

Campus Space Utilization and Allocation Committee
October 21, 2016

The Campus Space Utilization and Allocation Committee meet Friday, October 21 at 3:00 p.m. in the Deans' Conference Room.

Members present: Dr. Kurt Eisen, chairperson; Ms. Tracy Black, Dr. Janice Branson, Mr. Jack Butler, Ms. Yvette Clark, Dr. Rachel Hall, Dr. Ada Haynes, Dr. David Huddleston, Ms. Diane Smith, Dr. Sandi Smith, Dr. Mark Stephens, Dr. Ken Wiant, Ms. Katie Williams

Members absent: Mr. Jim Cobb, Mr. Matthew Dexter, Ms. Tracey Duncan, Dr. Steve Frye, Dr. Jack Matson, Dr. Vahid Motevalli, Mr. David Zimmerman

Official Representatives: Ms. Holly Mills for Ms. Megan Atkinson

PROCEEDINGS

Approval of Agenda

Motion. Ms. Hall moved to approve the agenda. The motion was seconded by Mr. Butler and carried.

Approval of July 13, 2016 Minutes

Motion. Mr. Butler moved to approve the July 13 minutes. The motion was seconded by Ms. Williams and carried.

Space Request from Enrollment Management & Student Success – Dr. Hodum

Motion. Ms. Williams moved to table the request. The motion was seconded by Mr. Butler and carried.

Discussion continued on what is needed to help the committee make good decisions. The capability to publicize available space and to be aware of space needs that might not come through as a request were identified. Having a record of space needs from colleges would be beneficial to the committee.

Dr. Eisen passed out a revised fillable draft of the space request form, with the addition of the cost of the requested square footage, current space user, and the section at the bottom of additional information that could be stored and used as a standing request and used to compare with other requests that are received.

This form can be found on the Facilities webpage. The procedures are currently found on the Facilities webpage under forms. To make these forms more visible, Mr. Butler suggested segregating the Facilities webpage and have the Campus Space Utilization and Allocation Committee with its own header.

Space Request from College of Agriculture and Human Ecology – Dr. Liz Mullens

Request for Oakley Hall, Room 234

Dr. Eisen stated that Dr. Mullens has formally requested her space proposal for Room 234 be withdrawn.

Space Request from the Tennessee FFA Foundation, Inc. – Ms. Chelsea Rose

Request for Oakley Hall Rooms 234 and 235 for additional staff and for a meeting room.

Dr. Eisen stated that Room 235 is occupied as a faculty office and the faculty member has chosen not to move. Room 234 is used for Foreign Languages adjunct faculty and Dr. Groundland has agreed to relocate their adjuncts, making this room available.

Dr. Eisen stated this space request will be for Room 234 only.

Motion. Mr. Butler moved to approve the request. The motion was seconded by Ms. Smith

The use of space by non-Tech entities on campus was questioned and discussed. There are only a few non-Tech entities on campus. Mr. Butler stated within the last five years these non-Tech entities requesting to come on campus have been denied. It was pointed out that the non-Tech entities on campus work hand-in-hand with the areas they are connected to. With regards to the cost for space it was felt this is not under the purview of the committee. It was agreed that a space request from a non-Tech should come from the Dean and be signed by the Dean who is connected to the non-Tech entity. In discussing the criteria used for determining the consideration/approval of non-Tech entities on campus, it appeared none are clearly defined and this should be looked into.

Dr. Huddleston was not in favor of approving this request without Dean Mullins' signature.

Dr. Smith suggested approving the motion pending the appropriate signature. This was accepted as a friendly amendment with the Mr. Butler and Ms. Smith.

A vote was taken with 12 in favor and 1 against.

Other Such Matters Policy

In order to unify the committee's policy to others on campus, Dr. Stephens requested to approve the following minor changes: delete the date, delete the word "University" and insert "Tennessee Tech."

Motion. Ms. Williams moved to approve the change. The motion was seconded by Dr. Hall and carried. (This approved change will go forward to the Administrative Council and University Assembly for approval.)

Procedures

The following suggestions were made for procedure revisions:

- Dean's signature required
- Signature of College/Area that will be relinquishing space
- Under primary user, include check mark to designate non-Tech entity
- Develop a transfer of space form

Dr. Stephens stated the Procedures will be sent out with the changes suggested so far.

Dr. Stephens asked for suggestions on how to advertise space and show what's available (who is going out and who is going in). After some discussion, it was determined this would need to be looked at in depth, possibly by an appointed subcommittee.

The meeting was adjourned.