



**Space Management Advisory Committee
Meeting Minutes**

9:00 – 10:30AM Friday, October 18, 2013
CHHS Room 312

Voting Member Attendees: Tammie Boyd, Chris Ervin (CE), Frank Fleming (FF), Dr. Lee Gray (LG), Kevin Hyatt, Phil Jones (PJ), Richard LaLiberte (RL), Dr. Jayaraman Raja (JR), Dr. Wayne Walcott, Chip Yensan (CY)

Note: Kevin Hyatt called into the meeting; his call disconnected twice during the meeting.

Administrative Support Attendees: Nick Patel (NP), Steve Coppola

Minutes submitted by Kendra McMurray

- I. Welcome and Introductions
 - a. CY welcomed all committee members and distributed resource material folders to all participants
- II. Overview of Integrated Space Management Initiative for UNC Charlotte
 - a. Best practices and national trend
 - i. CY sent PDF copy of APPA 2012 Thought Leaders report to SMAC voting members prior to the meeting
 1. excellent “best practices” resource report
 - b. Key elements
 - i. All space belongs to the university and highest and best use space decisions are driven by strategic priorities of the institution
 - ii. Campus units become stewards of their assigned space vs. owners of it
 - c. Differences from previous campus space allocation approach
 - i. Discussed process efficiency and outcome optimization
 1. Efficiency lost a bit on moving decisions forward, but improvement and advantage is in management as a whole institution
 - ii. Vacated spaces are returned to the University and occupancy/assignment proposals are solicited by SMAC
 - d. Role of SMAC
 - i. Discussed the critical role of SMAC in the integrated space management program and the importance of a representative stakeholder perspective tied to institutional priorities
 - ii. Understanding of committee charge
 - e. Review of guiding principles and allocation priorities
 - i. General opinion is that the Guiding Principles and Allocation Priorities provided in the University Policy 601.4 provide a good starting point and foundation for committee decisions
- III. Committee Operations
 - a. Review SMAC resource materials
 - i. CY briefly reviewed what resource materials were included in the member folders and indicated that he will forward resources that are relevant to the charge of the committee
 1. committee members are encouraged to share resource materials as well
 - b. Transacting SMAC business
 - i. General discussion regarding 2/3quorum
 1. The issue of substitutes was raised
 - will not use practice of substitutes at this time, but will continue to monitor the need to use that practice in the future

2. Discussion of tie vote occurring with 8 or 6 voting members in attendance
 - WW and JR indicated that the desire is to work towards consensus in decision making
 - if a tie occurs will be addressed at the time of the vote
- ii. Role of administrative support in meetings
 1. CY stressed importance of administrative support and expertise to SMAC
 2. Committee support for participation at level of non-voting ex-officio
- iii. Abstentions and recusals - CY asked the group for their opinions relative to recusal or abstention from request discussions and voting due to their working affiliation with the requesting unit/originator,
 1. general agreement from the group that representatives from requesting units should be allowed to vote
 2. any potential conflict of interest of a more personal nature would be addressed at the time of the action
 3. The importance of SMAC delegates consulting with their division heads to get input before the full committee takes action was stressed
- c. SMAC web site
 - i. Reviewed draft of web page format and content in resource folder – general discussion
 1. Goal is for committee to be transparent in its transactions
 - ii. Posting meeting minutes on SMAC web site – general discussion about timing of posting minutes and recommended action to SPSC
 1. Minutes will be posted to web site with all recommendations omitted as pending prior to final SPSC and Chancellor disposition
 2. Committee will determine how best to note final disposition of requests via posted minutes
- d. SMAC meeting schedule
 - i. Endorsed one additional meeting during fall semester and monthly meetings scheduled in advance beginning spring semester
- e. Other operations issues
 - i. Interface between Property Review Committee (PRC) and SMAC was discussed
 1. RL is the representative liaison between SMAC and the PRC, but several SMAC members currently sit on the PRC also (PJ, JR, CE, CY)
 2. RL and PJ provided general overview of the PRC and associated property acquisition issues for UNC Charlotte
 - much overlap between SMAC and PRC issues

IV. Space Request Process

- a. Reviewed and discussed primary space request processes
 - i. Space Request Form was reviewed and discussed
 1. Interface with Archibus being pursued
 2. Form will be available via SMAC web site
 - ii. Division level authorizing administrators reviewed and discussed
 - iii. Clarification and discussion of “change in use”
 1. A change in use of a space request is intended to reflect a change in program use for the space
 - Will review need for further clarification as new process is used
 - iv. Intent to Vacate Form was reviewed and discussed
 1. SMAC will need to determine efficient and effective method(s) of posting vacant space
- b. Reviewed and discussed SMAC interface with SPSC
 - i. Process of forwarding recommendations discussed
 - ii. Discussed ways to maximize efficiency of processing space requests and maximizing interface transactions between SMAC and SPSC
 - iii. SPSC membership reviewed

