



Space Management Advisory Committee

Meeting Minutes

July 24, 2014

1:30pm-2:30pm Reese 524C

Voting and Ex Officio Members in Attendance: Tammie Boyd, Chris Ervin, Frank Fleming, Lee Gray, Phil Jones, Nick Patel, Jay Raja, Wayne Walcott, Chip Yensan, Kevin Hyatt

Old Business:

- I. Review and Approval of June 12, 2014 Meeting Minutes
 - a. Motion: To approve meeting minutes of 6/12/14 as presented (J. Raja; F. Fleming).
 - i. Motion approved unanimously.
- II. Updated Report – Renovation Planning and Relocation Needs (N.Patel)
 - a. Phased academic building renovations Augsut 2015 – August 2017:
 - i. Covard, Denny, Barnard, Garinger, Macy, Winningham, Burson.
 - ii. April – June 2016 possible scenario requiring 172 offices and 38 classrooms.
 - iii. Possible Swing Space in CARC, EPIC, Cone with other possible flex space options including CAB.
 1. Modular building option explored but would be costly.
 - iv. Challenges:
 1. 3 year period.
 2. J. Raja discussed the importance of core campus locations and a mixture of classrooms and offices within the same unit.
 - v. Options for meeting flex space requirements are under further examination by Facilities Planning Office and will be reported out to SMAC when finalized.
 - b. Information Technology Services (ITS) Wi-Fi Expansion Project
 - i. N. Patel presented overview of consultant’s report and space use recommendations necessary to conduct required Wi-Fi upgrades in Burson, CARC, Colvard, Fretwell, Friday, King and Smith.
 - a. General discussion specific to all recommended change in space use areas impacting various offices and storage rooms.
 - b. Goal is to begin initial phase of upgrade project work in early fall semester.
 - ii. Comments and suggestions:
 1. Explore alternatives that did not compromise office space.
 2. Departments will need some time to review accommodations required to support change in use as presented in project report.
 - a. Academic affairs will review with all impacted departments/units.
 3. Need to develop different approaches to finding spaces for IT upgrades that incorporate early and full stakeholder involvement.
 - a. Are there formulas/approaches that have been used successfully for this sort of project at other institutions.
 4. N. Patel will report back to the Committee on plan modifications and progress at the August meeting.
- III. Follow up – Meeting Guest Attendance and Public Comment Guidelines
 - a. General discussion of final draft of guideline document.
 - i. When approved, to be posted on SMAC web site.

- b. Motion: To approve SMAC Meeting Guest Attendance and Public Comment Guidelines (J. Raja; L. Gray).
 - i. Motion approved with one abstention.

New Business:

- I. Space Request - Student Food Pantry Program
 - a. C. Yensan gave over view of the request that was forwarded to SMAC by multiple divisions
 - b. Stated requirements:
 - i. 150 sq. feet.
 - i. Delivery entrance.
 - ii. Appropriate location and conditions to support program.
 - iii. Would consider temporary space.
 - b. Comments/ Suggestions:
 - i. F. Fleming indicated that the Student Union had been looking for appropriate space to support this program, but requirements for food storage, climate control, and pest control – among other things – made this a challenging request for a permanent program location.
 - ii. Program will be piloted on a very small level during 2014-15 and temporary space to support the pilot program was made by the Psychology Department as one of the chief sponsors of the program.
 - iii. L. Gray suggested that the program group advise the Committee where similar programs in existence on other NC campuses have been located; make a future presentation to the Committee
 - iv. C. Yensan indicated that he offered to meet with the program leadership team to further discuss short and long term options for program location.
- II. Anticipated Space Needs by Division
 - a. Business Affairs (K. Hyatt)
 - i. Will be presenting at August 19, 2014 SMAC Meeting
 - b. University Advancement (T. Boyd)
 - i. Renovations to Foundation Bldg will be conducted.
 - 1. Converting limited use space into usable offices
 - 2. Starting July/August 2014 through January 2015
 - ii. August – Office for Major Gifts & Campaign Manager
 - iii. Medical Office Building – completed for use
 - 1. Communications team new location
 - iv. Fall semester – office moves continue as renovations progress
 - 1. Need two offices for temporary use during renovations
 - 2. C. Yensan will work directly with T. Boyd on a possible option
 - v. Early spring semester – will vacate current offices in King Bldg
 - 1. Requested to initiate Intent to Vacate form as soon as possible as this will be much sought after space from multiple units
- III. Adjournment
 - a. Motion made for meeting adjournment (J. Raja; P. Jones).
 - b. Motion passed unanimously. Meeting ended at 2:37pm.
 - c. Next meeting: August 19, 1:00 – 2:00pm in PORTAL 232 (2nd floor Boardroom near Orbis Grille)