

Date: December 31, 2001

To: Space Planning Advisory Committee Members

From: Scott Shader
Assistant Director

Re: **Meeting Minutes**

Attendees: Dean Richard Andrews, Dr. Martin Camargo, Dr. Mike Devaney, Ms. Daffany Hood,
Scott Shader and Dr. Gary Smith

A space planning meeting was held on Monday December 5, 2001 at 1:30 p.m. in room 75 McReynolds Hall and the following was discussed.

1. College of Arts and Sciences – Center for Literary Arts – Tate Hall

The College of Arts and Sciences submitted a request on behalf of the Center for Literary Arts. The College of Arts and Sciences requested room 214 in Tate Hall, which was vacated by the Library earlier this year. Room 214 would be remodeled into the Center for Literary Arts within the College of Arts and Sciences. The committee originally delayed a decision on this space until the December meeting because the College of Arts and Sciences had not complete all of the necessary Space Request Forms and the Council of Deans had been informed of the availability of the Tate Hall space.

Recommendation: The committee voted to support this request.

Note: Since the request did not have funding identified for this project, it was noted by the committee that CRC should be urged to approve this project with a 6 to 12 month timeline to obtain funding, or this space reverts back to the campus for re-assignment.

2. College of Arts and Sciences – Request for Space in Tate Hall

The College of Arts and Sciences requested all the space vacated by the Library in Tate Hall for use by the English Department. The Library vacated several large rooms on floors two and three of Tate Hall. The space vacated by the Library would be minimally upgraded to allow for new mission enhancement faculty and graduate student offices. These renovations would be done in the context of the Capital Budget request to completely renovate Tate Hall. The committee originally delayed a decision on this space issue until the December meeting because the necessary Space Request Forms were not completed, the funding necessary to do the construction work to create the six to eight new faculty offices had not been identified and the Council of Deans had not been informed of the availability of the space.

Recommendation: The committee voted to support this request.

Note: Since the request form did not have funding identified for this project, it was noted by the committee that CRC should be urged to approve this project with a 6 to 12 month timeline to obtain funding, or this space reverts back to the campus for re-assignment.

3. College of Engineering Swing Space Request

The College of Engineering requested the Student Health Building for use as swing space during their capital budget renovation project. This project is number one on the capital budget for FY03.

Recommendation: The committee agreed to support this swing space request and recommended it to CRC with the understanding that this is only to be used as swing space, and that any future permanent use of the Student Health Building must be approved by CRC.

4. Vacated Space Policy and Forms

Dean Andrews mentioned that he had worked with Scott Shader to revise and amend the 1997 Vacated Space Policy and Forms to include a location to retrieve the forms, the acknowledgement of the Space Planning Advisory Committee and its relationship to CRC and information clarifying the assignment of space as it relates to space currently under the control of a College but the program has not been eliminated merely internally re-organized.

Recommendation: The committee voted to approve the recommended changes to the vacated Space Policy and Forms.

5. Miscellaneous Items-Informational

1. The sub-committee approved the November 5, 2001 minutes.
2. An announcement was made by the Provost's Office regarding the availability of vacant space on campus.
3. The V.C. for Development may be rescinding its assignment of Parker Hall basement due to extreme renovation costs.
4. A request may be forth-coming from the School of Social Work for the Student Health Center.
5. A request has been received from the Counseling Center asking for the basement space in Parker Hall assuming Development returns this space back to the campus for re-assignment.

The meeting ended at 2:15 p.m.

Cc: Provost Brady Deaton
Vice Chancellor Kee Groshong