



Space Management Advisory Committee Meeting Minutes

February 28, 2017
8:30 a.m. – 9:45 a.m.
Location: Reese 524

Attendees: Kathryn Horne, Chris Gilbert, Lee Gray, Phil Jones, Richard LaLiberte, Steve Coppola, Jayraman Raja.

Absent: Wayne Walcott, Frank Fleming, Nick Patel, Tammie Boyd,

Review and Approval of Minutes

Action: Motion by Phil to approve the January 2017 meeting minutes.

Second: Jay Raja

Approval of Minutes as submitted: Unanimous

Chancellor Approval

1. BES/Classroom Support - McEniry 001 – Cameron 148E space exchange
2. Department of Geography and Earth Sciences - McEniry C2
3. Career Center - Atkins 148A & 148B
4. Library - Atkins 147F
5. COAA Temporary Classrooms - Cameron 171A - C
6. OneStop Student Services Center – Cone Center
7. Office of Student Conduct
8. Distance Education Testing Center – Cone Center 172
9. Mail Room – Denny
10. Confucius Institute – COED 453 & 454
11. Center for Graduate Life – Cone Center 310
12. Conference Events Reservation Services (CRES) – Cone Center
13. OneStop Student Services Center – Cone Center
14. Temporary Space for Scholarship Office – Cone Center
15. Student Assistance and Support Services (SASS) – King 118, 119 and 122
16. Advancement; Medical Office Condo

Space Requests Presented for Review & Recommendation:

1. Cafeteria Activities Building (CAB) Repurposing
 - a. The CAB will partially vacated when Catering moves to the renovated RDH in the summer of 2017.

- b. Dining Services will need to retain approximately 2,000 asf for storage of kitchen equipment and supplies
 - c. Zone 4 will continue to occupy approximately 615 asf the building until the new Facility Operations building is constructed.
 - d. Facility Operations stored materials will be moved from Cedar first floor to CAB. Materials will move to new Facility Operations Building.
 - e. Space vacated by Catering can be repurposed.
 - f. Facilities Planning submitted a request in June of 2016 to demolish kitchen equipment and interior partitions and use the space for storage.
 - An estimated 12,000 sf of space will be available for use as storage.
 - One proposal is to use the space to store attic stock (building materials) that are currently stored across campus.
 - Facility Planning estimates that approximately 11,000 sf of space is currently occupied by attic stock. Not all this area will be able to be repurposed.
 - g. The Library submitted a proposal to use the vacated space to store bound periodicals.
 - Existing library shelving would be used.
 - Space vacated in the library would be used / repurposed for student study and interaction space.
 - This use would require overhaul or replacement of the existing HVAC system in order to provide the temperature and humidity control needed for printed materials.
 - h. Other storage needs.
 - There is an unquantified need for storage space. The upcoming Space Utilization Study can help identify what those needs are and how much space could be gained in existing buildings.
 - i. Other potential uses.
 - There may be other unidentified uses for the building, such as the recently received request for space for “Education at Work”.
 - Any use other than storage will require a greater investment to make the space usable for occupancy.
 - j. A Facility Condition Assessment report was prepared in 2015. Repair and maintenance costs were identified based on the assumption that the existing use as a commercial kitchen continue.
2. Veteran Student Services Temporary Space
- a. Temporary space is needed for the Veterans Student Services lounge while Macy and Barnard are being renovated beginning in August 2017.
 - b. Potential locations identified so far include
 - Student Union room 126, the space formerly occupied by the bank and currently unoccupied.
 - Cone Center 244, the former ID office currently occupied by Catering. Kathryn is meeting with Keith Wassum to find out who will be moving to RDH in the summer and if anyone will remain in Cone Center.

Discussion / CAB:

1. Chris Gilbert explained that moving attic stock out of existing buildings will provide space that units can repurpose.
2. Jay Raja noted that much of the space currently used to store attic stock is scattered in multiple locations and the space gained will not make a significant impact. He questioned whether storing attic stock is the best use of the space in CAB.
3. Jay suggested that moving materials from the library to CAB would allow existing, contiguous space in the library to be repurposed to serve students.
4. Chris commented that CAB is not a good location for storing library materials because of the lack of temperature and humidity control required for these kinds of materials.
5. Steve Coppola noted that using the space for an initiative like Education at Work which supports student retention might be a good use and align with the university's goals.
6. Phil Jones noted that the question is not about what exactly will be stored in the building, but whether it should be used for storage or for some other use.
7. Lee Gray commented that the purpose of the committee is to evaluate potential uses for a space and determine which use best supports the needs of the university.
8. Kathryn Horne suggested that before a recommendation can be made and forwarded to the Space and Property Committee, additional information is needed to make an informed decision.
9. Chris Gilbert noted that Design Services can provide information about costs to renovate the space.

Action Items:

Additional information is needed in order to make a recommendation. The following action items were recommended:

1. Review cost estimate to renovate CAB and create open area for storage.
2. Prepare a cost estimate to renovate CAB and create storage for print (library) materials.
3. Review FCAP Report and determine needed repairs. Adjust renovation budget to include costs.
4. Review building code requirements for converting building to storage use.
5. Prepare operating budget and establish agreement(s) for operations and maintenance.
6. Review storage needs and amount of space that will be released.
7. Identify potential funding sources.

The meeting was adjourned at 9:45.