



# Space Planning and Management

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Date: February 5, 2003

To: Space Planning Advisory Committee Members

From: Scott Shader  
Director

Re: **Meeting Minutes**

**Attendees:** Dean Richard Andrews, Dr. Martin Camargo, Daffany Hood, Brenda Selman, Scott Shader and Dr. William Wiebold

**Absent:** David Duncan and Joey Riley

A Space Planning Advisory Committee Meeting was held on February 3, 2003 at 2:00 p.m. in room 75 McReynolds Hall and the following was discussed.

## 1. Requests for Space in The Conley House

Four requests were received by Space Planning and Management asking for the assignment of several vacated General Education offices in the Conley House. The four requestors are as follows: The Faculty Council, Education and Counseling Psychology department, The Vice Provost for Enrollment Management and The Program for Excellence in Teaching. It was discussed and agreed to by the Committee that all of the requestors have a legitimate need for space, especially the Education and Counseling Psychology Department, therefore, making the final recommendation a very hard decision.

**Recommendation:** The Committee agreed to support the assignment of rooms 201 and 208 in the Conley House, to the Program for Excellence in Teaching. The Committee also agreed to support the assignment of rooms 205, 206 and 207 in the Conley House, to the Faculty Council, with the understanding that room 207, a conference room, would be shared with others as needed. Also, the Committee recommended that the Faculty Council rooms 46 and 46a in the basement of Jesse Hall Auditorium revert back to the campus for re-assignment and be given consideration for permanent assignment to the Vice Provost for Enrollment Management, in order to address their space needs/request.

Finally, the Committee asked Scott Shader to inform CRC that since the space request for the Education and Counseling Psychology department were unmet based on this set of recommendations, that this department should be given priority consideration for space if and when something does become available on campus.

2. **Review of the Proposed List of General Pooled Classrooms that Would be Renovated in The Summer of 2003**

Brenda Selman distributed a list of general pooled classrooms that she has received the most qualitative complaints from over the last year. This list included classrooms in the Geology Building, Schweitzer Hall, Middlebush Hall and Auditorium and Hill Hall.

**Recommendation:** The Committee supported this list of proposed classrooms that need renovation and asked Scott Shader to set up a time to go and tour these general pooled classrooms to look at their current condition. The Committee also indicated that since the summer of 2003 is only a few months away, that a Project Request Form should be initiated ASAP to begin the discussion and dialogue regarding the development of the costs and timetable, for completing the renovation of these rooms. The goal would be to finalize the costs and bring this item back to CRC sometime in early to mid March 2003 for funding identification and final approval.

3. **Draft Space Planning Advisory Committee Meeting Minutes**

Scott Shader distributed a draft set of minutes from the December 2002 meeting for the Committee's review and approval.

**Recommendation:** The Committee voted to accept the meeting minutes as submitted.

4. **Draft Multiple Office Policy**

Scott Shader distributed a draft Multiple Office Policy which simply stated that MU will not support nor encourage the assignment of multiple offices to the same individual when looking at the needs for space at the department, division and campus levels.

**Recommendation:** The Committee stated that the Policy needed some further revision. These revisions should include the statement indicating that all tenure track faculty should receive a single office as a requirement, and that the Policy should only address the on-campus multiple office issues. Scott Shader indicated he would revise the document accordingly and bring it back to the March 2003 meeting for final review.

5. **Space Planning Advisory Committee – Draft Mission Statement**

Scott Shader distributed a draft mission statement for the Committee which included the review and analysis of space requests, space study analysis and recommendations, and the coordination of the general pooled classroom renovation and maintenance issues for MU.

**Recommendation:** The Committee agreed to accept the mission statement as written and asked Scott Shader to bring this item to CRC for review and final approval.

6. **Space Planning Advisory Draft Web Page**

This item was deferred to the March 2003 due to the lack of time.

7. **Presentation to the Space Planning Advisory Committee**

The Space Planning Advisory Committee stated that they felt it would be beneficial to the Committee members if Jackie Jones were invited to come and address the Committee on the activities of the Campus Planning Committee, the status of Master Planning at MU and the ½% process at MU. Scott Shader stated he would contact Jackie Jones and invite her to the March 2003 meeting.

The meeting ended at 4:00 p.m.

CC: Provost Brady Deaton