



Space Management Advisory Committee

Meeting Minutes

March 24, 2014

2:00-3:30pm Cone 109

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

Guests: Krista Newkirk, Arthur Jackson, Jim Hoppa

Old Business:

- I. Review and Approval of January 30, 2014 Meeting Minutes
 - a. Motion: To approve meeting minutes of 1/30/14 as presented (J. Raja; L. Gray).
 - i. Motion to approve meeting minutes approved unanimously.

New Business:

- I. SMAC Web Page and Space Forms via Archibus
 - a. C. Yensan provided update on SMAC web page and new on-line space request form via Archibus.
 - i. FM Information Systems staff will make presentation of the Archibus form at April SMAC meeting.
 - ii. General discussion about the on-line form occurred.
 1. Will anyone be able to initiate a space request form on-line? Yes, but it will be directed to the unit authorizing agent.
 2. Clarification requested on the review and authorization process at the division level for this new on-line form.
 - a. C. Yensan indicated that the on-line form would only proceed to SMAC through the designated authorizing agent at the division level; will learn more specifics about this during the April 30 presentation.
- II. Update from Facilities Planning (N. Patel)
 - a. Belk Gym renovations
 - i. Building must be vacated by May 15; work begins May 19.
 - ii. Kinesiology relocation finalized; Rec Services still pending.
 - iii. Seeking appropriate storage locations for Rec Services and Kinesiology.
 - b. Barnard Veterans Center
 - i. The conversion of Barnard 103 and 108 from computer lab to the new Veterans Services Center will be completed approximately May 15.
 - ii. Completion will allow current Veterans Center to vacate from Cone 346 and 347 to new location.
 - c. Colvard
 - i. Areas to be renovated will become vacated early summer.
 - ii. General discussion of the various components of this important renovation project (see intent to vacate section).
 - d. Other:
 - i. General discussion about impact on temporary program/office relocations due to renovations.
 - ii. Feasibility studies for Cone and RDH are being finalized with associated recommendations.

- III. Intent to Vacate Submittals
 - a. Academic Affairs – Fretwell 3rd Floor University Center for Academic Excellence (UCAE) and Multicultural Academic Services (7160sf).
 - i. These units will relocate to Colvard after renovations are completed.
 - ii. General discussion including impact on graduate students and related programs.
 - b. Academic Affairs – Atkins 1st Floor Center for Teaching and Learning (4014sf).
 - i. This unit is moving to renovated space in Kennedy beginning summer 2014.
 - ii. Exploration of possible temporary and long term uses of this vacated space are now under review by Facilities Planning.
 - c. Student Affairs – Cone 346 and 347 Veteran Student Services Center (772sf).
 - i. Plans are to vacate on or about May 15 once new Barnard Veterans Center renovations have been completed.
- IV. Submitted Space Request Forms
 - a. C. Yensan reminded the Committee about the open request from Student Affairs regarding additional office space for the Counseling Center (submitted at December 2013 meeting).
 - b. Academic Affairs - University Scholarship Office: Request for Cone 346 and 347.
 - i. General presentation by J. Raja about newly created University Scholarship Office and location requirements.
 - 1. Desire to have this placed near Financial Aid Office (Reese).
 - 2. Require about 900sf of office space.
 - 3. Looking for permanent location.
 - c. Student Affairs – Recreational Services temporary relocation from Belk (May 15, 2014 – August 2015): Request for Cone 346, 347, and 348B.
 - i. General presentation initiated by F. Fleming providing overview of temporary relocation needs for Rec Services.
 - ii. Require about 1200sf.
 - iii. Adjacencies to SAC are critical; that is why RDH option as first pursued was rejected.
 - d. Merged discussion about two competing motions for Cone 346 and 347.
 - i. Both requests are high priority, immediate need, and time sensitive.
 - ii. Rec Services request is for temporary use for approx. 15 months; University Scholarship Office request is for permanent office assignment.
 - iii. Discussion of timeline alignment between readiness of new Barnard Vets Center, ability to vacate current Vets Center in Cone 346 and 347, and ability of Rec Services to occupy that space by May 15.
 - i. Could expedite Barnard renovation completion via augmented work schedule/funding.
 - iv. Motion (P. Jones; F. Fleming): To accept the use of Cone 346, 347, and 348B as requested by Student Affairs for use by Recreational Services as temporary relocation space in conjunction with Belk Gym renovations; motion amended by P. Jones to include request to Facilities Planning to look at all options for University Scholarship Office location that would best meet their needs.
 - i. General discussion on the motion and about the various advantages and disadvantages of the two competing requests.
 - a. J. Hoppa raised the possible use of all of Cone 348 (A & B) as an option that could be explored as an alternative approach/option.
 - b. Implications of taking revenue generating meeting rooms off-line to accommodate temporary swing/relocation space needs was addressed.
 - c. Urgency of occupancy requirements were reviewed in context of Committee’s desire to establish holding period on vacated space.
 - d. Process questions were raised and discussed.
 - e. Importance of conducting comprehensive review of space usage and availability on campus was stressed.

