



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 3<sup>rd</sup> 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 2<sup>nd</sup> 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

# Space Management: Supporting the Mission of UNC Charlotte



# AGENDA

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- Review Previous Minutes
- SPACe Recommendations
- Space Requests Received and Under Review
- Space Requests for Review & Approval
- Discussion



# SPACe RECOMMENDATIONS



# SPACE REQUESTS – RECEIVED

# SPACE REQUESTS RECEIVED & UNDER REVIEW

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- Academic Affairs CCI – request for 6 offices
- Academic Affairs College of Arts & Sciences ROTC requesting an outdoor area for a new Physical Training field
- Academic Affairs Engineering Dean’s Suite Reception Area Offices – submitted by dept
- Academic Affairs Communication Studies – submitted by department
- Academic Affairs Aerospace Studies – storage request – submitted by dept
- Chancellor UNC Ombuds
- Academic Affairs Not submitted – temporary location for Enrollment Management during renovation Cato 1<sup>st</sup> floor



# SPACE REQUESTS – FOR REVIEW

# SPACE REQUESTS FOR REVIEW & APPROVAL

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- Diversity & Inclusion                      Chief Diversity Officer
- Academic Affairs                            Teaching & Learning – AISLE Stream Station in Camron
- Academic Affairs                            CHARP Research Collaborative – McEniry
- Academic Affairs                            Geography - Return to storage area

# DIVERSITY & INCLUSION

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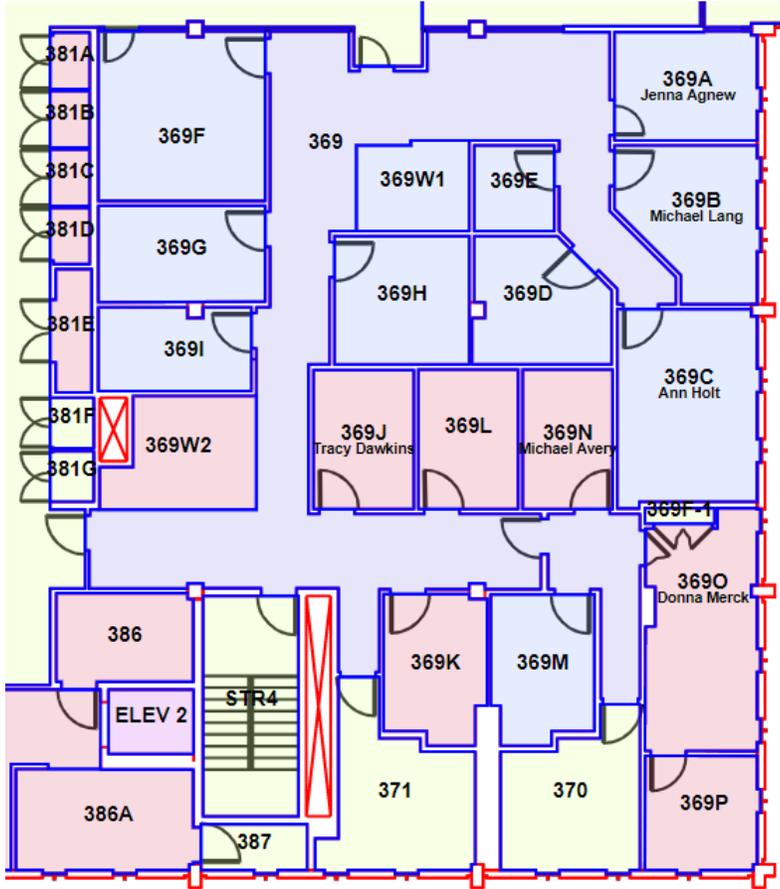
## Needs:

- (1) Office – Chief Diversity Officer
- (1) Admin/Reception
- (2-3) Fellows (office or workstation)
- (1) Conf (seat 6-8)

## Multiple locations have been considered throughout campus

- Location needs to be easily accessible by faculty, staff, and students
- The Office needs to have good visibility (not hidden)
- Space for growth is desirable
- Location should be used regularly by students

