



Space Planning Advisory Committee (SPACe)  
Meeting Minutes  
Monday September 21, 2020  
3:00 – 4:30 P.M.  
Teleconference

**Attendees:** Joe Bace, Darin Spease, Kathryn Horne, Lee Gray, Richard LaLiberte, Rich Steele, Jon Varnell, Steve Coppola, Clay Andrews, Jay Raja, Sujit Chemburkar, Karen Shaffer, Donia Schauble, Michelle Embry

**Absent:** Tammie Boyd, Casey Tullos

**Guests:** Kimberly Laney, Christine Davis, Larry Gourdine

## 1. General

The meeting was called to order at 3:00 PM.

## 2. SPACe Recommendations

### June 19, 2020

- Covid 19 related – temporary through 6/2021:  
Cameron 2<sup>nd</sup> Fl – Teaching & Learning Connection:  
Temporary video studios for recording of instructional content for school year 2020 in rms 246, 247, 249, & 249A
- McEniry HVAC Project Temporary moves (through 12/2021):  
Cameron 2<sup>nd</sup> Fl – Geography and Earth Sciences (GES):  
Rms 257A, 259, 297, 297A - to replace rooms displaced for the Covid Testing Lab  
Cameron 2<sup>nd</sup> Fl – Geography and Earth Sciences:  
Room 272 for storing computer during construction.  
CAB 113C – Urban Institute – CAB 113C  
Temporary office supply storage – 1 year duration

### August 28, 2020

- Covid 19 related – temporary through 6/2021:  
Colvard – Covid 19 Contact Tracers Offices – suites 1028 & 3042  
for Covid 19 Contact Tracers  
Cameron 2<sup>nd</sup> Fl – Covid 19 testing lab storage room 272  
allocated for Covid testing lab associated storage

- McEniry HVAC Project Temporary moves (through 12/2021):  
Cedar 1<sup>st</sup> Fl – Building Environmental Services (BES) – Cedar 1<sup>st</sup> floor  
Cedar rooms 12A & B, 12A & B, 12C & D, 13C & D –  
temporary space allocated for BES from offices in McEniry  
while renovation work is underway

### 3. Space Requests Received and Under Review

- Academic Affairs - AISLE – Faculty/Staff Recording Studio
- Facilities Management - Denny – Area/room for recycle bins
- Academic Affairs - Space for System Engineering to vacate from Cameron
- Academic Affairs - Fretwell suite 320 for Interdisciplinary Studies

### 4. Space Requests for Review and Action

The following requests were presented for review and action:

Cone Suite 349 (1,661 sf) – This space will be vacated by Title IX in October 2020. Two space requests were presented for the office suite:

Academic Affairs/ Niner Central requests to temporarily, through 5/31/22, expand from their current suite 380 in Cone (through May 2022) into the suite to allow for existing staff personnel to work on campus in a social distancing environment. 18 personnel, pre-Covid were in an open office environment. Niner Central meets with students and family members in-person which would need to be with social distance protocols in place. No renovations would need to be done to the suite. The proximity to Niner Central Cone suite 380 would be convenient for staff and students in-person meetings. Cone suite 349 includes two larger conference rooms which would accommodate meetings of up to 4 persons, social distanced.

Kimberly Laney spoke on behalf of Niner Central and provided information for the request.

Student Affairs/ Student Assistance and Support Services (SASS) requests to relocate to Cone suite 349 from King suite 118 and King rooms 205 & 206 due to increased staffing (92 recent professional staff hires) leading to the inability for all SASS to be located in the same suite in King today. Currently, 2 SASS offices in King are off the main corridor on the 2<sup>nd</sup> floor for the two offices in King, not conducive to the confidential advisory nature of their work and on a different floor from the current SASS office suite in King. Room 348C (238 sf) a conference room is not part of the SASS space request and would be reallocated for shared, scheduled use. Cone suite 349 would then be 1,423 sf if the SASS request was approved.

Christine Davis and Larry Gourdine spoke on behalf of SASS and provided information for the request.

The guest speakers left the meeting and the committee discussed the two space requests.

Rich Steele moved to table the conversation until options discussed, including one, time limited option (through 10/31/22) offered by Academic Affairs, could be explored to determine if any would suit SASS space needs, and in turn Niner Central space needs. The chair will distribute a summary of these, and other possible space options to the committee by 10/6/20 and prior to that, schedule a committee meeting to address the space options as they relate to the Cone suite 349 space requests agenda item.

Jon Varnell seconded the motion, the motion passed.

EPIC rooms 1240, 1241 & 1242 (366 sf) – Academic Affairs request to allocate three offices to EPIC, for faculty and staff social distancing needs from BES (1241, 1242) and FO (1240). BES requests retaining room 1241.

Jay Raja moved to allocate rooms 1240 and 1242 to EPIC. Jon Varnell seconded, the motion passed.

Fretwell 112E – AISLE previously agreed to give up room 112E to BES who has been using the room, a space request has now been entered. Sujit Chemburkar moved to approve the request to allocate Fretwell 112E to BES, Clay Andersen seconded, the motion passed.

CAB – The Student Union would like to extend its approximately 800 sf of storage use for tables and chairs moved from the Student Union. The furniture will not be used due to Covid social distancing requirements. The extension would be for an additional year through 5/31/21. Sujit Chemburkar moved to approve the request, Clay Andersen seconded, the motion passed.

## **5. Cone spaces to be vacated**

The committee reviewed the following spaces in Cone that will be vacated in the future:

Cone suite 222/225 (2,696 sf) – currently occupied by Venture – relocating to Belk Gym

Cone suite 268 (1,867 sf) – currently occupied by Center for Graduate Life who has submitted a space request to relocate to Atkins suite 149 and room 146. Academic Affairs has been in discussion with Student Affairs and Space Management to come to an agreement for Student Services to move from Barnard to Cone suite 268.

**Meeting adjourned at 4:20**

**The next SPACe meeting will be October 19<sup>th</sup> at 3:00 pm.**

# Space Management: Supporting the Mission of UNC Charlotte



# AGENDA

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- SPACe Recommendations
- Space Requests Received and Under Review
- Space Requests for Review & Approval
- Cone spaces to be vacated
- Discussion





# SPACe RECOMMENDATIONS

# SPACe – SSC RECOMMENDATIONS

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June 19, 2020

**Covid 19 related - Temporary (through 6/2021):**

- **Teaching & Learning Connection – AISLE – Cameron rooms 246, 247, 249 & 258 –**  
Temporary video studios for recording of instructional content for fall 2020 and spring 2021 in Cameron 246, 247, 249 & 258
- **Covid 19 testing lab – Cameron 2<sup>nd</sup> floor – 271, 271A, B, C & D**

**McEniry HVAC Project Temporary Moves (through 12/2021):**

- **Geography and Earth Sciences (GES) – Cameron 2<sup>nd</sup> floor –**  
Rooms approved 5/20 for use by GES, superseded by Covid testing lab use, requested rooms 257A, 259, 297 & 297A as alternates.
- **Geography and Earth Sciences – Cameron 2<sup>nd</sup> floor –** Room 272 for storing computers during construction.
- **Urban Institute (UI) – CAB 113C –** temporary office supplies storage (1 year duration)

# SPACe – SSC RECOMMENDATIONS

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**August 28, 2020**

**Covid 19 related - Temporary (through 6/2021):**

- **Covid 19 Contact Tracers Offices – Colvard suites 1028 & 3042 –**  
Eighteen Covid 19 Contact Tracers are in the process of being hired, Academic Affairs/ Research & Economic Development requested allocating Colvard suites 1028 & 3042 for this use.
- **Covid 19 testing lab storage – Cameron 2<sup>nd</sup> floor – room 272 –**  
Academic Affairs requested allocating Cameron 272 for Covid testing lab associated storage.

**McEniry HVAC Project Temporary Moves (through 12/2021):**

- **Building Environmental Services (BES) – Cedar 1st floor –**  
Temporary space for BES to relocate offices from McEniry while renovation work is underway. Cedar rooms 12A&B, 13A&B, 12D&C, 13D&C were allocated to Geography and Earth Sciences who no longer needed the spaces.





# SPACE REQUESTS – RECEIVED

# SPACE REQUESTS RECEIVED & UNDER REVIEW

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- Academic Affairs – AISLE Faculty/ Staff Recording Studio
- Facilities Management Office of Waste Reduction & Recycling needs exterior space outside of Denny Building to store the recycling containers used for servicing the complex.
- Academic Affairs Space for Systems Engineering to vacate from Cameron
- Academic Affairs Fretwell suite 320 to be used by CLAS as an Office for Interdisciplinary Studies.