- e. C. Yensan requested the following action:
 - i. Meeting is put into recess with request for N. Patel to go back and re-examine any possible option modifications or scenarios over the next week that would address both University Scholarship Office and Rec Services needs in the context of the SMAC meeting discussions/information exchange.
 - ii. Special meeting would be called no later than April 15 to review any possible new scenarios/options and revisit the motion.
 - iii. Meeting concluded at 3:40pm.
- V. On-line SMAC Transactions Occurring Between March 25 and April 15
- a. March 26 – N. Patel provided a proposal for use of Cone 346 (only) for the placement of the new University Scholarship Office and Cone 347 and 348 A&B for the temporary relocation of Rec Services from Belk.
 - i. This proposal had been reviewed and accepted by both Academic Affairs and Student Affairs/Rec Services.
 - ii. Student Affairs agreed to provide use of the entire 348 A&B meeting room.
 - iii. Academic Affairs agreed to seek only one office for the Scholarship Office.
 - b. March 26 – C. Yensan informally shares proposed agreement with SMAC members via email; requests SMAC consent to P. Jones’ request to withdraw his original motion and amendment in light of new information presented to the committee.
 - c. March 27 - Committee consents to withdrawal of P. Jones motion; motion is withdrawn.
 - d. March 28-31 – C. Yensan receives modified space requests from Academic Affairs for University Scholarship Office and from Student Affairs for Rec Services relocation.
 - e. March 31 – C. Yensan distributes two motions to the Committee for review and action via email vote.
 - i. Motion #1 (F. Fleming; C. Yensan): That Recreational Services be granted permission to temporarily occupy Cone 347 (one half of vacated Veterans Student Services Office space) and Cone 348A & B (current Cone meeting rooms) effective on or about May 15, 2014 for a period not to exceed 24 months for the specific purpose of providing required relocation office space during the Belk Gym renovation project, and further that Cone 347 will be declared as vacated space at the end of the Recreational Services occupancy period.
 - ii. Motion #2 (J. Raja; C. Yensan): That the University Scholarship Office be granted permission to temporarily occupy Cone 346 (one half of vacated Veterans Student Services Office space) effective on or about June 1, 2014 for a period not to exceed 24 months for the purpose of providing start-up office space for this newly created priority program, and further that Cone 346 will be declared as vacated space at the end of the Scholarship Office occupancy period.
 - f. April 2 – C. Yensan advises SMAC members via email that Motions #1 and #2 have passed by unanimous consent and will be forwarded to the SPSC and the Chancellor for review and action.
 - g. April 15 – C. Yensan advises Motion #1 originator F. Fleming and Motion #2 originator J. Raja and N. Patel that both motions have been reviewed and approved by the SPSC and Chancellor Dubois. These actions are now authorized to occur.
- VI. Motion for meeting adjournment placed on April 30, 2014 SMAC meeting agenda.

Minutes prepared by: Arianna Harper