# DIVERSITY & INCLUSION

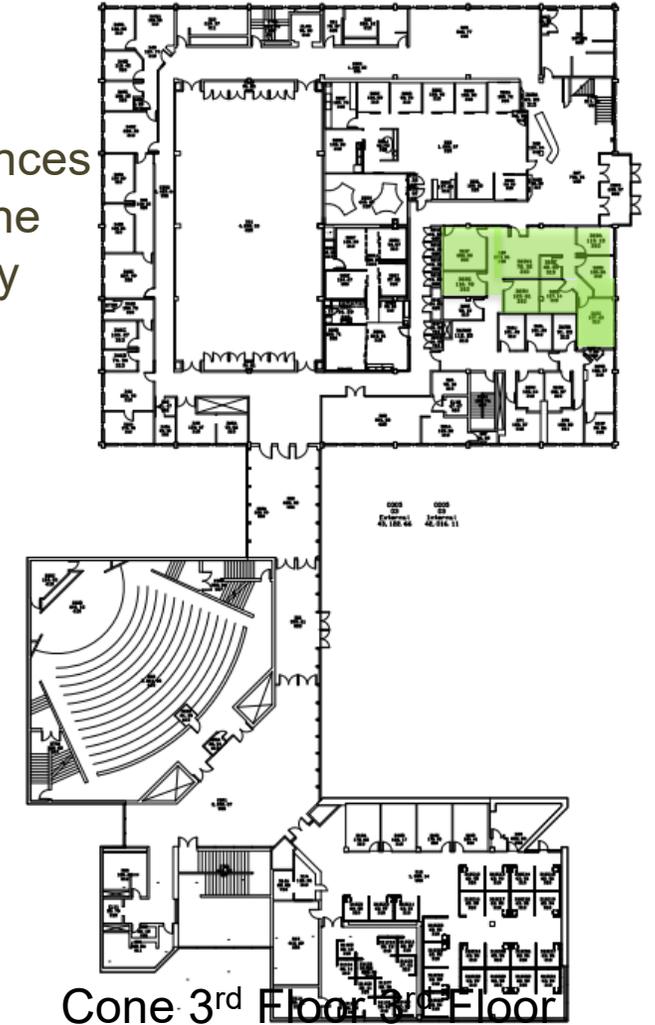


Cone 3<sup>rd</sup> Floor – Partial Suite 369

SR # 4380

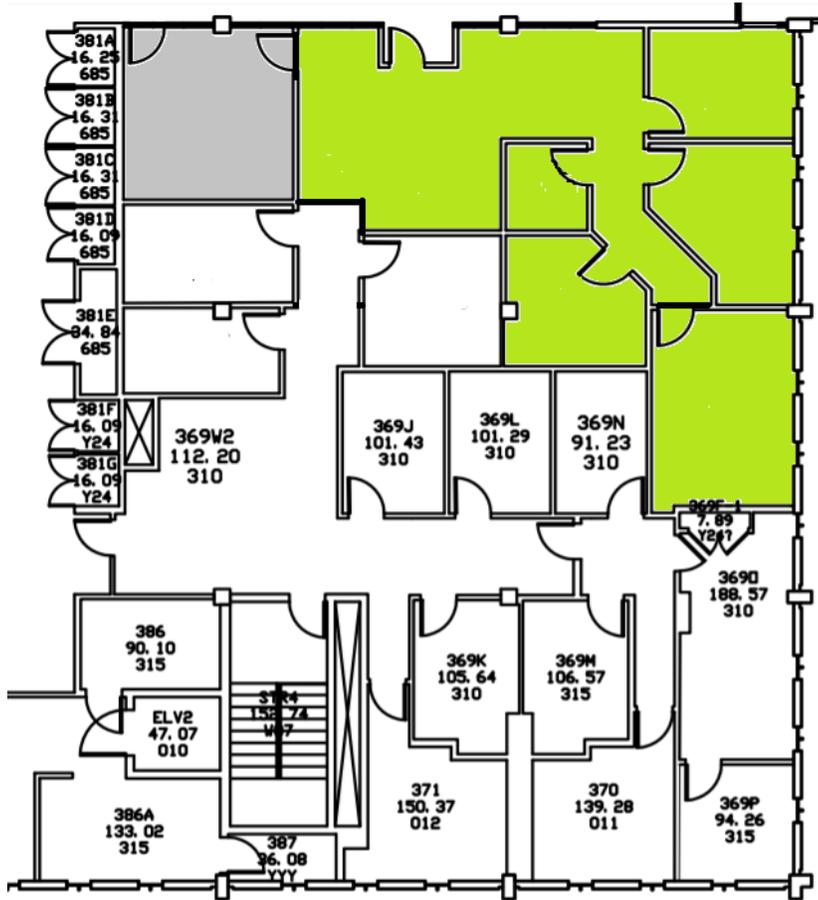
- Cone 3<sup>rd</sup> floor – space currently allocated to Cone Center Conferences – proposing they be relocated to the Gallery (7 positions, 3 are currently filled) – 1,087 SF

