



**Space Management Advisory Committee
Meeting Minutes**

June 12, 2014

10:30am-12:00pm Reese 524C

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

Old Business:

- I. Review and Approval of April 30, 2014 Meeting Minutes
 - a. Motion: To approve meeting minutes of 4/30/14 as presented (J. Raja; W. Walcott).
 - i. Motion to approve meeting minutes approved unanimously.
- II. Update: Current Renovations and Associated Relocations (N. Patel)
 - a. N. Patel provided updates on renovations to Belk, Cone, Barnard, Colvard and various others.
 - i. Belk renovations underway.
 1. Recreation Services has been temporarily relocated to Cone 347 and 348.
 2. Kinesiology temporary office and lab relocations completed.
 - ii. Barnard Veterans Center renovations completed and offices relocated from Cone 346 and 347 to Barnard 103 and 108.
 1. Initial feedback from stakeholders has been positive.
 - iii. Reese (Financial Aid).
 1. Possible relocation options were briefly discussed.
 - a. Relieve space pressure in Reese and combine in creating integrated student services center format.
 - iv. Colvard renovations.
 1. Planning for Colvard renovations is progressing on schedule.
 2. Relocation site needs to support a substantial number of office spaces and classrooms.
 - v. Upcoming renovations in existing academic facilities.
 1. General discussion about temporary relocation/swing space for programs and offices displaced during these and other upcoming large renovation projects.
 2. Brief discussion of available space options such as Bioinformatics 4th floor, RDH, Cone, Library, and Ben Craig Center.
 3. N. Patel will present a detailed overview of these renovation swing space needs and associated timelines at the July meeting.
- III. Update: Status of Archibus Space Request Forms
 - a. C. Yensan and N. Patel attended follow-up meeting with FM FIS Jon Coty and Fred Brillante to address SMAC feedback from April 30 meeting presentation.
 - i. Very positive meeting with ability to favorably address most feedback/suggestions provided by SMAC.
 - ii. Expect the program to be operational by start of fall semester.
- IV. Follow-up: Format and Expectations for SMAC Guests and Guest Speakers (C. Yensan)
 - a. Discussion of draft document distributed to committee members.
 - i. Draft document seeks to support open meetings compliance guidelines while allowing the SMAC to transact its meeting business in a transparent, respectful, and efficient fashion.

1. Goal is to allow public comments but to do so in a structured fashion that allows the committee to make decisions best for the University as a whole.
 - ii. J. Raja indicated his preference for Academic Affairs to present its space request information via its designated committee delegates as a means to keep the flow of information organized.
 1. This approach is supported by several committee members with acknowledgement that presentations and guest comments may be beneficial in certain cases.
 - b. C. Yensan proposed to further discuss at the next meeting and invited further written feedback and/or edits on the draft document ahead of that meeting.
- V. Follow-up: Space Requests Supporting Temporary Renovation Relocation
- a. C. Yensan requested that this item be revisited at an upcoming meeting once all unit presentations have been made.
- VI. Update: SMAC Website
- a. C. Yensan noted that the SMAC web pages are up and all posted meeting minutes are current.
 - b. Keyword "SMAC" from UNC Charlotte home page.
 - c. C. Yensan invited feedback from committee members.

New Business:

- I. Space Requests (information only)
 - a. SBTDC move from Ben Craig Center to PORTAL.
 - i. SBTDC is to move into space that has been allocated to Ventureprise on the second floor.
 1. To include some shared space within current Ventureprise administrative office suite.
 - ii. Date for the move TBD – likely fall semester as some preparation work is required.
 - iii. Various committee members referenced on-going discussions on the status of the Ben Craig Center property in the context of sale, retain for lease, and/or retain for University use.
- II. Academic Affairs Space Needs Presentation (J. Raja)
 - a. J. Raja provided an overview of anticipated Academic Affairs space needs requiring attention over the next 1-2 years.
 - i. Small committee established within Academic Affairs to review AA space needs and associated requests.
 - b. First priority: to address currently vacant and renovated spaces in Kennedy and Colvard.
 - c. General priorities are: safe spaces, research and teaching spaces, student support spaces, administrative support space, and general functions and programs to support the academic mission of the University.
 - d. Immediate – one year priorities are (not necessarily in final order of importance):
 - i. Career Services is the top space need requirement.
 1. Career Services and Counseling Center together have outgrown their assigned adjacent spaces in Atkins – this issue is an immediate space deficiency that needs to be addressed.
 - a. Need a student convenient location, professional caliber space for employer interviews, and space that will support new career, internship, and placement services for a growing student enrollment.
 2. Currently using space in Cone as extra multipurpose space as well.
 - ii. Accreditation and Assessment.
 1. Currently housed in different buildings.
 2. Seeking space to put these programs together preferably in Fretwell.
 3. Approx. 1,000 sq. ft.
 - iii. Project Mosaic - seeking a more efficient space.

