

UNIVERSITY SPACE COMMITTEE MEETING
Tuesday, February 19, 2013
Holladay Hall, Chancellor's Conference Room
1:00 PM – 2:30 PM

Present: Warwick Arden, Charles Leffler, Terri Lomax, Michael Harwood, Louis Hunt, Lisa Johnson, Sumayya Jones-Humienny, Kevin MacNaughton, Liz Moore, Katie Perry, Matthew Peterson, Ralph Recchie, and Cynthia Williford.

Guests: Duane Larick, Amy McNeil, Laura Severin, Holly Swart.

Approval of the Minutes

The minutes of the January 9, 2013 meeting were approved and will be posted.

Action Items

1. Forestry & Environmental Resources, 3041 Cornwallis Road Lease Renewal Request #13-03: R. Recchie stated that the request was for a renewal of a no-cost lease with the U.S. Forest Service in Research Triangle Park. C. Williford stated that since their original submission of the request, the department had amended their request to renew the lease for three years, rather than one. *The committee approved the request to renew the lease for one-three years.*
2. Intensive English Program, 2526 Hillsborough St. Lease Request #13-04: C. Williford stated that in July 2012 the committee had given approval to the program to occupy temporary space in Harrelson Hall until the end of the spring 2013 semester, at which time their office space was required to move to lease space and their classroom needs would no longer be in dedicated rooms, but rather folded into the course scheduling system and existing "110" classrooms. She said that the request was to accommodate IEP's faculty and staff office needs and to provide five dedicated classroom spaces. Due to the growth of the program, however, some of IEP's classes might still need to be scheduled in university "110 classrooms." L. Hunt stated that the IEP classes were not university credit courses and that the cohort required use of classrooms for the entire day; having the lease include some classroom space was beneficial, as scheduling these courses in "110" classrooms could not be counted in the reporting of classroom utilization to UNC-GA. He stated that approximately 97% of the students are admitted into the university at the completion of the program, and that the student enrollment might not exceed 200 as originally anticipated. R. Recchie stated that, due to the department's specific proximity needs for the students to be near campus "110" classrooms, DH Hill Library, and a major Wolfline transit hub, he was seeking committee permission to use the strategic acquisition method for this lease. *The committee approved the use of the strategic acquisition method to lease the space for five years and directed Provost Office staff to keep the committee apprised should the enrollment drop to a point that no longer justifies the lease.*

Information / Discussion Items

1. Chancellor's Faculty Excellence Program (Cluster Lab Space) Update, (Info Item 12.01): S. Jones-Humienny distributed a list of items for discussion and the project list developed to-date. Discussion centered on moves necessary to free up space in targeted locations for the hires and difficulties getting some faculty to agree to relocations. T. Lomax stated that she was interested in determining an appropriate group to move to the Varsity Research Building and that the Solar Center, Sea Grant and Water Resources Research Institute could be relocated to more

appropriate office space. She stated she was meeting in one week with COE regarding the Solar Center. W. Arden stated that all space belongs to the university and that no one individual shall be permitted to hold up the process to make necessary changes that align with the strategic plan. He stated that he was in agreement with committing the lab in Toxicology to the new hire. *The committee identified five trigger items requiring action: Duane Larick to contact Steve Lommel regarding the Toxicology lab determination; staff would develop a sequencing plan identifying critical timeframe issues related to the Varsity Research Bldg.; moving forward with the department to relocate the graduate teaching lab in Thomas 2577 to renovated teaching lab space in Bostian 4700; move forward with master planning the renovation of the third floor of Ricks and to implement the first phase of the plan. M. Harwood to follow up on per square foot pricing for CBC Flex Building. The committee stated that they would be available for interim meetings should space decisions be needed prior to the March meeting.*

2. Strategic Space Planning Initiatives: Updates to Space Principles & Tagging People to Space Update (Info Item 12.14): C. Williford reviewed recommended updates to the Space Principles. *The committee approved the recommendations with minor edits.* L. Johnson stated that a team was working on establishing the method for tracking and reporting the occupants for all campus space and recommended that OIT head the effort. T. Lomax stated that Sponsored Programs should be included in the team. *The committee charged staff to draft a team charge letter for review.*
3. Hunt Library Auditorium: “110 Classroom MOU (Info Item 13.01): L. Hunt stated that four classes were scheduled in the 400-seat auditorium for the fall semester and that the library was interested in using the space for various to-be-determined meetings and seminars. He distributed a draft MOU for use of the space for discussion. W. Arden stated that the space had been intended to be a “110” and should be a “110.” *The committee directed staff to work on an agreement for the use of the classroom with the library.*
4. Holladay Hall Renovations: Funding, Scope, Swing Space: W. Arden stated that the Chancellor had approved the space reallocation, and that he and T. Lomax would be following up on some items before distributing the memo. He stated that he, C. Leffler, T. Lomax and Mike Mullen would be meeting internally to discuss. C. Leffler stated that the project would not be funded using fiscal year-end money.

Meeting Adjourned at 2:44 PM.