

**Campus Space Utilization and Allocation Committee**  
**April 5, 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
Brian Seiler	David Gallop
Daniel Warren	Lee Wray

Julie Baker, Executive Officer

**Members Absent:**

Charles Van Neste	Matthew Dexter
Kumar Yelamarthi	Ian Anderson, Student

**Guests Present:**

Stephen Robinson	Jeff Boles
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**Outline of Proceedings:**

- Approval of Agenda
- Approval of February 22, 2024, Minutes
- Physics Request (FNDH 168B)
- Chemistry Request (LSC 3111)
- Library Request (LIBR 130, 132)
- Space Utilization and Allocation Policy, Procedures and Space
- Other Such Matters

A quorum was present and Mr. Jim Cobb called the meeting to order at 11:04 a.m.

**Approval of Agenda**

**Motion.** Allan Mills

**Second.** Rachel Hall

**Vote.** Approved

**Approval of Minutes- February 22, 2024**

**Motion.** Allan Mills

**Second.** Megan Atkinson

**Vote.** Approved

**Request from Physics (FNDH 168B)**

Physics requested permission to continue to utilize Foundation Hall 168B as storage for equipment and tools since sufficient room is not present in Bruner Hall to store these items.

***Motion.*** Sandra Smith-Andrews

***Second.*** Allan Hills

***Vote.*** Approved

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**Request from Chemistry (LSC 3111)**

Chemistry requested that LSC 3111 be returned to them from Nuclear Engineering (Chemistry had already allowed Nuclear Engineering to occupy that space). Chemistry needs the space to construct a plastic recycling lab. That space will accommodate machines purchased through grants including a plastic shredder, a sheet heating press, an industrial washing machine, table saw and miscellaneous other tools. The lab will support several classes. It also already has the necessary connections for a ventilation system/hood and is sound proofed.

***Motion.*** Allan Mills

***Second.*** Sandra Smith-Andrews

***Vote.*** Approved

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**Request from the Library on behalf of the Upper Cumberland Humanities and Social Sciences Institute (UCI) and Computer Science (LIBR 130 and 132)**

UCI will utilize LIBR 130 to advance their work in recording and preserving history and digitizing oral and written records. This space is currently utilized by the Library for archives digitization.

Data Science Collaboratory, an interdisciplinary endeavor between the College of Business and the College of Engineering currently occupies LIBR 132, but no longer uses that space.

The Library archives digitization will be moved into LIBR 132 so that UCI can move into LIBR 130.

***Motion.*** Allan Mills

***Second.*** Rachel Hall

***Vote.*** Approved

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**Other Such Matters**

Dr. Julie Baker reminded the Committee that a subcommittee has started reviewing the Space Utilization and Allocation Policies and Procedures and would continue to 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 and Mr. Jim Cobb are serving on the subcommittee and invited others to join them.

There being no other such matters, a motion to adjourn was called by Jim Cobb at 11:33 a.m.