CRES



Cone 3<sup>rd</sup> Floor & 2<sup>nd</sup> Floor

# DIVERSITY & INCLUSION

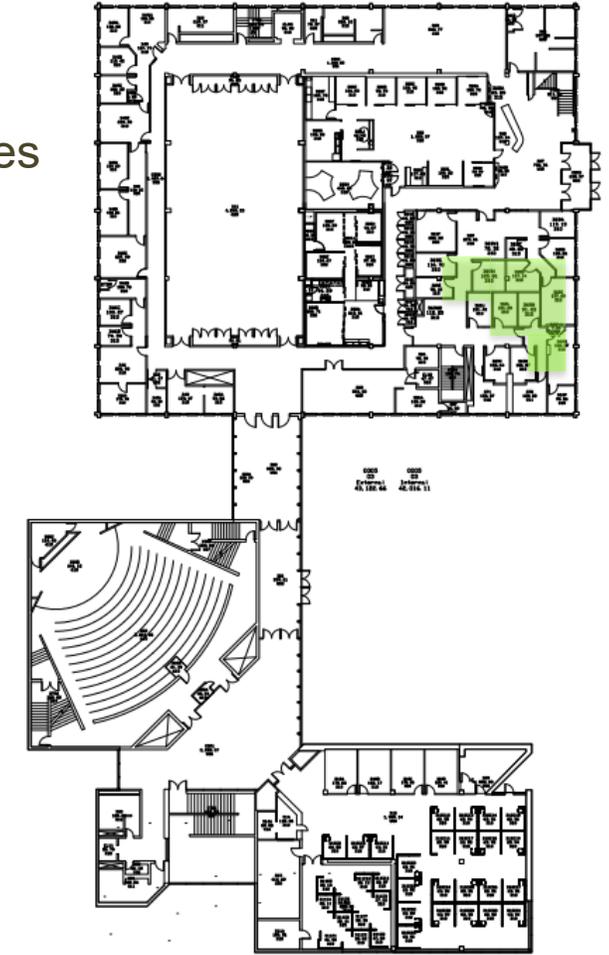


Cone 3<sup>rd</sup> Floor – Partial Suite 369

SR # 4380

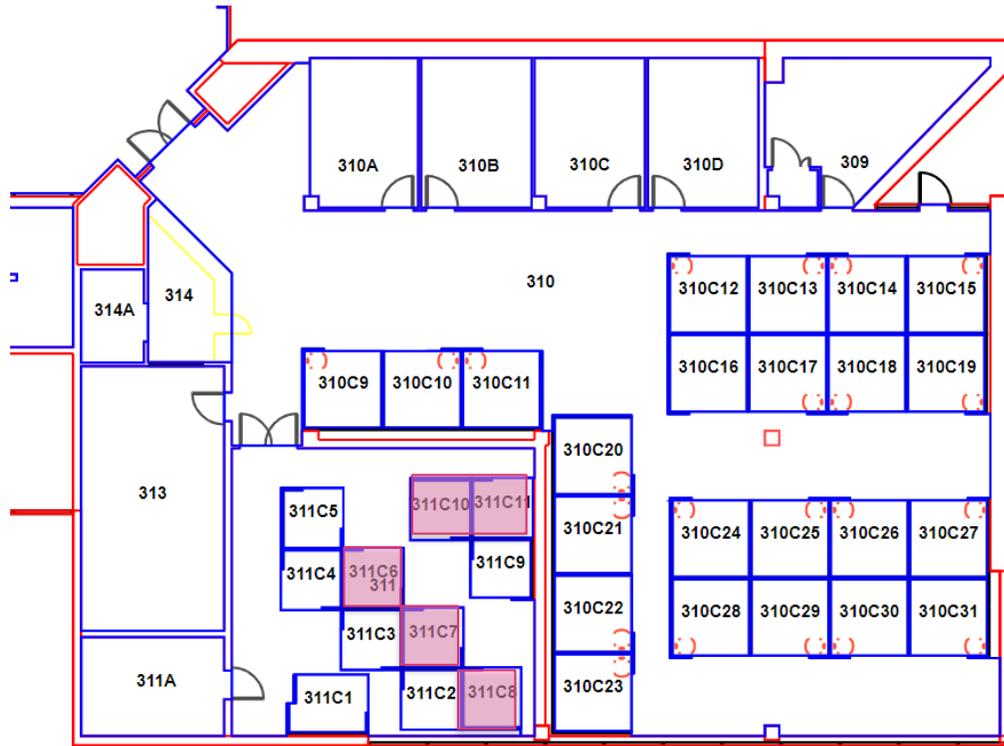
- Cone 3<sup>rd</sup> floor – space currently allocated to Cone Center Conferences – proposing they be relocated to the Gallery (7 positions, 3 are currently filled) – 1,087 SF

