

# Space Management: Supporting the Mission of UNC Charlotte



# AGENDA

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



# SPACe RECOMMENDATIONS

# SPACe – SSC RECOMMENDATIONS

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**August 28, 2020**

***Covid 19 related - Temporary (through 6/2021):***

- **Colvard suites 1028 & 3042 –** Eighteen Covid 19 Contact Tracers are in the process of being hired, Academic Affairs/ Research & Economic Development requested allocating Colvard suites 1028 & 3042 for this use.
- **Cameron 2<sup>nd</sup> floor – room 272 –** Academic Affairs requested allocating Cameron 272 for Covid testing lab associated storage.

***McEniry HVAC Project Temporary Moves (through 12/2021):***

- **Cedar 1st floor –** Temporary space for BES to relocate offices from McEniry while renovation work is underway. Cedar rooms 12A&B, 13A&B, 12D&C, 13D&C were allocated to Geography and Earth Sciences who no longer needed the spaces.

# SPACe – SSC RECOMMENDATIONS

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## September 21, 2020

- **EPIC –** Academic Affairs – EPIC offices 1240 & 1242 allocated from FM to EPIC for social distancing office needs.
- **Fretwell –** Business Affairs – BES allocated Fretwell Room 121E.
- **CAB –** Student Affairs – Student Union tables and chairs storage (from the Student Union which will not be used due to Covid) extended to 5/31/21.



# SPACE REQUESTS – RECEIVED

# SPACE REQUESTS RECEIVED & UNDER REVIEW

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- Academic Affairs – AISLE Faculty/ Staff Recording Studio
- Facilities Management Office of Waste Reduction & Recycling needs exterior space outside of Denny Building to store the recycling containers used for servicing the complex.
- Academic Affairs Space for Systems Engineering to vacate from Cameron
- Academic Affairs Center for Graduate Life move from Cone 268 to Atkins meeting room 146 and office suite 149.
- Academic Affairs Request is for Fretwell office suite 320 for Interdisciplinary Studies.



# SPACE REQUESTS – FOR REVIEW



# SPACE REQUESTS FOR REVIEW

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- Cone Suite 349 – Student Affairs/ Student Assistance and Support Services (SASS) requests to be allocated Cone suite 349. Academic Affairs/ Niner Central has withdrawn their space request for this space and concur with the SASS request to go to the SPACe Committee.
- Atkins – University Advancement – Digital Communications and Technology requests office 147F, Academic Affairs concurs.
- Colvard – Academic Affairs/ Psychological Science requests approval to renovate an existing Colvard 4<sup>th</sup> floor research suite.
- Jamil Niner Student Pantry – Student Affairs – Extend/ renew current location agreement for 2 calendar years for the Jamil Niner Student Food Pantry

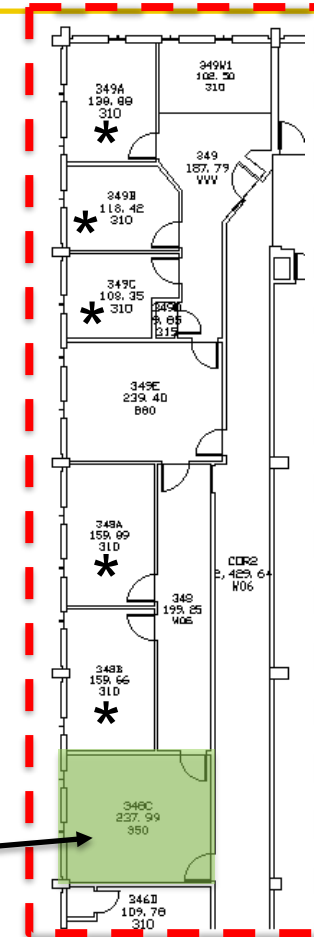
# TITLE IX – CONE 349 – MOVING TO CATO

Room	Quantity	ASF
Offices	*5	685
Reception/Admin		102
Storage		10
Waiting Area		187
Interior Corridor		200
Student/Work Area		239
Conference Room		238
<b>Total</b>		<b>1,661</b>

## Averages

137 asf/ office  
 276 asf/ person -  
 Office suite

Conference Room 348C (238 sf)  
 currently allocated to Title IX as  
 part of their office suite



**Cone Suite 349**  
*to be vacated  
 in October 2020*



**CONE 3<sup>RD</sup> FLOOR**

# STUDENT ASSISTANCE & SUPPORT SERVICES

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The mission of Student Assistance and Support Services (SASS) is to assist, support and advocate for students experiencing a broad range of issues, concerns or challenges interfering with a student's ability to be successful academically or personally.

