



Space Management Advisory Committee

Meeting Minutes

January 30, 2014

3:30 -5:00pm Grigg Hall 248

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

Guests: Brian Boudreau

Old Business:

- I. Review and Approval of December 11, 2013 Meeting Minutes.
 - a. Motion: To approve meeting minutes of 12/11/13 as presented (J. Raja; L. Gray).
 - i. Motion to approve meeting minutes approved unanimously.
- II. Update – December SMAC Space Transactions & SPSC Review Process.
 - a. C. Yensan reported that previous two space requests for College of Arts & Architecture and CRI were both approved by SPSCCommittee and the Chancellor.
- III. Review of Current Space Requests
 - a. There are new space requests.
 - b. Student Affairs request for Counseling Center space remains open and will required in August 2015.
- IV. Ben Craig Center Update and Continued Discussion.
 - a. R. LaLiberte provided updates to the BCC transition and future use (handout).
 - b. Multiple current tenants will vacate to new PORTAL facility over the weekend of 2/1.
 - i. Will include Ventureprise administrative offices.
 - ii. Turnover of vacated spaces will be addressed.
 - iii. Ventureprise owned furniture will be kept temporarily in BCC until liquidated by Ventureprise.
 - iv. Incubator tenants moving to PORTAL – some will bring some pieces of own furniture; most will use new furniture as provided in PORTAL licensing agreements.
 - c. Update on the sale of the BCC facility and potential future uses was reviewed.
 - i. Given current financial structure of BCC, recommendation was made by C. Ervin to indefinitely table any further SMAC discussions or actions specifically pertaining to future BCC use.
 - d. SBTDC will be provided the opportunity to remain at the BCC through the end of June under general terms of current occupancy arrangement and has been notified accordingly.
- V. Intent to Vacate Form Correction (handout).
 - a. C. Yensan made correction to the Intent to Vacate form submitted by CRI at the December 11 meeting and distributed that corrected document to the Committee.
 - i. Corrected vacated rooms: Grigg 267, 272, 273, 274.

- VI. Vacancy Notification Process – Continued Discussion.
 - a. When C. Yensan receives Intent to Vacate form as SMAC Chair, he will provide to all members of SMAC.
 - b. Under normal operating circumstances, no action will be taken by SMAC on any Intent to Vacate declared space for a period of one month or the time between regularly scheduled SMAC meetings.
 - i. This practice will allow each SMAC member to post that vacant space within his/her unit, review with interested parties, etc.
 - ii. SMAC may extend the hold and review period for any vacated space as it deems in the best interest of the University.

New Business:

- I. Update on PORTAL
 - a. C. Yensan reported on current status of the PORTAL facility.
 - b. State inspection passed on January 28. Building is now in possession of the University.
 - c. Contractor working with UNC Charlotte Lock Shop to coordinate switchover to university key system and to program interior and exterior card access devices.
 - d. UNC Charlotte ITS coordinating telecom; UNC Charlotte Classroom Support coordinating all conference/meeting room technologies
 - e. Move-in/occupancy schedule:
 - i. 2/1/14 - Ventureprise administration and most tenants.
 - ii. 2/7/14 – Ventureprise client-tenant C5.
 - iii. 2/11/14 – UNC Charlotte Office of Technology Transfer.
 - f. Other:
 - i. 2/28/14 - Chancellor’s building dedication event.
- II. Academic Affairs Space Needs and Pilot Program Presentation.
 - a. Review of AA priorities presented by J. Raja (handout).
 - i. Most important immediate priority for AA space is the new Scholarship Office.
 - ii. Need for more chemistry and teaching lab space is critical as Burson renovations are being explored and pursued.
 - 1. Possibly create a Physics teaching lab in facility in CRI sector of campus.
 - iii. Center for Graduate Life and Career Services are also priority needs.
 - b. Discussion of use of AA division space review group to assist Dr. Raja with space logistics, functionality, and general decision making.
 - c. Presentation of space utilization and analysis pilot program (B. Boudreau).
 - i. Associated questions and discussion.
- III. Next meeting is scheduled for February 24, 2014 in Reese 524.
- IV. Meeting Adjournment.
 - a. Motion to adjourn made (J. Raja).
 - b. Motion approved unanimously at 4:58pm

Minutes presented by K. McMurray.