- Diversity & Inclusion – 1,087 SF
- Shared Conference Room – 205 SF



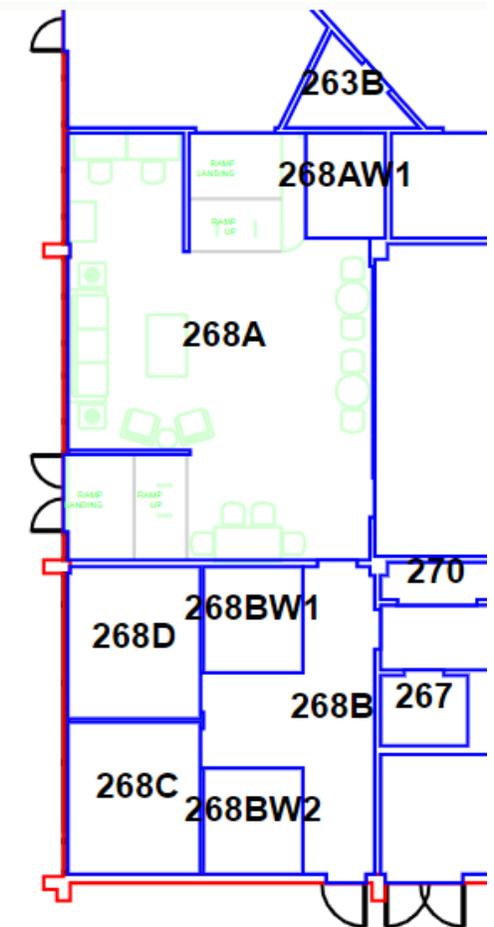
Cone 3<sup>rd</sup> Floor 3<sup>rd</sup> Floor

# NINER CENTRAL



Cone Gallery 3<sup>rd</sup> Floor

(5) Cubicles in 311 are currently assigned to Niner Central – proposing to relocate these spaces to the old Graduate Center location in Suite 268

