



Space Management Advisory Committee Meeting Minutes

January 12, 2017
330 p.m. – 5:00 p.m.
Location: Reese 524

Attendees: Kathryn Horne, Chris Gilbert, Frank Fleming, Lee Gray, Nick Patel, Phil Jones, Richard LaLiberte, Steve Coppola, Tammie Boyd, Jayraman Raja and Linda Haywood.

Absent: Wayne Walcott

Review and Approval of Minutes

Action: Motion by Phil to approve the July 2016 meeting minutes.

Second: Jay Raja

Approval: Unanimous

Old Business – Chancellor Approval

- Physics/Charlotte Research Institute lab exchange
- Graduate School new staff offices
- College of Computing & Informatics/New Faculty Hires
- Scholarship Office
- Mediation Room/Cone Center

New Business – Space Requests Presented for Review and Approval

1. BES/Classroom Support space swap in McEniry & Cameron
 - BES requests a Change in Allocation for McEniry 001 (162 SF) from Classroom Support to BES for use as an office for the BES supervisor.
 - In exchange, BES proposes that 148E (52 SF) in Cameron be allocated to Classroom Support.
 - McEniry 001 is currently vacant.
2. Department of Geography storage space
 - Space Request – Department of Geography requests Room #C2 in McEniry vacated by Classroom Support for storage of samples & field equipment.
 - Room #C2 in McEniry is unfinished basement space. Room #C2 is adjacent to the Department of Geography's existing storage area.
 - The McEniry study recommended using this area for sample & equipment storage.
 - Recommendation: Allocate McEniry Room #C2 to the Department of Geography.

3. Career Center interview rooms in Atkins
 - Space Request: Career Center interview rooms in Cone Center have been allocated for use as mediation rooms.
 - Review: Rooms #148A & #148B in Atkins requested as replacement until Career Center renovation is completed.
 - Recommendation: Rooms currently allocated to Academic Affairs and are vacant. Rooms are adjacent to recently renovated Career Center interview rooms.
 - Allocate Atkins #148A & #148B to Career Center until Career Center renovation is complete.

4. Library staff temporary office
 - Space Request: Library needs a temporary office for a staff member recovering from illness/surgery who cannot walk long distances.
 - Review: Atkins #147F is located on the ground floor and is currently allocated to Academic Affairs and is vacant.
 - Recommendation: Allocate Atkins 147F to Atkins Library through July 1, 2017.

5. Temporary classroom for COAA
 - Space Request: COAA has 2 computer classrooms & 1 lecture classroom in Macy. Classrooms are used for both instruction and as an open lab for students to work on assignments.
 - Cameron first floor has 3 classrooms that were used during renovation on Belk Gym. Classroom Support has materials stored in one of the rooms. Additional power & data needed to make these rooms functional.
 - Recommendation: Allocate Cameron space to COAA during renovation of Macy.

6. Temporary Computer Testing Lab for Distance Education
 - Space Request: Renovation will begin August 2017. Extended Academic Programs has 1 computer classroom/testing center in Macy (30 seats). Testing for students enrolled in on-line courses.
 - Review: Cone Center 172 being used for temporary testing center; during renovation on Denny (12 seats).
 - Recommendation: Allocate Cameron #172 to AA/Extended Academic Programs during renovation of Macy.

7. FCAP space in Cedar/Hickory
 - Space Request: FCAP is hiring new staff and will require additional work space when Key Shop moves to Niner House. Until Key Shop moves into Niner House they have adequate space.
 - Will be moving 70 faculty & staff from Cedar to Hickory.

- Review: Niner House was allocated to FO for Key Shop; Key Shop has not moved yet due to logistics/budget issues related to IT. FCAP will move to new FOPS building in 2019.
 - Recommendation: Space is available in Niner House and/or FOPS building. When Key Shop moves out of Cone Center, review request for additional space.
8. Dean of Students, Office of Student Conduct
- Space Request: Dean of Students & Office of Student Conduct located in King has 4 offices, 3 small meeting rooms (4-6 seats), 1 large Hearing Room (30 seats), 1 reception/workstation.
 - Review: Meeting rooms in Cone Center are heavily used; dedicating rooms for student hearing would reduce rooms available for other meetings. Met w/Jonathan Adams, Jim Hoppa & Lucian Wilhelm to discuss options for reserving rooms on a priority basis.
 - Recommendation: Use priority scheduling to meet need for hearings. Consider using renovated space in Student Union.
9. Mail Room in Denny
- Mail Services requested a mail room in Denny.
 - Room 200 A in Denny is currently allocated to Academic Computing.
 - Recommendation: Allocate room 200A to Mail Services. Mail Services to provide card reader, millwork and any other equipment related to mail delivery.