# SPACE REQUESTS – FOR REVIEW

# SPACE REQUESTS FOR REVIEW

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- Cone Suite 349 Academic Affairs – Niner Central expansion (temporary space use)  
Guest Speaker – Kimberly Laney
- Cone Suite 349 Student Affairs – Student Assistance & Support Services (SASS)  
Guest Speakers – Christine Davis and Larry Gourdine
- EPIC Academic Affairs – reallocate 3 offices to EPIC currently used by  
Facilities Operations and Building Environmental Services
- Fretwell 121C Facilities Management – BES requests official reallocation of  
Fretwell Room 121C.
- CAB Student Affairs – extend Student Union tables and chairs storage to  
5/31/21, dining furniture will not be used due to Covid.



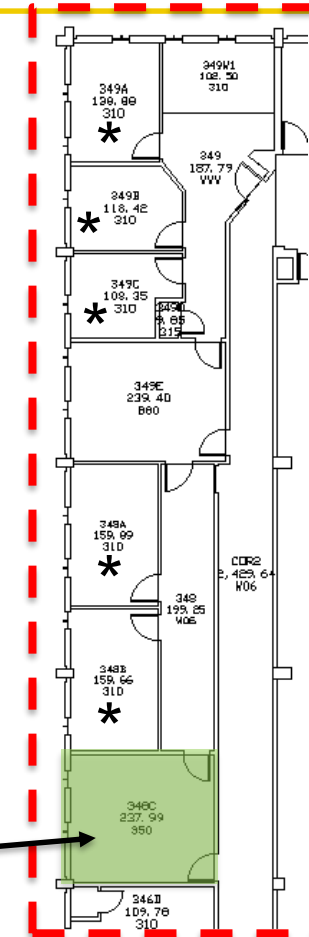
# TITLE IX – CONE 349 – MOVING TO CATO

Room	Quantity	ASF
Offices	*5	685
Reception/Admin		102
Storage		10
Waiting Area		187
Interior Corridor		200
Student/Work Area		239
Conference Room		238
<b>Total</b>		<b>1,661</b>

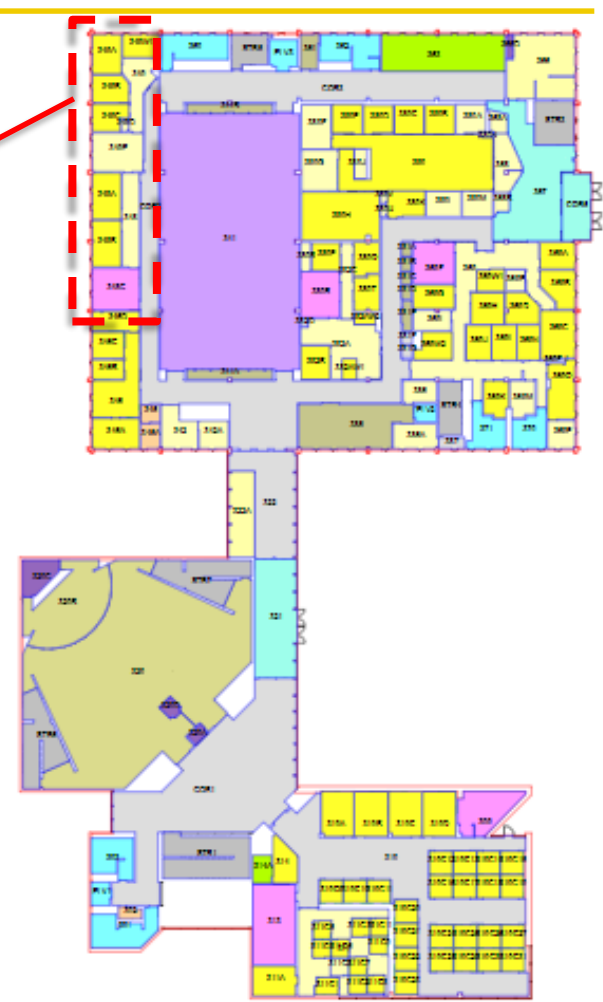
## Averages

137 asf/ office  
 276 asf/ person -  
 Office suite

Conference Room 348C (238 sf)  
 currently allocated to Title IX as  
 part of their office suite



**Cone Suite 349**  
*to be vacated*  
*end of September 2020*



**CONE 3<sup>RD</sup> FLOOR**

# NINER CENTRAL

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Niner Central manages phone, email and walk-in guest requests:

- Financial Aid and Loans
- Billing and Payments
- Registration and Student Records/Transcripts
- Other (Mainline to University)

Service Delivery Growth = 15.4%:

144,674 requests in 2018

167,039 requests in 2019

439,281 Total Managed Requests (Nov 14, 2017 – Sept 16, 2020)

290,066 phone

90,852 email

58,363 walk-in

# NINER CENTRAL TEMPORARY EXPANSION SPACE

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## **Current Need:**

37 Total Workstations Required for Service Demand

27 staff allocations w/2 temp vacancies = 25 Cone 380 and 2 Gallery

10 student workers w/3 vacancies = 7 (4 in Cone 380; 3 in Cone Gallery, 311) + 3 short

The Family Educational Rights and Privacy Act (FERPA)  
requires private meeting space with necessary social distancing  
for students and families

## **Efforts to minimize space need:**

- Partner workspace converted to staff space
- Team huddle space converted to student workstations
- Team work booth converted to private mtg space
- Student worker laptop distribution

Social distancing accommodates 7 staff in Cone 380 and 2 in Cone Gallery

# NINER CENTRAL TEMPORARY EXPANSION SPACE

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## **Current Challenges:**

1. Team growth to deliver services (originally 21 staff now at 27 staff and 10 student workers)
2. Suite 380 designed for 22 continuously occupied workstations and now at 29 (overcrowded and now does not accommodate social distancing)
3. Private meeting space with social distancing for students/families (FERPA)
4. Maintaining proximity of staff to walk-in guests and access to leadership
5. Mask requirement impacts staff for phone service delivery in an enclosed space

## **Cone suite 349 – (temporary through 5/2022):**

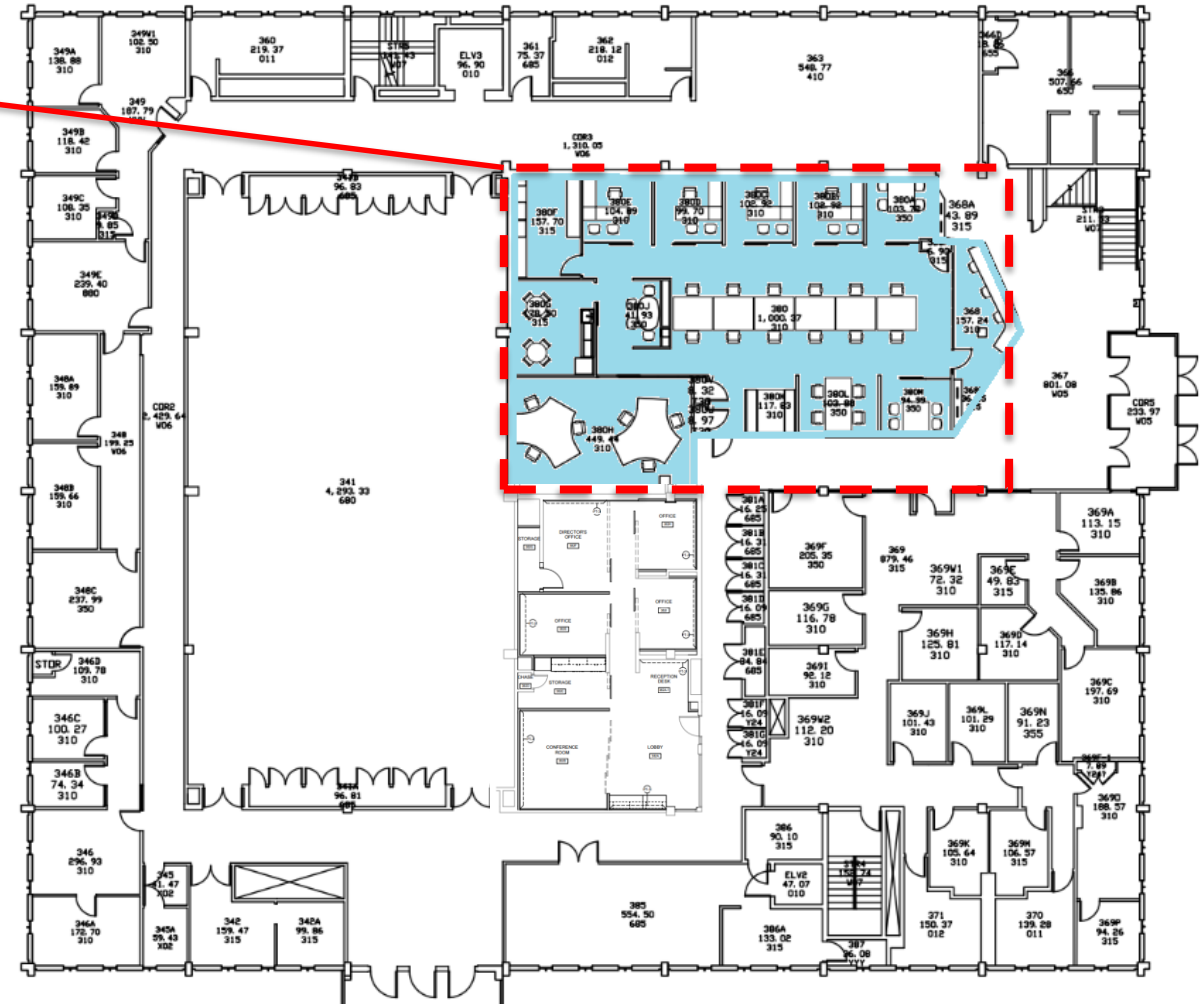
1. Renovations to the space would not be needed at this time.
2. Temporary net spaces gain of would be 5 offices, 1 staff workstation, and 2 advising conference rooms