Requesting to relocate from King suite 118, 205 & 206 to Cone suite 349 (1,423 sf):

- Current staff – (5) professional staff members, (1) admin support
- King suite 118 does not allow for accommodating additional personnel
- (2) New hires (shown in current staff) – Assistant Director for Case Management & Assistant Director Case Financial Wellness – 2 additional offices in Cone suite 349 can accommodate new hires
- Hiring of a graduate assistance currently on hold – no space for them to meet with students in private – propose room 349E (239 sf) for GA's
- *Request that conference room 348C (238 sf) be temporarily allocated to Niner Central through 12/31/21. At the end of this period request that the room be allocated to Cone University Center for shared, scheduled use*

# STUDENT ASSISTANCE & SUPPORT SERVICES

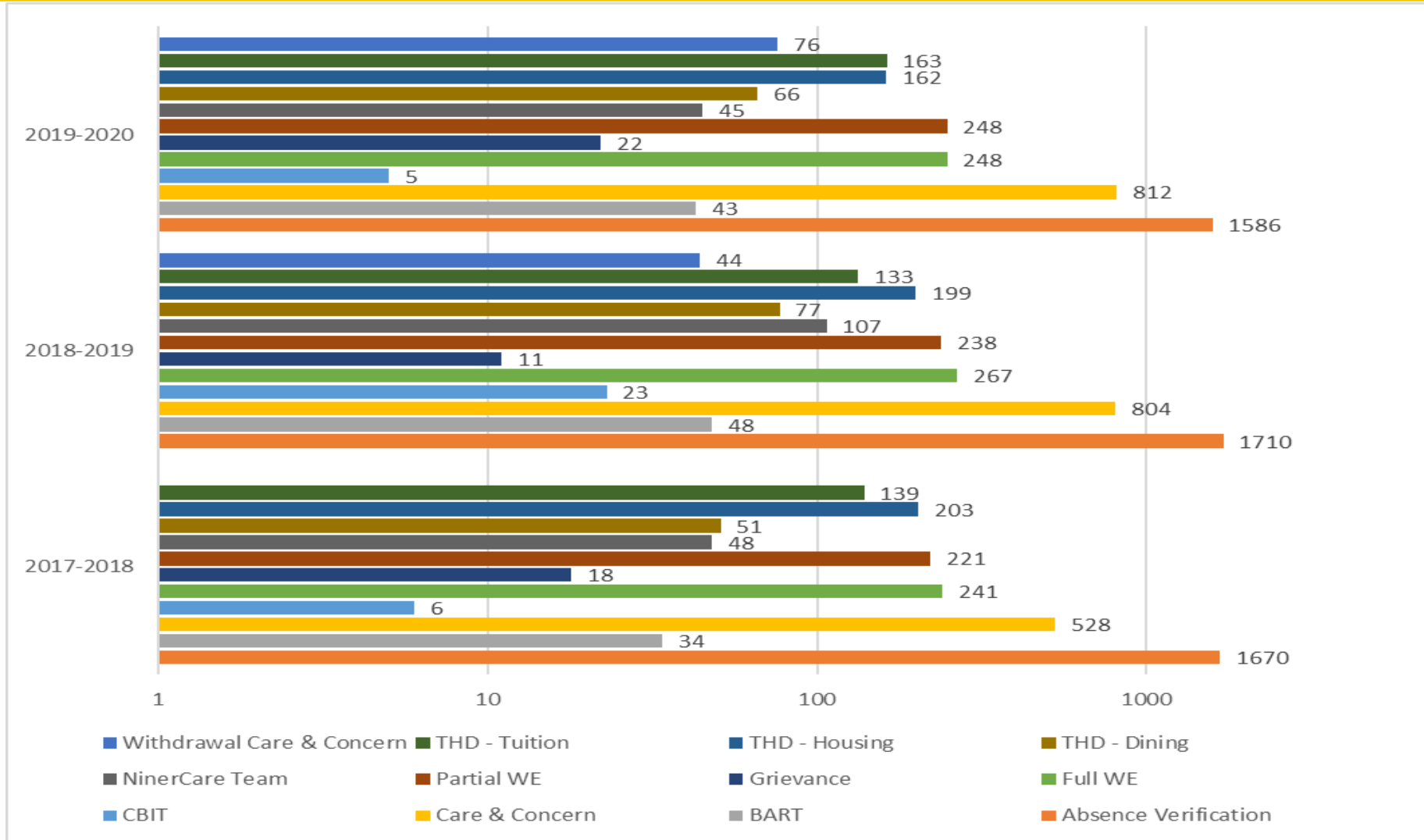
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- Emergency Notification to Faculty
- Absence Verification
- Withdrawals with Extenuating Circumstances+
- Care and Concern Meetings
- NinerCare Team+
- Financial Literacy\*
- Bias Assessment Resource Team+
- Swipe Out Hunger Program
- Short-Term Emergency Housing Program
- Grievances
- Tuition, Housing, Dining Appeals+
- Student Emergency Fund\*
- Incomplete Request Assistance/Academic Policy Support
- Consultations with faculty, staff, or family members
- Campus Presentations
- COVID-19 Case Management\*

