



Space Management Advisory Committee

Meeting Minutes

May 27, 2015

8:30 am - 9:37 am Reese 524C

Members in Attendance: Steve Coppola, Frank Fleming, Chris Gilbert, Lee Gray, Kathryn Horne, Phil Jones, Richard LaLiberte, Nick Patel, Jay Raja, and Wayne Walcott

Old Business:

- I. March 2015 Meeting Minutes
 - a. Minutes were approved with one correction that the Niner Food Pantry has to be out of the existing space by mid-June, not August. The faculty member studying abroad is returning and his contract begins in July.

- II. SPSC Action/Chancellor Endorsement
 - a. Frank Fleming commented that there is a meeting next week. Kathryn Horne is not aware of this meeting and will follow up to confirm that it is scheduled. The recommendation for the assignment of space in Fretwell has been forwarded to the SPSC for approval.

- III. Facilities Planning Update – Chris Gilbert
 - a. Facilities Planning is working on programming for the Broadcast Communications move to the Medical Office Building. Niles Sorensen and others want a standalone studio – modular building – on the land we recently purchased. Facilities Planning has developed four options. Niles is going to discuss with Beth Hardin.
 - b. There is discussion about an admissions center (not a visitors' center) on campus. It will be for undergraduate admissions.

- IV. Real Estate Update - Richard LaLiberte'
 - a. The Ben Craig building has sold.
 - b. The UNC Endowment purchased eight single family residence homes in the Craven Croft subdivision. They currently have tenants (students). The Endowment also purchased two homes on John Kirk Road. The Office of International Programs is considering leasing two of the homes in the Craven Croft subdivision. Depending on how they are used, we may have to add fire sprinklers to bring them up to building code standards. All the homes are expected to be vacated by July. We anticipate using the homes for visiting faculty or international students.
 - c. Leased Space in Student Union – Charlotte Metro Credit Union vacated their space. The space will be restored to its original condition and re-leased by the Student Union. Protocol dictates this matter should come before this committee to determine how they use this space.

- V. McEniry Space Utilization Study
Kathryn reported a consultant has been hired to recommend options for improving utilization in McEniry. Facilities Planning and Space Management are involved.

- VI. Fretwell Space Request; backfill information
 - a. Backfill Space vacated by moves to Fretwell
 - i. Undergraduate Admissions
 - 1. Vacated space in Cato will be used for two new hires.
 - 2. Mail processing area will be used as kitchen.
 - ii. Office of Assessment and Accreditation
 - 1. Space in Atkins will be used for future hires.
 - iii. Math Tutoring
 - 1. Vacated space will be used for supplemental instruction.

Kathryn stated moving forward, the backfill plan should be part of the original space request as part of the justification. The backfill plan would be reviewed by this committee along with the space request.

- VII. Niner Food Pantry Space Request
Kathryn visited the following locations which are potential options:
 - a. Student Union – This really isn't an option because it is too small.
 - b. CAB (Cafeteria Activities Building)
 - i. The C Store is still being used and there are large coolers in that space.
 - ii. There are two rooms adjacent to the back entrance. There is access to the loading dock on the other side of the building. Keith said they could get them cleaned out.
 - iii. Both of these options are temporary solutions. Kathryn talked with Keith Wassum and suggested that when RDH is renovated and occupants from CAB move to RDH, the Niner Food Pantry can be located in the old C Store location in CAB. We will need to work with Auxiliary Services to make sure their storage needs are met.
 - c. Residence Hall (Cedar Sycamore Hickory)
 - i. The residence halls will be vacated in May 2015 and will not be used as a residence hall in the future.
 - ii. One or two suites which consist of two bedrooms with a connecting sitting area can be repurposed to house the food pantry. A disadvantage is there is no loading dock.
 - iii. Chris Gilbert noted there is a road project coming up that would impede access. Phil Jones recommended Cedar if this location is approved.

Discussion followed regarding pros and cons of CAB and the Residence Hall.

