

Campus Space Utilization & Allocation Committee
July 28, 2015

The Campus Space Utilization & Allocation Committee met on Tuesday, July 28, 2015 at 2:00 p.m. in the Deans' Conference Room, Derryberry Hall 200.

Members present: Jack Butler, chairperson; Jim Cobb, Debbie Combs, Brent Cross, Tracey Duncan, Kurt Eisen, Annette Littrell, Holly Mills, Vahid Motevalli, Joe Roberts, Diane Smith, Mark Stephens, Ken Wiant

Members absent: Janice Branson, Matthew Dexter, Rachel Hall, Ada Haynes, Brandi Hill, David Huddleston, Jack Matson, Sandi Smith

PROCEEDINGS

Approval of February 27 and April 27, 2015 minutes

Dr. Motevalli moved to approve the February 27 and April 27 minutes. The motion was seconded by Ms. Duncan and carried.

Action on Submitted Space Requests

Dean of Students/Director, Roaden University Center – Mark Ochsenbein

Request for all usable space in the mail box area south of the elevators in the basement of the RUC for use as a lounge area for students, guests, faculty/staff.

This is unused space after the renovation of the Post Office and Printing Services. The area would have chairs and possibly a video board.

Motion. Dr. Motevalli moved to approve the request. The motion was seconded by Dr. Wiant and carried.

Biology – Robert Kissell

Request for space in Foundation Hall on the second floor gym and office nearest door in Rm 168 for teaching and research items.

Motion. Dr. Eisen moved to approve the request. The motion was seconded by Ms. Duncan.

As the request did not include a time limit for usage, the committee agreed to approve the request for one calendar year. A space request will be needed to extend the usage.

A friendly amendment was accepted by Dr. Eisen to approve the request for one calendar year with minimal space used and shared as needed. A vote was taken and the motion carried.

English – Mark Creter

Request for space in Jere Whitson Bldg, Rooms 011 and 011A to expand costume, make up space and possibly a washer and dryer to be used during the multiple annual productions of the Backdoor Playhouse.

Request for space in Jere Whitson Bldg., Rooms 010 and 010A to provide office space for the two full-time theatre faculty - Mark Creter and Nick Ryan. The space will also serve as a theatre conference room, storage for box office records and theatre archives, and house the safe used to lock up the ticket revenue after each night's performance. During the school year regular production meetings will be held here.

Motion. Dr. Eisen moved to approve the request. The motion was seconded by Ms. Duncan and carried.

Other Such Matters

Dr. Stephens stated the committee's revised procedures were approved at the spring Administrative Council meeting. They are located on Policy Central but have not yet been housed anywhere else. As the space request form is located on the Facilities website, Dr. Stephens asked if Facilities would also house the committee's procedures. Mr. Butler agreed to the request. Dr. Stephens will forward the procedures to Mr. Butler to be loaded onto the website.

For the meetings starting Fall semester, the committee will be divided into two subcommittees.

One to address requests related to space allocation and one to address space utilization.

Dr. Stephens will appoint the membership but he told the committee members if they had a preference of which subcommittee they would prefer to serve on to let him know.

A point was made that for future meetings, the presenters of the requests would be invited to attend to answer questions pertaining to their request if needed.

The meeting was adjourned.