

Campus Space Allocation & Utilization Committee

Ada Haynes	Tracey Duncan Jack Matson	Kurt Eisen
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Approval of Minutes- November 11, 2016

Motion to approve. Jack Butler

Second. Tracey Duncan

Vote. Motion approved with no amendments.

*Before discussion began on the agenda items, Dr. Motevalli inquired about the absence of a space request from the College of Engineering for the creation of a student design center in the main gymnasium at Foundation Hall. After it was explained that the item had been submitted too late for the subcommittees to review, he requested it be added as an information item at the end of new business. The committee agreed.

Dr. Eisen revisited a discussion from the previous committee meeting regarding the committee's procedures and the publication of available spaces. He suggested that per their previous discussion, perhaps the space in the RUC should first be announced in Tech Times with a set deadline for proposals to be considered along with the current proposals. He also suggested that the committee's purview should be finding solutions and making suggestions in order to meet the needs of those requesting space and the university, and asked for the committee's input on this.

Dr. Motevalli recommended an RFP format encouraging proposals to be in bullet format rather than paragraphs and including questions such as:

What other spaces were considered?

Why this space specifically?

Ms. Duncan suggested publishing an announcement in the Tech Times to ensure all potentially interested parties would be aware of the available space.

Ms. Williams suggested that they should determine a standardized format for the request, and added questions to Dr. Motevalli's:

How much space do you currently have?

How much space are you asking for?

How much space are you vacating?

How will the space be utilized?

Information Item- Space Request for a Student Design Center- Foundation Hall gymnasium

Dr. Motevalli briefly outlined the reasons for the request and the need for the space:

The current iMaker Space is less a working space and more of a showcase

All engineering students must submit a capstone design project

500 – 600 students at any given time are in need of a working design and fabrication space

The space could be made versatile with rolling partitions

There was additional brief discussion concerning the usable space in Foundation Hall and the Student Design Center request was added to the agenda for the March 17th meeting.

Amendment Item: Space Request for a Student Study Room- Henderson Hall room 109

**Due to a miscommunication, the space request for Henderson Hall was not included on the agenda. However, a copy of the request was available for all to review.

Motion to approve. Jim Cobb

Second. Sandi Smith

A brief discussion determined that the space was suitable for the requested use and had already been converted for such.

Vote. Motion carried.

Other Such Matters

The discussion briefly returned to advertisement of the space to become available in the RUC and the revision of the Space Request Form.

Both Dr. Smith and Mr. Cobb suggested it would be better to wait on the implementation of a new form until after the last full committee meeting in spring to avoid space requests submitted in multiple formats. Everyone agreed to continue the discussion of the form and the guidelines for submission at the next meeting.

No other new business being presented, Dr. Smith moved to adjourn.

Second. Jack Butler

Vote. Motion carried.

The meeting was adjourned at 4:11.