Richard offered the option to use one of the homes the Endowment purchased on John Kirk Rd. It is approximately 3,000 sq. ft. with a large garage. It is on the edge of campus near the commuter parking lot and the bus stop is close to it. Richard stated the house will be available for two years.

Kathryn, Frank, Shawn, and faculty members will look at the house this week. If this is a viable option, the committee agreed to approve this use. Further information will be communicated to all committee members via email.

NEW BUSINESS

- I. Space Requests Received
 - a. Campus Accessibility Advisory Committee
 - i. Request space in Woodward 245B for a family style accessible restroom.
 - ii. The request was approved by affirmation. This location was identified in the campus wide study completed last year. There was no discussion.
 - b. Academic Affairs Project Mosaic
 - i. Space requested to support Project Mosaic. Project Mosaic provides research support to investigators in the social sciences. Currently, Project Mosaic is in space scattered across campus.
 - ii. Two computer labs in Barnard are being shut down. One of these labs plus two adjacent spaces that support the lab will be repurposed to meet this request.
 - iii. The request was approved by affirmation.
 - c. Academic Affairs; Big Data Initiative; DSBA/Health Informatics Research and Training Center
 - i. Request for dedicated space to leverage campus resources and provide a location for faculty, students and industry partners to collaborate and engage with the Big Data Initiative. Space is needed in the next six months.
 - ii. Location on CRI campus preferred: Grigg and PORTAL are being investigated.
 - iii. Phase One will provide office space. Phase Two will include additional office and research space.
 - iv. Preference is location in Grigg since PORTAL space must be leased and funding for lease cost would have to be identified. This may require relocation of people from existing space.
 - v. Option of up fitting fourth floor of Bioinformatics was discussed. This space is designed for interdisciplinary wet lab research and therefore is not ideal for computational and office space. It was noted that a portion of the fourth floor will serve as office and meeting space in the future and could be used temporarily for Big Data Initiative. Dr. Raja indicated that the fourth floor of Bioinformatics will be part of the discussion on science instruction. It is a strategic space because it was designed for wet labs and he did not think it should be considered for Big Data.
 - vi. Options will continue to be investigated.
 - d. Business Affairs – Office Space for the Vice Chancellor of Business Affairs
 - i. Financial Services needs additional space on the fourth floor in Reese. Therefore, the Vice Chancellor of Business Affairs, Assistant Vice Chancellor, Director of Communication, and Administrative Staff request space elsewhere within close proximity to Reese.
 - ii. Discussion followed regarding possible options. Currently, there is not adequate vacant space and relocating groups to consolidate space will be required.
- II. Intent to Vacate Submittals
 - a. None received.

- b. Jay will be sending intent to vacate form for the computer labs.
 - c. Kathryn would like to take a long range approach in order to be more strategic in our planning. We want to talk about things well in advance instead of getting intent to vacate forms close to the date occupants plan to vacate or as part of the space request.
- III. New Initiatives
- a. FIS, Space Management, and Academic Affairs will be working together to update the ARCHIBUS facility space data. A space audit and verification effort will be underway during the summer months.
- IV. Member Announcements
- a. Phil Jones
 - i. Facilities Management is in the process of working with Financial Services to develop a 10 year capital plan. This includes a complete list of capital project needs over the next 10 years. One key challenge is to identify funding.
 - ii. We are developing a formal process for lease approvals. In the past, the process has not been consistent and has varied by division.
 - iii. We will be working to address long range space issues.
 - The future of the CAB building needs to be addressed.
 - We need to develop a comprehensive strategy to address issues with storage across campus.
 - The repurposing of Cedar, Sycamore, and Hickory must be studied within the broad context of space needs for the entire campus and the best use for the space must be determined. Academic Affairs has identified office space needs. Business Affairs identified needs for administrative space.
 - b. Lee Gray
 - i. Proposed a half day working session or retreat to have more time to discuss long range issues more thoroughly.

Meeting adjourned at 9:37 a.m.

Minutes respectfully submitted by Beverly Imes, Facilities Management