



Space Management Advisory Committee Meeting Minutes

April 19, 2017

4:00 p.m.

Location: Reese 524

Attendees: Kathryn Horne, Chris Gilbert, Lee Gray, Phil Jones, Richard LaLiberte, Steve Coppola, Jay Raja, Jacklyn Simpson, Jim Hoppa, Keith Wassum, Darin Spease, Chip Yensan

Absent: Tammie Boyd

Introductions

SPSC Review and Recommendations

The Cafeteria Activities building (CAB) Repurposing options were presented to the Space and Property Steering committee. The Committee requested additional information before making a recommendation. The request will be reviewed at the SPS meeting on May 9.

Space Policy, Space Committees Roles and space Request Process Review

1. The purpose and intent of the revised space policy was reviewed with the committee.
2. The UNC Charlotte mission statement and institutional plan goals were briefly reviewed.
3. The roles and responsibilities of the committees were reviewed. A detailed explanation of the committee roles is included in the Procedure Supplemental to the Policy.

Space Request Presented for Review and Recommendation

1. **Temporary space for Veterans Student Services lounge** - located in Barnard, will need to be relocated for 1 year renovation.

Three options were presented and reviewed.

- Cone Center 244; Auxiliary Services, Dining Services office space used by Catering
- Student Union 126 – Student Affairs retail space which is currently vacant (former bank)
- Cameron 184 and 185; Academic Affairs office work space

Option 1 – Cone Center

- Cone Center space is currently used by Catering as office space.

- When RDH renovation is complete, 3 staff will remain in Cone Center 244.
- The space would require minor renovation to make it suitable for the lounge.
- RDH renovation will not be complete until July which will not allow enough time for renovation work to be completed before Macy and Barnard must move.

Option 2 – Student Union

- Room 126 is designed as a retail space and is currently vacant.
- The Student Union has identified a potential tenant; the Passport office wishes to expand into this space.
- The potential revenue is approximately \$8,000.
- Veteran Student Services prefers this location.

Option 3 – Cameron

- Cameron 184 and 185 are being used through the summer by summer camps staff. Each room has 6 cubicles.
- Existing furniture would need to be stored while occupied by Veteran Student Services and reinstalled when the renovation of Macy and Barnard are complete.
- Location in an academic building is not ideal.

Discussion

1. Jim Hoppa – Concerned that temporary location may not be as temporary as intended and it may be difficult for the Student Union to regain control over the space – he is also concerned that a paying tenant may not be readily available once the space is vacated at later date.
2. Jackie Simpson – suggested that if the Student Center is utilized, the length of time be explicitly stated in the agreement to use the space.
3. Steve Coppola noted that the space in Cameron is windowless and not well suited to use as a student lounge.
4. Chris Gilbert noted that UNC Charlotte was established to educate veterans and that space for the lounge should be a priority.
5. A poll of committee members showed 7 in favor of using the space in Cameron and 5 in favor of the space in the Student Union.
6. It was pointed out that two of the committee members are non-voting members and the voting members were split between recommending the Cameron option with 5 in favor and 5 opposed.
7. Keith Wassum offered to investigate options to relocate the three Chartwell's staff members in another suite so Veteran's Student Services Lounge can utilize the entire space without needing to do any renovation. Kathryn will work with Keith to identify alternate office locations. An answer is needed by the end of the week.
8. If an alternate location for Chartwell's staff cannot be found, a recommendation to use the space in Cameron as a temporary lounge and office space for one year will be forwarded to the Space Steering Committee.

Upcoming Space Requests

1. Family Style Accessible Restroom (FSAR) in Rowe

The study completed in 2014 identified a location in Rowe for a FSAR. The space is currently being used as storage for the COAA gallery.

- A space request has not been submitted. This proposed change in use came to the attention of the office of Space Management through Design Services when they met with COAA to review the proposed plans.
- An alternate location was proposed that eliminates a housekeeping closet. This was not acceptable to BES.
- Another possible location on the second floor was identified but the location is not acceptable to the Campus Accessibility Committee.

2. Office of Student Conduct Hearing Room

- The Office of Student Conduct requested three meeting rooms for holding student conduct hearings. The spaces could also be used for other kinds of disciplinary or grievance hearings.
- The request previously reviewed by SMAC
- A decision to use scheduling protocols to reserve necessary space instead of providing a designated space was made.
- The renovation of Denny has limited the availability of rooms in Cone and Union and the scheduling strategy has not been put in place

Discussion:

1. Chip Yensan asked if the Dean of Students has a designated conference room that can be used for hearings. Kathryn did not know but will review and report back to the committee.

Other Discussion

1. Jay Raja suggested that potential moves be presented to the committee for their information.
2. Discussion about what departments should be located on the edge of campus versus the center of campus should be discussed at a future meeting.

The minutes were prepared by Michelle Embry.

The meeting was adjourned at 5:15