Space Advisory Committee
Meeting Minutes
April 9, 2014
2–3 pm, KL 362

Members Present:
Daniel Feitelberg, Vice Chancellor for Planning and Budget; Chair
Kyle Hoffman, Vice Chancellor, Development and Alumni Relations
Jane Lawrence, Vice Chancellor, Student Affairs
Michael Reese, Vice Chancellor for Business and Administrative Services (by phone)
Susan Sims, Special Assistant to the Provost/Exec, Vice Chancellor and Chief of Staff
Samuel Traina, Vice Chancellor for Research
John O. White, Assistant Vice Chancellor for Capital Finance

Staff Present:
Irwin Band, Principal Planner
Richard Cummings, Principal Planner
Mark Lutz, Building Services Manager

Others Present:
De Acker, Ombudsperson
Bill Hvidt, Principal, The Hvidt Group
Kathy Jefferds, Chief of Staff, Office of Planning and Budget
Thomas Peterson, Provost and Executive Vice Chancellor

Members and Staff Not Present:
Gene Barrera, Associate Planner
Ramona Dai’Re, Educational Facilities Planner
Annette Garcia, Assistant Chancellor and Chief of Staff
Steve Rabedeaux, Academic Facilities Planning, Office of Planning and Budget
Phillip Woods, Director of Physical and Environmental Planning

I. Call to Order

Vice Chancellor Daniel Feitelberg called the meeting to order at 2 pm.
II. Approve March 2014 Meeting Minutes

The March 12, 2014, meeting minutes were unanimously approved as submitted.

III. Stakeholder and Campus Community Comments

Provost Tom Peterson suggested that in the future, when SAC meets to consider multiple proposals for the same physical space and concludes with a decision, it is important that declination letters be provided to the requestors whose proposals were unsuccessful prior to approval notification to the originator(s) of the successful proposal.

There was some discussion about potentially inviting the originators of space requests to make a brief presentation at the SAC meeting when their proposal is on the agenda for consideration.

IV. Space Website Consolidation Presentation

Principal Planner Richard Cummings provided an overview of the consolidated and updated SAC website via a PowerPoint presentation. The SAC website may be found in the Division of Planning and Budget under the “Committees” tab. Click on this tab and select “Space Advisory Committee” from the drop down menu. Available choices include:

- Agendas and Meeting Schedule,
- Space Approval Process (includes a link to the “UC Merced Academic and Administrative Space Policy” document),
- Make a Space Request (with a link to “Space Request Form”),
- Tools for Space Moves (with links to “Space Move Flow Chart” and “Guidelines for Managing a Space Move”), and
- Space Resources and Policies (with links to multiple resources including space contact information names and email addresses).

Vice Chancellor Jane Lawrence indicated that the initial “Space Request Form” should include the signature approval of either a Dean or Vice Chancellor prior to submission.

Vice Chancellor Sam Traina requested that the “Space Move Flow Chart” add an entry point to address space requests that do not originate in response to a Provost space call letter. Space request exceptions, distinct from responses to a space call letter, need to be identified (for example, resulting from growth in workload or receipt of grant dollars).

Ombudsperson De Acker recommended that the consolidated and updated SAC website be publicized in the Panorama newsletter and announced at the Leadership Council, Staff Assembly, and Town Hall.
V. Space Callout Update: Mondo Building, First Floor

Prior to the issuance of a space call letter, two space requests have been received for about 1,300 square feet of available space on the first floor of the Mondo building (and a third request from Finance is expected shortly):

- Research Account Services (RAS),
- Business and Finance Services (BFS), and
- Finance Group (written request forthcoming).

Building Services Manager Mark Lutz distributed a draft call letter and a floor plan for this space in the Mondo building which will accommodate about 10 to 11 staff. It was agreed that the Provost office would issue a space call letter to all Deans and Vice Chancellors as soon as possible with a due date of no later than Friday, April 25, 2014. The Deans and Vice Chancellors will be asked to pass along copies of the call letter to their direct reports.

VI. Promenade Suites K and C Update

Principal Bill Hvidt of The Hvidt Group presented a status update on the leasing of Suites K and C at the Promenade. He anticipates that the lease agreements for these two additional suites, a part of the overall discussions for renewal of current leased space at the Promenade, will be approved shortly. Tenant improvements are estimated at 60 to 90 day once the leases for Suite K and C have been signed off.

VII. Other Business

Vice Chancellor Traina provided a status update on the available downtown office space owned by the City of Merced. Approximately 50% of this office space is estimated ready to occupy while the remaining 50% would require some work. Discussions with the City of Merced regarding this space are ongoing.

Building Services Manager Lutz noted that he has met with the Fire Marshall regarding the potential use of the KL third floor lobby area as a reception desk. He will provide a further update at the next SAC meeting.

Vice Chancellor Feitelberg adjourned the meeting at 3 pm.