



Facilities

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Space Administration Committee

Purpose	
Date	14 August 2019
Time	3:00 – 4:00 PM
Location	Merten 5201
Present	Wu, David - Provost, Co-Chair Kissal, Carol - Senior Vice-President, Co-Chair Crawford, Deb - VP Research, Innovation, Econ Impact Strike, Frank - Facilities Lipscomb, Doug - Facilities Laura Manno - Facilities/Provost
Not Present	None
Prepared	Staulcup, Joy - Facilities

Meeting Minutes

Item	Issue	Responsible
2019.08.01	<p>Space Administration Committee – Proposed New Membership & Process</p> <p>Recommendation: Approve</p> <ul style="list-style-type: none"> • New committee structure/process/membership • C. Kissal requested Deb Dickenson (VP for Finance) be added to the committee. • SAC will be responsible for review/recommendation of routine space requests and provide feedback on proposed major reassignments/reuse of space. • Other committees/working groups will work on the broader, more strategic-level space utilization/efficiency models and future space charge model. • Research Space Subcommittee will begin meeting again to discuss development of metrics for research space allocation policies and work to inform discussion regarding space charge model as it relates to research space. • Information flagging any major issues, concerns, risks, etc. for agenda items reviewed at meetings will be provided to co-chairs after each meeting, along with the committee’s recommendations. If recommendations are approved by co-chairs, Facilities/Space Management will take action on those decisions. <p>Risks</p> <p>None anticipated</p>	Information

2019.08.02 **Sci/Tech Campus New Building Program Update (Bull Run Hall Addition)** Manno
O'Neal

Recommendation: Approve with Conditions

- Support for moving forward with plan to use backfill assignments in Katherine G. Johnson Hall to meet Bull Run Hall addition space program shortfall.
- Issue regarding funding to pay for the backfill renovations that will not be covered by the amount allocated in the BRH addition capital project (5K ASF) needs to be resolved.
- L. Manno will work with Rene Stewart O'Neal to develop a split proportion relative to the building footprint for the colleges/schools that will be located at Sci/Tech.

Risks

- If a funding plan is not identified for the backfill overage in the next two (2) weeks which is supported by the units to allow the project to proceed, the project will be delayed.
- Program space selected for the backfill overage is based upon best fit and is not the lowest priority. Therefore, if a funding strategy for the backfill overage is not supported by the units the impact of program reductions would require the reprogramming of the entire building. Building design is scheduled to begin on or about the first of September.

2019.08.03 **Robinson Project Backfill Space Assignments – Process/Timeline** Information

Recommendation: Approved (Phase I Master Plan)

- Decisions regarding the reassignment of space vacated by CHSS move to new Robinson, and the Fenwick A-Wing space that MIX vacates will be determined in the Phase I process of the upcoming master plan project. Vacated space will remain unassigned until information regarding priority needs for growth space can be determined as part of Phase I of the master plan.

Risks

- Utilizing Phase I of the Master Plan will likely require an additional 6 months to determine space allocations. As a result, construction activity in vacated space may not commence for 6 months or more after being vacated.
- Given demands for space, the existence of vacant space may result in space requests and pressure on leadership to award space outside of the coordinated master planning process.

- 2019.08.04 **Exterior Space Use – COS Forensic Science Body Farm - Sci/Tech** Lipscomb
Recommendation: Approved
- Identified exterior area of land at Sci/Tech will be used to construct Body Farm (10 yr agreement).
 - D. Lipscomb to assign project manager to draft an MOU for COS and request a fee proposal for a civil engineer design.
- Risks** Surrounding community may have concerns regarding the proposed land use as a body farm.
- 2019.08.05 **Exterior Space Use – VSE VDOT Test Pavement Project - Sci/Tech** Lipscomb
Recommendation: Approve with Conditions
- Condition for Co-Chair support: Confirm that construction, maintenance, demolition, removal and site restoration will not result in any financial obligation on behalf of the University.
 - D. Lipscomb to coordinate with Mike Laskofski to review terms of grant award.
- Risks**
- Significant financial cost to the University to support this research project if grant funding, or VDOT funding, is not available to cover all associated costs.
- 2019.08.06 **Space Request – Green Machine Pep Band Storage - FX** Information
Recommendation: Approved
- A request by Green Machine to place a storage container/POD behind Music/Theater building is not supported by Facilities due to infrastructure costs and aesthetic reasons. Vacant space in the basement of Fenwick A-Wing will be assigned to meet this need, with only minor updates needed to prep the space.
- Risks**
None anticipated
- 2019.08.07 **Space Request – VSE Assignment-Vacated Tenant Space – FX** Information
Recommendation: Approved
- VSE will be assigned two rooms in Engineering Building that current tenant will be vacating due to a reduction of their leased space. VSE will use space to provide office space for their new Cyber Security department and will be responsible for the additional debt-service annual increase for this SF per the terms of the original building funding structure.
- Risks**
None anticipated

- 2019.08.08 **Space Reassignment – Provost Admin – The LAB in JC – FX** Information
Recommendation: Approved
- Space assigned to the Library on 2nd floor of JC will be reassigned internally by Provost Admin to meet space need for new combined Writing Center/Student Communication Assistance Center (The LAB).
- Risks**
- Provost’s Office has funded the initial \$500,000 to cover full design services and to procure long-lead FF&E items. Provost Office and CHSS are working together to identify funds for the remaining \$1.5M which must be donor funded if NEH grant is won (grant 3:1 match required). Remaining \$1.5M is required by February 2020.
 - If grant not awarded or donor funds take longer to procure, Provost’s office and CHSS will need to find alternate or temp funding to keep the project moving. Writing Center must move out of Robinson B over winter break 2020.
- 2019.08.09 **Exploratory Collaboration Conversion to Offices – FX** J. Staulcup
Recommendation: Denied
- COS request to add walls/door to convert open collaboration areas within Exploratory Hall office suites into office is not supported.
 - Open collaboration areas provide informal meeting areas for faculty and students, and allow for light to filter into the center of the office suites which was part of the design intent for the building.
 - J. Staulcup will work with COS space liaison to make suggestion for shifting assignments in currently assigned office spaces to align with our office space guidelines in order to free up private offices for new faculty hires.
- Risks**
None anticipated
- 2019.08.10 **Exploratory Large Format Graphic/Mural in Atrium – FX** D. Lipscomb
Recommendation: Further Investigation
- D. Lipscomb to discuss request with COS contact and have further discussions with University Curator/student mural group to identify source/commitment of funding for design/install of mural, and for eventual removal of mural.
- Risks**
- Installation could limit visibility/light into the atrium area.
 - If funding not identified to cover install and removal, other

funding sources would need to be identified to cover costs.

The items above convey our understanding of the issues discussed. Please notify Facilities within five (5) business days if you have any questions or comments. If no comments are received, these minutes will be considered an accurate record of the meeting and the Recommendations included within be considered to have been adopted by the Committee Chairs.