



Space Planning Advisory Committee (SPACe)
Meeting Minutes
Thursday August 26, 2021
1:00 – 2:00 PM
Teleconference

In attendance: Sujit Chemburkar, Darin Spease, Lee Gray, Steve Coppola, Richard LaLiberté, Rich Steele, Kathryn Horne, Jay Raja, Karen Shaffer, Donia Schauble, Michelle Embry

Absent: Casey Tullos, Tammie Boyd

1. SPACE REQUESTS RECEIVED AND UNDER REVIEW

- | | |
|---------------------|---|
| a. Academic Affairs | College of Computing and Informatics – 6 offices |
| b. Academic Affairs | ROTC requests an outdoor area for a new field |
| c. Academic Affairs | Engineering Dean’s Suite – Reception area changes |
| d. Academic Affairs | Communication Studies – Office Space (dept) |
| e. Academic Affairs | Aerospace – Storage request (dept) |
| f. Chancellor | UNC Ombuds Office Suite |
| g. Academic Affairs | Enrollment Management – Temporary relocation |

2. SPACE REQUESTS FOR REVIEW AND APPROVAL

- a. **New Chief Diversity Officer – Office Suite**
- i. A new Chief Diversity Officer will soon be hired and an easily accessible location with good visibility is needed for their staff. Multiple locations throughout campus were reviewed, Cone 3rd floor existing location for CRES best meets the requirements. Multiple groups would need to relocate to accomplish this.
 - ii. The Center for Graduate Life and Learning is scheduled to move to Atkins – Suite 149.
 - iii. Niner Central (Enrollment Management) five call center staff would move from Cone 311 to Cone 2nd floor Center for Graduate Life and Learning in Cone 365/368.
 - iv. Three staff Conference Reservations Event Management Services (CRES) would move to Cone Galley 310. CRES has a total of seven staff – 4 positions are vacant.
 - v. Three vacant offices currently allocated to Business Affairs will be reallocated to Student Affairs for CRES staff.



- vi. OneIT staff located in Cone 310 will remain. There are 11 positions filled currently.
 - vii. Cone Gallery 310 also has 4 workstations available for external auditors.
 - viii. Cone suite 369, current location of CRES, would be allocated to The Chief Diversity Officer. The Chief Diversity Office includes a director, administrative assistant, 2-3 fellows. Two offices, 369G & 369H, reception area, conference room 369F, break room 369M and office supply/copy room 369I will be shared
 - ix. The committee approved the proposal in concept but will reserve final approval until review of more detailed information showing how the Cone Gallery 310 can accommodate the proposed groups.
 - x. **ACTION ITEM:** Space Management will put together a test fit/block diagram for the Cone Gallery with square footage showing how space can be allocated to Student Affairs and OneIT. The diagram will be sent to the committee for review and vote. The Cone Gallery will then be presented to the Chancellor as a single proposal; the CDO office allocating being dependent on the relocation of CRES staff and Enrollment Center, Niner Central staff.
- b. **CTL/AISLE Stream Station**
- i. The Center for Teaching and Learning requested room 246 in Cameron for a Stream Station.
 - ii. This room was allocated for COVID 19 supplies, the supplies are being consolidated so the Stream Station can be located here.
 - iii. Jay Raja moved to accept this request, Darin Spease seconded the motion – **THE MOTION PASSED**
- c. **Charlotte Action Research Project (CHARP) Relocation to McEniry**
- i. CHARP is requesting to relocate to vacant McEniry 112/113 suite (1,088 SF) .
 - ii. CHARP will vacate their space on the 1st floor of Sycamore Room 109 (294 SF).
 - iii. Four additional faculty will be working in the new location which is to be a community research lab.
 - iv. No renovation of the McEniry space is required.
 - v. The Sycamore space will be unassigned.
 - vi. Jay Raja moved to accept the request, Sujit Chemburkar seconded the motion – **THE MOTION PASSED.**
- d. **Geography Storage space in McEniry**
- i. Geography requested to reclaim the storage space they had vacated during remediation.
 - ii. Jay Raja moved to accept the request, Sujit Chemburkar seconded – **THE MOTION PASSED.**



3. GENERAL DISCUSSION

- a. Remote work
 - i. Steve Coppola questioned whether or not working from home should be considered regarding space requirements.
 - ii. Rich Steel stated that these options are still being reviewed and that the Chancellor is not prepared to move in that direction at this time.
- b. CAB
 - i. Richard LaLiberté asked about the current use of CAB building.
 - ii. SAC has space allocated for storage. Dining Services has equipment stored in CAB.
 - iii. Engineering is using a majority of the building for student projects. This use was approved by the SPACe committee for one year, through May 2022. Engineering would like to continue to use the building indefinitely and have use of the entire building.
 - iv. The building has significant maintenance needs; it has the worst Facility Condition Index of any building on campus. Mechanical system repairs, roof replacement and other work is needed. The campus must decide whether to invest funds in this building, if it is to be used on a permanent basis.
 - v. If the use is changed permanently to student project space, renovations to comply with building code requirements, including renovation of the restrooms to make them accessible and comply with ADA are required.

Minutes by: Michelle Embry, Facilities Planner

Reviewed by: Stephanie Cooper AIA, Director of Space Management