# NINER CENTRAL SUITE 380

## Existing Niner Central Suite 380

Room	Quantity	ASF
Offices	4	411
Hoteling office – 4 stations	1	117
Reception counter	1	236
Open office – 12 stations	1	1,000
Work rooms	2	260
Huddle room	1	42
Meeting/consultation rooms	2	198
Break room	1	178
Storage closets	2	29
Call center – 6 stations	1	449
<b>Total</b>		<b>2,920</b>
Average - 76 asf office		
Average per person suite – 146 asf		



CONE 3<sup>RD</sup> FLOOR

# NINER CENTRAL CONE 311 & 313

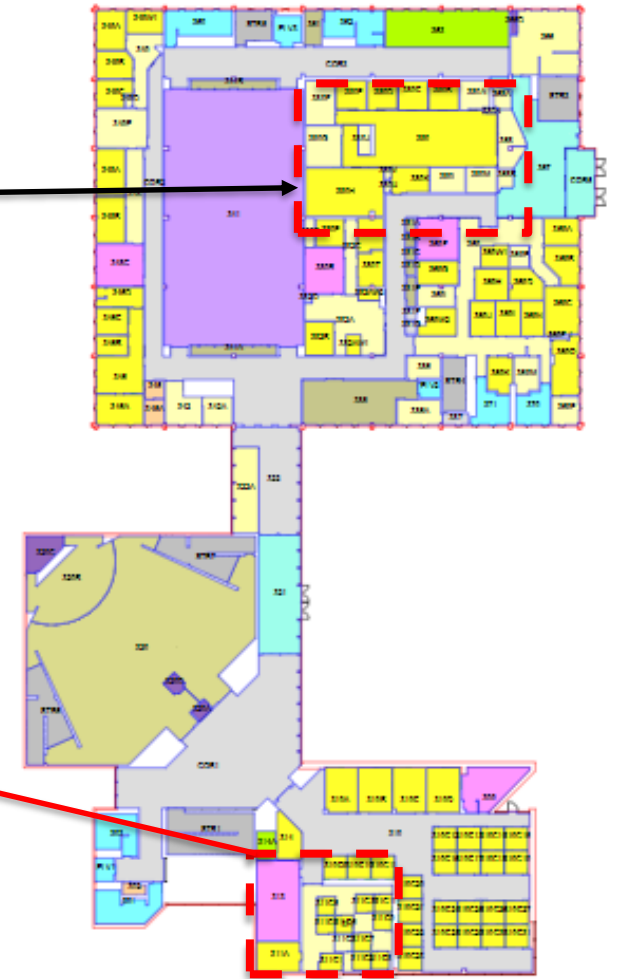
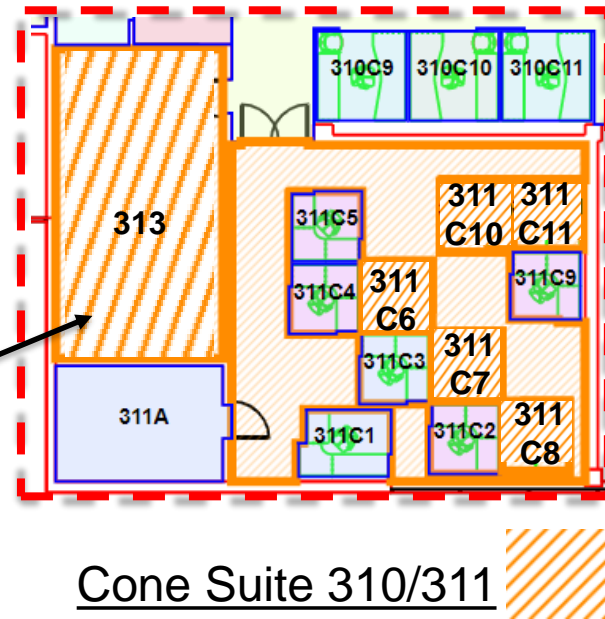
Room	Quantity	ASF
Cubicles 311C6, C7, C8, C10 & C11	*5	190
Conference Room		412
<b>Total</b>		<b>602</b>

## Averages

38 asf/ workstation

Conference Room 313 (412 sf) currently allocated to Niner Central, will be used for socially distanced meetings

Niner Central Suite 380



CONE 3<sup>RD</sup> FLOOR

# NINER CENTRAL CONE 311 & 313

Post-COVID Capacity:

8 staff in Cone 380

+ 2 with Adapted Use  
(A&B)

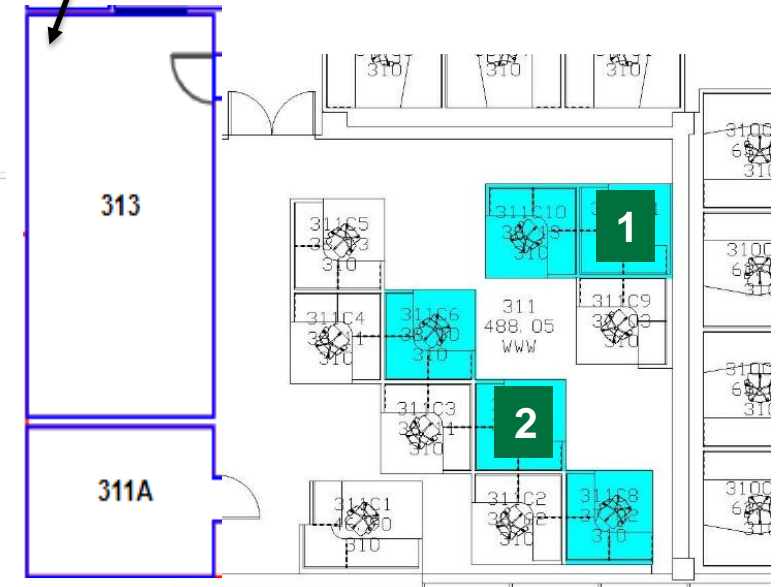
2 in Cone Gallery

Total Capacity 12 out of 37



CONE Suite 380

Conference Room 313 (412 sf) currently allocated to Niner Central, will be used for socially distanced meetings



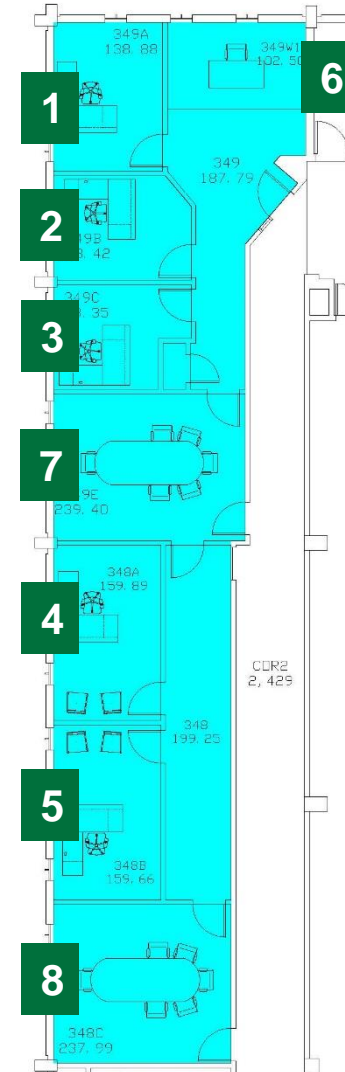
Cone Suite 310/311

Adapted Space Use to Minimize Need:

- A. Partner workspace converted to staff space
- B. Team huddle space converted to student workstations
- C. Team work booth converted to private mtg space

# NINER CENTRAL CONE SUITE 349

- Proposed Immediate Improvement by Adding Former Title IX Space:
- Move 5 Director, Assoc/Asst Directors (1-5)
- Move 1 Staff Person (6)
- Provide 2 Meeting Rooms (7-8)
- Grow Total Capacity from 12 to 18 out of 37





# STUDENT ASSISTANCE & SUPPORT SERVICES

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The mission of Student Assistance and Support Services (SASS) is to assist, support and advocate for students experiencing a broad range of issues, concerns or challenges interfering with a student's ability to be successful academically or personally.

