Space Advisory Committee Minutes (DRAFT)
Wednesday, August 12, 2015
2:00-3:00 pm
KL 232

Members Present:
Tom Peterson, Executive Vice Chancellor and Provost
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
Luanna Putney, Associate Chancellor and Senior Advisor to the Chancellor

Others Present:
Abigail Rider, Assistant Vice Chancellor, Real Estate Services
Michael Chow, Interim Assistant Vice Chancellor and Campus Architect
Susan Sims, Special Assistant to the Provost/Exec. Vice Chancellor and Chief of Staff
Andrew Boyd, Executive Director, Business and Financial Strategic Initiatives Center
Ann Kovalchick, Associate Vice Chancellor, Information Technology
Leon Waller, Senior Project Director
Richard Cummings, Principal Planner
Irwin Band, Principal Planner
Jason Martin, Organizational Development Consultant, Business and Financial Strategic Initiatives Center
Mark Lutz, Building Services Manager
Bill Hvidt, The Hvidt Group

Discussion Items

1. Call to Order

Vice Chancellor Feitelberg called the meeting to order at 2:00 pm. A new agenda item regarding Facilities Link was added to the agenda.

2. Approval of Minutes

The minutes were approved with an amendment.
3. **Facilities Link**

Assistant Vice Chancellor Rider provided an update on the Facilities Link database. The team has been consulting with stakeholders to develop ways to improve the system and has also been working to refine process design in order to ensure complete and accurate data is captured.

The initiative is between 80-90% accurate with regards to data. AVC Rider stated that as users see the quality of data improve, they have become much more interested in ensuring it is correct. The combination of active data gathering efforts and the support of users suggests the data’s accuracy will continue to get better. This will have benefits for short and long term space planning, resource planning and the 2020 Project.

Further updates will be discussed at the upcoming meeting with the goal of having a discussion about how to enhance the veracity of the data. A committee member suggested it would be helpful to have the data definitions on hand to assist in the dialogue.

4. **Downtown Center Update**

Vice Chancellor Feitelberg stated that with building having been approved by the Regents in July, the next step is to continue with the forward looking process on the interior and programming of the building. The Space Advisory Committee will continue to be used as a forum for discussion of the building’s adjacencies, layouts and partitions. This will interface with the Programming subcommittee that has been actively meeting and working the project team.

AVC and Campus Architect Chow provided an overview of the design for the exterior and each floor of the three-story Downtown Center in Downtown Merced. The ground floor features public, multi-function uses as well as secure administrative space. The multi-function space could be used for classes and community events and receptions. The second and third floors is secured administrative space featuring open workspaces, huddle rooms, and a variety of conference rooms. The second and third floors are essentially the same, which should aid in arranging adjacencies. The configuration of the open workspace is to be determined. The atrium is a component of all three floors and brings light into the building.

The building is at 50% Design Development and is approaching the Working Drawings stage. The building does not include solar, but the roof has designed to be clear of obstacles that would enable solar in the future.

During discussion, the Committee commented on potential issues with the presence of restrooms on the ground floor that are accessible to the public and the location of the lactation facilities. Campus Architect Chow noted that they will note and confirm the existence of a lactation room or rooms in a more secure portion of the building.
Executive Director Boyd stated that the campus should move forward with actually determining which departments will be moving to the Downtown Center in order to understand adjacencies. He provided an overview of the adjacency recommendations regarding the location of loud and quiet zones from the Cannon Design workplace strategy.

During discussion, the Committee asked how the space capacity was determined. Executive Director Boyd explained the methodology and stated that he would be able to provide the assumptions in a simple understandable format. Provost Peterson stated that he would like to be able to eventually have a better grasp, even if in a ballpark range, on the relative real estate needs of the administrative divisions. VC Reese stated that would be part of the workforce planning exercise.

The financial model assumes that the campus will be vacating its leased space – however if the campus chooses to remain in some leased space, that will be less the campus can do elsewhere. As such, efficiency will be a critical component of programming.

VC Feitelberg stated that it would be helpful for the committee to begin a discussion on a set of principles as the campus considers adjacencies. The committee began a discussion on the concept of neighborhoods, how to configure confidential spaces, and the larger goal of activating downtown Merced.

The meeting adjourned at 3:00 pm.