



Facilities

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Purpose Space Administration Committee
 Date 24 September 2019
 Time 1:00 – 2:00 PM
 Location Merten 1203
 Present Wu, David – Provost, Co-Chair
 Kissal, Carol – Senior Vice President, Co-Chair
 Crawford, Deb – VP Research, Innovation, Econ Impact
 Guilford, Renate – Assoc Provost, Academic Administration
 Patterson, Pam – Assoc VP, University Life
 Stewart O’Neal, Rene – AVP, Strategic Planning & Budgeting
 Dickenson, Deb – VP for Finance/Controller
 Dracos, Bill – AVP, Business Services
 Goldin, Steve – Director, Strategic Real Estate Initiatives
 Strike, Frank – VP, Facilities
 Lipscomb, Doug – AVP, Planning, Design, Construction
 Manno, Laura – Director, Strategic Acad/Rsch Space Planning
 Not Present Pascarell, Rose – VP, University Life
 Prepared Staulcup, Joy – Assoc Director, Space Management

Meeting Minutes

Item No.	Agenda Item	Responsible
2019.09.01	<p>Space Administration Committee – Introduction of Process to New Committee Members / Review of Space Request Process Recommendation: N/A</p> <ul style="list-style-type: none"> • New SAC membership/process and space request process reviewed • Committee noted need to improve process of coordination with Budget Office and Provost/Rsch Office for requests that may have significant budget implications - SAC space request review should include unit funding available to support costs associated with assignment. <p>Risks/Issues: None anticipated</p>	Information
2019.09.02	<p>Bull Run Hall Addition IIIB University Funded Backfill Project Recommendation: Approve</p> <ul style="list-style-type: none"> • Committee supported methodology used for determining which Katherine G. Johnson Hall backfill space renovations to be covered by the capital project budget vs. those that need to be Mason-funded (5K SF at estimated \$2M). • Funding requirement timeline reviewed for Mason-funded portion - \$1M needed July 1, 2020, next \$1M needed Feb. 2022 (design/construction happens in phases). Funding timeline can be refined to defer construction portion of funding. 	<p>R. Stewart O’Neal D. Crawford R. Guilford D. Lipscomb L. Manno</p>

- R. Stewart O’Neal/D. Crawford/R. Guilford discussed need to develop a holistic total cost planning process to address the entire funding requirements associated with the new building project and Sci/Tech unit program growth plans. Need to provide Deans with explanation of full funding requirements (portion of the backfill renovations, as well as other costs that units may not be tracking in their budget planning models).
- R. Stewart O’Neal/D. Crawford/R. Guilford to take lead on bringing a group together to develop this process since they’ve had initial discussion about this need, and will set up meetings with unit Deans to discuss total costs units need to be tracking.
- Facilities to assist with potential costs related to new building - unfunded FF&E needs not covered by initial capital project budget, operating expenses that will be split among units for shared spaces (future AV equipment replacement, furniture replacement, etc.).

Risk/Issues: Units may not have a budget model that can support identified funding needs. If back fill portion designated to be funded by Mason is not funded there will be significant added cost and delays.

2019.09.03 **Master Plan Project Update – Timeline/Process** Information

- Agenda item deferred to October meeting due to time constraints.

2019.09.04 **Policy Discussion – Retired/Emeritus Faculty Office Assignments** Information

- Agenda item deferred to October meeting due to time constraints.

2019.09.05 **VSE Request to Lease Additional Space at Innovation Dr (Sci/Tech)** R. Stewart
O’Neal
W. Dracos
D. Lipscomb

Recommendation: Approved with Conditions

- Additional 10K at Innovation Dr is an opportunity space decision with low risk
- Real Estate office to proceed with lease negotiations, but lease not to be signed until Budget Office (R. Stewart O’Neal) confirms VSE has funding to support additional lease costs, as well as their portion of lab construction costs (TI included in per SF lease rate will not cover all costs for specialized labs).
- D. Lipscomb to provide amount VSE had to cover for current 10K leased space fit-out project as an estimate of costs that VSE will need to cover for the future 10K additional fit-out.

Risk/Issues: VSE may not have funding available to cover both lease and fit-out costs, faculty hires may have higher than anticipated specialized lab requirements that may drive up costs of fit-out.

- 2019.09.06 **Request for Space to Consolidate CRM Team (FX)** Information
- Request submitted for space to consolidate 12-15 staff currently, and up to 25 as FTE grows
 - No vacant space available at FX to assign for the SF need. Continue to work on options that may require reassignment of underutilized space to meet this need.
 - Option(s) to be presented at next SAC meeting.
- 2019.09.07 **Request for Use of Space in Vernon Smith Hall** D. Lipscomb
Recommendation: Approved (1st floor leased space) S. Goldin
Further investigation needed (available leased space)
- Space requested to create Arlington “war room” and office space for the new capital building project.
 - Foundation has retail level (former bank space) available for lease – would provide more visibility/access for visitors/community for project related functions.
 - SVP Kissal requested Facilities/Real Estate office reach out to GMU Foundation to determine lease rate to evaluate budget obligation if this additional space is leased.
 - Committee recommends 1st floor space that Mason currently leases be used to meet initial program needs for computer-related MS programs that will be housed at Arlington, and other associated centers/CCI NOVA node that will be located in Arlington
 - D. Crawford indicated that the VRIC funding can be used to support renovations and possibility used for lease cost for the former bank space if the CCI NOVA node has a presence in that space.
- Risks/Issues:** Need to determine if funding is available to support the cost for leasing additional space along with any updates that may be needed.

The items above convey the understanding of the issues discussed. Please notify Facilities 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 are considered to have been adopted.