\*New service and/or additional responsibility beginning in 2020

+SASS has oversight of these processes/services which includes chairing multi-disciplinary committees for these teams and services

# STUDENT ASSISTANCE & SUPPORT SERVICES



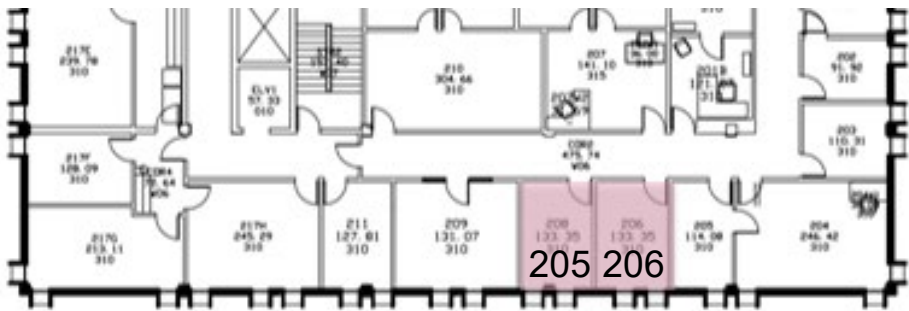
# STUDENT ASSISTANCE & SUPPORT SERVICES (SASS)

King Suite 118 Existing:

Room	Quantity	ASF
Offices	3	350
Reception/Admin	1	49
Interior corridor/work area	1	300
<b>118 Total Today</b>		<b>699</b>
<b>Offices 205 &amp; 206 Existing</b>	<b>2</b>	<b>247</b>
<b>SASS Total Today</b>		<b>946</b>

