Space Management Advisory Committee
Meeting Minutes
January 30, 2014
3:30 - 5:00 pm Grigg Hall 248

Voting and Ex Officio Members in Attendance: Steve Coppola, Chris Ervin, Frank Fleming, Lee Gray, Phil Jones, Richard LaLiberte, Nick Patel, Jay Raja, Chip Yensan
Guests: Brian Boudreau

Old Business:
I. Review and Approval of December 11, 2013 Meeting Minutes.
   a. Motion: To approve meeting minutes of 12/11/13 as presented (J. Raja; L. Gray).
      i. Motion to approve meeting minutes approved unanimously.

   a. C. Yensan reported that previous two space requests for College of Arts & Architecture
      and CRI were both approved by SPSC Committee and the Chancellor.

III. Review of Current Space Requests
   a. There are new space requests.
   b. Student Affairs request for Counseling Center space remains open and will require
      in August 2015.

IV. Ben Craig Center Update and Continued Discussion.
   a. R. LaLiberte provided updates to the BCC transition and future use (handout).
   b. Multiple current tenants will vacate to new PORTAL facility over the weekend of 2/1.
      i. Will include Ventureprise administrative offices.
      ii. Turnover of vacated spaces will be addressed.
      iii. Ventureprise owned furniture will be kept temporarily in BCC until liquidated by
           Ventureprise.
      iv. Incubator tenants moving to PORTAL – some will bring some pieces of own
          furniture; most will use new furniture as provided in PORTAL licensing
          agreements.
   c. Update on the sale of the BCC facility and potential future uses was reviewed.
      i. Given current financial structure of BCC, recommendation was made by C. Ervin
         to indefinitely table any further SMAC discussions or actions specifically
         pertaining to future BCC use.
   d. SBTDC will be provided the opportunity to remain at the BCC through the end of June
      under general terms of current occupancy arrangement and has been notified
      accordingly.

V. Intent to Vacate Form Correction (handout).
   a. C. Yensan made correction to the Intent to Vacate form submitted by CRI at the
      December 11 meeting and distributed the corrected document to the Committee.
      i. Corrected vacated rooms: Grigg 267, 272, 273, 274.
VI. Vacancy Notification Process – Continued Discussion.
   a. When C. Yensan receives Intent to Vacate form as SMAC Chair, he will provide to all
      members of SMAC.
   b. Under normal operating circumstances, no action will be taken by SMAC on any Intent
to Vacate declared space for a period of one month or the time between regularly
scheduled SMAC meetings.
      i. This practice will allow each SMAC member to post that vacant space within
         his/her unit, review with interested parties, etc.
      ii. SMAC may extend the hold and review period for any vacated space as it deems
          in the best interest of the University.

New Business:
I. Update on PORTAL
   a. C. Yensan reported on current status of the PORTAL facility.
   b. State inspection passed on January 28. Building is now in possession of the University.
   c. Contractor working with UNC Charlotte Lock Shop to coordinate switchover to
      university key system and to program interior and exterior card access devices.
   d. UNC Charlotte ITS coordinating telecom; UNC Charlotte Classroom Support coordinating
      all conference/meeting room technologies
   e. Move-in/occupancy schedule:
      i. 2/1/14 - Ventureprise administration and most tenants.
      ii. 2/7/14 – Ventureprise client-tenant CS.
      iii. 2/11/14 – UNC Charlotte Office of Technology Transfer.
   f. Other:
      i. 2/28/14 - Chancellor’s building dedication event.

II. Academic Affairs Space Needs and Pilot Program Presentation.
   a. Review of AA priorities presented by J. Raja (handout).
      i. Most important immediate priority for AA space is the new Scholarship Office.
      ii. Need for more chemistry and teaching lab space is critical as Burson renovations
          are being explored and pursued.
          1. Possibly create a Physics teaching lab in facility in CRI sector of campus.
          iii. Center for Graduate Life and Career Services are also priority needs.
   b. Discussion of use of AA division space review group to assist Dr. Raja with space
      logistics, functionality, and general decision making.
   c. Presentation of space utilization and analysis pilot program (B. Boudreau).
      i. Associated questions and discussion.

III. Next meeting is scheduled for February 24, 2014 in Reese 524.

IV. Meeting Adjournment.
   a. Motion to adjourn made (J. Raja).
   b. Motion approved unanimously at 4:58pm

Minutes presented by K. McMurray.