



Space Management Advisory Committee
Meeting Minutes
March 30, 2015
1:30pm-2:30pm South Village Crossing

Voting and Ex Officio Members in Attendance: Steve Coppola, Frank Fleming, Chris Gilbert, Kathryn Horne, Lee Gray, Kevin Hyatt, Phil Jones, Richard LaLiberte, Nick Patel, Jay Raja, Wayne Walcott, Chip Yensan

Guests: Ana Alvarez – Director of Auxiliary Services

Old Business:

- I. Welcome and Introduction of Kathryn Horne, University Director of Space Management and Utilization
 - a. Committee introductions made.
 - b. Ms. Horne was previously employed by Georgia Tech in the Department of Capital Planning and Space Management. She was also an architect with the FWA Group in Charlotte, NC and worked on the UNC Charlotte Student Union design.
 - c. Transition in SMAC Chairs
 - i. Kathryn's new role includes serving as the SMAC Chairperson. Chip Yensan and Kathryn have agreed that the March SMAC meeting will serve as the transitional meeting for leadership. Chip will chair this final meeting while Kathryn observes and participates. All future SMAC meetings will be chaired by Kathryn. This will be Chip's last meeting as a member of SMAC.
- II. Welcome to SoVi Crossing (A. Alvarez)
 - a. South Village Crossing is the newest dining facility on campus and opened in January 2015. At a little over 56,000 sq. ft. that features lounging areas, a multipurpose room with A/V capabilities, the SoVi Market, the Den, and the Residence Dining Hall. This building is Green Globe Certified and features an oil collection system. Many concepts of the building are bio conscious.
- III. Review and approve February 16, 2015
 - a. Motion: To approve meeting minutes of 2/16/15 as presented (L. Gray; R. LaLiberte).
 - i. Motion to approve meeting minutes approved unanimously.
- IV. SPSC Action and Chancellor Endorsement
 - a. SPSC and the Chancellor have endorsed the concept of repurposing Storrs 150 for use as a family friendly accessible restroom.
- V. Updates from Facilities Management (C. Gilbert and N. Patel)
 - a. NHANES Health Survey Project- The project is currently on schedule with the survey trailers scheduled to arrive April 11, 2015 and utility workers have already begun installing the electrical panels necessary. The NHANES is a national health survey being sponsored by the College of Health and Human Services that will occur between April and July.
- VI. Update- Ben Craig Center (R. LaLiberte)
 - a. The sale is currently delayed. The perspective buyer notified the University prior to closing that there were issues with financing. The process is currently 45- 60 days behind schedule.
- VII. Niner Food Pantry Request (C. Yensan)
 - a. At 2/16/15 SMAC meeting, Niner Food Pantry (NFP) organizers made a presentation on their needs. They informed the committee that they needed to be out of their temporary location in Colvard by May and would need their new space to be available by August 1, 2015 in order to be up and functional for the beginning of the school year. They are requesting 900- 1,000 sq. ft. of space. Ideally, the new location would have access to a loading dock/receiving area and parking

- lot. Other needs include: IT access, nearby sink, hard surface floors, and central yet discrete location.
- b. Request supported by Chancellor's Office, Academic Affairs, Student Affairs, University Advancement, and Business Affairs.
- c. Currently, Cone is not an option but could be a very strong future options once other programs transition to other locations.
- d. RDH was suggested as a temporary solution through the spring of 2016 which provides a location for the NFP through the next academic year.
- e. NFP organizers are not opposed to moving into a temporary location in order to eventually have a permanent assignment that would meet program needs on long-term basis.
- f. CAB could be a good permanent option for NFP location but securing that space in a usable condition would require a two year interim/temporary space assignment for the program.
- g. Phil Jones suggested that the issue be further reviewed by Facilities Planning and allow them to come up with some additional solutions.
- h. Other temporary solutions discussed:
 - i. Cedar Sycamore Hickory complex- not the best option because that space is needed for swing space and because it would mix offices with food storage and distribution.
 - ii. Empty retail location in Student Union- not a realistic option due to the lack of privacy, no loading dock, only 300 sq. ft., and a revenue producing space.
- i. If a 1-2 year "bridge space" can be found there is a good possibility that a very good permanent location can be acquired.

New Business:

- I. Informational Items
 - a. No guest comments or public announcements were offered.
- II. Space Requests
 - a. Academic Affairs- Fretwell (J. Raja)
 - i. CLAS Math Tutoring are requesting Fretwell 330 and 330A to serve as a location for math tutoring as the volume of student requests for math tutors has greatly increased. CLAS Sponsored Research is requesting Fretwell 330B-H to serve as offices for people in the department in hopes to relieve pressure in the CLAS Dean's office.
 - ii. Office of Assessment and Accreditation is requesting Fretwell 314 (except F) and 318 to serve as office space for members of that unit. Right now members of the department are disbursed across campus. It would be greatly beneficial for the entire team to be in one central location.
 - iii. Undergraduate Admissions is requesting Fretwell 320 A-D to serve as office space for undergraduate admissions processing. Undergraduate Admissions is over capacity in its current location of Cato, so this additional space would greatly help.
 - iv. Academic Affairs proposes that support for these requests is in the University's best interest. Academic Affairs would fund all associated renovations.
 - v. Frank Fleming suggested the third floor classroom being requested be considered for space for the Niner Pantry as it is directly next to a stairwell. Various SMAC members caution converting current academic/teaching space into nonacademic space.
 - vi. Motion: To accept space requests as submitted (F. Fleming; P. Jones).
 - 1. Motion to approve space requests approved unanimously.
- III. Intent to Vacate Submittals
 - a. 221 Portal- BES closet assigned to FM declared as vacant by FM
 - i. Jay Raja expressed opinion that SMAC should not address matters of space in PORTAL due to its nature as a revenue producing facility, similar to how various auxiliary buildings are treated.

- ii. C. Yensan clarified that this particular space was never originally made to be a revenue generating space but rather an administrative support space for Facilities Management. Behind the intent to vacate this BES closet is a desire by Business Services to establish a small satellite mail services location within the CRI sector of campus.
 - iii. Considerable committee member discussion ensued around this topic.
 - 1. Would rent be charged for this space? Business Affairs pays rent for similar types of space elsewhere on campus.
 - iv. The committee agreed to table the issue until next meeting as the approach to determining space assignments in PORTAL is reviewed.
- IV. Member Announcements
 - a. Design of RDH renovation has begun and should be completed and ready for move in spring 2017.
 - b. Chancellor Dubois has approved moving ahead with design and construction of the Health & Wellness Center will be getting approval from the Board of Trustees in March and April. There is a four year timeline to opening once completed.
 - c. Facilities Management is beginning the process of selecting designers for the new Counseling Services building. When this new facility is completed and occupied by the Counseling Center, it will create a considerable amount of vacated space in Atkins.
 - d. Designs for the Scott Hall renovations are to be selected to begin this summer.
- V. Adjournment
 - a. Motion for meeting adjournment. (L. Gray; P. Jones).
 - b. Motion approved unanimously. Meeting adjourned at 2:46pm.
 - c. Next Meeting: TBD

Minutes respectfully submitted by Janasha King.