Date: March 23, 2004

To: Advisory Committee on Space Members and Incubation Group

From: Joey Riley

Assistant Director

Re: Meeting Minutes from March 8th Continuation of Incubation Policy Discussion

Attendees: David Dunkin, Scott Shader, Bill Wiebold and Robert Unrath

Absent: Richard Andrews, Mike Devaney, Michael Kyd, Joey Riley, Michael Roberts and Brenda Selman

Guests: Chip Cooper Jr., Michael Chippendale, John Gardner, Robert Hall, Michael Nolan and Thomas Sharpe

The sub-committee on Incubation Space was held on Monday, March 8, 2004 at 2:30 p.m. in room 113 within the Arts and Science Building and the following was discussed.

Scott Shader opened the “review and discussion” of the revised “Guidelines for Leasing of University Space for Business Incubation” draft with the ACS committee members and the expanded participants. The Committee members review as a group each section of the final drafted guidelines and the outline provided by Scott Shader, Rob Hall, Tom Sharpe and Mike Nolan.

Recommendation: The Committee recommended the following changes of

- In section B – “Minimum Requirements”
- Bullet #2 – be removed
- In section D – “Procedures Used for Requesting Space for Incubation Purposes on Campus”
- Bullet #3 – The Committee agreed that the CRC would have the final approval for any campus space request
- Bullet #6 – the sentence – Rent Income will be distributed as follows: that portion of the income needed to cover utilities – the word “utilities” should be changed to PM&D. Scott Shader stated that he would talk to Jackie Jones about the amount per square feet the campus would charge to the clients
- Bullet #7 – the Committee stated that a sentence should be added stating that upon the termination of the lease the condition of the space should be in the same condition of better when the tenant moves out

Scott Shader stated that after the revisions are complete, he and Tom Sharpe would bring it forward for approval at a future CRC meeting.

The meeting adjourned at 3:30 p.m.