Date: November 21, 2006

To: Advisory Committee on Space Members

From: Scott Shader
Director

Re: November 20, 2006 ACS Meeting Minutes

Attendees: Mike Devaney, Mike Prewitt, Victor Price, Scott Shader and Bill Wiebold

Absent: Dianne Boone, David Dunkin, Joey Riley, Jim Thompson and Bob Unrath

Guests: Bob Almony and Ted Tarkow

An Advisory Committee on Space meeting was held on November 20, 2006 at 1:00 p.m. in room 75 McReynolds Hall and the following was discussed.

1. Approval of the October 19, 2006 Meeting Minutes

Scott Shader indicated that there were no changes made to the October 19, 2006 meeting minutes.

Recommendation: The Committee voted to approve the meeting minutes as submitted and asked Scott Shader to load them on the web for future retrieval.

2. Bob Almony – Library Space Guidelines Continued Discussion

Bob Almony presented to the Committee an updated version of the Library Space Guidelines for review and discussion. The ACS agreed to give active faculty priority use of space in the library versus Emeriti. The key point was to allow the individuals who need access to the library for research to have space available. ACS also agreed that the Department Chair and Dean need to sign off on the request for space in the library prior to the request being reviewed by the library Director.

Recommendation: The ACS asked Bob Almony to revise the document one last time and submit the revision electronically to the committee for one last review.

3. Continued Discussion on Computer Labs and Classroom Utilization and Capacity

Victor Price handed out a spreadsheet that was reviewed by Campus Facilities indicating a list of new classroom capacity recommendations as a result of the survey they conducted last month. It was noted that some of the recommended classroom capacities seemed somewhat high and in some cases very questionable.

Recommendation: ACS agreed to table this discussion until Bob Unrath was able to attend the meeting to discuss these recommendations. It was also recommended that a tour of some of the questionable capacity rooms be conducted to see if the recommended new seating could actually take place in the room.
4. Informational Items

The Committee agreed not to meet in December or January given the holidays. The next ACS meeting will be scheduled for sometime in February 2007.

The meeting adjourned at 3:00 p.m.

Cc: Ken Dean