Date: August 30, 2006

To: Advisory Committee on Space Members

From: Joey Riley
Assistant Director

Re: August 21, 2006 ACS Meeting Minutes

Attendees: David Dunkin, Mike Prewitt, Victor Price, Joey Riley, Scott Shader, Bob Unrath and Bill Wiebold

Absent: Mike Devaney, Michael Kyd, and Jim Thompson

Guests: Bob Almony and Ted Tarkow

An Advisory Committee on Space meeting was held on August 21, 2006 at 1:30 p.m. in room 75 of McReynolds Hall and the following was discussed.

1. Approval of the July 3, 2006 Meeting Minutes

Scott Shader indicated that there were no changes made to the July 3, 2006 meeting minutes.

Recommendation: The Committee approved the July 3, 2006 meeting minutes as submitted. Scott Shader stated that Space Planning would put a copy on the web for public retrieval.

2. Library Space Guidelines – Bob Almony

Bob Almony shared the purpose of the MU Libraries, Faculty Study Room Guidelines. Bob stated that the “purpose of the study rooms is to accommodate faculty members who will make extensive use of library materials located within Ellis Library.” The Committee reviewed the six guidelines and made suggestions for improvements.

Recommendation: The Advisory Committee would like for Bob Almony to make the needed changes and bring the Library Space Guidelines back for a final review. It was also suggested that the guidelines be shared with the faculty council as well.

3. List of Proposed FY07 Classroom Renovations

Scott Shader distributed a spreadsheet and handouts showing the Provost approved projects for FY07 which leaves a remaining classroom renovation balance of $193,309.50. At the July 3, 2006 ACS meeting it was noted that the classroom technology fund has run out of money and now the classroom renovation fund must pay for renovation and technology as a result. The Committee asked Mike Prewitt to work with Dave Dunkin to come up with a list of technology projects for FY07 funding consideration.

Recommendation: After reviewing the updated FY07 Classroom Renovation listing from the July 3, 2006 meeting plus discussing the technology updated options the Committee has voted to start renovating the FY04 unfunded Middlebush Hall rooms 203, 206, 209 and 210 with the remaining $193,309.50 from FY07 and finish the Middlebush Hall projects with FY08 funds. This renovation project will include construction and technology updates. Upon the completion of this project, Middlebush Hall should be finished.
4. **Continued Discussion on Classroom Capacity and Utilization – Victor Price**

Victor Price distributed a number of handouts on the utilization activities of Centrally Scheduled Classrooms grouped by capacity, rooms added to the centrally schedule inventory since 2001 and a utilization comparison between 2001 and 2005 the purpose of this exercise is to evaluate the utilization of classroom on campus.

**Recommendation:** The Committee agreed that the handouts provided the detailed information they needed but the Committee agreed to bring this back at a future ACS meeting for discussion.

5. **Fall 2006 ACS meeting dates and times – Scott Shader**

Scott Shader asked the Committee members when would be a more convenient day and time to meet. Several of the members are having a difficult time attending the presently scheduled meetings.

**Recommendation:** After some discussion, the Committee has agreed to meet the 1st or 3rd Thursday of each month at 1:30 PM. This date and time are subject to change if this does not work for all members.

Meeting adjourned at 3:00 p.m.

Cc: Ken Dean