



Space Management Advisory Committee
Meeting Minutes
February 16, 2015
2:00 p.m. – 3:30 p.m.
Location: Reese 524C

Members in Attendance: Frank Fleming, Lee Gray, Phil Jones, Nick Patel, Steve Coppola, Chip Yensan, Wayne Walcott, Jay Raja, and Kevin Hyatt

Guests in Attendance: Sean Langley, Kim Buch, and Nakiel Coleman

Old Business:

- I. Review and Approve November 14, 2014 meeting minutes
Jay Raja moved to accept the minutes. Lee Gray seconded the move. No discussion. No amendments. Motion approved unanimously.
- II. SPSC Action and Chancellor Endorsement –
C. Yensan notified of the SMAC recommendations actions forwarded and approved by the SPSC and Chancellor.
Approval of SMAC King 118, 119, 122, and 14 Allocation Recommendations:
 - a. 119B – designated telecom room for King Building (Wi-Fi upgrade)
 - b. 124 – Dean of Students Office
 - c. 118, 119A, 119 and 122 – Title IX Compliance Office
- III. Updates from Facilities Planning - Nick Patel, Space Planner
 - a. NHANES Health Survey Project.
 - National Health and Nutrition Examination Survey (NHANES) through the CDC contacted the College of Health and Human Services regarding a temporary installation on campus from April 11 to June 18, 2015.
 - The intent is to conduct a health and nutrition survey to collect data on Mecklenburg County Residents, approximately 350 to 450 people. The testing begins the second week of May.
 - There will be four medical trailers installed at CRI lot 2 adjacent to the Regional Utility Plant. Worked with Parking and Transportation Services and College of Health and Human Services to determine the best location and received approvals from everybody.
 - Design has begun for the utility connections.
 - The work will be organized and performed by a government contractor called WESTAT and they will cover all costs including site work, utilities, and 24/7 security. They are also leasing field office support space in PORTAL.
- IV. Update on Ben Craig Center – Chip Yensan (on behalf of Richard LaLiberte)
 - a. SBTDC (Small Business and Technology Development Center) moved from BBC to PORTAL the third week in December.

- b. The closing of Ben Craig Center is scheduled for mid to late March.
 - c. It will become charter school – Triad Math & Science Academy.
 - d. The sale price was above appraisal amount.
 - e. Richard has successfully transitioned the tenants out of the building. There are one or two tenants remaining.
- V. Update – Director of University Space Management & Utilization Search – Phil Jones
- a. SMAC members attended interviews/candidate presentations.
 - b. Search Committee narrowed the selection to 3 finalists interviewed in December.
 - c. Offer made to Ms. Kathryn Horne. She begins March 9.
 - d. Kathryn is currently at Georgia Tech where she is doing similar work this position will involve. She comes with a wealth of experience including architectural experience. Also, she was one of the lead architects on the Student Union building here at UNC Charlotte.
 - e. Her office will be Facilities Management building – second floor, room 212.
 - f. On-boarding plan for Kathryn being developed with input from some of the members of SMAC.
 - o Part of the on boarding plan is to get her to around to meet SMAC members on an individual basis. She will spend a lot of time with Facilities Planning, Chip Yensan, and Jay Raja.
 - g. She reports to Phil with dotted line to Jay Raja.
 - h. Chip stated that the March SMAC meeting will be scheduled after March 9 and he will pass the SMAC chairperson gavel to Kathryn at that meeting.

New Business:

- I. Informational Items
 - a. Open guest comments and announcements. None presented.
- II. Space Requests
 - a. UNC Charlotte Food Pantry – Guest presentation by Kim Buch (Professor, Psychology), Sean Langley (Dean of Students Office - Student Affairs), and student Nakiel Coleman.
 - Sean and Kim cofounded “Niner Student Pantry.” Nakiel is one of the student leaders and manages a lot of the volunteer operations at the Nine Student Pantry.
 - Sean presented a presentation detailing what Niner Student Pantry is, why it was created, and what the space needs are. The full presentation is available for viewing. Presentation highlights:
 - o History: Niner Student Pantry opened in September 2014 to address the food insecurity issue a number of students have on campus. They provide food to undergraduate and graduate students.

