



Space Planning Advisory Committee (SPACe)
Meeting Minutes
Wednesday, September 25, 2019
2:00 – 3:30 P.M.
Reese 524

Attendees: Joe Bace, Darin Spease, Donia Schauble, Jay Raja, Kathryn Horne, Lee Gray, Michelle Embry, Richard LaLiberte, Rich Steele, Sujit Chemburkar, Jon Varnell, Karen Shaffer, Casey Tullos, Clay Andrews, Steve Coppola

Absent: Tammie Boyd

1. General

Welcome and introductions of the new committee member Clay Andrews, Office of Industry and Government Partnerships

2. Review Previous Minutes

Jay Raja moved to approve the minutes from August consent agenda which was sent out in lieu of an in person meeting. Lee Gray seconded the motion. The motion passed.

3. SPACe Recommendations

The SSC has recommended the following requests to the Chancellor for approval:

- 6/26/19
Cato – Room 146 – Title IX Hearing Room and Student Affairs Student Conduct Hearing Room
PORTAL 129, Cameron 171A-E -
Academic Affairs – Active Learning Classrooms

4. SPACe Recommendations

SPACe has recommended the following requests which will be sent to the SSC for review:

- 6/26/19
Reese - ITS Telecommunications Infrastructure
Colvard 1021 - Teaching & Learning Connection Permanent Office Space
Fretwell 407 – Sociology Computational Research Lab
- 8/29/19
Cameron 257 – Research Lab for Civil & Environmental Engineering
Cameron 1st Floor – Mosaic Relocation to Cameron Suite 174
Colvard 1st Floor – Advanced Faculty Affairs Diversity Office (FADO)
Relocation to Colvard Suite 1028
Cato 146 – Temporary use of space until start of construction

4 Space Requests Received and Under Review

Academic Affairs –	AISLE – Faculty/Staff Recording Studio
Student Affairs –	Cone 349 – Student Assistance & Support Services relocation
Academic Affairs –	Cone 349 – Niner Central expansion
Student Affairs –	Dean of Students – King 204 - New Student and Family Services central location – Student Assistance & Support Services relocation
Student Affairs –	King 118, 118A, B & C – Dean of Students – Relocation and consolidation of Research & Assessment Department

5 Space Requests for Review and Action

The following requests were presented for review and action:

Cameron 185 – Academic Affairs, Academic & Research Space department would like to utilize one (1) of the four (4) workstations in Cameron 185 for two part time student workers to share.

Jay Raja moved to approve the motion. Darin Spease seconded the motion. The motion passed.

McEniry 2nd and 3rd Floors – To prepare for the comprehensive renovation planned for the 2nd floor of Cameron, the entire 2nd floor of Cameron will be vacated.

The request is to relocate the Research Labs for Dr. Clinton (Rms 240A & 299, 1,474 sf) to McEniry 320, 320A, 318, 318A, 316 & 316A (809 sf) and Dr. Allan’s research lab (Rm 217, 912 sf) to McEniry 310 & 310A (806 sf). A shared lab support space will be 313, 313A, B, C & D (335 sf).

To facilitate this, an instructional lab (310 & 310A, 806 sf) will be relocated to McEniry 2nd floor, rooms 215, 215A, 217 & 217A (752 sf). Equipment in 313, 313A, B, C & D (335 sf) will be moved to room 241 (335 sf).

Jay Raja moved to approve the motion, John Varnell seconded the motion. The motion passed.

Cone 311 – Student Affairs is requesting temporary space for one office, 311A and two workstations, 311C1 and C3 for the AVC, Student Affairs while renovations are underway in the Student Union building.

Cone 311A and the two workstations in 311 be allocated to them through October 1, 2021.

John Varnell moved to approve the motion, Casey Tullos seconded the motion. The motion passed.

CAB 108D – Academic Affairs/ITS requests the use of room 108D for temporary supplies storage for the Data Center and RUP 5 construction projects through December 20, 2019.

Jay Raja moved to approve the motion, Clay Andrews seconded the motion. The motion passed.

CAB – Student Affairs requests 800 sq ft of temporary open storage space for tables and chairs while renovation is underway in the Student Union building through August 2019. Casey Tullow moved to approve the motion, Jay Raja seconded the motion. The motion passed.

6 Discussion

Student Affairs provided updates regarding piloting a new reservation and space allocation process to use large spaces more effectively and provide more availability:

During the Advanced Reservations Process departments may request event spaces one academic year in advance for large scale events with the following exception: March/April dates for Popp Martin Student Union 340 become available on Feb 1 and Facility rental, equipment, and labor fees continue to apply

Recurring meetings may be requested one semester in advance with reservation cycles opening on August 1 for the fall semester and November 1 for the spring semester. Academic space may be tentatively scheduled during this time however, changes may be required to accommodate course schedules prior to consensus.

Departments may schedule Popp Martin Student Union meeting rooms on the second floor with no facility rental fee until 3 pm Monday through Friday. Cone University Center and Student Activity Center meeting rooms also continue to be reserved with no facility rental fee (exceptions apply, please see the current Scheduling University Facilities Policy 601.6). Equipment and labor fees still apply in all spaces where applicable

Athletics updated the committee regarding the Athletics master plan. The study was presented to the chancellor, the cabinet and the board of trustees.

Meeting adjourned at 2:45

The next SPACe meeting will be November 18, 2019 from 3:00 – 4:30 p.m. in Reese 211.