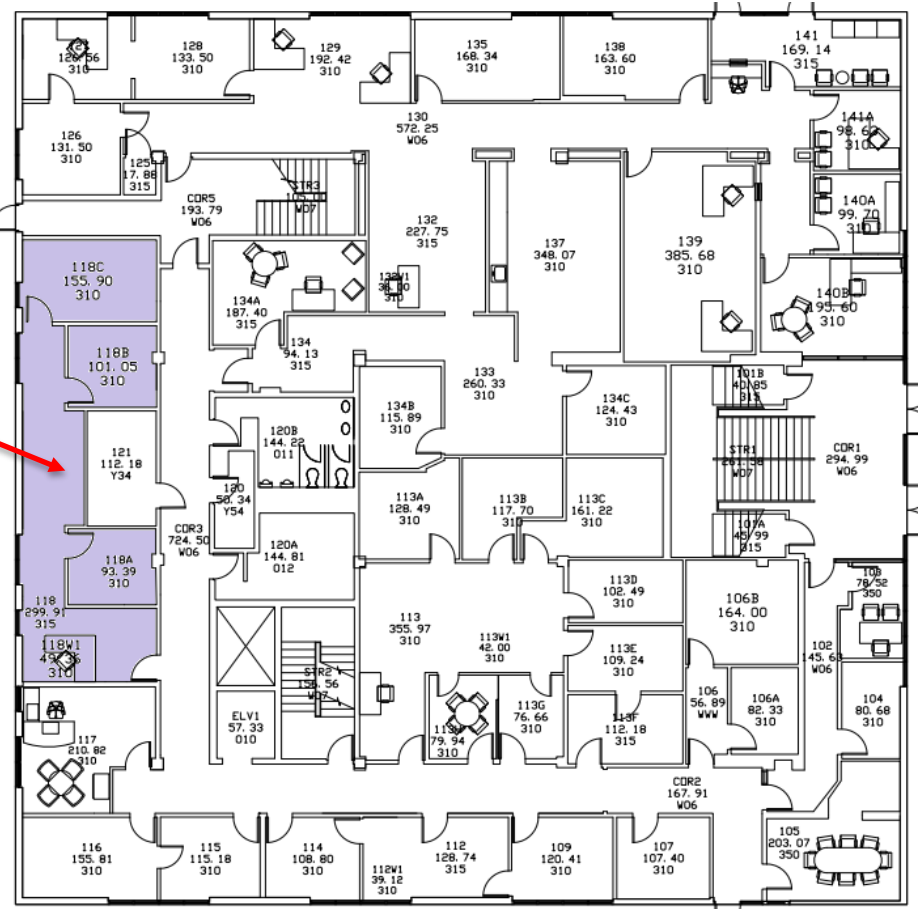
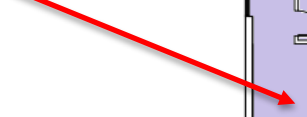
Averages

