

Standing Committee Annual Report

Name of Committee or Council:

Space Allocation Committee

Chair

Mitch Robinson, Vice President for Finance
& Administration

Meeting Dates in Current Year:

See below

Major Actions or Accomplishments: See below

2010-2011 Committee Members:

- Mitch Robinson, Vice President for Finance and Administration
- Sherryl Byrd, Vice President for Student Affairs
- Tristan Denley, Provost and Vice President for Academic Affairs
- Pam Gray, Staff Representative
- Alex King, Faculty Representative
- Al Westerman, ex Officio
- Andy Kean, Staff Representative

2010-2011 Meeting Dates:

- March 1, 2011

Space Requests Actions:

- Military Student Center (MSC) – see attached

Standing Committee Annual Report

Name of Committee or Council:

Space Allocation Committee

Chair

Mitch Robinson, Vice President for Finance
& Administration

Meeting Dates in Current Year:

See below

Major Actions or Accomplishments: See below

2010-2011 Committee Members:

- Mitch Robinson, Vice President for Finance and Administration
- Sherryl Byrd, Vice President for Student Affairs
- Tristan Denley, Provost and Vice President for Academic Affairs
- Pam Gray, Staff Representative
- Alex King, Faculty Representative
- Al Westerman, ex Officio
- Andy Kean, Staff Representative
- R.J. Taylor, Student Representative

2010-2011 Meeting Dates:

- August 31, 2012 – 911 Street Names for APSU Properties
- November 12, 2012 – Email vote by committee for placement of State Auditors to 804 Polk Street
- May 14, 2013 – Review capital budget requests 2014-15


Space Requests Actions:

- See attached



Space Allocation Committee


TO: Tim Hall
President

FROM: Mitch Robinson, Chair 
Vice President for Finance and Administration

SUBJECT: Space Allocation Committee

DATE: August 31, 2012

The Space Allocation Committee has reviewed and deliberated upon the existing or proposed space request listed below. The committee's recommendations for your consideration are provided below.

Space Request	Description of Request	Approved
911 Street Names for APSU Properties	<p>The Space Allocation Committee requests to identify street and building names for emergency purposes for APSU properties. The committee voted unanimously on the request.</p> <p>The committee voted unanimously to approve the proposed street names as follows:</p> <ul style="list-style-type: none">• Hand Village Avenue (AVE)• Emerald Hills Drive (DR)• Emerald Hills Court (CT)• Gov's Court (CT) <p>If approved, public relations and the physical plant will be contacted to place the appropriate signage on campus.</p> <p>Please find attachments to this memo for informational purposes.</p>	 Tim Hall, President

Should you decide to accept the committee's recommendation, please sign and date box provided for your signature. If you decide not to approve the space request, please write "declined" in the box for your signature.

[illegible]

Legend

-  campus streets
- BLDG USE**
-  Academic
-  Administrative
-  Athletic/Recreation
-  Housing
-  ROTC
-  Service Area
-  campus parking



Space Allocation Committee


TO: Tim Hall
President

FROM: Mitch Robinson, Chair *Mitch Robinson*
Vice President for Finance and Administration

SUBJECT: Space Allocation Committee

DATE: December 4, 2012

The Space Allocation Committee has reviewed and deliberated upon the existing or proposed space request listed below. The committee's recommendations for your consideration are provided below.

Space Request	Description of Request	Approved
804 Polk Street State Auditors	<p>The committee requests your approval for the space request by Tim Hurst, Assistant Vice President for Finance, to place the State Auditors in the vacant space in the house on 804 Polk Street. See attachment.</p> <p>A portion of this house is being used to house the Help Desk displaced from Ford Street. The other part of the house was at one time used by the High School Upward Bound program which is no longer in operation at APSU. Sufficient space is currently available to house the State Auditors.</p>	 Tim Hall, President

Should you decide to accept the committee's recommendation, please sign and date box provided for your signature. If you decide not to approve the space request, please write "declined" in the box for your signature.

Austin Peay State University Space Request Form

This form is required to be submitted to the space allocation committee to request new or vacated space, change in capacity or function of space or change in existing space.

Requestor's name: Tim Hurst

Department: Finance

Type of request: New or vacated space

Justification for request – Please include a suggestion for location and/or change:

Space is being requested to accommodate State Audit. APSU is required by statute to have an annual financial audit that includes all fiscal aspects such as Accounting, Student Accounts, Financial Aid, student records, Purchasing, Human Resources, Budgeting, Grants, Capital Projects, etc. The legislative branch that accommodates the statute is State Audit. Generally, four to five auditors are physically on campus eight to nine consecutive months each year to complete the audit.

Previously, State Audit has been temporarily housed in different locations depending on what available space was available. They have been housed in the area commonly referred to as the Green Room in Clement however, that space was provided to Development for fund raising activities. They have been housed in the IT server section, but was relocated due to the relocation of the Help Desk staff. Most recently they have occupied a space that was inadequate to their staff, and requirements of technology needs. The auditors require desk space to accommodate four to five auditors on a daily basis plus space for the manager that comes periodically for site reviews; network connection to the university network; internet connection; university provided computer for network access to Banner, e~Print, Argos, and network file shares, university provided telephone that is accessible to campus network, and a printer. Additionally, the space must be reasonable for campus access as much of their time is spent interviewing, and reviewing work and processes of many areas on campus.

As it is incumbent upon the university to provide adequate working environment for the auditors, I would like to propose the space formerly used, and now vacated by the Upward Bound program located at Polk Street (stand alone house owned by the university). This space is currently partially occupied by the Help Desk, and was also a co-occupant with the Upward Bound program.

The auditors typically arrive on campus between Thanksgiving and January 1 each year.

An alternative space such as another renovated house such as one on Marion Street would also be suggested. The auditors have historically been all females, so safety and location would also be a concern.

Please click the “**submit**” button below to send the form to the space advisory committee chair.

Instructions for submitting

Submit

Print