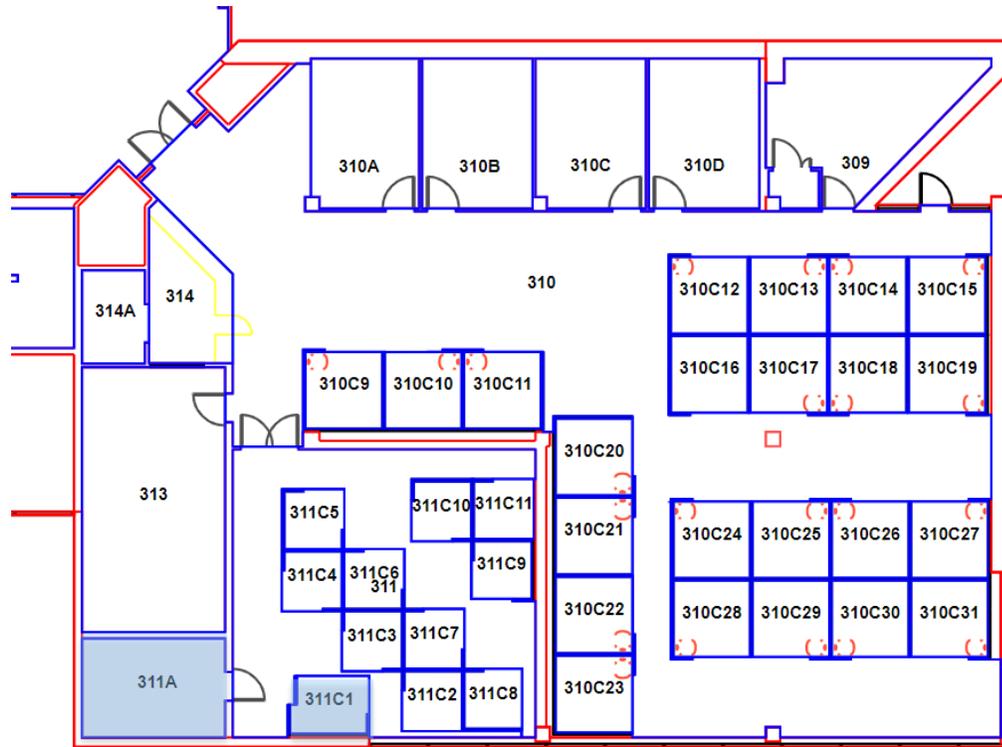


Cone 2<sup>nd</sup> Floor

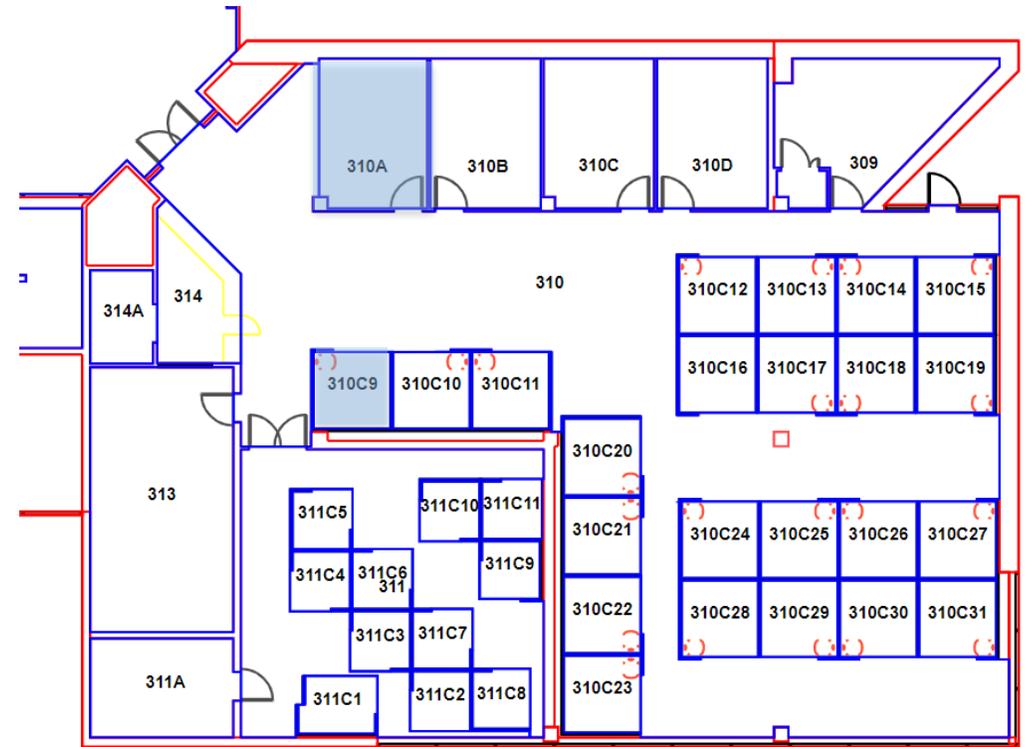
# VICE CHANCELLOR

VC Student Affairs in 311A – admin space 311C1

- Proposing to move them to 310A and 310C9

