

To: Advisory Committee on Space Members

From: Joey Riley
Assistant Director – SPM

Re: **April 09, 2008 ACS Meeting Minutes**

Attendees: Heiddi Davis, Michael Devaney, Bill Lamberson, Kevin Meinhardt, Joey Riley
And Victor Price

Absent: Diane Delbert, David Dunkin, and James Spain

An Advisory Committee on Space meeting was held on April 09, 2008 at 2:00 p.m. in room 183 General Services Building and the following was discussed.

1. Approval of the February 2008 and March 2008 Meeting Minutes

Heiddi distributed the February 2008 and the March 2008 meeting minutes for review and approval by the committee members.

Recommendation: The committee voted to approve the meeting minutes as submitted.

2. Space Requests:

A. Web Communications – McReynolds Hall.

Heiddi stated that Lori Croy has requested four additional offices in McReynolds Hall to accommodate the increase of staff to her department. Currently Web Communications occupies rooms 254, 256, 258,260,262,263,264,265,266 and 269. Lori Croy has indicated the need for the space that was vacated on the 2nd floor by the USGS. This space consists of rooms 250 through 255.

Heiddi informed the committee that SP&M had conducted a space need analysis for Web Communications current needs and additional staff needs. The analysis findings indicated that 2 additional offices and some reconfiguration of their existing office space would be sufficient to address their pressing space need with the additional staff they are hiring.

Recommendation: ACS approved the assignment of 2 additional rooms on the 2nd floor

that has been vacated by the USGS to Web Communication for their immediate space needs with the understanding that they can request additional space in the future with their anticipated increase in staff.

B. Extension - Conference Office – Hearnnes Center

Heiddi informed the committee that she would like to bring back this space need request at a future date. Heiddi has a meeting scheduled to tour the Hearnnes Center with an representative from Athletics' and she stated that she would have a better grasp of space availability and how best to address the Conference Office's needs.

3. First General Discussion of Projects ACS would like CF-SPM to undertake for FY 09 (if any).

This discussion item was table for a future ACS meeting, but the idea of keeping a record of the classroom renovation dates and conditions connected to the room record would be helpful in future planning. Any analysis of classrooms or additions to the database will be done after the Space Use Inventory is completed for this year's F&A proposal.

Meeting adjourned: 2:30 p.m.