119 asf/ office  
 157 asf/ person -  
 Office suite



KING 2nd FLOOR  
 PARTIAL

Office Suite  
 118



KING 1st FLOOR

# STUDENT ASSISTANCE & SUPPORT SERVICES (SASS)

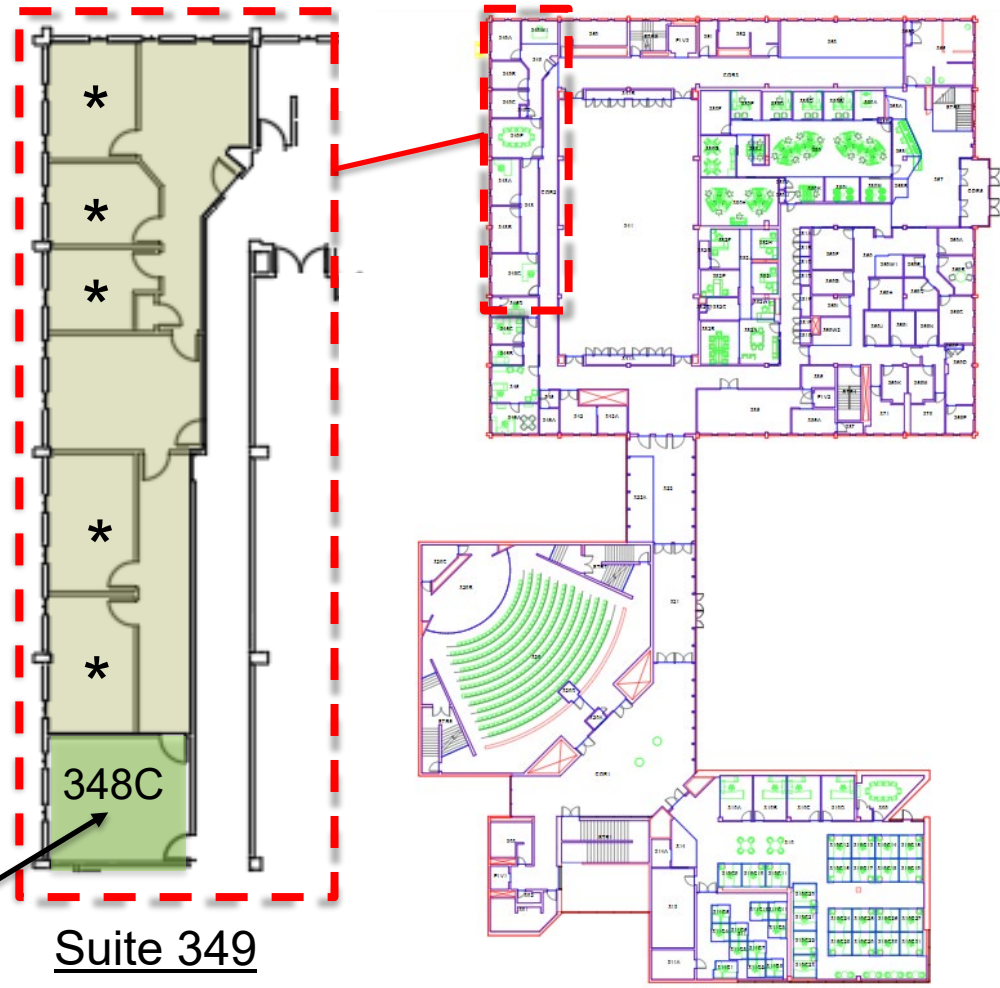
## Cone Suite 349 SASS Proposed:

Room	Quantity	ASF
Offices	*5	685
Reception/Admin		102
Storage		10
Waiting Area		187
Interior Corridor		200
Student/Work Area		239
<b>Total Requested</b>		<b>1,423</b>

### Averages

137 asf/ office  
 237 asf/ person -  
 Office suite, suite  
 Would be moved  
 into as-is

Request that conference room 348C (238 sf) be temporarily allocated to Niner Central through 12/31/21. At the end of this period request that the room be allocated to Cone University Center for shared, scheduled use



Suite 349

CONE 3<sup>RD</sup> FLOOR

# UNIVERSITY COMMUNICATIONS (UCOMM)

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Working with communicators from UNC Charlotte's colleges and divisions, University Communications provides strategic communications planning, which drives the development of projects and campaigns that encompass one or more of the following: media relations, creative services, web communications, news and information, broadcast and digital media, social media, issues management and crisis communications. Requesting an office in Atkins to accommodate a new position to be located in the Annex, displaced personnel will move to Atkins.

- Communications Data & Analytics
- Crisis Communications
- Editorial Content
- Email Communications
- Issues Management
- Graphic Design
- Media Relations
- Photography
- Social Media
- Digital Media Communications
- Web Management



