



Space Management Advisory Committee

Meeting Minutes

December 11, 2013

1:00-2:00pm

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

- I. Review and Approval of October 18, 2013 Meeting Minutes
 - a. No edits or changes submitted.
 - b. Motion: To approve meeting minutes of 10/18/13 (J. Raja; P. Jones)
 - i. Motion to approve meeting minutes passes unanimously.
- II. Update – October SMAC Space Allocation Recommendations and SPSC Review
 - a. All space allocation recommendations put forth from the October 18 SMAC meeting were approved by the Space and Property Steering Committee and forwarded to the Chancellor for final review and approval.
 - b. All space allocation recommendations put forth by the SPSC were approved by Chancellor Dubois.
 - c. C. Yensan notified requesting departments of approval to proceed with space assignments as requested.
 - d. SPSC has requested meetings on a quarterly basis.
 - i. Seeks to transact routine requests (typically space allocation requests made within the same college/department) by email as means to assist in expediting these types of allocation requests.
 1. These email transactions will be facilitated by SPSC chair.
- III. General Discussion – New Veterans Center in Barnard
 - a. Barnard space is scheduled to be vacated at the end of spring semester 2014.
 - b. Funding for conversion of Barnard 103 and 108 to Veterans Center is being sought including Student Affairs application for USO grant funding.
 - c. Current Veterans Center location in Cone must be declared as vacant when the Center is relocated to Barnard.
 - i. The eventual Veterans Center relocation and vacated Cone space should be factored into the Cone feasibility study currently underway.
 - ii. Discussion of whether this vacated space could be used to assist with the temporary relocation of Recreation Services from Belk.
- IV. General Discussion – Academic Affairs space requirements over next 12 – 24 months in response to requested renovations and program needs was addressed by J. Raja
 - a. AA will face critical teaching space needs in the sciences given limited funding availability for new sciences building.
 - b. AA will require flex space for units that are temporarily displaced during major renovation projects.
 - c. J. Raja will present these needs in greater detail at the January 2014 SMAC meeting.

- V. Review of Current Space Requests
 - a. College of Arts and Architecture (see attachment to agenda) – Request to reallocated Robinson Hall 331 mailroom to be used as an academic advising space and to move mailroom to Music Department administrative office area (Robinson Hall 343).
 - i. General overview of request is provided.
 - 1. L. Gray provides rationale for request – believes that it is a creative solution within the unit to solve a need for academic advising space by bringing mail delivery services into the department’s administrative office suite.
 - 2. Concern raised as to impact on Mail Services delivery operations if Robinson mailroom were to be relocated from current location.
 - a. No direct consultation with Mail Services had been conducted prior to bringing the request to the Committee.
 - 3. Suggestion by F. Fleming to postpone action on request until Mail Services is directly consulted. If no immediate concerns are advanced by Mail Services, the request will be put to motion and transacted by email vote as means to expedite action and not delay until next SMAC meeting.
 - a. Membership agreement to proceed as suggested.
 - ii. Post-Meeting action on request:
 - a. L. Gray consulted with AVC K. Wassum and determined that there were no operational concerns from Mail Services on requested action.
 - b. Motion to accept request (C. Yensan; L. Gray) made to Committee via email.
 - c. Motion passed unanimously.
 - b. Physics Department and Charlotte Research Institute (see attachment to agenda) – Request to transfer lab and lab support space between units (both within Academic Affairs) within Grigg Hall.
 - i. General overview of request is provided.
 - 1. C. Yensan provides rationale for request – provides Physics with desired lab space location and configuration within Grigg Hall and provides CRI with one additional fume hood lab for prospective business tenant and a large vented lab for current tenant seeking to expand current space license with CRI.
 - 2. Physics Department Chair G. Boreman supports request.
 - 3. SF/area neutral exchange of space and no change in use – exchange between two colleges/units.
 - ii. Motion to accept request for space exchange as presented is made and discussed.
 - 1. Motion passed unanimously.
- VI. Intent to Vacate Form Submitted
 - a. Charlotte Research Institute notified SMAC that 4 offices and a storage room in Grigg Hall that are assigned to CRI and currently occupied by the Office of Technology Transfer are being vacated once it moves to new offices in PORTAL in early February.
 - b. General discussion about process to be used for posting and transacting reported vacant space.

- i. Concern expressed that proposals for use of vacated spaces must be review andj approved by the division authorizing agent before being sent to SMAC for consideration.
 - ii. It is important to know the funding source for the space, its intended/designed use, and other unique aspects of the space as part of the vacancy reallocation consideration process.
 - 1. Might be useful to include floor plan of space when declared as vacant.
 - iii. Consideration should be given to a process whereby space that is declared as vacant is sent to Vice Chancellors first and then discussed with division staff and SMAC representative?
 - iv. At what level does vacant space posting become useful? General consensus that until such time as the process is refined the SMAC appointed members will serve as the points of contact for vacancy postings representing their units and taking that information back to those units.
 - v. General consensus that some period of time should exist between vacancy announcement and proposals for reallocation of said space.
 - 1. Allow units to give serious consideration to possible new uses rather than proposals that simply serve to expeditiously “acquire” the space.
 - vi. Discussion tabled until next meeting due to time constraints and completion of meeting agenda.

- VII. Tour of Ben Craig Center and Discussion – R. LaLiberte and C. Smith
 - a. R. LaLiberte provided overview of the facility and its current uses.
 - i. Class A facility.
 - ii. Business incubator through Ventureprise, Inc.
 - iii. On market for over a year – general discussion of sale and financial profile of property.
 - b. General discussion about potential future uses of the facility
 - i. Is there sufficient current or future need to fill the building and what level of desirability does it have to UNC Charlotte programs?
 - c. Continuation of this review will be placed on the January meeting agenda.

- VIII. Other Items
 - a. Student Affairs presented request for future SMAC consideration to be given to Counseling Center space deficiency.
 - i. Brief related overview provided by F. Fleming
 - 1. Possible accreditation implications
 - b. Meetings will begin monthly in spring semester

- IX. Motion to adjourn (Walcott; LaLiberte) made and approved. Meeting adjourned at 2:25pm.