- Partners include the Food Lion Feeds Program and Chartwells. Thirteen other UNC system institutions have similar programs.
- It is run by volunteers (approximately 50 per week).
- The mission is to ensure food security, human dignity, and well being on campus by providing emergency culturally appropriate food to any UNC Charlotte undergraduate or graduate student who does not have a meal plan.
- Goals
 - To serve students who struggle with food insecurity.
 - Raise awareness and educate our campus and campus community.
 - Service learning.
- Serve approximately 30-50 clients per week. Most clients are graduate students.
- Food Pantry is currently located in Colvard South in an office. It's a very tight space (10x11) and has no privacy when getting information from students. Proposed ideal space (30x30).
- Questions and discussion followed the presentation.
 - Phil asked if the committee has an active space request for this program.
 - Chip responded a request was made, but it was deferred after the space in psychology became available. It is something that can and will be reinitiated. They will lose their current space this summer and will require a permanent location prior to the start of fall semester 2015.
 - Kevin asked if there were locations on campus that would alleviate the privacy concerns.
 - Sean responded, they want a space that is private, but also a space that is close to a parking lot so it is easy for the students to transport food. Cone University Center is optimal. Kim added the privacy issue is separate from the traffic issue. They want a high traffic area where students walk by frequently. Currently, students interface with them in the hallway because there is no space inside the room to talk with them and gather their information. That's the privacy problem.
 - Jay asked that they give Facilities Planning the specifications.
 - Other schools have their pantries in academic buildings, residence halls, and student support buildings.

- Chip stated this program has the support of all divisions on campus.
 - Kevin asked (other than space) what are three top priorities or needs. Sean and Kim responded:
 - Donations of items.
 - University fund – people can donate funds.
 - Sean will send him a list of needs.
 - Frank will generate a new request.
- b. Request for Unisex Restroom in Storrs 150 – Nick Patel, Space Planner
- Jay asked if the unisex restrooms have been constructed in Fretwell and CHHS. Nick responded they have not yet. They are in the process of being designed.
 - The history behind the Storrs space – Under the direction of Cindy Wolf Johnson and the Campus Accessibility Advisory Committee, they have been going around campus to see where we can have family friendly single compartment restrooms. Some have implemented with the help of Academic Affairs. Additional campus locations are being sought. Storrs is a building that has been identified in need of a facility of this nature. Design Services has been working with the College of Art and Architecture. Lee Gray has been involved in the process of finding this location. The request is just to state that Storrs 150 is going to be a family friendly/gender neutral restroom and it needs to be constructed by the end of June 2015 because it is year-end funding.
 - Lee Gray moved to accept this request. Frank Fleming seconded the move. There was no discussion. Motion was approved.
- III. Residence Hall Plan Presentation – Frank Fleming
- a. Housing Master Plan Update – final presentation (December 4, 2014). The full presentation is available for viewing. This presentation was presented to the Board of Trustees. Presentation highlights:
- UNC Charlotte moving to an academic year housing rental contract/agreement instead of semester contract.
 - 93% of freshmen live on campus.
 - Will have 5,500 on-campus beds by fall 2015.
- b. Kevin stated the closer you get to campus, the more affordable housing is. We can't really attract students with price. Some are insensitive to price as many students are willing to pay more to live further away from campus. Frank added students want to be in certain neighbors such as uptown or NoDa (North Davidson). He anticipates that when the light rail is operational, there may be more who live uptown vs. within immediate proximity to campus.

- c. Kevin raised the issue of Sanford Hall, and being taken off line for a considerable period of time.
 - d. Lee asked if it would make sense to look at one of the high rises for repurposing such as office space. Phil responded Facilities Management is looking at Cedar, Sycamore, and Hickory for swing space and then permanent office space.
 - e. Phil mentioned that since the plan was put in place (in November) the possibility of repurposing RDH (Residence Dining Hall) has been given serious further consideration. The group that studied this determined the best use was to put the housing administrative offices and catering in that building. That recommendation has been presented to the Chancellor who has approved that reuse plan. Currently, the residential life administrative offices are located in Scott Hall and they are taking up what could be student space.
 - f. Steve asked if the University should require sophomores to live on campus and, if it did, would there be enough capacity for that model? Frank indicated that it requires further study.
- IV. Intent to Vacate Submittals (Jay distributed a handout)
- An Intent to Vacate form for the Fretwell space was submitted by Academic Affairs last year. Jay is currently working through requests from the colleges.
 - This was a reminder notification that these requests from AA will be submitted to the Committee.
- V. 2014 SMAC Summary Activity Report – Chip Yensan distributed this handout.
- VI. Member Announcements
- Phil proposed making a presentation called “Facilities Challenges” on all vacated or soon to be vacated buildings (Cedar, Sycamore, Hickory, RDH, Cone Center) showing what the current status is. This is a presentation Phil presented to the Chancellor’s Cabinet in January.
 - Phil announced that the University will close on the medical office building condo in March.
 - Suggestion for the committee to meet in South Village Dining in March.
- VII. Adjournment
- g. Jay moved to adjourn the meeting. Lee seconded the move. Motion approved unanimously.
 - h. Adjourned at 3:38 p.m.

Minutes submitted by Beverly Imes.