# UNIVERSITY COMMUNICATIONS (UCOMM)



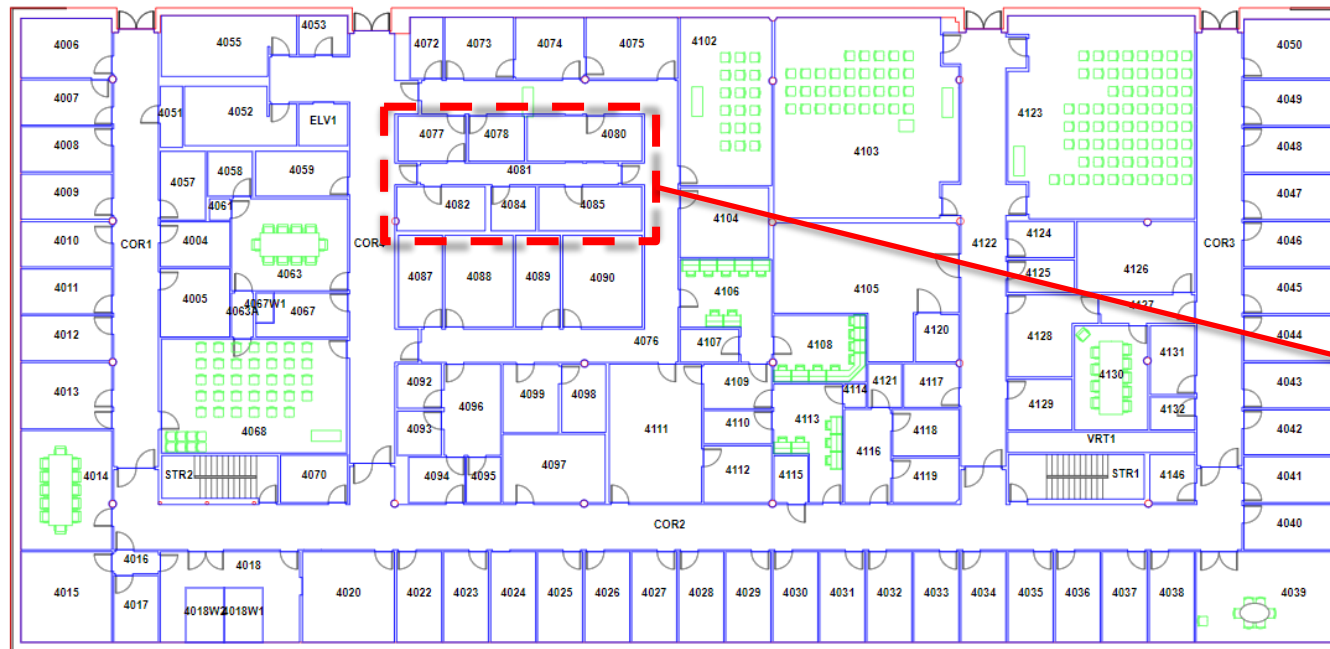
ATKINS 1ST FLOOR

UCOMM Atkins Existing:

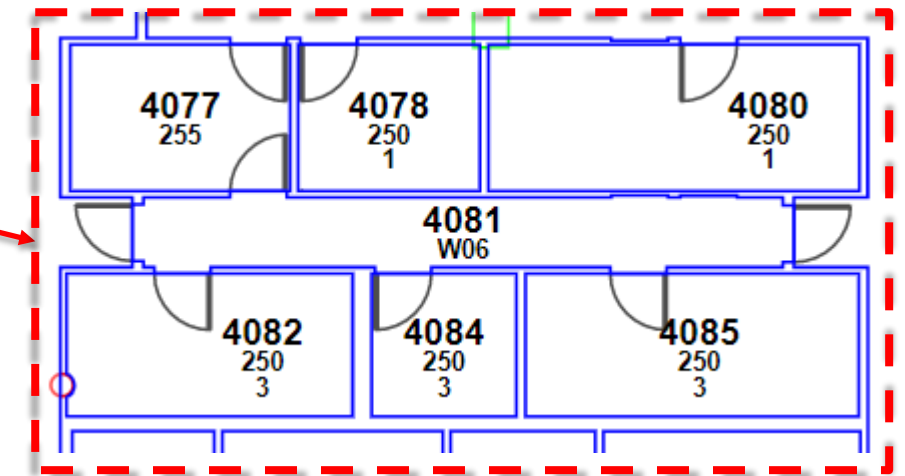
Room	Quantity	ASF
Offices	11	1,250
Office services	6	783
Conference Room	1	245
Media Production	3	1,382
Media Production Services	5	1,425
Interior corridor	2	233
<b>Total today</b>		<b>5,318</b>
<b>Proposed Office 147F</b>		<b>110</b>
<b>Proposed Total</b>		<b>5,428</b>

# COLVARD 4<sup>TH</sup> FLOOR - PSYCHOLOGY

New faculty start-up – planning to reconfigure former spaces 4077, 4078, 4080, 4081, 4084, and 4085 into 3 spaces needed for Psychology research.

