



Space Planning Advisory Committee (SPACe)
Meeting Minutes
Monday October 18, 2021
3:00 – 4:00 PM
REESE 524 & *Teleconference

COMMITTEE MEMBERS IN ATTENDANCE

Chair, Director of Space Management	STEPHANIE COOPER
Associate Vice Chancellor for Business Services (designee)	DOUG LAPE
Assoc Vice Chancellor for Student Venues & Engagement	*SUJIT CHEMBURKAR
Associate Vice Chancellor of Housing and Residence Life	CASEY TULLOS
Senior Associate Provost	JAY RAJA
Associate Vice Chancellor for Facilities Management (interim)	RICH STEELE
At-large delegate appointed by the Chancellor	LEE GRAY
Assistant Provost for Institutional Research (non-voting)	STEVE COPOLLA
Director of Facilities Planning Design and Construction (non voting)	KATHRYN HORNE

ABSENT: Darin Spease, Tammie Boyd, Richard LaLiberte

INVITED GUESTS & STAFF IN ATTENDANCE

Industrial Solutions Lab (ISL) Director, College of Engineering	*JIM HARTMAN
Director of Academic and Research Space, Academic Affairs	*DONIA SCHAUBLE
Assistant Vice Chancellor of Student Affairs	*KAREN SHAFFER
Assistant Director of Planning	*ELIZABETH FRERE
Facilities Planner	MICHELLE EMBRY
Committee Secretary	*BECKY GIROUX-BOUCHER

1. Kathryn Horne welcomed the new committee Chair.
2. Stephanie Cooper called the meeting to order and gave the floor to Rich Steele to discuss the committee.
3. Rich Steele noted that this was a Chancellor appointed committee. Membership is per the UP 601.4. There has been some confusion about who is a formal member of the committee. Rich noted that Doug Lape would be the designee for Business Services while he holds the interim Associate Vice Chancellor of Facilities position.
4. Stephanie Cooper shared a graphic defining the ex- officio members and who currently hold those positions. There can be standing guests and staff in attendance in addition to committee members and input is welcome from the campus community. Invited guests also include faculty and staff who can provide additional information on specific space requests being brought before the committee.



5. Stephanie Cooper noted that the August 2021 meeting minutes were part of the September 2021 Consent Agenda that was unanimously approved. Both the minutes and the consent agenda have been posted to the Space Management website.
6. Stephanie Cooper reviewed the following space requests that were recommended in the September 2021 Consent Agenda:
 - a. Chancellor Office - Chief Diversity Officer Office Suite
 - b. Academic Affairs - Temporary Location for Enrollment Management
7. Stephanie Cooper reviewed the current space requests that have been received and are under review:
 - a. Academic Affairs
 - i. Communication Studies – Office Space
 1. This request is under review by Academic Affairs
 - ii. AFROTC/ Aerospace Studies – Storage request
 1. This request is under review by Academic Affairs
8. There was a general discussion of the process needed for review of space requests prior to them being brought before SPACe committee. Jay Raja felt that academic affairs had not properly vetted 2 of the requests being brought before the committee.
 - a. Jay Raja indicated that a committee of associate deans was being put in place and this group should review any space requests that impact academic affairs.
 - b. Stephanie Cooper asked to be kept in the loop on when this committee would be in place so that space management can refine the process for space request review going forward. It was noted that space management reached out to academic affairs and other units impacted by potential solutions to space requests and only then are options further developed for consideration of the committee. It was also noted that bringing an option to the committee does not mean it will be approved, but does allow for discussion and defining next steps.
 - c. Kathryn Horne noted that space is limited on campus and new space is not likely to be built so we need to make efficient use of the space we have and work between divisions.
 - d. Jay Raja noted that data on space should be presented to the deans. Stephanie Cooper indicated that once the annual space audit is complete a college representative received the full spreadsheet of space assignments and floor plans. Space Management will work with Academic Affairs to identify further refinement of data to present to the college deans going forward. The current year of data will be sent out by the end of the calendar year.
9. Stephanie Cooper reviewed the space requests for review and approval:
 - a. Advancement: Visual Communications- Photographers Office
 - i. This staff member is currently located in the foundation annex in a cubicle. This cubicle will no longer be available to this staff member once other staff return fully to campus at the end of October. It was also noted that ideally this person would be located in Atkins to be near the editing bay. Proximity to that location is desired.



