

**Campus Space Utilization and Allocation Committee
February 16, 2024**

Members Present:

Jim Cobb, Chair	Beth Howard
Ben Stubbs	Cheryl Montgomery
Brandi Fletcher	Allan Mills
Elizabeth Williams	Rachel Hall
Sandra Smith-Andrews	Megan Atkinson
Ada Haynes	Abdul Momin

Julie Baker, Executive Officer

Members Absent:

Charles Van Neste	Brian Seiler
Daniel Warren	Kuman Yelamarthi
Matthew Dexter	David Gallop
Lee Wray	Ian Anderson, Student

Guests Present:

Jason Beech	Steven Seiler
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Outline of Proceedings:

- Approval of Agenda
- Approval of September 22, 2023, Minutes
- Interdisciplinary Studies Request (LIBR 131, 133, 134, 135, 141A)
- CITL Request (LIBR 112, 113, 113A-F, 117, 118)
- College of Arts and Sciences/Seiler Grant Request (New North Hall 180, 180A)
- Launch Pad Request (LIBR 180-188)
- Other Such Matters: Space Utilization and Allocation Policy, Procedures, and Space Request Form – Dr. Julie Baker

A quorum was present and Mr. Jim Cobb called the meeting to order at 11:05 a.m.

Approval of Agenda

Motion. Megan Atkinson

Second. Brandi Fletcher

Vote. Approved

Approval of Minutes- September 22, 2023

Motion. Beth Howard

Second. Ben Stubbs

Vote. Approved

Request from Interdisciplinary Studies (LIBR 131, 133, 134, 135, 141A)

The Communications department requested multiple rooms in the Library utilized as studios for recording podcasts, TV video production and offices. These spaces are currently utilized in this manner and will revert to the Library when Communications no longer needs them.

Motion. Sandra Smith-Andrews

Second. Brandi Fletcher

Vote. Approved

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Request from the Center for Innovation in Teaching and Learning (LIBR 112, 113, 113A-F, 117, 118)

CITL currently occupies these spaces and will continue to use them to support the endeavors of Academic Affairs and the campus community at large.

Motion. Sandra Smith-Andrews

Second. Beth Howard

Vote. Approved

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Request from the College of Arts and Sciences for Dr. Seiler's Grant (New North Hall 180, 180A)

The space will be home to the Center for Addiction Prevention, Research, and Support. As such, it will also be a space used by approved students in the Collegiate Recovery Program.

Justification: Elizabeth Ramsey and Dr. Steve Seiler have been awarded a 5-year \$1.8 million grant to build a Center for Addiction Prevention, Research, and Support. The Center has received support from the Administration. It requires a space for the Collegiate Recovery Program, a meeting space, and offices for administrators/staff. The Center will build a sustainability plan for becoming a more permanent fixture at Tennessee Tech beyond the five-year grant window.

Motion. Dr. Allan Mills

Second. Sandra Smith-Andrews

Vote. Approved

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Request from the Launch Pad (LIBR 180-188)

Volpe Library rooms 180-188 are currently occupied by the Launchpad under Enrollment Management. The Volpe Library did not pay for construction or development of these spaces. The library paid for the excavation but was reimbursed for those costs.

Interior access to rooms 180-188 will be managed by Enrollment Management and coordinated with Facilities. Enrollment Management is responsible for the following: Keeping rooms neat and free from damage, Submitting Work Order Requests for building maintenance issues and adding Library Administration in the "Request Copy To:" field, coordinating with custodial services to ensure trash cans in all rooms are emptied daily, paying for all maintenance costs in their rooms, coordinating renovation and space changes with Library Administration.

Justification: Space LIBR 180-185 with corridors 186, 187 and 188 were established as part of the first-year advising center initiative from the Tech Tomorrow Strategic Plan.

Motion. Sandra Smith-Andrews

Second. Ben Stubbs

Vote. Approved

Other Such Matters

Dr. Julie Baker reminded the Committee that a subcommittee would review Space Utilization and Allocation Policies and Procedures and would work on revising the "Space Request Form." She mentioned that the Policies were acceptable, but that several of the Procedures were not currently followed during the committee meetings. Dr. Baker further explained that Dr. Allan Mills and Ms. Brandi Fletcher are serving on the subcommittee and invited others to join them. Mr. Jim Cobb stated that he would like to be involved in the redesign of the "Space Request" form. Ms. Brandi Fletcher said that utilizing Coursedog for workflows and creating forms would streamline the process and could be a resource for the future.

There being no other such matters, a motion to adjourn was called.

Motion: Sandra Smith-Andrews

Second: Brandi Fletcher

Vote: Approved