

**UNIVERSITY SPACE COMMITTEE MEETING**  
**Wednesday September 14, 2015**  
**Holladay Hall, Chancellor's Conference Room**  
**10:00 p.m. – 11:30 a.m.**

**Present:** Warwick Arden; Charles Leffler; Alan Rebar; Mary Peloquin-Dodd; Steve Arndt; Lisa Johnson; Sumayya Jones-Humienny; Liz Moore; Katie Perry; Louis Hunt; Matt Peterson; Michael Harwood; Ralph Recchie.

**Additional Distribution:** Duane Larick

**Guests:** Margery Overton; Lori Johnson; Kate Meurs; John Royal; John Gilligan; Roy Borden (representing Morton Barlaz); Tom Miller; and Montse Fuentes

**Approval of the Minutes**

The minutes of the August 5th, 2015 meeting were approved and will be posted.

**Action Items**

1. College of Engineering (COE), Nuclear Engineering, Space Request #15-20, Burlington Engineering Labs Rooms 1141 and 2160, with Guests: John Royal, John Gilligan and David Bristol: *This item was deferred due to continuing negotiations.*
2. College of Engineering (COE), Nuclear Engineering, Lease Request #15-30, Research Building II Room 122, with Guests John Royal and John Gilligan: Lease of Research II Room 122 is requested from October 1, 2015 to September 30, 2019 for John Mattingly's radiation detection experiments for the Consortium for Nonproliferation Enabling Capabilities (CNEC), which is supported by a \$25M grant from the National Nuclear Security Administration awarded in 2014. Mattingly's existing laboratory space in Burlington 1126 is insufficient to meet milestones set by CNEC and his office and graduate student spaces need to be colocated with his lab and proximate to Nuclear Engineering's space on the 2<sup>nd</sup> Floor of Research II. *The committee noted that this request draws full Facilities and Administrative (F&A) funding and approved the request.*
3. College of Engineering (COE), Civil, Construction and Environmental Engineering (CCEE), Graduate Student Relocation to Broughton 4231 for CFEP Spousal Hire Mann Renovations, Space Request #15-32, with Guests John Royal and Roy Borden: Relocation of CCEE grad students from Mann Hall to Broughton Hall Room 4231 is requested in order to renovate space in Mann for a Chancellor's Faculty Excellence Program (CFEP) spousal hire accommodation in CCEE. CCEE will relocate to Engineering Building Oval (EBO) when funding is procured and construction is completed, but these graduate students now do not have a permanent space otherwise identified. In December 2013, the committee delegated swing space authority to Staff Support on condition that each request's term not exceed 3 years and that permanent space be identified. *The committee approved the request provided that COE fund the swing space upfit costs and noted that Mann Hall backfill space upfit costs for CFEP hires must be negotiated. The committee directed Staff Support to track the graduate student permanent relocation solution and provide status updates when EBO programming and design occur.*

4. Academic Outreach & Entrepreneurship /DELTA, Lease Space Request #15-26, Venture II, 4th Floor, with Guest Tom Miller: DELTA requests a renewal of Venture II Suite 500 lease, which expires 10/12/2015, and a new lease for Suite 430 to accommodate vacated space in Partners I and DH Hill Library plus additional space needed for projected growth. *The committee approved the lease renewal of Venture II Suite 500 and the new lease of Venture II Suite 430, with the recommendation that the conference room be shared with Global Training Initiative (GTI), to alleviate some of their anticipated growth space needs. The committee also recommends for best long-term value simultaneously pursuing an RFP for aggregated, contiguous lease space starting October 2016.*

*[Subsequent to the meeting, corrections were made to the SF of Suite 430. See the attached updates revised 10/2/15.]*

