Attendees: Benning Christopher, Cahill Jim, Harvey Bryan, Holler Juanita, Khushalani Jitesh, la Cour, Niels, May Ernie, Michaud Ron, Mientka Ed, O’Shea Sally, Reid Kiss Claire, Schreiber Steve, Schreyer Alexander, Tucker Jonathan, Turner Christine, Veneman Peter, Warner Terry, Warnick Rod, Wulsin Lawson

Minutes of February 10, 2011 were approved.

1. University Gateway

Todd Diacon spoke on the gateway project opportunity for mixed used development. They are hoping to connect UMass with the downtown Amherst area in regards to shops, residential and other buildings. The idea was to donate land to the town of Amherst but we need special legislation to do this. The Amherst redevelopment authority hired a consultant and will conduct meetings to gain input from the community.

Jonathan Tucker mentioned the first step is to meet with the consultant. This will be a four month process and will end in June or July. They may have information for the fall meeting, otherwise 2012. The town is looking at Triangle and East Pleasant Street but have not determined how far out to go yet. This is to extend the downtown and campus together. The University parcel is 2 acres. There are three designs that are shown on the Amherst website.

VHB, who is the consultant, this morning did a road safety audit. This is a big awareness of the gateway project. The alternative would be to shut down North Pleasant Street.

2. Space allocation process

Jim gave a presentation on the space allocation process and what happens after you submit the request. We maintain 10.8 million gsf on the campus, 1,200 floor plans and 380 buildings. Space planning manages moves/relocations, audits space use for Federal A21 reporting and manages off campus leases.

In 2004 we adopted a space allocation policy. When space is vacated, it reverts back to the central administration for reassignment. CAB was established to ensure that the use of space is consistent with priorities. Facilities Planning is responsible for space. Our office method is the space request that is filled out on line. Any department can submit a request. This requires approval from the appropriate Dean or Vice Chancellor.
To make a space request go to Facilities Planning website at www.umass.edu/fp/. After you submit your request you will get a response from our department. We will contact you within a week. This is also sent to the Dean.

We did a pilot project program with four buildings; Bartlett, Memorial Hall, Hasbrouck and ELAB 2. We will publish a booklet for each building.

We are going in to CAFM (computer aided facility management) system and will be able to link space and room data with floor plans. CAFM will serve as a management tool for tracking and allowing access to space information. This will be implemented by the end of the fall.

Green Building Guidelines and Master Plan will be presented at the next meeting.

Adjourned 4:00

Submitted by Janice Webster