- ii. Space Management looked for space in Atkins, King and Cone but after speaking with Donia Schäuble and Sujit Chemburkar no space was identified at which point Space Management looked in Denny.
 - iii. The space identified and under consideration is a 95 SF office that is not contiguous with other office space and is adjacent to a restroom. It was also noted that this staff member needs an office to secure equipment.
 - iv. Space Management research indicated that this space is not assigned in Archibus although it is currently being used as a faculty touchdown space. It was also noted that in adjacent suite 115 there are faculty touchdown spaces available.
 - v. Jay Raja indicated that Academic Affairs had not been given adequate time to review this request.
 - vi. A motion was presented by Jay Raja to table this request. This motion was seconded by Casey Tullos. The motion passed unanimously.
- b. Chancellor Office: Ombuds Office
- i. It was noted that there is currently an Ombuds office in Denny 218. This request is for a new suite of space for a new hire. The space would include an admin space, meeting space and an office of approximately 450sf.
 - ii. Space Management identified a space for consideration in Barnard.
 - 1. Suite 109 is currently occupied by Geography on a temporary basis. Space Management reached out to Academic Affairs staff to confirm this and was told the space would return to Research and Economic Development (R&ED) once McEniry renovation is complete in Dec 2021. Space Management staff reached out to R&ED and was informed they did not claim this space.
 - 2. It was noted that the overall space currently occupied by Geography was larger than what is needed by so the space would be subdivided.
 - iii. Jay Raja indicated that this space was not available and had previously been designed as an Academic Affairs research space. He noted that the school of data science needs space and an identity now that they have an undergraduate program.
 - iv. Jay Raja made a motion to table this space request. This was seconded by Casey Tullos. The motion passed unanimously.
- c. Academic Affairs: Industrial Solutions Lab (ISL).
- i. Stephanie Cooper gave some background on this request including the current spaces occupied by ISL and reviewed prior space requests that have been approved by the committee including:
 - 1. Nov 2019 - Senior Design project space approved for approximately 13,500sf in CAB
 - 2. Feb 2020- approved a temporary Mosaic Lab through 12/31/21
 - 3. May 2021- approved an extension of the temporary space assignment through May 2022.

4. Stephanie Cooper noted that this request is for a permanent home for ISL which is temporarily occupying CAB.
5. Jim Hartman gave a presentation on this request including information on the industry partners and achievements of this College of Engineering, multi-disciplinary program. The presentation included identifying the current space occupied by ISL in CAB as well as the proposed expansion to occupy the entire building. This presentation is an attachment to these minutes.
6. Stephanie Cooper gave some additional information on CAB.
 - a. Prior studies have been completed on this space including:
 - i. 2016 -Storage Building Study
 - ii. 2018- OneIT Study
 - iii. 2019- Innovation Spaces Feasibility Study
 - iv. 2021- Code Study
 - b. Stephanie Cooper noted that the 2010 Masterplan indicates that CAB would be demolished. Kathryn Horne noted that a lot has changed since 2010 and that demolishing of CAB was no longer needed for a surface detention pond since the university had moved away from this strategy.
 - c. Stephanie Cooper presented data on the condition of CAB.
 - i. The VFA Asset Overview Report data base indicated that the FCI (Facility Condition Index) for this facility is .62. An FCI over .16 is poor and over .19 demolition should be considered.
 - ii. It was noted that this is the third worst structure on campus in terms of FCI.
 - d. Stephanie Cooper posed a question to the group: Is this the right solution for ISL? Should it be temporary beyond May 2022 or permanent?
 - e. Stephanie Cooper presented other options for consideration along with the CAB renovation. These options included :
 - i. renovating Cameron (where ISL also has space) a considering the cost to relocate the Active Learning Classroom and AISLE space on the lower level of Cameron.
 - ii. Constructing a premanufactured metal building
 - iii. Leasing space off campus. It was noted that this option assumed a 5-year lease and the lease would include upfit costs, utilities etc.
7. The floor was opened up for discussion:
 - a. Rich Steele posed the question of whether space could be assignable if it is in such poor condition.



- b. Lee Gray asked if this is a permanent space request what other uses could this space have? Is this the highest and best use of this space? He noted that Arts + Architecture could use big empty spaces also.
 - c. Rich Steele noted that all ISL space should be considered when comparing square footages of options. Jim Hartman noted that In addition to CAB and Cameron they have an electronics room in EPIC and he has an office in Smith. These spaces would be vacated if ISL moved fully into CAB.
 - d. Jim Hartman noted that when space isn't available for team projects they use research space which takes away from potential research.
 - e. Funding was discussed. Jay Raja noted that Academic Affairs could fund up to \$500,000. This does not cover the total cost of the options presented.
 - f. It was brought up that this space request should also go through the Associate Dean's committee.
8. Jay Raja made a motion to table this request. It was seconded by Rich Steele. This motion passed unanimously.
10. Stephanie Cooper thanked the committee and invited guests for attending.
11. The meeting was adjourned.

Minutes by: *Stephanie Cooper AIA, Director of Space Management*

Reviewed by: *Kathryn Horne, AIA, Director of Planning, Design and Construction*

Attachments: *ISL presentation by Jim Hartman, SPACe Meeting PPT*