Space Advisory Committee Minutes (DRAFT)
Wednesday, January 13, 2015
2-3 pm
KL 367

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
Charles Nies, Vice Chancellor, Student Affairs

Others Present:
Tom Peterson, Provost and Executive Vice Chancellor
Bill Hvidt, Principal, The Hvidt Group
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

Staff Present:
Richard Cummings, Principal Planner
Irwin Band, Principal Planner
Mark Lutz, Building Services Manager
Steve Rabedeaux, Director, Academic Facilities Planning
Ramona Dai’Re, Real Estate Services

Discussion Items

1. Call to Order

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

2. Approval of Minutes

The minutes were approved subject to a correction requested by Susan Sims, regarding the listing of those present.
3. **Kolligian Library Virtual Receptionist Discussion**

AVC Kovalchick provided an overview of the technical upgrades that would be required to establish a “virtual receptionist” for the third floor of Kolligian Library’s Administrative wing. The virtual receptionist concept would replace the visitor welcome functions currently provided by a staffed reception desk with a plasma monitor screen linked to a student receptionist located in another location. The existing reception area would be reconfigured into office or conference room space.

The committee discussed the need to carefully assess the cultural adjustments and implications of using this technology to greet guests who may be visiting campus for the first time. The committee also discussed the importance of communicating the potential changes with current staff on the third floor in order to avoid surprises. As part of the beta test, the committee discussed the need for a live backup person to handle culture and technology issues.

The committee agreed that IT should take a leadership role in developing a project plan and budget for further consideration. Provost Peterson also requested a one page summary of the recommendations for the beta test.

2. **Facilities Link**

AVC Rider informed the committee that 90% of the data on the Facilities Link database has been updated. As a point of example, AVC Rider reported that the updated data had already been used to inform downtown space moves. AVC Rider stated that her team would be working with campus Management Services Officers and the schools in order to finalize the space update process and to develop a protocol so that the data remains current. Going forward, the database has the ability to eventually add IT related information.

3. **Space Moves**

Executive Director Boyd provided an update on upcoming space moves. Reconfigurations to Promenade Suite M are near completion and the new leased space in the Promenade would be complete within 2 weeks. The committee discussed the need to avoid arbitrary backfilling of vacated space from the third floor of Kolligian Library. The consensus was to conduct a functional analysis to determine the appropriate audience for a targeted space call for the vacated space.

4. **Parcade**

Executive Director Boyd stated that bid opening for the Parcade project is imminent. The committee discussed the impact of storage needs on space demands and the opportunity of using widespread document scanning to reduce space demands. AVC Kovalchick stated that IT is doing an assessment of document scanning – and will assess digitization opportunities for the campus. VC Feitelberg asked IT to move forward on analysis.

5. **Downtown Center**

VC Feitelberg asked for discussion regarding the suitability of the Space Advisory Committee as the forum to vet the program, occupancy and design for the Downtown Administrative Building. The committee discussed the formal Building Advisory Committee process that has been used in the past for new buildings on campus. After discussion, the recommended a subcommittee of the Space Advisory Committee act as the Building Advisory Committee for the downtown building - as appointed by each Vice Chancellor.

The meeting adjourned at 2:50 pm.