



Space Planning Advisory Committee (SPACE)

Wednesday, August 30, 2017

8:30 AM

Location: Foundation Building, Conference Room 212

Attendees: Kathryn Horne, Jeanine Bachtel, Jim Hoppa, Michelle Embry, Lee Gray, Richard LaLiberté, Chip Yensan, Phil Jones, John Storch, Steve Coppola, Keith Wassum, and Jay Raja

I. Space Steering Committee (SSC)

- The Space Steering Committee will meet on October 13, 2017.
- The following recommendations from SPACE will be forwarded to SSC:
 - Financial Services Renovation, Reese 2nd Floor
 - Research Storage Space in McEniry, and
 - Residency Determination in McEniry.
- These items will be forwarded for information only because the square footage is less than 1,000 sf and all stakeholders are in agreement with the recommendation.

II. Academic Complex Renovation Update

- Denny will be completed in December. All Denny classrooms remain offline for the fall semester.
- Three additional classrooms are offline in Macy/Barnard.
- Available space in Cone was not used for classrooms during Phase I, but Cone 210 will be used temporarily as a classroom in Phase II. The room will remain available for other meetings when classes are not scheduled.

III. Space Form and Request Process Review

- A request must be submitted for all new space, change in use, or alterations and renovations of space.
- Requests should be submitted in ARCHIBUS to keep record of all submitted requests.
- There is a problem with the automated approval: the approver cannot see the request in ARCHIBUS. FIS is working to resolve this problem.
- Space Management is tracking all space requests on an Excel spreadsheet; the goal is to have this information on the Space Management website.

IV. Space Requests Presented for Review and Approval

- BES Laundry Room
 - The existing laundry located in Kennedy will be converted to a boiler room, so the laundry must be relocated.
 - The BES storage area in Rowe has been identified as a location for the laundry.
 - Storage space currently allocated to COAA on the second floor of Rowe can be used by BES to store equipment.
 - Additional space currently used as dressing area for the Dance department staff may be needed. Kathryn will work with Lee to look at options for relocating the dressing area.
- Family Style Accessible Restroom (FSAR)
 - The FSAR study identified a location in Rowe for a FSAR. The location reduces storage area for COAA.
 - BES has agreed to give up a BES closet in exchange for the storage area on the second floor of Rowe.
 - Chip Yensan made a motion to approve the request to relocate the BES laundry room to Rowe. Richard LaLiberté seconded the motion.
 - Discussion followed; Phil explained that the BES laundry had to be moved out of Kennedy because the steam plant building has to be demolished to allow for construction of the science building.
 - All were in favor. The motion was approved.
- EH&S Office Space
 - EH&S has requested additional office space for new staff.
 - The recommendation is to convert the current EH&S conference room into three offices; the department will share a BES conference room in another building.
 - Keith Wassum made a motion to approve the request. Phil Jones seconded the motion.
 - All were in favor. The motion was approved.
- College of Business (COB) – Center City Building (CCB)
 - The COB has requested office space for new hires who will work in the CCB.
 - The recommendation is to renovate two existing offices into three offices.
 - Keith asked what a standard office size is.
 - Jim asked if the COB anticipates growth; looking into the future, should we plan for future growth?

- Kathryn noted that COB is growing. This request is for an immediate need.
- A space study of the entire building will be conducted this fall to study how the existing space can be reconfigured to be more efficient.
- Jay explained that we do not want to take over the open office area used by faculty for hoteling space. When the light rail opens, CCB classrooms will be used more during the day, and the number of people teaching in the building will increase.
- Phil explained that CCB is not intended to have faculty offices but is a classroom building with some administrative space.
- Jamil Niner – Student Pantry
 - The house on John Kirk was allocated to the Niner Pantry two years ago.
 - This is a temporary allocation because the house will eventually be demolished, although there are no immediate plans for demolition at this time.
 - Space Management has asked that the request be submitted every two years as a reminder that this is not a permanent allocation.
 - Students are supervised by staff at all times. Chip asked if there have been any behavioral or safety issue concerns. Phil noted that the police patrol the property and there have not been any reports of misuse.
 - Richard noted that Student Affairs has not signed the Memorandum of Understanding (MOU).
 - Phil explained that the property is owned by the Endowment.
 - Keith Wassum made a motion to approve the request. Jim Hoppa seconded the motion.
 - Discussion followed. Jim asked Richard who has the MOU. Richard stated that he has the MOU, is revising it, and has to send it to Legal Affairs for review.
 - The motion was amended to state that the MOU will be signed within 90 days. Richard will send the MOU to Jim within 60 days, and Jim will forward it to Dr. Kevin Bailey for his signature.
 - All were in favor. The motion passed with condition that the MOU be signed in the next ninety (90) days.

V. **Space Requests Received / Under Consideration**

- The following requests have been received and under review:
 - Cone Meeting Room 313
 - AISLE (Classroom Support) Office Space

- Family Style Accessible Restrooms in Cone
- Title IX Office Space
- Belk Gym Space (vacated when Health & Wellness is complete)

VI. Future Vacated Space Report

- Space Management is tracking space that is either currently vacant or will be vacant in the future.
- The presentation indicates what space will be vacant by year and the amount of square footage that will be vacated.

VII. Space Studies

- Academic and Administrative Space Utilization Study: a 95% draft is being reviewed. A final copy of the report will be presented at a future SPACe meeting.
- Athletics' Women's Swim Team Feasibility Study
 - Keith asked if we are looking at space needs for other potential women's teams, like golf.
 - Steve noted that it is difficult to determine what those new sports may be.
- A comprehensive study of the Atkins Library is underway.
- A study on Bioinformatics 2nd floor and Cameron 4th floor Research Space will be conducted this fall.

Adjourned at 9:30 AM.

Minutes by: Jade Reed-Kreis