New Business – Space Requests Presented for Review & Recommendation:

1. Conference Reservations' & Event Services (CRES)
- Request: CRES has requested space to accommodate three additional staff and consolidate Reservations and Conferences staff. Cone Operations Center is currently located in the space behind the candy counter.
 - Options to reconfigure the existing space or to move to the former Honors space were considered. CRES prefers to move to the former Honors space.
 - The space will be renovated to improve the efficiency and provide workspace for a total of 18 people.
 - A shared conference room will be included in the renovated plan. The conference room will be available for use by the building occupants and will have access from the public corridor.
 - Recommendation: Allocate the former Honors space to CRES. Renovate space to provide a more functional efficient layout. Include a shared conference room with access from the public corridor for use by building occupants. Space currently occupied by Cone Center Operations will be vacated.

2. OneStop Student Services Center
 - A new initiative for a OneStop Student Services Center has been approved by the Chancellor.
 - The OneStop will co-locate staff from Student Accounts, the Registrar, Financial Aid and the Call Center.
 - Several options were explored and the preferred location for the OneStop is the space currently occupied by Cone Center Operations, (behind the candy counter).
 - The candy counter will be replaced by an information desk which will serve both the OneStop and as an information desk for the building.
 - Recommendation: Allocate the space behind the candy counter to the One Stop. Replace the existing candy counter with an information and check-in desk. The call center space in Cone Center and the student accounts space in Reese will be vacated.

3. Meeting Room in Cone Center
 - Request temporary allocation of room #348C to Scholarship Office.
 - Room #347 was allocated to the Scholarship Office. Meetings are scheduled in this room through the end of the Spring semester and renovation cannot begin until May or June.
 - The Scholarship Office is hiring new staff who will be on campus in mid-February. A temporary location is needed until room #347 can be renovated.
 - Title IX has moved into the space vacated by Levine Scholars. Title IX has four staff and office work space for 6. Title IX also has 2 conference rooms.
 - Recommendation: Allocate room #349E.

- 4.) Confucius Institute
 - Letter of Intent and a formal Application will be submitted by the end of summer 2016 to begin the process of housing a Confucius Institute.
 - Space to be housed within the CLAS, beginning in Fall 2017.
 - 2 offices for the US Director and the Chinese Director.
 - Shared space for up to 10 instructors (open office).
 - Recommendation: Allocate space in the Department of Language and Cultural Studies, COED 453/454 to the Confucius Institute.

5. Center for Graduate Life; Faculty Adviser hoteling space
 - CGL has requested hoteling or touch-down space for faculty advisers to meet with students.
 - Further discussion with Business Affairs about space in Cone Center is needed.
 - Space in Atkins library can be reserved by students for meetings.

6. Student Assistance Support Office

- Student Assistance and Support Services (SASS) provides assistance to students in crisis who need support with withdrawals, and appeals.
- SASS will soon hire one new full time staff member.
- SASS currently has two offices in King on the second floor (217B and 217C).
- King 118, 119, 122 have been vacated by Title IX and SASS requests these offices for existing and new staff.
- The SASS Business Officer, currently located in Barnard will be relocated to King.
- Vacated space on second floor will be occupied for Student Volunteer Services.

7. Storage Space in CAB

- CAB will be vacated when RDH renovation is complete.
- RDH is going to be finished in the Spring.
- Kathryn asked Keith Wassum to submit a request to RDH Auxiliary Services.
- A meeting has been scheduled with Keith Wassum, Chris Gilbert, Jay Raja and Kathryn Horne to discuss the future use of CAB.
- Recommendation: None at this time.

8. Advancement – Medical Office Condo

- Request for space in the medical office condo was requested several months ago and the Space and Property Steering Committee requested additional information justifying the need for space.
- Communications staff will be located in the medical office condo.
- Development staff from Cameron will move to the annex building.
- Approved funding came from the Chancellor.
- The request has been updated and will be submitted to the Space and Property Steering Committee for review.

Vacated Space:

- Honors College
- Levine Scholars
- Title IX space in King
- Student Accounts space in Reese
- Call Center in Cone Center
- Advancement space in Cameron

Approved Items:

- Phil made a motion to approve items 1-7, plus 9 & 10. No action was taken on the request from FCAP.

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- Recommended that items 11-14 & 16 be approved.
- Jay Raja seconded the motion.
- The motion was approved unanimously.

4) Next Meeting: - February 28, 2017 @ 8:30 a.m. in Reese 524.

Minutes respectfully submitted by Linda L. Haywood.