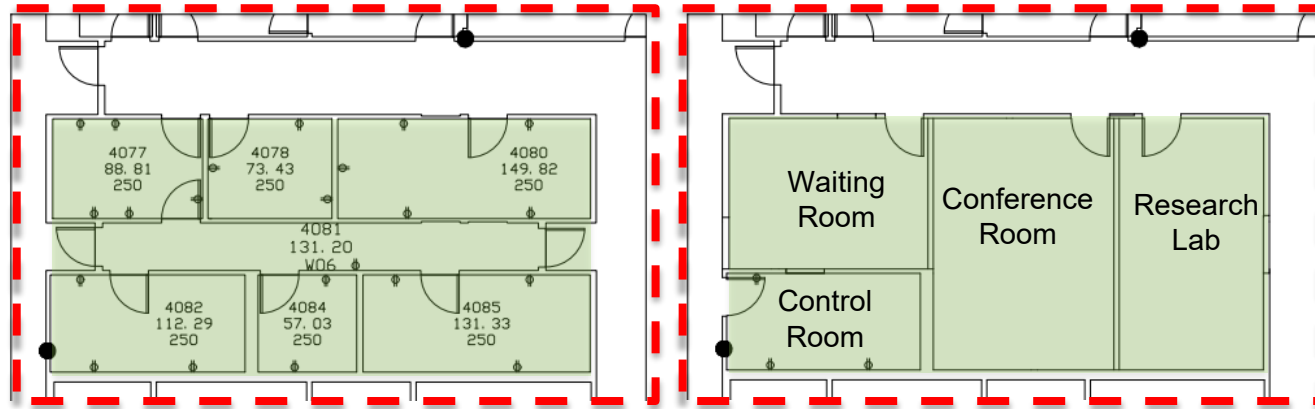


Colvard, 4<sup>th</sup> Floor  
*EXISTING*



Colvard suite 4080  
*EXISTING*

# COLVARD 4<sup>TH</sup> FLOOR - PSYCHOLOGY



Colvard suite 4080  
**EXISTING**

Colvard suite 4080  
**PROPOSED**

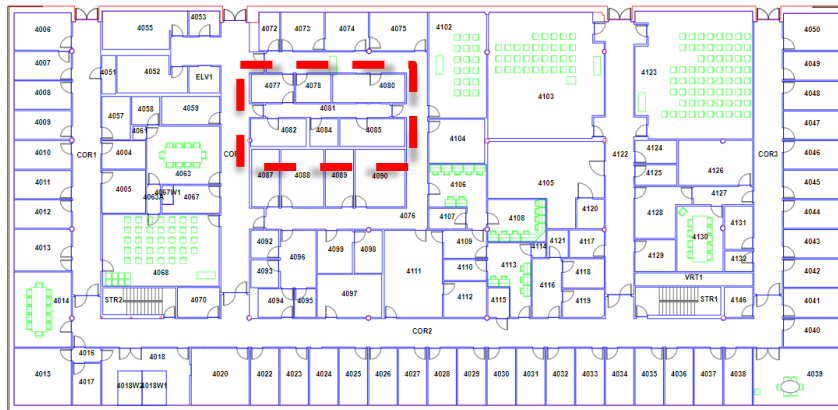
Colvard suite 4080 existing work area:

Room	Quantity	ASF
Research Lab	5	525
Research Lab Support	1	89
Corridor	1	131
<b>Total of proposed work area</b>		<b>745</b>

Colvard suite 4080 proposed:

