

## Standing Committee Annual Report

**Name of Committee or Council:**

Space Allocation Committee

**Chair**

Mitch Robinson

**Meeting Dates in Current Year:**

See Below

**Major Actions or Accomplishments:**

Space Allocation Committee Members FY 2016 - 17

Mitch Robinson, Vice President for Finance and Administration

Rex Gandy, Provost and Vice President for Academic Affairs

Sherryl Byrd, Vice President for Student Affairs

Derek van der Merwe, Vice President for Advancement, Communication, and Strategic Initiatives

Pam Gray, Professor, Faculty Representative

Andy Kean, Director of University Facilities, Staff Representative

Marc Brunner, Director of University Design and Construction, ex officio

Phyllis Camilleri, Professor, Faculty Representative

Ryan Honea, Student Representative

Tucker Brown, Faculty Senate President

Meeting Dates FY 2016-2017:

August 19, 2016

December 2, 2016

February 20, 2017

May 3, 2017

June 5, 2017

Approved Actions by the Committee:

See attached approval letters to the President with supporting documentation:

September 1, 2016 – Executive Classroom

December 2, 2016 – Office of Academic Affairs, Accounting Services, Equal Opportunity and Affirmative Action

February 20, 2017 – Institutional Research and Effectiveness and Public Relations

June 12, 2017 – Office of Academic Affairs, Business Office, and University Design and Construction



Space Allocation Committee

TO: Alisa White  
President

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

SUBJECT: Space Allocation Committee

DATE: May 12, 2017

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. Please see attachments for more details.


Space Request	Description of Request	Approved
Office of Academic Affairs	Two office spaces are being requested. Once Affirmative Action moves, the space can be used on a temporary basis for Academic Affairs.	<i>Alisa White</i> Alisa White, President
Business Office	Once the Bursar's office moves out, the space that is vacated would still like to be used by Accounting Services. The space will be used for additional accountants and moving Payroll upstairs.	<i>Approved for temporary use. Let's discuss this 6-16-17</i>
University Design and Construction	The request is for units 9 and 10 of Marion Street Apartments. This will be to accommodate the addition of two new hires.	<i>Alisa White</i> Alisa White, 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.



**Space Allocation Committee**



**TO:** Alisa White  
President

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

**SUBJECT:** Space Allocation Committee

**DATE:** February 20, 2017

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. Please see attachments for more details.

Space Request	Description of Request	Approved
Institutional Research and Effectiveness	Three office spaces are being requested and a space for a GA. The office space will be on a <u>temporary</u> basis due to HVAC replacement next summer. The space IRE will occupy was previously occupied by Advancement (rooms 216A, 216, 218, and 217).	 Alisa White, President
Public Relations	More office space is being requested for staff and student workers. Space is needed for the completion of the CMS and for collaboration on other projects. 4 office spaces were approve in the space previously occupied by Advancement (rooms 228, 229, 211, and 212). The office space will be on a <u>temporary</u> basis due to HVAC replacement.	 Alisa White, 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.



Space Allocation Committee

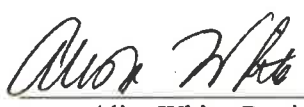
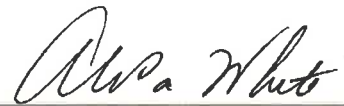

TO: Alisa White  
President

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

SUBJECT: Space Allocation Committee

DATE: December 2, 2016


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. Please see attachments for more details.

Space Request	Description of Request	Approved
Office of Academic Affairs	Three office spaces are being requested. A conference room will be available in the space vacated by Advancement for everyone to use. Once Advancement moves to College Street, the space can be used on a temporary basis for Academic Affairs.	 Alisa White, President
Accounting Services	There are two accountants who have desk space in the outer reception area in Accounting Services. Once the Bursar's office moves out, the accountants would like to move, on a temporary basis, to one of the spaces occupied currently by the Bursar's office.	 Alisa White, President
Equal Opportunity and Affirmative Action	EO/AA needs space for three people near the Office of Legal Affairs and the Office of Human Resources. The preferable space is in Browning that is currently occupied by the Bursar's office. Once the Bursar's office vacates the space, three of the offices will be	 Alisa White, President



Space Allocation Committee

TO: Alisa White  
President

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

SUBJECT: Space Allocation Committee

DATE: September 1, 2016

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. Please see attachments for more details.

Space Request	Description of Request	Approved
Center for Distance and Extended Education- Executive Education Center	The Honda building has been identified as the best space for an Executive Education Center that can also serve multi-purpose functions. This location will put the center in a primary location of campus by making it the "front door" of APSU.	Alisa White, 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.

Approve only the renovation of the  
classroom at the rear of the building and  
the addition of two restrooms. The classroom  
will be outfitted as an executive classroom.  
The building, however, will be undesignated at  
this time. Alisa White 9-20-16