Space Advisory Committee Minutes (DRAFT)
Wednesday, February 11, 2015
2-3 pm
KL 232

Members Present:
Daniel Feitelberg, Vice Chancellor, Planning and Budget
Michael Reese, Vice Chancellor, Business and Administrative Services
Kyle Hoffman, Vice Chancellor, Development and Alumni Relations
Samuel Traina, Vice Chancellor for Research
Annette Garcia, Assistant Chancellor and Chief of Staff
Charles Nies, Vice Chancellor, Student Affairs

Others Present:
Abigail Rider, Assistant Vice Chancellor, Real Estate Services
Susan Sims, Special Assistant to the Provost/Exec. Vice Chancellor and Chief of Staff
Andrew Boyd, Executive Director, Project Management Services Center
Ann Kovalchick, Associate Vice Chancellor, Information Technology
Luanna Putney, Associate Chancellor and Senior Advisor to the Chancellor

Staff Present:
Richard Cummings, Principal Planner
Irwin Band, Principal Planner
Mark Lutz, Building Services Manager
Bill Hvidt, The Hvidt Group, (by phone)
Ramona Dai’Re, Real Estate Services (by phone)

Discussion Items

1. Call to Order

Vice Chancellor Feitelberg called the meeting to order at 2:02 pm.

2. Approval of Minutes

The minutes were approved as drafted.

3. Kolligian Library Virtual Receptionist Discussion

The committee discussed the need for an options analysis and ballpark estimate of the cost of deploying a virtual receptionist. After discussion regarding cost, the interplay between security and the desire to make the 3rd floor a more welcoming environment, the committee...
tabled the virtual receptionist concept until further direction on the concept from both the Chancellor and after the next fully attended Vice Chancellor meeting.

2. **Facilities Link**

   AVC Rider provided an update on the draft flowchart process for space moves which has been updated into a draft process flow diagram indicating where there are decision points. The committee discussed the overall goal to design a process that would forgo the need to bring every space need for a new hire to the committee.

   AVC Kovalchick stated that she would hope the process evolves to the point where IT be integrated into the process so that large scale data port and phone changes can be staffed ahead of time.

   The committee also discussed the need to have a layered communications approach regarding staff moves. The first layer would focus on stakeholders impacted by the move, the second layer would focus on units of the campus that help facilitate moves (e.g. IT) and the third layer would be a general campuswide notice.

3. **Promenade**

   Executive Director Boyd reports that the Suite K move is complete and that the move from Suite A to Suite C is in progress. Once the Suite A to C move is complete, this will enable a move from KL 3 to Suite A. Government Relations will move once Parcade is opened up.

4. **KL3 Backfill Criteria**

   At the previous meeting, the Provost asked for an assessment of where potential demands are given the space move anticipated for KL 3. The committee was presented with a list of three primary criteria for the Provost to consider.

   The three proposed criteria are academic programming, users that would benefit from adjacency with the Chancellor’s office, and users that would benefit from adjacency with current occupants. The Provost relayed by email that he would like to also know in the interests of transparency what all the requests are for the 3rd floor space. Decisions would likely be discussed in April given the March 6th due date for proposals.

   **The meeting adjourned at 2:50 pm.**