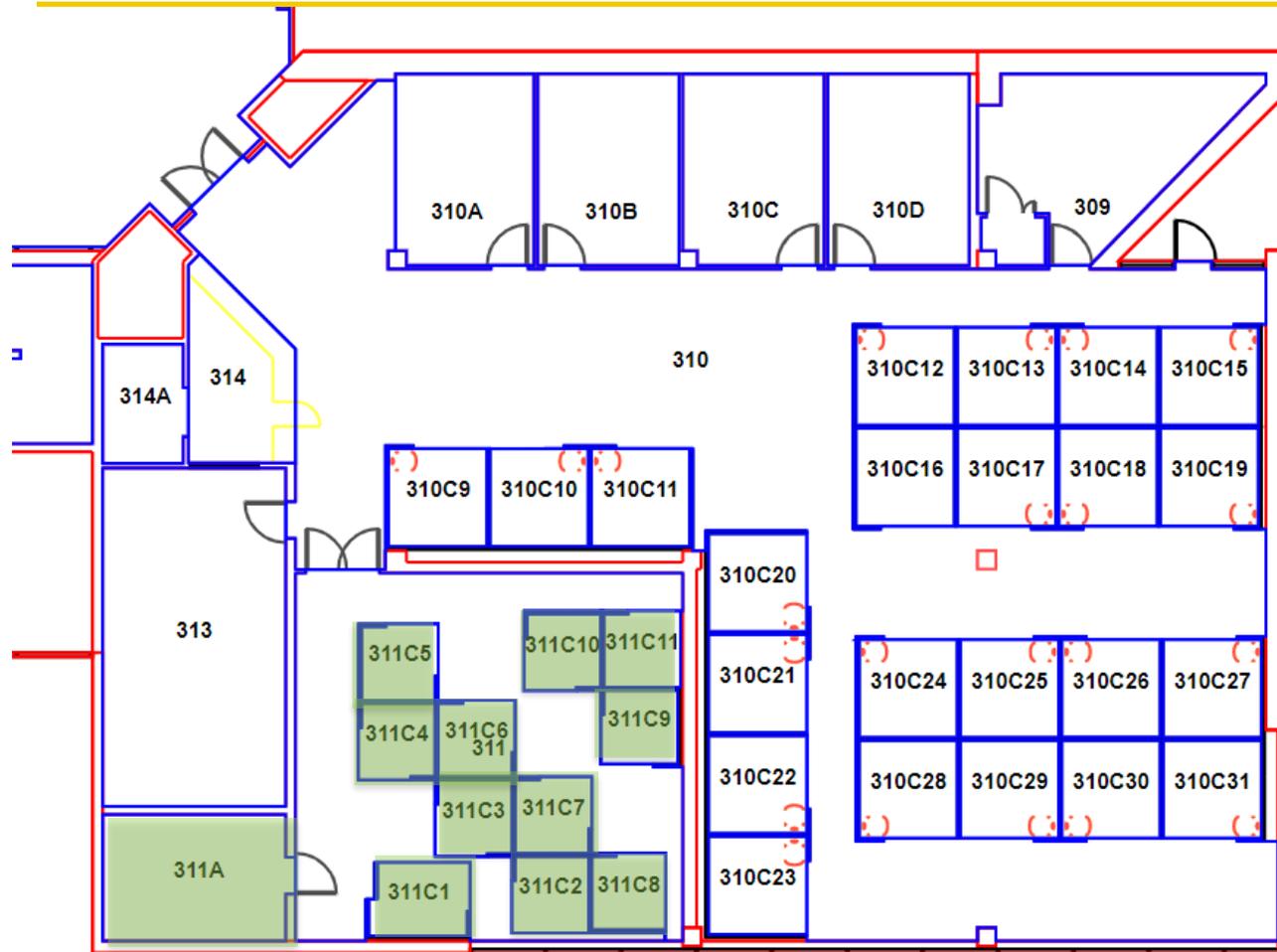


Cone Gallery 3<sup>rd</sup> Floor



Cone Gallery 3<sup>rd</sup> Floor

# CRES

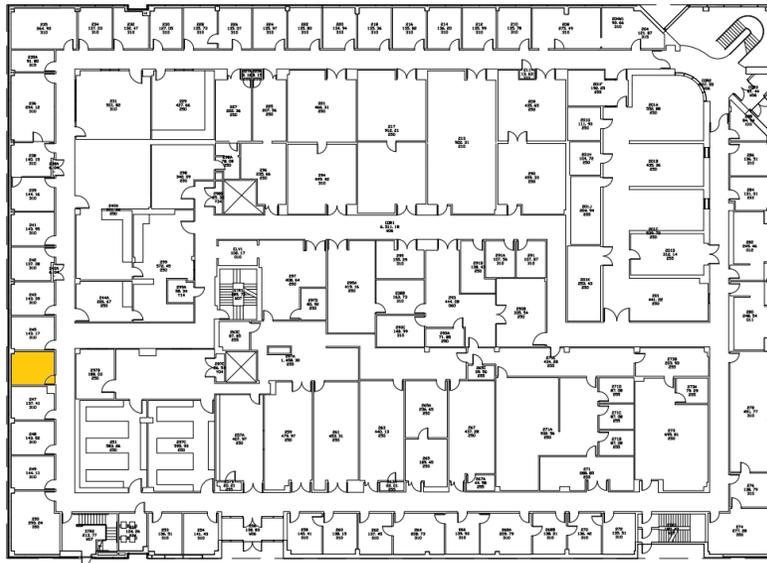


- Proposed location for CRES – needs are for (7) staff

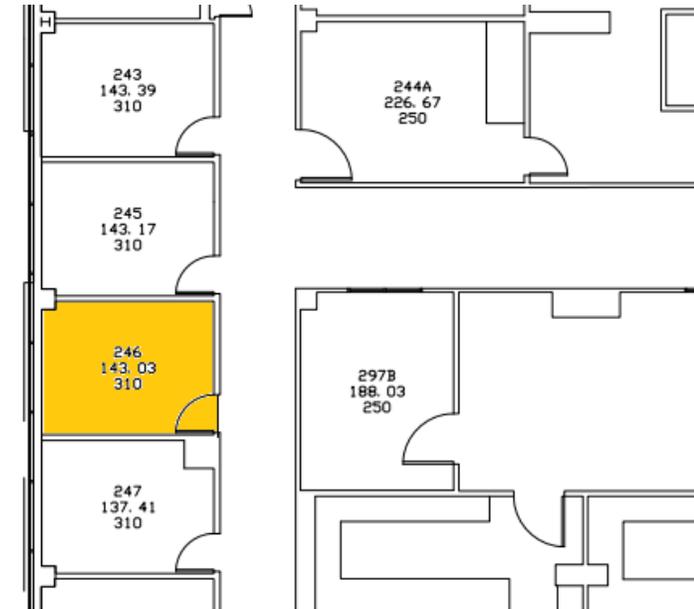
Cone 3<sup>rd</sup> Floor - 311

# TLC / AISLE

- Space is being requested to be used by AISLE for Stream Stations – 143 SF
  - Was allocated to Research & Economic Dev for COVID 19 Supplies, they have agreed to consolidate their supplies