Requesting to relocate from King suite 118, 205 & 206 to Cone suite 349 (1,423 sf):

- Current staff – (5) professional staff members, (1) admin support
- King suite 118 does not allow for accommodating additional personnel
- (2) New hires (shown in current staff) – Assistant Director for Case Management & Assistant Director Case Financial Wellness – 2 additional offices in Cone suite 349 can accommodate new hires
- Hiring of a graduate assistance currently on hold – no space for them to meet with students in private – propose room 349E (239 sf) for GA's
- Request that conference room 348C (238 sf) be allocated to Cone University Center for shared, scheduled use.
- Only renovation work would be for a new door from the existing office suite to the main corridor, Student Affairs would fund.

# STUDENT ASSISTANCE & SUPPORT SERVICES

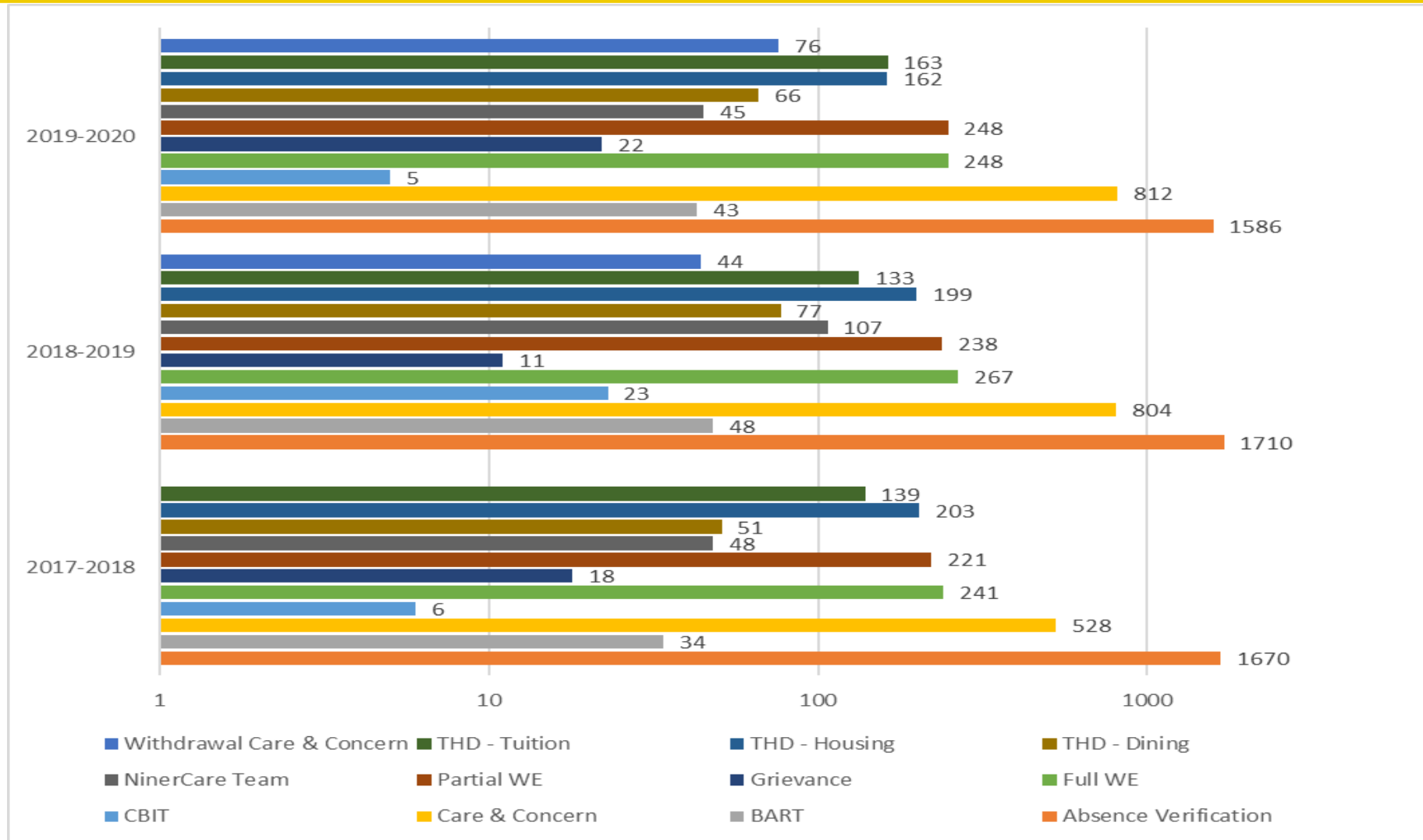
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- Emergency Notification to Faculty
- Absence Verification
- Withdrawals with Extenuating Circumstances+
- Care and Concern Meetings
- NinerCare Team+
- Financial Literacy\*
- Bias Assessment Resource Team+
- Swipe Out Hunger Program
- Short-Term Emergency Housing Program
- Grievances
- Tuition, Housing, Dining Appeals+
- Student Emergency Fund\*
- Incomplete Request Assistance/Academic Policy Support
- Consultations with faculty, staff, or family members
- Campus Presentations
- COVID-19 Case Management\*

\*New service and/or additional responsibility beginning in 2020

+SASS has oversight of these processes/services which includes chairing multi-disciplinary committees for these teams and services

# STUDENT ASSISTANCE & SUPPORT SERVICES



# STUDENT ASSISTANCE & SUPPORT SERVICES (SASS)

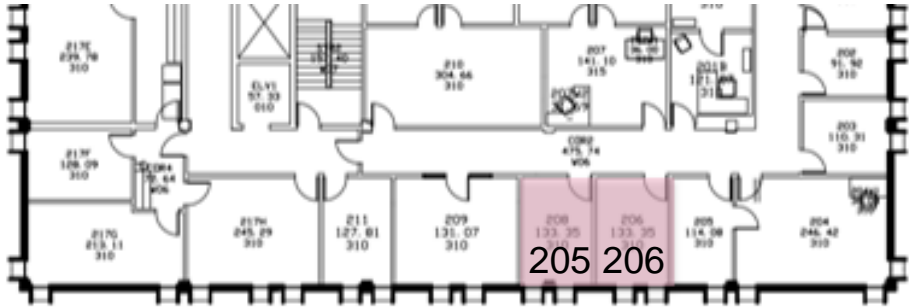
King Suite 118 Existing:

Room	Quantity	ASF
Offices	3	350
Reception/Admin	1	49
Interior corridor/work area	1	300
<b>118 Total Today</b>		<b>699</b>