- c. Approach to space request process recalibration and areas likely to need attention were discussed
 - i. Goal is to provide colleges and administrative departments ability to resolve space needs internally by pursuing and executing creative solutions, but to do so in such a fashion that maintains the integrity of the integrated space management model and the concept of unit stewardship vs. ownership
 - 1. General discussion of related issues
 - ii. Will monitor processes for alterations and related design work relative to space requests as well as possible use of thresholds in determining SMAC action
 - iii. General discussion about space inventory and utilization data and metrics
 - 1. JR will provide an update at next SMAC meeting on related project in Academic Affairs

V. Transitional Space Requests – Pre-SMAC Formation - Information Only Discussion

- a. Vacated Barnard computer labs – 103, 105, 108 – total 2196sf
 - i. Veterans Center – Rms 103 and 108 – 1667sf
 - 1. Space offered for Veterans Center use by Academic Affairs
 - SMAC recognized support from AA in pursuing this location
 - Excellent design plan developed by Facilities Planning
 - 2. All stakeholders strongly endorse location and design approach
 - 3. USO grant will be available for use on project – first of its kind in US
 - ii. Expansion of Oases into Rm. 105 – 529sf
- b. Belk renovation and temporary relocation of Rec Services and Kinesiology
 - i. NP and JR reviewed the current plan for that project
 - 1. Kinesiology will temporarily move to Cameron
 - 2. Continue to seek acceptable relocation option for Rec Services
- c. EH&S vacating and HR EPA program expansion – King Rm. 113 1286sf
 - i. EH&S is vacating existing King office during mid/late spring semester and moving to new modular building being placed near FM
 - ii. Newly assigned HR EPA program will move into this vacated space
 - iii. Student Affairs was consulted and provided acceptance of this move
- d. Various WiFi upgrades
 - i. NP provided summary of this upgrade involving expanded technology closet needs
- e. Various project designs underway
 - i. NP provided summary listing of these upgrade projects that are currently in design

VI. Current Space Requests – Requests Initiated Concurrent with/Post SMAC formation – Voting Action to be Taken by SMAC

- a. Request initiated by Academic Affairs for CoAA use of vacated Niner House (formerly Summer Programs and Alumni House)
 - i. Overview of the request given by CY, JR, and LG
 - ii. Discussion about the need to post vacant space under the new policy and the timing of this request relative to that practice
 - iii. Discussion about the nature of the property and possible future scenario where site has greater value to the University than the structure itself; any authorization of use would come with an understanding that there could be a requirement to vacate the structure in the future for other use of the land
 - 1. It was stressed that Academic Affairs and the CoAA should understand that this facility likely has a limited usage life
 - iv. Motion made by PJ: “Motion to accept recommendation to provide CoAA use of the Niner House as requested with stipulation that a one-time waiver of the posted vacancy requirement was granted in this request due to the extenuating circumstances of the timing of the request with the formation of the new space committee and the timeline needs for occupancy. This Motion is made with the Committee’s full commitment to and endorsement of the vacancy posting policy requirement in future request considerations.”
 - 1. Seconded by FF and motion discussion

2. Important discussion points:
 - CoAA office use would then allow future opportunity to create studio and teaching space in CoAA facilities – goal is to create additional student learning space
 - Academic Affairs most recent occupier of the Niner House
 - No program change in use – continuing to be used as administrative support space and storage
 - Location of the Niner House is near to current CoAA facilities in that sector of campus
- v. Vote: Approved unanimously
- b. Request through Chancellor's Office for small (approx. 50sf) storage space for UNC Charlotte Staff Council equipment storage
 - i. Recommendation to use portion of CARC mechanical/storage Rm. 193
 - ii. A wall will be placed in this current room to create new tech closet and storage area to be used by Staff Council
 - iii. Motion made by PJ: "Motion to accept recommendation to provide approximately 40-50sf of space in CARC Rm193 to be allocated for use by the Staff Council for equipment storage."
 1. Seconded by JR and motion discussion.
 - iv. Vote: Approved unanimously

VII. Space Related Updates and Future Consideration

- a. Declaring and posting vacated space - SMAC will need to clearly define process for posting vacated space and soliciting future use requests
 - i. It was noted that the University has had only 2-3 large vacated spaces in the past five years. Historically the process has been that when someone finishes their use of the space it stays within the division
 - ii. JR noted that there are several proposed renovations to academic affairs spaces that will result in vacated spaces and the need for shifting programs – temporarily during renovations and perhaps permanently after renovations
 - iii. Cone and RDH feasibility studies were mentioned and briefly discussed
 - iv. CY indicated that a vacancy declaration form has been developed, will be posted on the SMAC web site, and will be forwarded to SMAC Chair and Committee via division space gatekeeper
 - v. Agreement that this process component will be examined and refined as needed
- b. Burson renovations and Medical Office Building purchase briefly discussed.
- c. Need for considerable space for new Belk College of Business for exec PhD program beginning 2014/15 academic year
- d. Need for space for new early college high school program
- e. Need to consider possible future use of the Ben Craig Center
 - i. Would it be in the University's best interest to retain this building rather than sell it?
 - ii. Suggestion to hold next SMAC meeting (December) at the Ben Craig Center and conduct tour of that facility as part of the meeting
 1. Follow-up recommendation that SMAC conducts its monthly meeting in different building locations around throughout campus

VIII. Final Discussion and Adjournment

- a. Motion to adjourn unanimously approved. Meeting adjourned at 10:40am