

DRAFT

Date: November 15, 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, Daffney Hood, Scott Shader and Dr. Gary Smith

Guest: Dr. Ted Tarkow

A space planning meeting was held on Monday November 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 is requesting the assignment of 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.

**Recommendation:** The committee agreed to delay a decision on this space until the December meeting, because the College of Arts and Sciences did not complete all of the necessary Space Request Forms, and the Council of Deans had been informed of the Tate Hall Library space that was available for reassignment.

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

The College of Arts and Sciences is requesting the assignment of all of the space vacated by the Library in Tate Hall for use by the English Department. The Library vacated several large rooms full of books this summer on floors two and three of Tate Hall. The space vacated by the Library would be minimally upgraded to allow for space to be created for new mission enhancement faculty and graduate students. These renovations would be done in the context of the Capital Budget request to completely renovate Tate Hall.

**Recommendation:** The committee agreed to delay 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 been identified and the Council of Deans had not been informed of the available space.

**3. Development and Alumni Relations – Request for Space in Parker Hall**

Development submitted a request for the space in the basement of Parker Hall that was vacated by Dr. Gary Pike and his staff, for use as the new telemarketing location. The proposal would be to move the Student telemarketing function from the top floor of the Reynolds Alumni Center to the basement of Parker Hall, freeing up space in the Reynolds Alumni Center, which would then be renovated for incoming development staff. Gary Smith mentioned to the committee that an alternate proposal that he was suppose to receive from the Counseling Center has not been submitted as originally thought.

**Recommendation:** The committee agreed to support this space request and asked Gary Smith to take this item to CRC for approval. The committee also urged that serious consideration be given to the mold problem

**4. Noyes Hall – Information Item**

Parts of the discussion followed regarding the availability of space in Noyes Hall. No formal requests have been received as of this date. In keeping with the desires of the committee the Council of Deans needs to be informed of space available for reassignment in Noyes Hall.

**5. Miscellaneous Item**

Dean Andrews stated that he was concerned that the Space Request Forms were not being completed correctly, the Council of Deans was not being informed of all available space held by the campus that may be available for re-assignment, and that the Vacated Space Policy, written in 1997, does not cover space vacated by faculty within school / college controlled facilities. Gary Smith asked Scott Shader to work with Dean Andrews to re-draft a revised version of the vacated space policy to be acted upon at the December meeting. Gary Smith stated that he will draft a memo for Provost Deaton to distribute to the Council of Deans to advise them of space available for re-assignment.

The meeting ended at 3:00 p.m.

Cc: Provost Brady Deaton  
Vice Chancellor Kee Groshong