UNIVERSITY SPACE COMMITTEE MEETING
Wednesday November 2, 2015
Holladay Hall, Chancellor's Conference Room
3:30 p.m. – 5:00 p.m.

Present: Warwick Arden; Alan Rebar; Mary Peloquin-Dodd; Steve Arndt; Michael Harwood; Sumayya Jones-Humienny; Louis Hunt; Lisa Johnson; Margery Overton; Matt Peterson; Ralph Recchie

Not Present: Katie Perry; Liz Moore; Duane Larick; and Lori Johnson

Approval of the Minutes
The minutes of the August 5th, 2015 meeting were approved with one addition regarding split funding for the DH Hill Library Backfill Learning Center Study (Info Item 09.04) and will be posted.

Action Items
1. <u>DASA, TRIO Programs, Lease Space Request #15-33, 20 Enterprise St.</u>: TRIO is currently leasing ~3,400 RSF at 20 Enterprise St. Their lease expires on November 30th but there is no available space on campus. Since they meet with high school students, they need access to parking and the bus line. *The committee approved the request and recommended that the lease be put out for bid.*

Information / Discussion Items
1. <u>PowerAmerica Manufacturing Space Update, Request #15-34</u>: S. Jones-Humienny reviewed the handout dated 11/2/2015 outlining progress to date: he moves of current Varsity Research Building occupants are underway; the demolition contractor is under contract; and the design study has begun. Critical next steps include: receiving the equipment list and specifications from PowerAmerica by 11/11/2015 and producing a preliminary plan layout and substantially completing demolition by 12/4/2015. *[Subsequent to the meeting, the design team determined that the equipment list and specification deadline moved to 11/20/2015.]*

2. <u>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</u>: Lisa Johnson reviewed the handout dated 11/2/2015 including the previous USC meeting's directives and outcome of the meeting with Office of Institutional Equity and Diversity (OIED) and University Advancement regarding their respective space needs. Brian Sischo, VC for University Advancement, prefers to keep all current space allocated plus gain additional space in Holladay to accommodate projected personnel growth for the upcoming fundraising campaign. This approach does not align with the USC's directives and will neither allow OIED the additional 1-2 offices needed in Winslow, nor ESS to move to Advancement's proposed backfill space in Park Alumni Center (PAC). *The committee will meet with B. Sischo to discuss. [Subsequent to the meeting, Benny Suggs, Vice Chancellor of Alumni Relations, offered an alternative for three non-contiguous spaces (107, 108 and 110) on the 1st Floor of PAC. This will work as an interim solution for ESS until more contiguous space can be reallocated to accommodate the three current personnel plus a new hire.]*

3. <u>Tagging People to Space Update, (Info Item 12.14):</u> S. Jones-Humienny reviewed the "Tagging People to Space Data Analysis 10/20/2015" handout, indicating the levels of participation. Prior to the 9/4/2014 USC memo, the baseline was ~ 60% of all employees had identified their work locations. OUA has since met multiple times with each college, including the Graduate School, plus four Administrative units. The average of all employees that have now identified their work locations is at ~ 84%. College employee participation varied from ~ 60% - 100% due to two factors: OUA met later in the year with a few of the colleges, and some off-campus work locations were unavailable in the database. Administrative unit participation varied from ~ 31% - 100%.

Going through this process brought challenges to light regarding human resource and technical issues. College representatives have remarked that their HR personnel are too few in number to handle the volume of their personnel's work location modifications needed, and have requested that department heads be granted access to modify these work locations in PeopleSoft too. HR has expressed concerns regarding privacy and resource/time issues for this PeopleSoft program modification.

The next steps include: running vacancy reports for all colleges and meeting with College Facility Coordinators and CFEP cluster heads to identify potential spaces opportunities; updating plans and correcting coding errors; addressing technical and accuracy issues; and facilitating resolution of the PeopleSoft program modification request.

Other Business
N/A

Meeting Adjourned at 5:00 p.m.