

Campus Space Allocation & Utilization Committee

February 10, 2017 Meeting Minutes

The Campus Space Allocation and Utilization Committee met on **Friday, February 10** at **3:00** in the Deans' Conference Room, DBRY 200.

Members Present:

Jack Butler	Tracey Duncan	Kurt Eisen
Ada Haynes	Jack Matson	Vahid Motevalli
Jim Cobb	Tracy Black	Katie Williams
Yvette Clark	Sandi Smith	

Members Absent:

Rachel Hall	Megan Atkinson	Steve Frye
Ken Wiant	Janice Branson	Matthew Dexter
Brandi Hill	David Huddleston	Diane Smith
David Zimmerman- student		

Official Representative(s):

Morgan Tinsley	<i>For Steve Frye</i>
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Summary of Proceedings

Approval of agenda

Approval of previous meeting's minutes- November 11, 2016

Space Request for Veterans' / Adult Learning Center- RUC 2nd floor

Space Request for Center for Student Involvement and Leadership- RUC 2nd floor

Information Item: Space Request for a Student Design Center- Foundation Hall gymnasium*

Amendment Item: Space Request for a Student Study Area- Henderson Hall 109**

Proceedings

Perceiving a quorum, Dr. Eisen called the meeting to order at 3:10.

Approval of Agenda.

Motion to approve. Sandi Smith

Second. Jack Butler

Vote. Motion approved.

Approval of Minutes- November 11, 2016

Motion to approve. Jack Butler

Second. Tracey Duncan

Vote. Motion approved with no amendments.

*Before discussion began on the agenda items, Dr. Motevalli inquired about the absence of a space request from the College of Engineering for the creation of a student design center in the main gymnasium at Foundation Hall. After it was explained that the item had been submitted too late for the subcommittees to review, he requested it be added as an information item at the end of new business. The committee agreed.

Dr. Eisen revisited a discussion from the previous committee meeting regarding the committee's procedures and the publication of available spaces. He suggested that per their previous discussion, perhaps the space in the RUC should first be announced in Tech Times with a set deadline for proposals to be considered along with the current proposals. He also suggested that the committee's purview should be finding solutions and making suggestions in order to meet the needs of those requesting space and the university, and asked for the committee's input on this.

Dr. Motevalli recommended an RFP format encouraging proposals to be in bullet format rather than paragraphs and including questions such as:

- What other spaces were considered?
- Why this space specifically?

Ms. Duncan suggested publishing an announcement in the Tech Times to ensure all potentially interested parties would be aware of the available space.

Ms. Williams suggested that they should determine a standardized format for the request, and added questions to Dr. Motevalli's:

- How much space do you currently have?
- How much space are you asking for?
- How much space are you vacating?
- How will the space be utilized?

It was also suggested that individuals making a space request should attend both the appropriate subcommittee meeting and the full committee meeting to answer questions regarding their proposal. Dr. Eisen suggested revisiting the current draft of the fillable form and developing a set of questions by which subcommittees could screen space requests.

It was suggested that the revision of the space request form and all other changes should be left until after the use of the space in the RUC was determined. All agreed that a notice should be placed in Tech Times to advertise the space to become available and set a deadline to allow time for requests to be reviewed by the subcommittees before the March 17 full committee meeting.

Dr. Motevalli moved that the two current requests be tabled until the next committee meeting to allow time for other proposals.

Second. Sandi Smith

Vote. Motion carried without further discussion.

Information Item- Space Request for a Student Design Center- Foundation Hall gymnasium

Dr. Motevalli briefly outlined the reasons for the request and the need for the space:

- The current iMaker Space is less a working space and more of a showcase
- All engineering students must submit a capstone design project
- 500 – 600 students at any given time are in need of a working design and fabrication space
- The space could be made versatile with rolling partitions

There was additional brief discussion concerning the usable space in Foundation Hall and the Student Design Center request was added to the agenda for the March 17th meeting.

Amendment Item: Space Request for a Student Study Room- Henderson Hall room 109

**Due to a miscommunication, the space request for Henderson Hall was not included on the agenda. However, a copy of the request was available for all to review.

Motion to approve. Jim Cobb

Second. Sandi Smith

A brief discussion determined that the space was suitable for the requested use and had already been converted for such.

Vote. Motion carried.

Other Such Matters

The discussion briefly returned to advertisement of the space to become available in the RUC and the revision of the Space Request Form.

Both Dr. Smith and Mr. Cobb suggested it would be better to wait on the implementation of a new form until after the last full committee meeting in spring to avoid space requests submitted in multiple formats. Everyone agreed to continue the discussion of the form and the guidelines for submission at the next meeting.

No other new business being presented, Dr. Smith moved to adjourn.

Second. Jack Butler

Vote. Motion carried.

The meeting was adjourned at 4:11.