Space Advisory Committee Minutes
Thursday, September 18, 2014
3:30-4:30 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
John O. White, Assistant Vice Chancellor, Capital Finance
Annette Garcia, Assistant Chancellor and Chief of Staff

Others Present:
Bill Hvidt, Principal, The Hvidt Group (by phone)
Abigail Rider, Assistant Vice Chancellor, Real Estate Services
Susan Sims, Special Assistant to the Provost/Exec. Vice Chancellor and Chief of Staff
Tom Peterson, Provost and Executive Vice Chancellor
Anne Kovalchik, Associate Vice Chancellor of Information Technology
Andrew Boyd, Executive Director, Project Management Services Center

Staff Present:
Richard Cummings, Principal Planner
Irwin Band, Principal Planner
Mark Lutz, Building Services Manager
Ramona Dai’Re, Education Facilities Planner (by phone)
Steve Rabedeaux, Director, Academic Facilities Planning

Members and Staff Not Present:
Charles Nies, Vice Chancellor, Student Affairs

Discussion Items

1. **Vice Chancellor Dan Feitelberg called the meeting to order at 3:30.**

2. **June 2014 Minutes**
   The minutes were approved as proposed.
3. **Stakeholder and Campus Community Comments**
   There were no comments from campus stakeholders.

4. **Parcade Update**
   Executive Director Andrew Boyd provided an update on space reconfiguration planning for the leased Parcade facility in downtown Merced.

   Staff is working with Tangram to create a modern space plan that maximizes the use of the location for both the proposed business incubator and for administrative uses. The Small Business Center is conceptualized as having storefront, public facing space. Only 10% of the Parcade’s seats will be configured as private offices. The consultants have also provided estimates for ensuring the Parcade’s mechanical and engineering elements are upgraded to accommodate approximately 50 spaces. The duration of the lease is 5 years with an option to extend for another 5 years. The tentative date of completion is late Spring 2015.

   Vice Chancellor Feitelberg stated that in contrast to the traditional practice, the goal is to first convert the Parcade into a modern, open workspace that fosters teamwork and then determine its occupants. The committee recommended moving forward with a recommendation to the Chancellor with the design and capital process to reconfigure the space. No objections were noted.

5. **Promenade C and K Update**
   Executive Director Andrew Boyd stated that the campus has a floorplan developed by Tangram that creates space for 17 people. However, staff is working with IT to investigate the potential of increasing the density of the space by increasing server capacity. Work on developing a layout of the space will continue over the coming weeks. Vice Chancellor Feitelberg noted that given the space is a prominent, public facing space, it would meet the campus’ space needs for UC Merced Communications and Government Relations.

6. **Tri-College IT Update**
   Associate Vice Chancellor Anne Kovalchick stated that connecting the Tri-College site to CENIC with a 1GB link would provide high bandwidth, high capacity IT to the facility. However, in its current configuration, Tri-College would be able to accommodate users whose primary IT use is email.

   By contrast, locating a large set of users that need video streaming, manage large graphic files, or access large database content would create challenges given that access to Tri-College must first pass through Merced College’s network. Installing CENIC has an initial cost of $18,400 plus annual maintenance. Vice Chancellor Kovalchick stated that connecting to AT&T is not recommended as option and that connecting to CENIC can occur even with users on site. Building Services Manager Mark Lutz suggested that the CENIC expansion discussion be discussed in conjunction with an analysis of space utilization for TC-1 - an 1,800 GSF open space currently assigned to Student Affairs.
7. **Tri-College 4 Space Request**
The space request from Student Affairs to locate Summer Session staff in Tri-College 2 was approved. Vice Chancellor Feitelberg recommended that the space be fitted out for Summer Session without the expenditure for CENIC improvements. The request for retaining the existing space in KL 107 was not recommended for approval but would be identified as new space call out and request, or assignment by Provost Peterson.

8. **SSB Dean’s Suite Redesign**
Building Services Manager Mark Lutz updated the Committee on the proposed furniture layout and wall modifications to enlarge two Dean’s suites at a cost of $18,000 due to the suboptimal use of space created by the configuration of the building, such as structural beams which interfere with usable space. The construction will occur over a weekend and will not require user displacement.

9. **Facilities Link Update**
Building Services Manager Mark Lutz stated the ongoing space audit has been combined with Tangram’s as-built layouts and should be complete by the end of the year. Additional work to combine record drawings and renovation drawings has been occurring in collaboration with Design and Construction and IT.

Assistant Vice Chancellor Rider noted that the workgroup is also focusing on a process and procedure to ensure the data remains useful over time. Vice Chancellor Feitelberg stated that once we know the space we have, the campus will need to build processes to connect space needs with its list of future hires to ensure spaces for new employees and workforce planning.

The committee recommended that the Fresno Center be added to the space audit. Vice Chancellor Reese informed the committee that he has also asked for a comprehensive options analysis of the Fresno Center.

10. **Space Consultant Update**
Executive Director Andrew Boyd stated that the campus has retained Paul Halagian Architects to develop a strategic approach to space needs.

11. **Room Reservation System Update**
Assistant Vice Chancellor John White provided the final update on the collaborative effort to create a Room Reservation System. The goal was to create a single platform to identify and schedule rooms for use on campus. The database includes photos, layouts and lists of features. Assistant Vice Chancellor White noted that the volunteer, multi-department stewardship group was instrumental in completing the process. The committee recommended that an update be provided to the Leadership Council and through MSO groups.

The meeting adjourned at 4:28 pm.