Offices 205 & 206 Existing	2	247
<b>SASS Total Today</b>		<b>946</b>

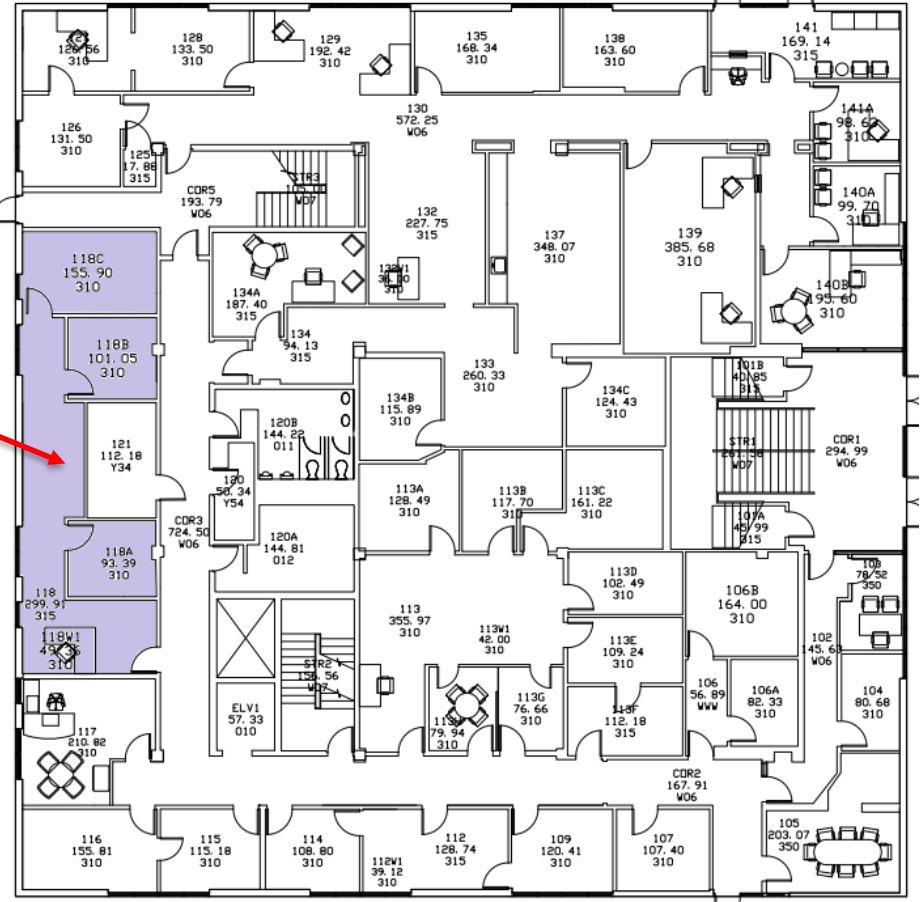
Averages

119 asf/ office  
 157 asf/ person -  
 Office suite



KING 2nd FLOOR  
*PARTIAL*

Office Suite  
 118



KING 1st FLOOR



# STUDENT ASSISTANCE & SUPPORT SERVICES

## Cone Suite 349 Proposed:

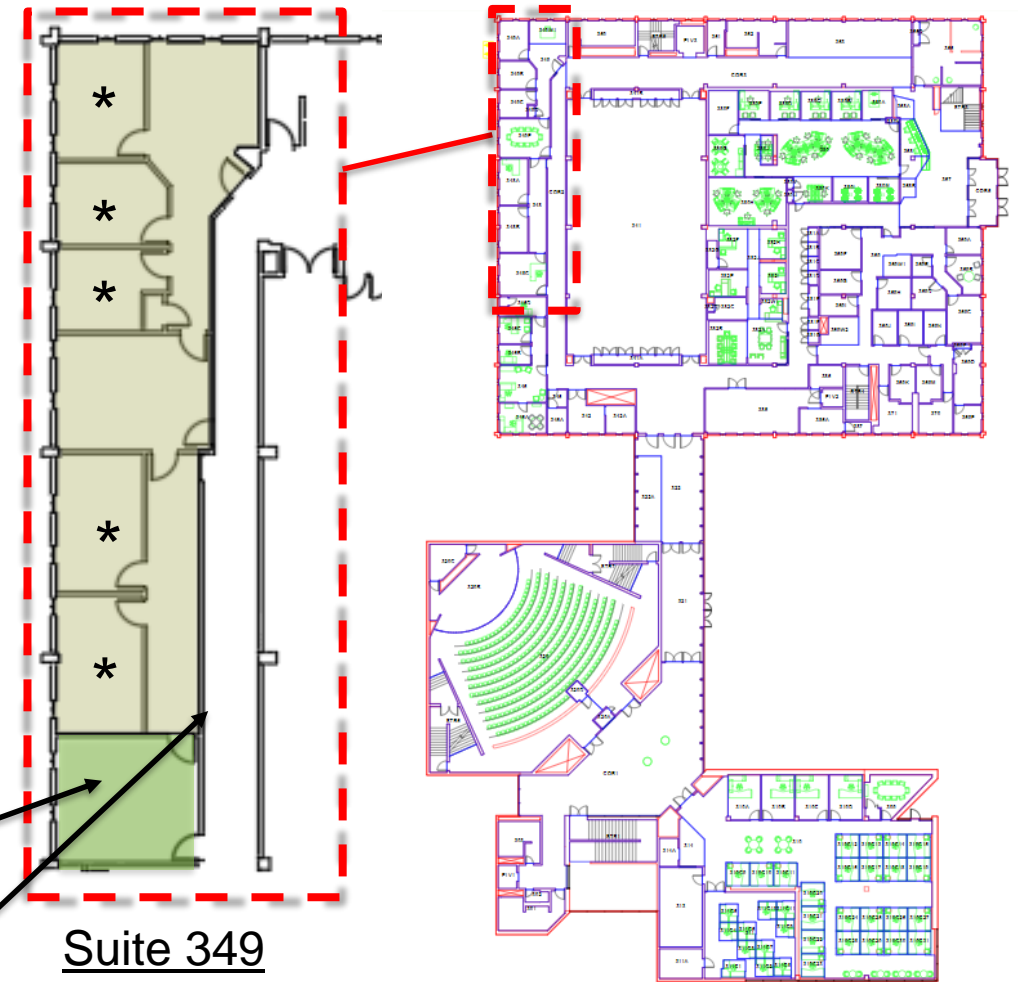
Room	Quantity	ASF
Offices	*5	685
Reception/Admin		102
Storage		10
Waiting Area		187
Interior Corridor		200
Student/Work Area		239
<b>Total Requested</b>		<b>1,423</b>

### Averages

137 asf/ office  
 237 asf/ person -  
 Office suite

Conference Room 348C  
 (238 sf) to be reallocated  
 to Cone University Center  
 for shared, scheduled use

Propose new door into  
 corridor from office suite



Suite 349

CONE 3<sup>RD</sup> FLOOR

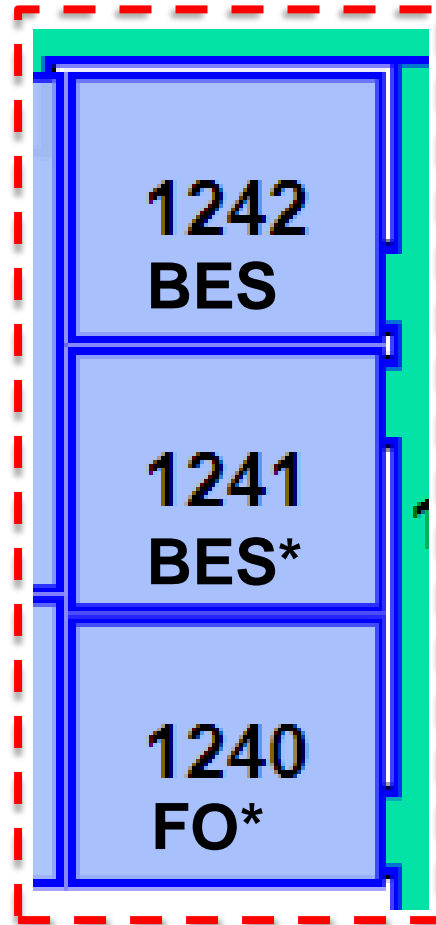
# EPIC

Academic Affairs/EPIC requests 3 offices be reallocated to EPIC for new faculty social distancing office needs. The rooms are currently allocated as below:

