

Campus Space Allocation and Utilization Committee

April 15, 2016

The Campus Space and Utilization Committee met on Friday, April 15 at 3:00 p.m. in the Deans' Conference Room, DBRY 200.

Members present: Dr. Kurt Eisen, chairperson; Ms. Tracy Black, Mr. Jack Butler, Ms. Yvette Clark, Mr. Matthew Dexter, Ms. Tracey Duncan, Dr. David Huddleston, Ms. Holly Mills, Dr. Vahid Motevalli, Dr. Joe Roberts, Dr. Sandi Smith, Dr. Mark Stephens, Dr. Ken Wiant, Ms. Kate Williams, Mr. David Zimmerman

Members absent: Dr. Janice Branson, Mr. Jim Cobb, Ms. Debbie Combs, Dr. Rachel Hall, Ms. Brandi Hill, Dr. Jack Matson, Ms. Diane Smith

Official Representative: Dr. Lori Maxwell for Dr. Ada Haynes

PROCEEDINGS

Approval of Agenda

Motion. Dr. Roberts moved to approve the agenda. The motion was seconded by Mr. Butler and carried.

Approval of March 18, 2016 Minutes

Motion. Ms. Mills moved to approve the minutes. The motion was seconded by Dr. Smith and carried.

Action on Submitted Space Requests

Water Center and Arts & Sciences – Submitted by Dr. Stephens –Information Only

Request for space in Henderson Hall, Room 3 to house X-Ray equipment to support faculty and students engaged in teaching and research.

The Subcommittee on Space Utilization approved the request at their March 31, 2016 meeting.

Dr. Stephens presented the space request to the full committee as an information item. The requested space has not been in use since the relocation of Extended Education.

Earth Sciences – Mike Harrison

Request to renovate Kittrell 307 to make office space for a new faculty member starting fall 2016.

The Subcommittee on Space Utilization approved the request at their March 31, 2016 meeting.

Although the square footage exceeds THEC standards for office space, it was approved on the basis that this is a temporary situation as Kittrell Hall is scheduled for renovation in the near future.

Motion. Mr. Butler moved to approve the space request. The motion was seconded by Ms. Duncan and carried.

Other Such Matters

Committee's Role – Dr. Eisen

Dr. Eisen proposed the general question of the committee's authority and position within its decision making process and how to make the process work more smoothly. To function effectively, the committee needs to know what spaces are available and a rationale for the need. As this committee has undergone procedural changes, the need for a clearer sense of the committee's authority and role is needed.

To help with these issues, Dr. Eisen handed out a sheet with key information that could be included on a revised space request form (see attached). This form would be a fillable online form, which would be found on Policy Central, along with the committee's procedures.

It was suggested that a spreadsheet of standing requests be created to help keep a brief record and log of requests, which could be set to cycle off requests after a period of time.

Discussion continued regarding the committee's authority and role. Major points considered were:

- need to know how space is being utilized or changed
- what is available
- ownership of space.

Dr. Eisen stated he would try to formulate a plan for the committee to consider.

Election of 2016-17 Chairperson

Dr. Eisen opened the floor for nominations.

Motion. Dr. Smith nominated Dr. Eisen to serve as the 2016-17 chairperson. The motion was seconded by Dr. Roberts and carried.

The meeting adjourned.