



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

Office of the Provost and Executive Vice Chancellor

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May 11, 2016

MEMORANDUM

TO: Jim Clotfelter, Information Technology Services
Bryan Terry, Enrollment Management
Robin Remsburg, School of Nursing
David Teachout, University Teaching and Learning Center
Tim Johnston, College of Arts and Sciences
Jim Eddy, Division of Continual Learning
Peter Alexander, School of Music, Theatre and Dance
Randall Penfield, School of Education
Celia Hooper, School of Health and Human Sciences
Nell Pynes, International Programs
Sarah Carrigan, Institutional Research
Jodi Pettazzoni, Assessment and Accreditation
Bo Bodenhamer, Academic Technology
Mark Wiles, College Foundation of North Carolina

FROM: Dana Dunn, Provost and Executive Vice Chancellor
Charles Maimone, Vice Chancellor for Business Affairs

SUBJECT: McIver Office Reassignments

As you know, Chancellor Gilliam asked us to begin planning for the construction of the Nursing/STEM Building and the demolition of the McIver Building.

Our first step is to meet with you, the leadership of offices currently residing in McIver to review the approach we are planning to introduce the following project guidelines which we have developed to direct relocation plans:

1. During the summer, staff members from the Office of Space Management and Facilities will begin meeting with representatives of departments currently occupying the McIver Building to review their needs and to develop relocation plans. Currently assigned space will be evaluated utilizing the UNC space and utilization standards to ensure appropriate allocation of new space for those who will be moving.
2. Academic instruction and academic instructional support service functions with heavy student interaction and/or student use will be concentrated in the center of campus.
3. Administrative functions will be located further out from the center of campus and in some cases beyond current campus boundaries.
4. The academic instruction and support principle will be applied within departments and programs as well as among departments and programs. In other words, there might be functions within departments and programs that do not need to be co-located in order to meet the highest priority of academic instruction and instructional support services.
5. Because there will be significant relocation expenses associated with both the vacating of McIver and the opening of the new facility, all efforts will be made to minimize the movement of non-essential furniture

and equipment. Reassignment, relocations, storage and replacement of furniture and equipment will be authorized by the Provost and Vice Chancellor.

6. Given the complexity of this project, only essential renovations necessary to accommodate departments will be undertaken during the two year construction period. Regardless of funding source, authorization to renovate campus space or leased space will be maintained by the Director of Space Management and Associate Vice Chancellor for Facilities.

Relocation of departments and or functions currently residing in McIver will impact other departments on campus. The needs of all departments impacted will be assessed in establishing the final relocation plans.

The list of departments currently occupying space in the McIver Building includes:

- Information Technology Services (Research Computing & Data Governance & Integrity, Classroom Technology)
- Enrollment Management
- School of Nursing
- University Teaching and Learning Center
- College of Arts and Sciences (Archaeology Lab, Art Studios)
- Division of Continual Learning (DCL Studio)
- School of Music, Theater and Dance (Theatre)
- School of Education (SES grant)
- School of Health and Human Sciences (Kinesiology, Peace and Conflict Studies, HHS Advising, HDF grad students)
- International Programs/Interlink/New Mind
- Institutional Research
- Assessment and Accreditation
- Academic Technology
- College Foundation of North Carolina

Using the list above and in the order listed, we will begin arranging individual meetings with you to address questions and concerns specific to your offices.

Thank you for your assistance with this project and we look forward to discussing this in more detail at our meeting.

c: Chancellor Frank Gilliam