5. College of Veterinary Medicine (CVM), Dean's Office, Sentinel Biomedical, Inc., Strategic Lease Request #15-27, Research Building Lab 359, with Guest Kate Meurs: 117 ASF of wet lab space is requested for lease to Sentinel Biomedical Inc., an industry partner whose focus is on canine genetic research and testing, from 10/1/2015 until 5/31/2017, at which time Sentinel will have the option to move to the new Centennial Biomedical Campus (CBC) Flex Building. Centennial Campus Authority allows for lease of appropriated space to non-university entities provided the criteria outlined in Space Principle 10 are met, which K. Meurs confirmed. Staff are identifying market rates and getting proxy for a pro-rata share of utilities. The delta between market rate rent and university costs will be credited to the CBC Flex Building's debt obligation. The CBC Flex building will have 22,500 RSF available for rent to private partners (22,500 RSF of the 45,000 RSF total will be committed to the university – CVM will take 15,000 of that portion.) *The committee approved the lease to Sentinel Biomedical Inc.*
6. College of Veterinary Medicine (CVM), Dean's Office, Murphy Brown, LLC, Strategic Lease Request #15-28, CVM Main Building Lab D303, with Guest Kate Meurs: 272 ASF of wet lab space in the CVM Main Building research lab D303 is requested for lease to Murphy Brown LLC, an industry partner whose focus is on animal health in swine herds, from 10/1/2015 until 5/31/2017, at which time Murphy Brown will have the option to move to the new Centennial Biomedical Campus (CBC) Flex Building. Centennial Campus Authority allows for lease of appropriated space to non-university entities provided the criteria outlined in Space Principle 10 are met, which K. Meurs confirmed. Staff are identifying market rates and getting proxy for a pro-rata share of utilities. The delta between market rate rent and university costs will be credited to the CBC Flex Building's debt obligation. The CBC Flex building will have 22,500 RSF available for rent to private partners (22,500 RSF of the 45,000 RSF total will be committed to the university – CVM will take 15,000 of that portion.) *The committee approved the lease to Murphy Brown Inc.*
7. College of Design (COD), Prague Institute, Lease Extension Request #15-29, Prague, Czech Republic: Two leases totaling 8,080 SF of classroom and administrative/office space at the Prague Institute expire on 12/31/2015. A new lease for the same 8,080 SF is requested to extend the term from 1/1/2016 until 12/31/2018 with two additional one-year extension options for a possible 5-year term. The cost is approximately \$148,000 per year. The College of Design has managed and maintained this facility since October 2004. The program continues to be successful and the current facility enhances their

ability to meet student instructional needs and address administrative office needs. This request does not include any residential space. *The committee approved the new three-year lease with two additional one-year extension options.*

### Information / Discussion Items

1. Follow-up for Holladay Hall (Info Item 15.12), Winslow Hall (Info Item 15.10) and Human Resources Executive Search Services (ESS) Request #15-24: In Winslow Hall, the Office of Institutional Equity and Diversity (OIED) needs 2-3 offices on the 2<sup>nd</sup> Floor for new Title IX hires. They have requested offices currently assigned to University Development. In Holladay Hall, the Office of General Counsel needs an office for a new attorney hire. Mike Mullen has agreed to move his Division of Academic and Student Affairs personnel (DASA) out of Holladay Hall to Park Shops and possibly First Year College Commons and/or Peele Hall, thereby freeing up space for others. ESS needs to relocate from Administrative Services Building II to allow for other HR personnel hires. ESS wants to relocate to the Park Alumni Center.
  - a. *The committee directed staff to work with the respective units to achieve the following immediate-term proposed plan:*
    - i. *Relocate University Development personnel from Winslow Hall offices 200, 202 and 204 to Holladay Hall offices 7, 9 and 9A, now vacant.*
    - ii. *Reassign Winslow Hall offices 200, 202 and 204 to OIED for the new hires.*
    - iii. *Reassign Holladay office 7B, now vacant, to Office of General Counsel for the new attorney hire. (The long-term plan is for the new attorney to relocate to Holladay 2<sup>nd</sup> Floor when OIRP relocates to Peele.)*
  - b. *The committee directed staff to work with the respective units to achieve the following near-term proposed plan:*
    - i. *Relocate DASA personnel from Holladay Hall Ground Floor to Park Shops, First Year College Commons and/or Peele Hall. Some renovation work will be needed.*
    - ii. *Relocate Taylor Jeffreys' University Advancement unit from Park Alumni to backfill the Holladay Hall Ground Floor space vacated by DASA.*
    - iii. *Relocate HR ESS from Admin II to backfill the Park Alumni Center 3<sup>rd</sup> Floor space vacated by University Advancement.*
2. DH Hill Library Backfill: Learning Center Study, Info Item 09.04: One meeting has been held to date with the Libraries, DASA, Registration & Records and the Office of the University Architect regarding conversion of stack space into a one-stop student success center to provide services for Academic Coaching, Peer Tutoring, Writing and Speaking Tutorial Services, Supplemental Instruction, Drop-in evening Advising and Career Counseling, and Disability Services Office. A study proposal will be sought from a designer to perform building code review and programming. *The committee stated the study will be split-funded and directed staff to proceed with the study and investigate opportunities for time sharing and/or dual purpose space.*
3. Human Resources (HR), University Temporary Services (UTS), Lease Space Request #15-23, Brickhaven: UTS must vacate their space on the 2<sup>nd</sup> Floor of the Administrative Services Building II (Admin II) in order to accommodate new HR EPA and Health Insurance hires. As UTS generates revenue and can pay rent, approximately 800 ASF of lease space near Admin II is requested. The lease request is for month-to-month or a 1-year lease with the option to renew. UTS prefers the Brickhaven location, but with the

proposed I-440 road widening, those buildings will be impacted and occupants will most likely be displaced. *The committee directed staff to find proximate lease space.*

