



## Space Management Advisory Committee

### Meeting Minutes

January 13, 2016

2:00 p.m. – 3:30 p.m.

Location: Facilities Management Conference Room 119

Minutes prepared by Beverly Imes

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

#### Old Business:

- I. Review and Approval of October Meeting Minutes  
Kathryn will make a correction to the previous minutes and redistribute.
- II. SPSC Action and Chancellor Endorsement
  - a. Facilities Management's Zone 4 has relocated to Cafeteria Activities Building (CAB)
  - b. The request from Academic Affairs Career Center regarding the Interview Rooms and Large Meeting Room was approved by the Chancellor
- III. Space Requests Being Evaluated
  - a. Office Swing Space Spring 2017 and Summer 2017 for Academic Complex Renovation  
In each phase there are two kinds of swing space – office space and classroom. The first phase is Denny. These are the most heavily used classrooms on the University and it affects a lot of people
    - i. Phase I Denny; Spring 2017 – Summer 2017  
18 classrooms – 258 course sections & 8,820 students/week  
22 offices
    - ii. Phase II Macy & Barnard; Summer 2017 – Summer 2018  
33 offices Macy + 45 offices Barnard  
6 classrooms Macy  
1 Class Lab Macy + 2 open Labs Barnard
    - iii. Phase III Garinger and Winningham  
67 offices Garinger + 30 offices Winningham  
2 classrooms Winningham  
4 studio/lab classrooms Winningham + 1 open lab Garinger  
There are nearly 100 faculty members affected in the third phase.
  - b. Classroom Swing Space Spring 2017 and Summer 2017
    - Kathryn worked with Facilities Planning to do a capacity study for the office space. The assumption is one person for each space in Hickory in Barnard Office Swing

Space. We will work with individual departments and let them have a say into who goes where.

- Next steps: Take this to the Space and Property Steering Committee on January 20 and then to the Chancellor.
  - Kathryn has a meeting with Dr. Art Jackson to review this information with him to see if he has any suggestions or adjustments.
  - Phil stated this is a University problem. Therefore, everyone needs to be a part of the solution. Jay stated the larger issue is that it is only for two semesters. Kathryn continued by stating the registrar has to have the temporary classroom locations finalized by June. Once we have these rooms, classroom support needs to go in to make sure we have the correct technology.
  - Phil stated part of the communication of this needs to be “what is the end result.” The end result is we are going to get modernized buildings that will support education for the next 20 years. The condition of these buildings is at the end of their life cycle. We have a lot of work to do communicating. Also, what are we doing with furniture and storage? The other thing is faculty will be located in a residence hall. They may be concerned about where they are teaching in relation to their classes.
- c. Academic Affairs; Early College High School; classroom and teacher workroom  
The word from Kristi Newkirk is the Chancellor agrees we need to support CMS (Charlotte Mecklenburg Schools) and provide some classroom space to them. They would like a classroom in Grigg Hall. The registrar prefers to have one classroom where they teach their three courses consecutively. It’s doable. We need to move this on to the registrar to identify the classroom. There were no comments, questions, or thoughts on this matter. Kathryn stated they will need to update MOU (Memorandum of Understanding) because the original made no provision for CMS to use UNC Charlotte space for CMS classes.
- d. Key Shop Relocate to Niner House / Allocation of vacated Key Shop space to COAA
- i. The Key Shop (Lock Shop) will relocate to Niner House. Discussion followed regarding finding storage space for College of Arts and Architecture. Options included COAA using the space in Cone the Key Shop is vacating, the lower level of Cedar or Hickory, or the garage of the house being used for the food pantry. Lee said that house may be too far away to store the shell. Lee said by March 1 he will know what COAA can do in terms of storage. Phil asked if we approve this change with the caveat we will solve the storage need for COAA? That will allow Facilities Operations to do what they need to do to prepare Niner House for the offices they need.
  - ii. Lee stated it is important that the space process is honored. If we are going to do it the way it needs to be done, we need to evaluate. Lee knows what the needs for his fourth year students.
  - iii. What is currently being used in the Niner House? Lee responded, “Ground floor – storage.” The issue with using the residence halls for storage is the distance.
  - iv. Kathryn stated we will approve with the first floor of Niner House be allocated to Facilities Operations. They can proceed with getting that space cleaned up. We will continue working on the storage problem on the lower level. Once that’s done, we’ll make that an agenda item for the Key Shop.
- e. Academic Affairs, Library Off Campus Storage

New Business:

I. Space Requests Received

- a. Advancement; Communications consolidation/relocation to Medical Office Condo 2
  - i. Communications requesting the Medical Office Condominium located in the office complex where the Foundation building is. Occupants of the new space will be:
    - 3 Communications employees currently located in the Foundation Annex
    - 6 Web Communications employees currently in Foundation Building
    - Creative Director position
    - Communicator position
  - ii. Space in the Foundation Building being vacated will be backfilled by 4 new positions that have been approved
  - iii. Tammie stated they are overcrowded. Advancement has been working with Design Services on test fits. There is no funding available until 2017. Estimate \$900,000 including furnishings which is approximately 40% of that amount.
  - iv. Studio – had two options. None are cost effective for Niles. So it dropped. Chris encouraged the thought of the day care space. Niles thought that was too far away. Unless someone comes up with more money, the broadcast studio has to stay where it is.
  - v. Proposed the HR training room move out of Foundation building to the medical office building or Center City Building.
  - vi. Richard stated the studio is a unique need and that is a unique space. We are limited on where they can go.
  - vii. Kathryn - What is the need: new positions; consolidate communications and marketing group. Kathryn asked did anyone look at putting the broadcast studio where the HR training room is. Would it make more sense to move HR training room and reallocate the HR space to Advancement to reconfigure as you need? Discussion continued.
  - viii. Action – we will talk with HR and investigate moving the training room to medical office condo and see if the HR training room can be reconfigured for Advancement.
- b. Title IX Office Space
  - i. Title IX is hiring three more people. Need a location where they are not on display. Requesting space third floor Cone. We cannot act on this today. We don't have enough information and need to consider other options. Discussion followed.
  - ii. What's the interim solution and what's the long term?
  - iii. Kathryn proposed the next Space Management Advisory Committee meeting focus on Cone. We can have a brainstorming session discussing existing use and things considered in the past. If we get any pressing space requests, we'll do them first.

The next meeting will be held February 10 at 2:00 p.m. in Reese 524C.

Adjourned at 3:30 p.m.