



**Space Management Advisory Committee
Meeting Minutes**

April 30, 2014

2:00-3:00pm Reese 524C

Voting and Ex Officio Members in Attendance: Steve Coppola, Frank Fleming, Kevin Hyatt, Phil Jones, Richard LaLiberte, Nick Patel, Jay Raja, Chip Yensan

Guests/Presenters: Jonathan Coty, Facilities Management

Old Business:

- I. Officially Adjourn March 24 Meeting
 - a. Motion: To adjourn March 24 meeting which had been put into recess. (J. Raja; P. Jones)
 - i. Motion approved unanimously.
- II. Review and Approve March 24 Meeting Minutes
 - a. Motion: To approve meeting minutes of 4/30/14 as presented. (P. Jones; J. Raja)
 - i. Motion approved unanimously.
- III. Status of Space Requests Generated at March 24 Meeting
 - a. C. Yensan extended appreciation to N. Patel/Facilities Planning for follow-up work in proposing alternative option for space requests reviewed at March 24 meeting, and to Academic Affairs and Student Affairs for collaboration in pursuing that identified option.
 - b. March 24 SMAC meeting recommendations (including on-line transactions) pertaining to use of Cone 346 and Cone 347/348 were reviewed and approved by the SPSC and the Chancellor.

New Business:

- I. Space Request Forms via Archibus
 - a. C. Yensan introduced Jon Coty from FM FIS who provided demonstration of on-line space request form via Archibus that is currently under development.
 - i. Target is to have the new on-line forms operational by mid-summer.
 - b. On-line Archibus accessed forms are intended to replace pdf and word doc versions currently in use.
 - i. On-line forms request the same information as current forms, but are formatted a bit differently when viewed in Archibus.
 - ii. Printed/hard copies of the on-line forms look identical to the current forms.
 - c. General discussion and reaction - Feedback on the on-line form and submittal process was sought from committee members.
 - i. Recommendations offered by committee members were discussed and will be assessed relative to inclusion in the final program.
 - ii. Members discussed importance of having all submitted forms first go to the designated unit authorizing administrator before being formally advanced to the SMAC for review.
 1. Submitted space request forms can be accepted or rejected by authorized administrators.
 2. SMAC Chair will be able to see all forms once submitted and can track a history of all submitted forms – open/in process and closed.
 - iii. Confirmation emails are sent to all review and approval administrators when forms are generated via Archibus.
 - iv. Will be able to track progress of request form through the process.
- II. Discussion – Format and Expectations for SMAC Meeting Guests and Guest Speakers
 - a. J. Raja indicated that all Academic Affairs space requests will be reviewed by a division committee and presented to SMAC by him on behalf of AA.

- b. Other units may wish to have request initiators or representatives make related presentations to SMAC.
 - i. The current space policy allows for stakeholder presentations using process/terms as determined by the Committee.
 - ii. The suggestion was made that Committee members be allowed to discuss a request without direct communication exchange from meeting guests and/or by way of limited exchange.
 - iii. Committee always has the option of tabling a space request decision and related deliberation until the following scheduled meeting.
 - iv. General agreement that the SMAC Chair should assume responsibility for managing the communication exchanges during Committee meetings, including communications from meeting guests and presenters, and ensure civil and respectful idea exchange.
 - c. The general opinion expressed by Committee members is to seek the best way to benefit from stakeholder input, promote campus space management transparency, and provide each SMAC member with the ability to discuss and deliberate space decisions in an organized, respectful, and focused fashion with the underlying commitment to do what is in the best interest of the University as a whole.
 - d. C. Yensan indicated that he would assemble Committee member comments from this discussion and report back suggestions at the June meeting.
- III. Discussion – Addressing Space Used to Support Temporary Renovation Relocation
- a. General discussion regarding Committee operating principles used when dealing with space targeted to address temporary relocation needs associated with major renovations.
 - i. General agreement that any space provided by a department/unit for the purpose of addressing temporary relocation needs should be returned to the department/unit at the end of the temporary occupancy period.
 - ii. General agreement that the SMAC should be a part in the process of reviewing temporary office relocation options associated with renovation projects, but that that involvement should not restrict or impede the overall decision making process.
 - 1. Reviewing these temporary space relocation needs should be done enough in advance so that last minute/immediate need situations are kept to a minimum.
 - iii. Facilities Planning is working with chief stakeholders and units to develop a profile of temporary relocation space needs and associated timelines.
 - b. C. Yensan and N. Patel will further examine this issue and pursue suggested approaches to the Committee at a next meeting.
- IV. Discussion – Summer SMAC Meeting Schedule
- a. C. Yensan asked Committee members if they want to maintain a monthly summer meeting schedule.
 - b. There was common agreement that it is important to maintain a summer SMAC meeting schedule so that space related discussions could continue and to ensure that any requests are processed in a time efficient fashion.
 - i. Meetings will be set for June, July, and August.
- V. Discussion – Review of Identified Priority Space Needs by Unit
- a. This discussion was tabled until the June meeting due to limited time availability.
 - b. Academic Affairs and one other unit will present at next meeting.
 - c. N. Patel indicated that there are two consultant reports that are nearing completion and will explore possible renovation/reuse of RDH and Cone.
 - i. These reports will influence future space decisions.
 - d. Committee members expressed importance of having representatives from all primary units/divisions present during these presentations and discussions
 - i. Make sure members are actively involved in sharing all future space needs for those units with the Committee.
- VI. Adjournment
- a. Motion made for meeting adjournment. (P. Jones; R. LaLiberte)
 - b. Motion passed unanimously. Meeting ended at 3:10pm.

Minutes submitted by Julie Fulton.