*[Subsequent to the meeting, 1,100 SF of lease space was identified at 20 Enterprise Street, Raleigh, NC. The rental rate is \$15.00 per SF with additional costs for electric utility service and janitorial service. There is no upfit cost. The term is for one year with two (2) one-year renewal options. The committee electronically reviewed this lease request and approved it on October 7, 2015.]*

4. Human Resources, Executive Search Services (ESS), Lease Space Request #15-24, Park Alumni Center: As outlined in Holladay Hall Information Item 15.12 above, ESS would like to move to the Park Alumni Center for better synergies and amenities and to allow for new HR hires in Admin II. Provost Arden will discuss with Brian Sischo, VC for the Office of University Advancement, the move of Taylor Jeffreys' University Advancement unit to Holladay Hall. *The committee directed staff to follow up with Brian Sischo afterwards to implement the next steps.*
5. Division of Academic and Student Affairs, NCSU Hillel, Space Request #15-25, Talley Student Union: Lease space is requested for a one-person office for dedicated meeting and work space for impromptu and scheduled visits with parents and prospective students to disseminate information about Jewish life on campus. Mike Giancola, Associate Vice Provost for Student Leadership & Engagement (SL&E), had previously explained access options and resources available through the Student Involvement Center (SIC) and the Chaplain's Cooperative Ministry (CCM). *The committee agreed that all religious and student organizations must go through the established channels to procure space and recommended that NC Hillel contact Anne Pearce with CCM or Mike Giancola with SL&E/SIC to further inquire about space options.*
6. Additional Rent Operation & Maintenance (O&M) for Centennial Campus Development Office (CCDO) Buildings, Info Item 15.13 (Follow-up Related to Space Requests #15-19 and #15-22): M. Harwood explained that 5 entities pay O&M (full additional rent) costs in CCDO buildings: the Incubators office and lab space in Partners I and Partners II; the Nonwovens Institute in Partners I, which rents part of their space to private entities; DASA's Dental and Counseling satellite offices on the Ground Floor of Research II; and Partners II CALS Plant Transformation Lab space being backfilled by COE, which was originally rented to a private corporation and now must address O&M as a legacy issue. All other university entities have utilities and services covered by Facilities funding, even though the financial model was not intended for the percentage to which it has grown. Additional information is needed for more detail on the numbers. *The committee asked that this topic be revisited at a future meeting.*
7. PowerAmerica Manufacturing Space Update, Info Item 15.11: No space request has been received yet, but PowerAmerica stipulated that it has scalable manufacturing needs requiring: up to 15,000 GSF on the ground floor for equipment delivery access and maintenance; adequate power and ventilation (high bay space preferred); and a 100-linear foot (LF) straight production run. An on-campus location is preferred for student access, such as Partners I Nonwovens Institute space or the future Center for Technology Innovation, currently under construction. The space should be able to showcase the high-tech manufacturing process. Affordable rent is an important factor in becoming sustainable

within 5 years. The short-term need is for 3,000 – 5,000 GSF within 8 months to meet the Department of Energy's quarterly review criteria. The Varsity Research Building is preferred as it can accommodate the 60-LF straight starting production run, at which point incrementally added equipment can be turned. *The committee directed staff to look for off-campus lease opportunities for the next 6-18 months for a short-term solution while developing a plan for a long-term scalable solution.*

*Subsequent to the meeting, space request #15-34 was received and due to critical timing, a special session USC committee was called on October 12<sup>th</sup>. These notes serve as the meeting minutes. Varsity Research Building (VRB) Module 7 and part of module 6 (rooms 1409, 1411, 1416, 1418, 1420, 1421, 1422 and 1425) was temporarily reallocated to PowerAmerica through December 2017. NC Clean Energy Technology Center (formerly the Solar Center), currently located in Modules 5 and 6, must consolidate into modules 4 and 5 for the short term and vacate Module 6 by November 13<sup>th</sup>. (Vacation of Module 6 was originally stipulated in a USC memo dated 6/21/12.) NC Clean Energy will relocate to VRB Module 1 for the mid-term until Phase 4 renovations for Plant Pathology occur; a long-term solution is still under investigation.*

*To implement PowerAmerica's temporary allocation, funding must be identified to immediately relocate other current VRB occupants and their respective equipment / furnishings: Water Resources Research Institute (WRRI) will move from Module 7 to Research IV; the Sea Grant Program will be colocated with WRRI and will move from Module 2 to Research IV; and the Proposal Development (PDU) will move from Module 7 to Research IV. WRRI and Sea Grant will then relocate from Research IV to the Toxicology Building, as their permanent location, when renovations complete. The Proposal Development (PDU) will remain in Research IV until spring of 2016; a long-term location is under review. PowerAmerica shall remove all equipment and furniture at the end of their term in VRB and move to Partners I when the Non-Wovens Institute moves to the Center for Technology Innovation.*

## **Other Business**

1. Montse Fuentes is shadowing the Provost for a leadership program and is attending the meeting as a guest.

**Meeting Adjourned at 11:40 a.m.**