of when a complaint or charge is made.
  - 3. Options for sharing space with HR (for conduct hearings) or some other group were discussed. Frank Fleming noted that the unpredictable nature of these hearings makes this difficult.
  - 4. Using one of the meeting rooms in Cone Center as a Hearing Room was discussed. Frank Fleming noted that these rooms are reserved months in advance making it difficult to find a room.
- D. Mail Room(s) in the Academic Complex
  - 1. Auxiliary Services has requested that a central mail room be provided in the Academic Complex. Currently the mail is delivered to sixteen different departmental locations.

2. The committee noted that a single mail room to serve five buildings is not feasible. Although it would reduce the amount of travel and time for Mail Services, the time and travel required would be transferred to the departments, which would not be desirable.
3. Further discussions with Auxiliary Services are needed to identify reasonable locations for the Mail rooms. A minimum of one room per building was discussed.

## II. Space Requests Anticipated

- A. Title IX Office consolidation
  1. After Levine Scholars moves to a new location, a request for additional Title IX office space in Cone Center is anticipated. This would consolidate the Title IX offices in Cone and vacate space in King.
- B. COAA Studio Space
  1. COAA plans to request the space vacated by the Key Shop for Studio space.
- C. Scholarship Office
  1. The Scholarship Office plans to request additional space in Cone Center. They have identified the Levine Scholars office space as a potential location.

## III. Space Allocation Process

- A. Kathryn Horne noted that the space requests identifying Cone Center as a preferred location will probably exceed the amount of space that is being vacated. She noted that these competing requests present an opportunity to look at Cone Center holistically and determine how the existing space can best be used.
- B. Kathryn suggested reviewing how all space in Cone Center is used and determining what functions can and should be located in Cone Center.