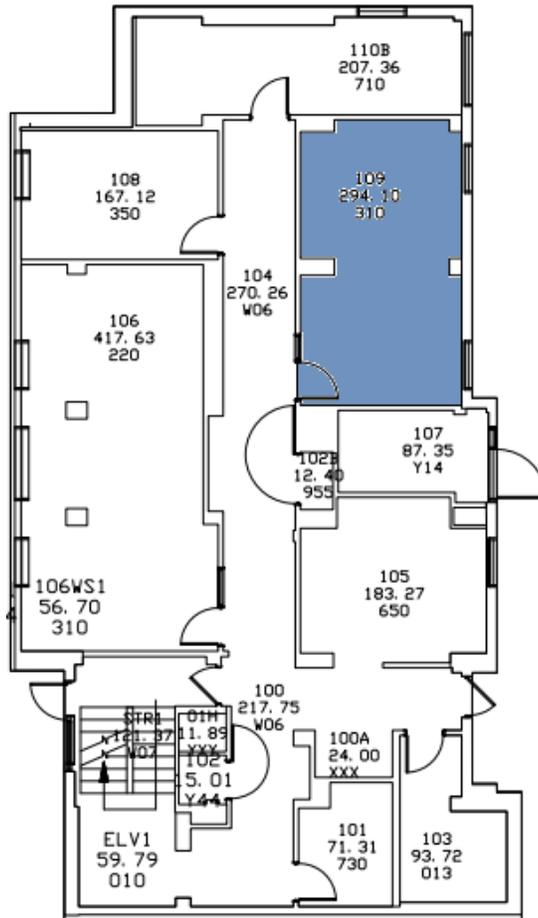


Cameron 2<sup>nd</sup> Floor



Cameron 2<sup>nd</sup> Floor – Room 246

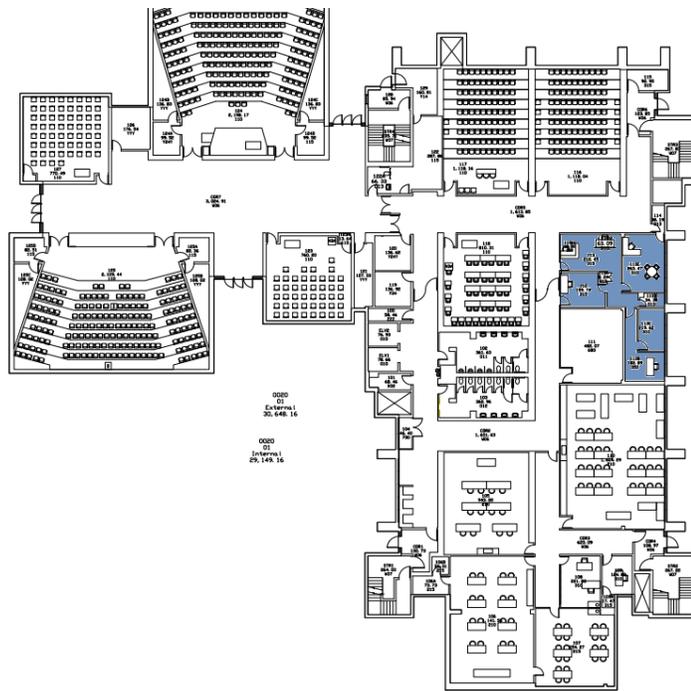
# CHARP



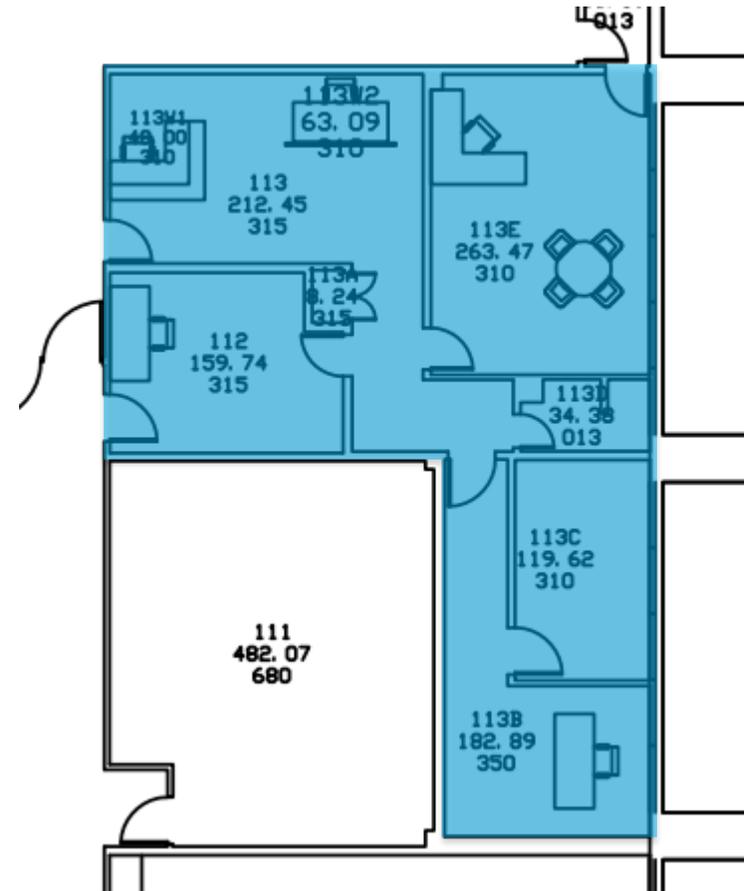
- Existing location for CHARP is Sycamore 1<sup>st</sup> floor – this location would be vacated, it is 294sf
- They are requesting to relocate to McEniry where they will be working on a research collaboration with Geography

# CHARP

- Space is being requested for research collaborative between CHARP and Geography – space is currently vacant

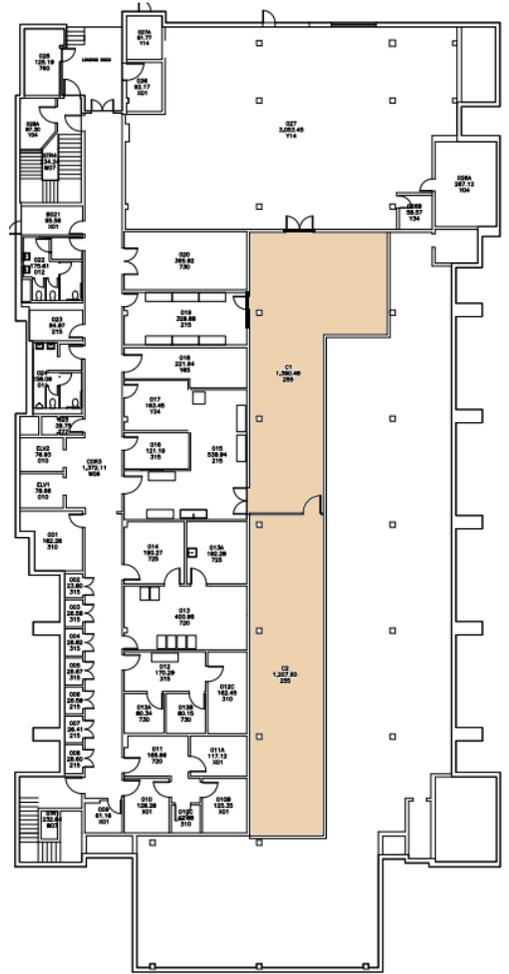


McEntiry – 1<sup>st</sup> Floor



McEntiry – 1<sup>st</sup> Floor – Suite 112/113 – 1,091sf

# GEOGRAPHY



- Geography moved out of these spaces during remediation – all moisture issues have been resolved and they would like to reclaim this allocation



# DISCUSSION