

Date: July 19, 2004

To: Advisory Committee on Space Members

From: Scott Shader  
Director

**Re: July 16, 2004 ACS Meeting Minutes**

**Attendees:** Michael Devaney, Scott Shader (Chair), James Thompson, and William Wiebold

**Absent:** David Dunkin, Michael Kyd, Joey Riley, Brenda Selman and Bob Unrath

An Advisory Committee on Space meeting was held on Friday, June 16, 2004 at 2:00 p.m. in Room 249 of Engineering Building West and the following was discussed.

### **1. Acceptance of the June 2, 2004 ACS Meeting Minutes**

Scott Shader indicated that there were no recommended changes to the June 2, 2004 ACS meeting minutes as submitted by Joey Riley.

**Recommendation:** The Committee approved the meeting minutes as submitted.

### **2. Gentry Hall Combined Space Proposal**

Scott Shader distributed a handout indicating a combined space proposal from CAFNR and HES regarding the re-use of vacated campus Life Sciences Center space on the third floor of Gentry Hall. Mike Chippendale and his staff are currently moving into the Life Sciences Center. The combined proposal is as follows:

HES – Assign the three offices, 302, 303, and 305C including a storage room 305E to HES for use in terminating a lease of space at University Place. These rooms would be occupied by faculty.

CAFNR – Assign the conference room 301 and storage room 305A to CAFNR for use as graduate student seminar space. Room 305A would only be used by CAFNR for one year and then be assigned to HES.

**Recommendation:** The ACS voted to support the combined space proposal as submitted and asked Scott Shader to take this item to CRC for final approval.

**3. Informational Update on the Draft Guidelines for Lease of University Space for Business Incubation and the Classroom Priorities Guideline**

Scott Shader indicated to the Committee that the two guidelines that the ACS worked diligently on during the winter semester regarding the Lease of University Space for Business Incubation and the Classroom Priorities Guideline were both approved by CRC and the Provost's staff.

Scott thanked the Committee members for their hard work and diligence on establishing these guidelines.

**4. Beginning discussion of fall 2004 ACS Topics**

- A. Policy on Core Campus Space Occupants
- B. Service Operation Policy

Due to the lack of time, these topics were deferred to the August 2004 ACS Meeting.

The meeting adjourned at 3:00 p.m.

CC: Provost Brady Deaton  
Lori Franz