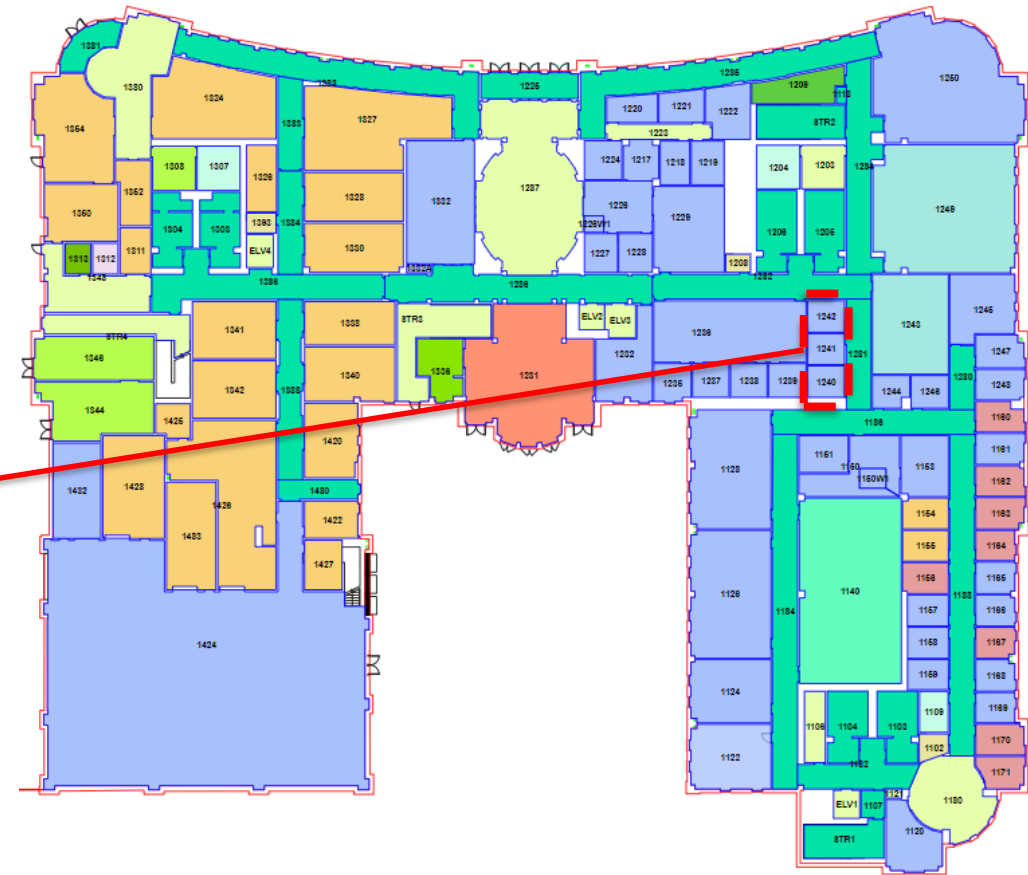
Room	ASF
Office 1242 BES	123
Office 1241 BES*	120
Office 1240 Facilities Ops*	123
<b>Total</b>	<b>366</b>

\*Department wishes to retain use

Averages  
122 asf/ office



EPIC 1240, 1241 & 1242

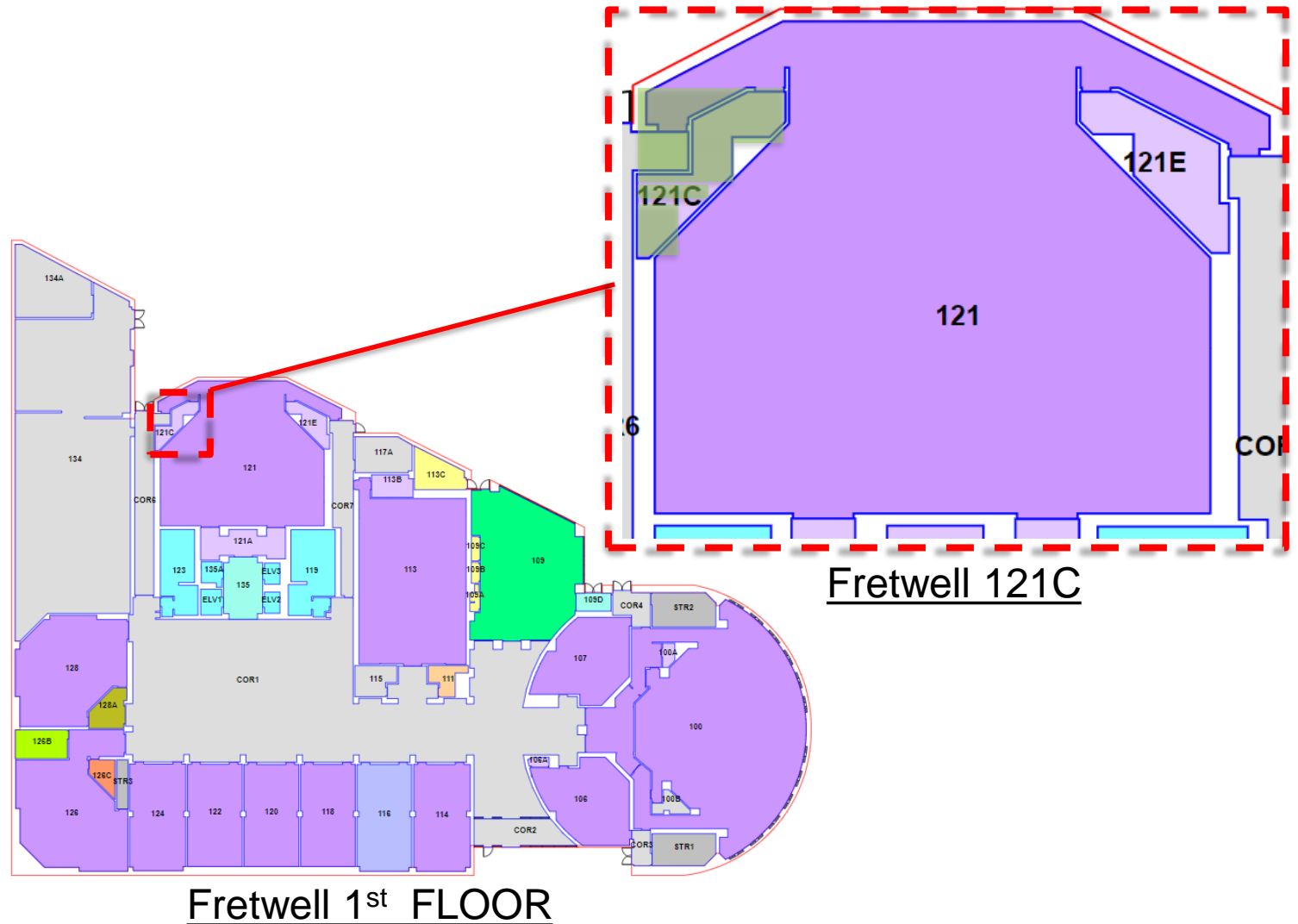


EPIC 1<sup>st</sup> FLOOR

# FRETWELL

Facilities Management requests official allocation change for Fretwell 121C. AISLE, had agreed to transfer the room to BES who has been using the room since 2017, when a space request was inadvertently not submitted:

