

Date: October 11, 2007

To: Advisory Committee on Space Members

From: Joey Riley
Assistant Director

Re: October 4, 2007 ACS Meeting Minutes

Attendees: Heiddi Davis, Dianne Delbert, Michael Devaney, David Dunkin, Bill Lamberson, Victor Price, Joey Riley, Jim Spain and Bob Unrath

Absent: James E. Thompson

An Advisory Committee on Space meeting was held on Thursday, October 4, 2007 at 3:00 p.m. in room 159 Ellis Library and the following was discussed.

1. Update a reporting structure for Space Planning and Management

Heiddi Davis introduced herself to the other Committee members and stated that she was the Interim Director of SP&M taking the place of Scott Shader who had left MU for a position at University of Massachusetts. As part of her new duties as Interim Director Heiddi will assume the role of the chairperson of ACS. Heiddi assured the Committee that the role of SP&M to the campus has not changed.

Recommendation: The Committee member welcomed Heiddi to ACS and looked forward to working with her in the future.

2. Acceptance of past meeting minutes

Heiddi asked if there were any changes that needed to be made to the April 19, 2007 ACS meeting minutes.

Recommendation: The Committee voted to approve the meeting as submitted.

3. Voting Membership & Ex-Officio roles and delegations

Heiddi suggested to the Committee to table this item until she has had sufficient time to research the ACS policies and procedures.

Recommendation: The item was tabled and will be discussed at a future meeting.

4. Discuss meeting frequency and length

Heiddi opened this discussion by asking the Committee if it would be acceptable if ACS met every third Wednesday of each month to discuss campus space issues. Due to several schedule conflicts it was decided that the Committee would meet every second Wednesday of the month.

Recommendation: The Committee approved meeting every second Wednesday of the month to discuss space issues on campus. The issues passed by the Committee can be presented by Heiddi at the CRC meetings held on the fourth Tuesday of each month.

5. Request for vacated space

A. USGS (Department of Natural Resources) – McReynolds Hall

Heiddi stated that the USGS would like to request the space vacated in the basement of McReynolds Hall room 72 through 85 (2,658.02 ASF). USGS is currently located on the second floor of McReynolds Hall in 852 ASF.

Recommendation: The Committee voted not to approve the space request due to the shortage of vacated space available for reassignment to University tenants.

B. Future Requests for McReynolds Hall

Heiddi suggested that the vacated space in McReynolds hall be set aside as temporary swing space for MU's Divisions, Colleges and Schools. This space will be used as a temporary solution to space needs due to renovation of existing departmental space or a short-term solution for a space shortage due to increased personnel.

Recommendation: The Committee approved the use of vacated space in McReynolds Hall to be used as swing space on a temporary basis only. The Committee would also like to advertise available swing space in McReynolds Hall to the campus community when it becomes vacated.

6. Classroom renovation – Initial discussion of summer 2008 work

Heiddi tabled this discussion for now so that she could review the classroom renovation information from the previous ACS meetings. Heiddi suggested to the Committee that the summer 2008 renovation list would be top priority for completion by the holiday break in December.

Recommendation: The Committee agreed that the 2008 summer renovation list needed to be completed by the holiday break in December.

The meeting adjourned at 4:00 p.m.

Cc: Ken Dean