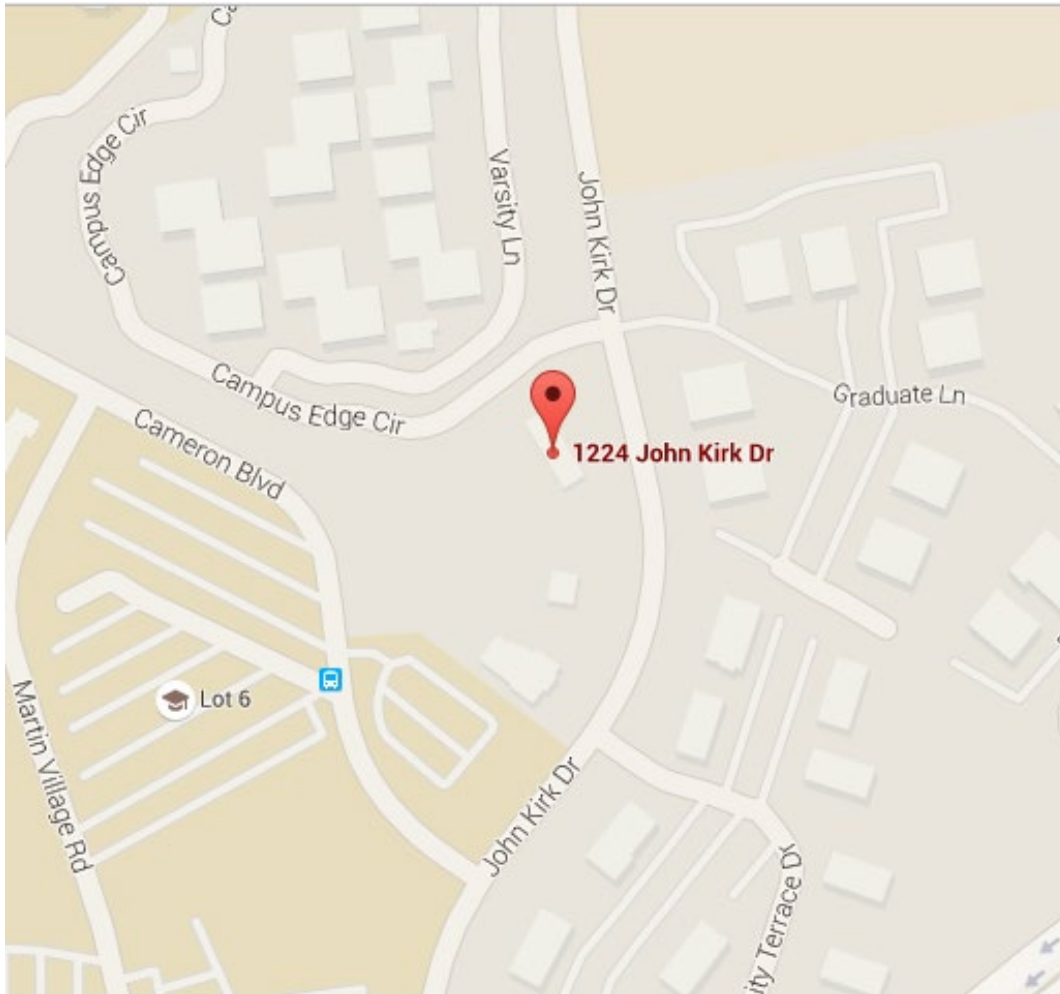
Room	Quantity	ASF
Waiting Room	1	180
Conference Room	1	273
Research Lab	1	219
Research Control Room	1	112
<b>Total of proposed work area</b>		<b>784</b>

(includes space gained from doorways)



Colvard 4<sup>th</sup> Floor

# JAMIL NINER PANTRY



*Our mission at the Jamil Niner Student Pantry is to ensure food security, human dignity, and well-being on campus by providing in-need UNC Charlotte students with healthy, culturally appropriate emergency food.*

1. To serve students' food insecurity needs.
2. To raise awareness and to educate the campus as well as the community about food insecurity.
3. To provide an on-campus site for service learning.

# JAMIL NINER PANTRY

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124 John Kirk (house) was allocated for use as the Niner Pantry in 2015 for 2 years

- The pantry provides assistance to UNC Charlotte undergraduate and graduate students who struggle with food insecurity.
- The Pantry operates Monday, Wednesday & Thursday from 2-5 pm
- Student volunteers are supervised by UNC Charlotte staff at all times.

The UNC Charlotte Endowment has agreed to extend the MOU for an additional two calendar years (2021 & 2022).

A Memorandum of Understanding has been completed



# DISCUSSION