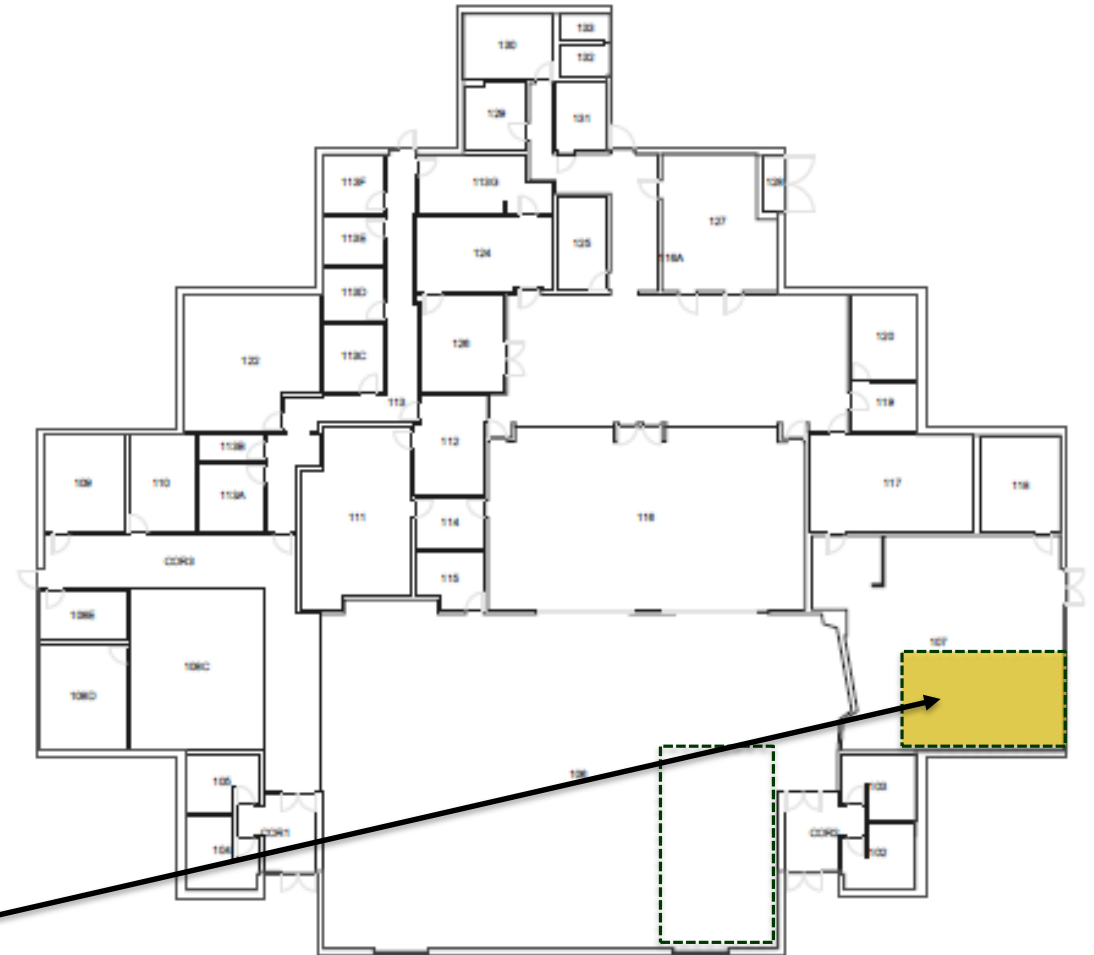
Room	ASF
Room 121C BES	101



# STUDENT AFFAIRS STORAGE IN CAB

Student Affairs requests extension of previously approved 800 sf of storage space for dining tables and chairs originally while renovation work is underway in the Student Union, now, tables and chairs will not be used due to Covid. Extension requested is through August 2020. Request extending through 5/31/21.

Current approximately 800 sf storage area in Business Services storage area(s)







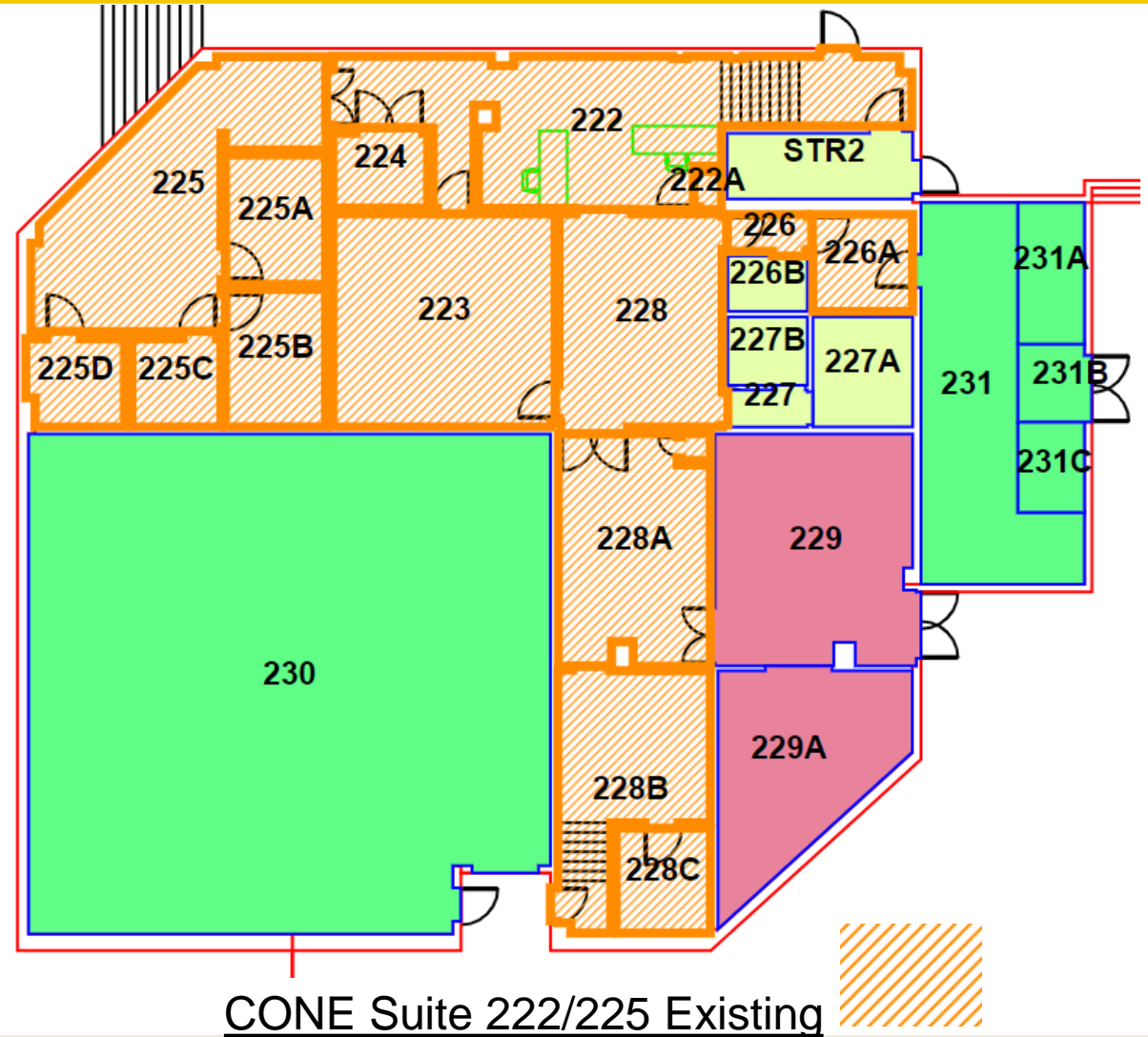
# CONE SPACES TO BE VACATED



# VENTURE MOVING TO BELK GYM

Cone suite 222/225 (2,696 sf total)  
currently occupied by Venture

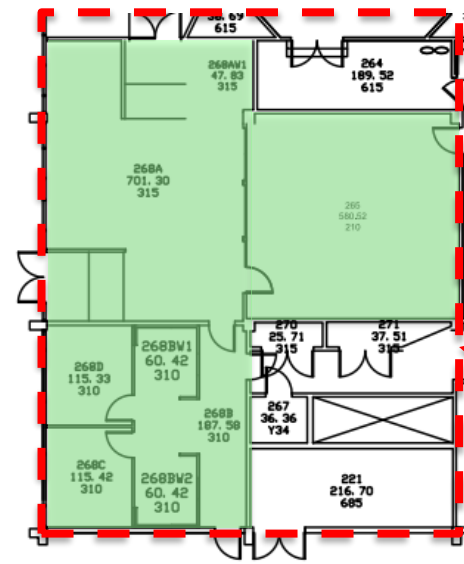
*Suite requires extensive renovation  
including ADA access upgrades*



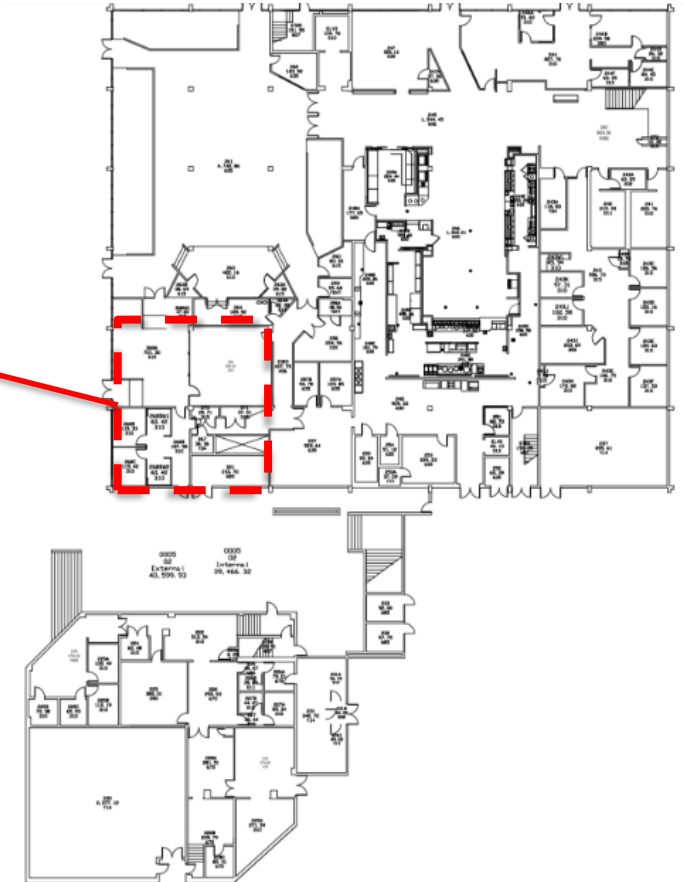
# CENTER FOR GRADUATE LIFE (CGL)

