

Date: October 4, 2001

To: Space Planning Advisory Committee Members

From: Scott Shader  
Assistant Director

Re: **Meeting Minutes**

Attendees: Dean Richard Andrews, Daffney Hood, Scott Shader and Dr. Gary Smith

Absent: Dr. Martin Camargo and Dr. Mike Devaney

A space planning meeting was held on Monday October 1, 2001 at 1:30 p.m. in room 210 of Jesse Hall and the following was discussed.

Dr. Smith began the meeting by welcoming the newly appointed committee members. Dr. Smith handed out a blank space request form and gave the members an overview of the committee and its function.

The committee members discussed the following space requests:

**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 issue and instead take a tour of Tate Hall and discuss this item at the next meeting in November 2001.

**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 November 2001 meeting.

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

Development has 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 an alternate proposal he is supposed to receive from the Counseling Center, asking for the same space in the basement of Parker Hall.

**Recommendation:** The committee agreed to delay a decision till the November 2001 meeting and allow for Student Affairs to have time to submit their proposal.

### **4. Office of Research – Satellite Office in Hill Hall**

Dr. Michael Warnock, on behalf of Dr. Jack Burns, has submitted a space request asking for room 312 of Hill Hall, for use as a satellite research office for the College of Education. A memo was also received from Dr. Barbara Townsend, in the College of Education supporting this request. Room 312 in Hill Hall has been vacated by IATS and the room has been returned back to the campus for re-assignment.

**Recommendation:** The committee agreed to support Dr. Warnock's space request and asked Dr. Gary Smith to take this request to CRC for approval.

The meeting ended at 2:00 p.m. with a tour of Tate Hall.

Cc: Provost Brady Deaton  
Vice Chancellor Kee Groshong