



Space Management Advisory Committee
Meeting Minutes
October 17, 2014
1:00pm-2:30pm Reese 524C

Voting and Ex Officio Members in Attendance: Tammie Boyd, Steve Coppola, Frank Fleming, Lee Gray, Phil Jones, Nick Patel, Jay Raja, Wayne Walcott, Chip Yensan

Old Business:

- I. Review and Approval of August 19, 2014 Meeting Minutes
 - a. Motion: To approve meeting minutes of 8/19/14 as presented (L. Gray; J. Raja).
 - i. Motion to approve meeting minutes approved unanimously.
- II. Updated Report – Facilities Planning(N.Patel)
 - a. IT Wi- Fi Upgrade Project
 - i. Project moving forward; all necessary telecom space required to execute the wi-fi upgrade has been allocated in buildings as presented at the July 24, 2014 SMAC meeting with the exception of King building.
 - ii. Possible telecom closet option for King will be addressed during new business.
 - b. Renovations Currently Underway
 - i. Colvard renovations are going smoothly.
 1. P. Jones indicated that work is being conducted during off hours to prevent disruption during class hours
 - ii. Belk renovations are on schedule & on budget.
 - c. Follow-up to Business Affairs space needs presentation - Financial Services has identified a need for 2 additional office spaces within Reese Hall at approximately 125sf each.
 - i. N. Patel will be working with Financial Services to determine options for capturing this requested space
 - d. Counseling Center Relocation
 - i. The Committee discussed the matter of an expansion to the existing Health Center to provide new home for University Counseling Services as a means to provide additional space that Counseling Services requires for accreditation and program growth.
 - ii. Overview analysis has been completed. Program proposal and cost estimates have been given to the Chancellor. Financial Services is currently working on reviewing funding sources.
 - iii. If this project were to occur and Counseling Services were to relocate, it would free up about 5000sf of space in Atkins.
- III. Ben Craig Center
 - a. Assessment was conducted to determine if the facility should be retained and repurposed for use as University program space. The decision was made to continue to pursue the sale of the property.
 - i. Currently multiple bids on the property are being reviewed. As such, there could be a sale of the property in the near future.
 - b. SBTDC is preparing to move to PORTAL by January 1, 2015. They will occupy two single office suites on the second floor and a portion of the administrative area in the Venturprise office suite.

New Business:

- I. Informational Items
 - a. Guest Comments & Presentations- None
 - b. Director- University Space Management and Utilization Search (P. Jones)
 - i. Position will serve as SMAC chair.
 - ii. Responsible for overseeing all parts of space management on campus to ensure all university space is being used effectively and efficiently.
 - iii. 40 applicants so far; posting will remain open until position is filled
 - iv. Target search timeline:
 1. Telephone interviews- late October/ early November
 2. On Campus Interviews- early to mid-December
 3. Start by early to mid-January 2015.
- II. Space Requests
 - a. None
- III. Intent to Vacate Submittals
 - a. Division of University Advancement has submitted an intent to vacate King rooms 119, 119A, 119B, 122 & 124 (Submittal to be amended to include Room 118 as well).
 - i. T. Boyd indicated that current occupants will relocate to Foundation building by February 1
 - ii. N. Patel proposed that King 119B (100 sq. ft.) be immediately allocated by SMAC as space for the required King telecom room and to complete the wi- fi expansion project.
 - iii. F. Fleming indicated that Student Affairs is interested in King 118, 119 and 119A, and 122 for the new Title IX Office a new and high priority program for the University. That office is currently temporarily being located in Cato.
 - iv. F. Fleming also indicated that Student Affairs is interested in King 124 to house a new Business Manager position for the division.
 - v. Any requests for these spaces may be presented for review and consideration at the November SMAC meeting.
- IV. Role of SMAC in Future (C. Yensan)
 - a. The Committee members had a general discussion about how SMAC should plug into the process of designing major renovation projects coming up, especially in academic buildings.
 - b. P. Jones reinforced the involvement of SMAC in the process of repurposing buildings; committee's exact role bares additional thought.
 - c. Committee should be involved especially in situations of change of use such as when academic space is being converted into office and/or administrative support space vs. when academic space is being upgraded and remains as academic space.
 - d. J. Raja suggested that it would be most beneficial to have the Committee focus on projects a building at a time instead of several smaller projects all at once. Impacted academic units are being provided with the opportunity to express what kind of space they need most.
 - e. C. Yensan indicated that SMAC needs to think about when is the best time for the Committee to plug into projects so that input is beneficial and is timed so that it is not too early in the process, not too late or after-the-fact, and does not impede the progress of the process.
 - f. Campus decisions that could potentially affect space needs should be discussed with SMAC to determine the necessity of decision and weigh benefits versus costs.
 - g. Committee should be briefed on project planning so that representative members' feedback can be expressed and factored into the process rather than added at the end. This also assists in making sure that the project is being viewed with an integrated perspective and connection to the strategic priorities of the institution, both of which can be provided by SMAC members.
 - h. C. Yensan asked that Committee members give further thought to the role of SMAC in the future and the issue will be revisited at the November meeting.
- V. Member Items
 - a. Update on Study of Legacy Buildings- ongoing item on agenda to keep committee current with recommendations being pursued in this study with these multiple buildings.

- i. N. Patel indicated that the Residence Dining Hall, Cone, Three Trees (Sycamore, Cedar, & Hickory), & CAB are all on the list for repurposing study.
 - 1. Possible use as swing space in the future is being reviewed as part of this study as well.
 - b. F. Fleming indicated that there can be a report out to the Committee of the housing master plan following the December 4, 2014 Board of Trustees meeting
 - i. Phase 14 of new construction begins Spring 2015 to finish Fall 2016.
 - ii. Three trees to come off line as residence halls at completion of 2014-2015 school year
- VI. Adjournment
 - a. Motion made for meeting adjournment (P. Jones; L. Gray).
 - b. Motion approved unanimously. Meeting adjourned at 2:24pm.
 - c. Next Meeting: Friday, November 14, 2014, 1:00- 2:00pm, EPIC 1332

Minutes submitted by Janasha King.