Proposed Future Location –  
Atkins Suite 149 & Meeting room 146

Room	Quantity	ASF
Offices	2	230
Workstations	2	120
Reception/Admin	1	48
Open Student Space	1	701
Office Service	1	188
		1,287
<u>Meeting Room</u>	<u>1</u>	<u>580</u>
<u>Total Suite and Meeting Room</u>		<u>1,867</u>



CONE SUITE 268



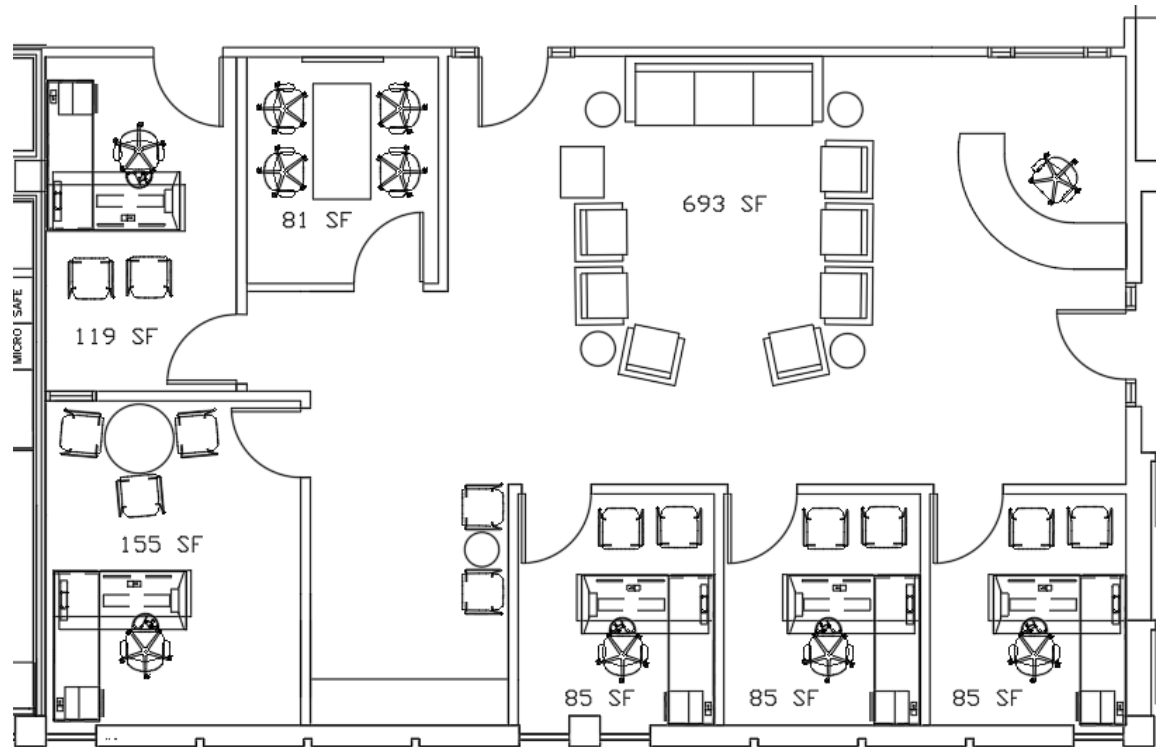
CONE 2<sup>nd</sup> FLOOR

SR # 3440 - request was tabled 3/16/20 SPACe pending an agreement with Student Affairs to move Veterans Services to Cone 268 from Barnard)

# CENTER FOR GRADUATE LIFE (CGL)

## ATKINS SUITE 149 PROPOSED PLAN

Room	Quantity	ASF
Offices	5	529
Conference Room	1	81
Open Area	1	693
<b>Total</b>		<b>1,303</b>
<u>Meeting Room (146)</u>	1	903
<b>Total</b>		<b>2,206</b>



ATKINS 1<sup>ST</sup> FLOOR  
Proposed CGL Plan

SR # 3440 - request was tabled 3/16/20 SPACe pending an agreement with Student Affairs to move Veterans Services to Cone 268 from Barnard)

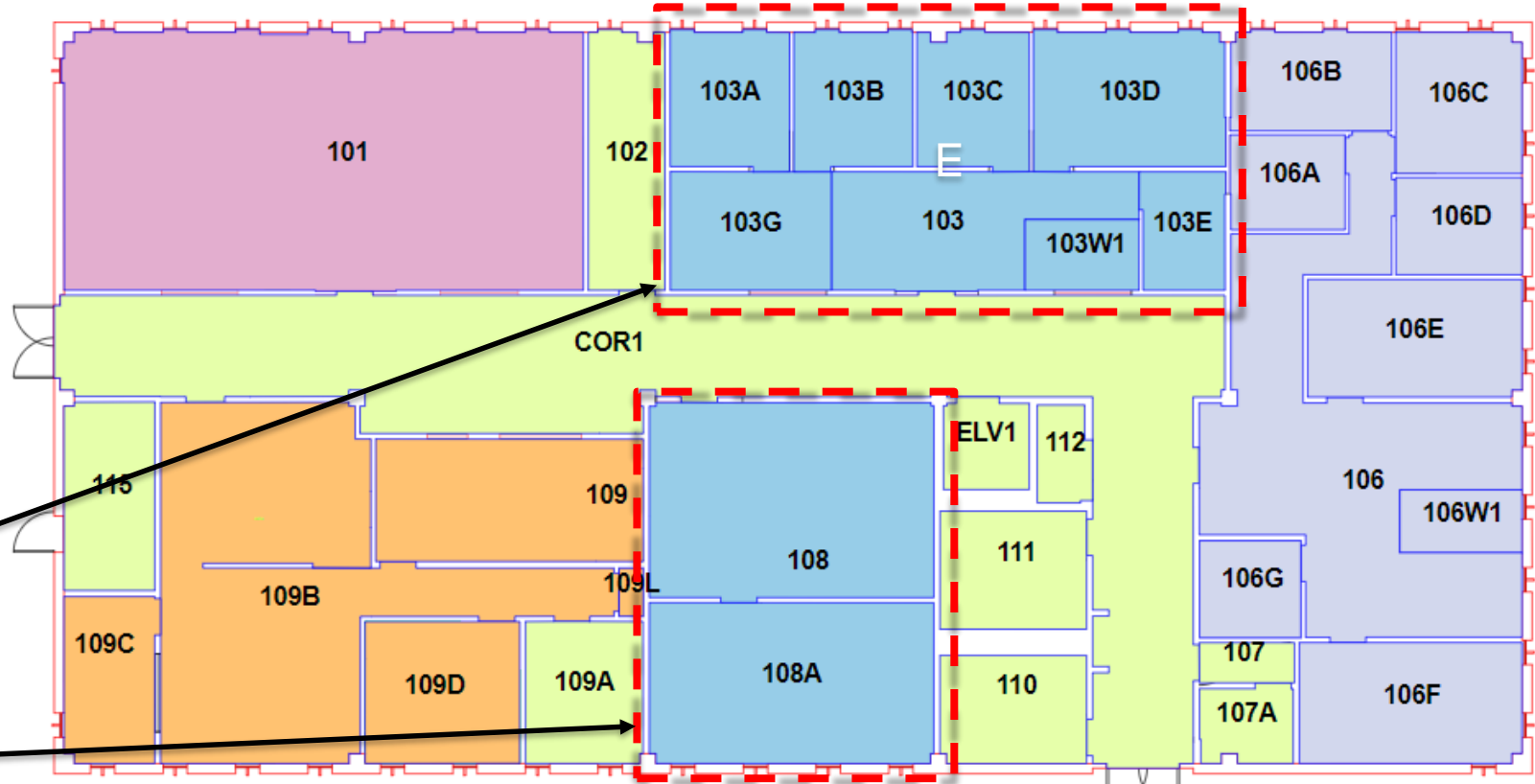
# VETERANS SERVICES - BARNARD

## Existing – Barnard:

Room	Quantity	ASF
Offices	5	529
Conference Room	1	81
Open Area	1	693
Meeting Room (146)	1	903
<b>Total</b>		<b>2,236</b>

VETERANS SERVICES OFFICES

VETERANS SERVICES LOUNGE



BARNARD 1<sup>ST</sup> FLOOR

SR # 3440 - request was tabled 3/16/20 SPACe pending an agreement with Student Affairs to move Veterans Services to Cone 268 from Barnard)





# DISCUSSION