- iv. College of Liberal Arts & Sciences – require improved administrative support and student services office space for the college in Fretwell.
 - v. Create new Physics undergraduate teaching lab to allow for additional Chemistry lab space to be created in Burson.
 - 1. This should be completed during summer 2015 in time for fall 2015.
 - 2. Will be targeting either CARC or Grigg for location of new lab.
 - a. Need to give consideration to class scheduling configurations before committing space in the CRI sector of campus due to class change/ travel times.
 - vi. Center for Graduate Life (Cone).
 - 1. Have outgrown current Cone space.
 - 2. Exploring possible use of vacated Honors and Levine Scholars space.
 - vii. Belk College of Business
 - 1. Advising Center - need to find a new location with additional sf
 - 2. Data Science and Business Analytics – this new initiative will require a significant amount of additional teaching and support space located somewhere on campus
 - viii. Swing space for future Colvard and Denny complex renovations
 - 1. Significant office and teach swing space will be required for these projects
- III. Student Affairs Space Needs Presentation (F. Fleming)
- a. F. Fleming provided an overview of anticipated Student Affairs space needs requiring attention over the next 1-2 years.
 - i. Most of SA identified needs seek desired proximity to Vice Chancellor and Dean of Student administrative offices currently located in King Hall – placing further potential stress on core campus space resources.
 - b. Immediate needs:
 - ii. Title IX Office – new program requiring space.
 - 1. Ideal location is proximate to Dean of Students and HR.
 - iii. Director of Development office.
 - 1. Ideal location is proximate to VC or Development Office.
 - iv. Assistant Dean of Students office.
 - 1. Ideal location is proximate to Dean of Students.
 - v. Counseling Center/Dept of Psychology Intern Program offices.
 - 1. New program requires 6 interns sharing 3 private offices within Counseling Center confines for HIPPA compliance.
 - c. 1-2 year needs:
 - i. Counseling Center – require additional counselor offices to meet accreditation requirements.
 - 1. Two new counselor offices required by fall 2016.
 - 2. Committee discussed possibility of constructing an addition on the Student Health Center to accommodate all student counseling support programs and space requirements.
 - a. Would be an endorsed as a long-term plan programmatically, but would require funding currently not available and would take a minimum of 3 years to complete.
 - ii. Renovation of Scott Hall (May 2017) – relocation of HRL administrative offices.
 - 1. Approx. 25 offices and shop spaces require relocation.
- IV. General Committee Discussion Related to Presentation Information
- a. Impact of the purchase of Medical Office Building briefly discussed and will be further reviewed at next meeting.
 - b. Need for a comprehensive review of campus space usage and plan that includes possible repurposing of campus legacy buildings and creative reuse of vacated facilities that reflect highest and best space use for the institution as a whole.

- c. P. Jones stressed the importance of ensuring the highest level of accuracy for our campus space allocation data as a foundational element of any type of comprehensive space planning initiative.
 - i. Need to review our approach, policies, expectations, and requirements related to regularly scheduled space audits by all units assigned space.
 - ii. There needs to be a designed cycle of physical verification of all campus space.
 - iii. A few new efforts between FM and AA during past few years to conduct space audits in a more systematic fashion.
 - iv. Explore ways to incentivize this desired action.
 - 1. Perhaps requiring a space audit by a department every occurrence of a new space assignment.

V. Adjournment

- a. Motion made for meeting adjournment (K. Hyatt; T. Boyd).
- b. Motion passed unanimously. Meeting ended at 11:58am.
- c. Next meeting: July 24, 1:30-2:30pm, Reese 524C.