

Campus Space Utilization an Allocation Committee

April 12, 2021

Members Present:

Yvette Clark	Brian Leckie
Jim Cobb, Chair	Sandi Smith-Andrews
Brandon Boyd	Tracy Black
Megan Atkinson	Mark Stephens, Executive Officer
Ada Haynes	Katherine Williams
Daniel Warren	Beth Howard
Vahid Motevalli	Cheryl Montgomery
Brandi Fletcher	Diane Smith
Julie Baker	

Members Absent:

Rachel Hall
Matthew Dexter
Charles Van Neste
David Gallop

Outline of Proceedings:

- Approval of Agenda
- Approval of February 8, 2021 Minutes
- Election of Campus Space Committee Chair 2021-2022
- Volpe Library Request
- College of Engineering Request
- College of Education Request
- Research & Economic Development Request

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

Approval of Agenda

Motion. Sandi Smith-Andrews

Second. Julie Baker

Vote. Approved

Approval of Minutes- February 8, 2021

Motion. Julie Baker

Second. Sandi Smith-Andrews

Vote. Approved

Election of Campus Space Committee Chair

Unanimous vote to have Jim Cobb be the 2021-2022 chair.

Motion. Julie Baker

Second. Sandi Smith-Andrews

Vote. Approved

Request from Volpe Library

Nursing has experienced growth among its programs, which means the faculty and staff have grown with this expansion. To keep up with the growth, the school of nursing request that Bell Hall 252, a small classroom, be reclassified as office space. The school of nursing also requests for the university to pay for 50% of the project.

Motion. Vahid Motevalli

Second. Julie Baker

Vote. Approved

Request from Library

The space being used for rooms 100-105 is currently used for archive materials processing, a reading room for researchers, students, and faculty and space for 3 archives staff. It also contains a room (103) that was used for archives storage, but is now empty because the materials were moved to the new storage space. These spaces need to be remodeled into an efficient processing space for the staff, and an appropriate reading room for researchers, students, and faculty.

The space for room 120A was a space for archive storage. The plan is to expand the space used for tutoring. Expanding the tutoring operation to include a small computer lab to enhance the capability to tutor writing and AutoCAD. This lab will allow the library to better serve the growing numbers of students that request these services. They are also starting a new partnership with the College of Graduate Studies to assist with a smooth graduation process related to thesis and dissertation submissions.

Motion. Vahid Motevalli

Second. Julie Baker

Vote. Approved

Request from the College of Engineering

The College of Engineering requests that the space for room 304 that was used by the ChE department for shared graduate student cubicle space be given to the CoE and assign it to our CoE ITS staff (3 full time) plus student workers. Currently, the staff are using 4 offices in Clement Hall 3rd floor to work and also prepare computers and related equipment.

Motion. Katie Williams

Second. Julie Baker

Vote. Approved

Request from the College of Education

The College of Education currently houses a full time testing coordinator, in addition to multiple proctors on staff for the tests weekly & the various students who register to take tests they offer in Matthews Daniel. Currently, contracted with ETS for Praxis, Pearson for MAT, Pearson VUE for NES, and ETS/College Board for CLEP. We administer CPCE & comp exams for Counseling & Psychology. They have approximately 200 in person exams/monthly. The College of Education requests to have the open space in Foundation Hall rooms 313,314 (A, B, C).

Jim Cobb has informed that they would only be able to have that space for 18-24 months then would have to move to another space in Foundation Hall. This is not ideal for the College of Education according to Julie Baker.

Motion. Sandi Smith-Andrews

Second. Katie Williams

Vote. Approved

Request from Research & Economic Development (Informational item)

The Research & Economic Development department will have the space in Derryberry hall, rooms 121, 150 and 156. The space will be needed for the reorganization of the Office of Research. This reorganization involves a number of new positions for the office and it is critical to the functioning of the office that these individuals be co-located within close proximity with each other and existing staff.

No voting.

Meeting Adjourned.