

Standing Committee Annual Report

Name of Committee or Council:

Space Allocation Committee

Chair

Mitch Robinson, VP for Finance & Administration

Meeting Dates in Current Year:

See Below

Major Actions or Accomplishments: See Below

Space Allocation Committee Members FY 2014-15:

Mr. Mitch Robinson, Vice President for Finance and Administration

Dr. Jaime Taylor, Interim Provost and Vice President for Academic Affairs

Dr. Sherryl Byrd, Vice President for Student Affairs

Mr. Derek van der Merwe, Vice President for Advancement, Communication, and Strategic Initiatives – as of May 2015

Dr. Pam Gray, Professor, Faculty Representative

Mr. Andy Kean, Director of University Facilities, Staff Representative

Mr. Marc Brunner, Director Facilities Planning and Projects, Ex Officio

Dr. Phyllis Camilleri, Professor, Faculty Representative

Mr. Thomas Thornton, Student Representative

Meeting Dates FY 2014-15:

July 28, 2014

August 19, 2014

October 20, 2014

January 30, 2015

March 24, 2015

Approved Actions by the Committee:

See attached approval letters to the President with supporting documentation:

August 12, 2014 – Center for Distance Education & Grants and Sponsored Research

August 19, 2014 – Learning Opportunities Center & Bursar



Space Allocation Committee Meeting

University Center Room 310

Minutes

Expected Attendees: Mitch Robinson, Sherryl Byrd, Jaime Taylor, Brian Johnson, Alex King, Andy Kean, Phyllis Camilleri, Tom Hutchins, and Kelsey Smith

Expected Guest: Sheila Bryant, Loretta Griffy, and Dana Willett

Attendees: Mitch Robinson, Sherryl Byrd, Jaime Taylor, Brian Johnson, Alex King, Andy Kean, Phyllis Camilleri, and Tom Hutchins

Absent: Kelsy Smith

Guest: Sheila Bryant, Loretta Griffy, and Dana Willett

Approval of Minutes from April 21, 2014 Space Allocation Committee Meeting:

Taylor made a motion to approve the minutes from the April 21, 2014 meeting, Kean seconded the motion, and the committee approved the minutes.

Old Business:

Pending Requests Deferred:

- **Affirmative Action – Sheila Bryant - Requested July 2008**
 - Bryant gave details on her request. She is requesting space for a trainer and an administrative assistant. Currently her office is within the human resources area in Browning. Along with more office space, she requested an area with more privacy. Work load in Affirmative Action is increasing due to training needed on campus and monitoring after training. The approved area should be accessible as well.
 - Kean made a motion to table the request, Camilleri seconded, and the committee approved the motion.

- Academic Affairs:
 - QEP – Requested January 2014 – Delete request see New Business: “Learning Opportunities Center and Office of Advising Resources”
 - Center for Teaching and Learning (Advising Resource Center) – Requested January 2014 - Delete request see New Business: “Learning Opportunities Center and Office of Advising Resources”
 - Enrollment Management – Requested October 2013 - Tabled
 - New Business:
 - Learning Opportunities Center and Office of Advising Resources – Requested May 2014 – Lori Buchanan and Loretta Griffey
 - Marc Brunner discussed the current condition Miller is in and what it will take to bring to codes. This request may get the go ahead if APSU receives a letter from the structural engineer that the building is able to house the function but there may be some limits.
 - Taylor motioned to approve this request, Byrd seconded, and the committee approved the request
 - Robinson amended the motion: Turn this request over to Academic Affairs with Facilities Planning and Projects Director, Marc Brunner, guidance. Committee approved the amended motion for Academic Affairs to follow through with the request. Committee approved.
 - Center for Extended and Distance Education and Grants and Sponsored Research – Dana Willet
 - Willet discussed the request in detail to the committee. The VUB will be closed as of Aug 2014. By Oct 2014 the space will be ready for new use. Grants and Sponsored Research current has 830 sq. ft. and requesting 1,545 that VUP will be vacating in Aug. G&SR has been approved for an additional staff member and more space is need for storage of records, 700 sq. ft. is needed for storage space. It was suggested by the committee that space could be rented off campus to store the documents.
- Distance Education added four positions in the past couple years and are requested the space that G&SP would possibly vacate.
Suggestion: TSBC possibly move to VUB vacated space and any space that comes available on the first floor of McReynolds CEDE has top priority to it.
- Byrd made a motion to table the request, Taylor seconded, and committee approved it.
 - Robinson amended the motion: Turn this request over to Academic Affairs. Willett to work with Hutchins on options and let Andrew Shepherd-Smith know to talk with Hutchins. Taylor will communicate to Shepherd-Smith as well. Committee approved with Byrd abstaining noting the committee needs to look at Affirmative Action’s needs before allocating space in McReynolds.
- APSU Campus Projects
 - Committee reviewed and discussed the projects.

Meeting adjourned at 3:15 p.m.



Space Allocation Committee Meeting

Browning Conference Room, BR113

Minutes

Expected Attendees: Mitch Robinson, Sherryl Byrd, Jaime Taylor, Alex King, Andy Kean, Phyllis Camilleri, Tom Hutchins, Kelsy Smith, and Marc Brunner

Expected Guest: Dana Willet, Andrew Shepherd-Smith, and Beverly Boggs

Attendees: Mitch Robinson, Sherryl Byrd, Jaime Taylor, Alex King, Andy Kean, Phyllis Camilleri, Tom Hutchins, and Marc Brunner

Absent: Kelsy Smith & Tom Hutchins

Guest: Dana Willet and Beverly Boggs

Approval of Minutes from June 11, 2014 Space Allocation Committee Meeting:

Robinson made a motion to approve the minutes from the June 11, 2014 meeting, Byrd seconded the motion, and the committee approved the minutes.

Old Business:

Pending Requests Deferred:

- Center for Distance Education and Grants and Sponsored Programs – see attached floor plans below.
 - Grants proposing to move to rooms 212A, 212, 214, and 222 with 211 used as Grants storage.
 - Distance Education to move to rooms 108, 110, 112, and 114
 - After the move rooms 218 & 205 not allocated for use.
 - Byrd made a motion to approve the request, Taylor seconded the motion, and the committee approved to move the committee recommendation to the President for her approval.
- Affirmative Action
 - Committee deferred request pending a tour of the McReynolds building.

- **New Business:**
 - **Enrollment Management**
 - **Beverly Boggs discussed this request with the committee – see attached request below.**
 - **Defer this request until Health Services and Counseling move out of Ellington into the Christ of Christ building currently being purchased by the university; estimated completion Summer 2016.**

The copier will be located in its current space, administrative assistant's office, until request is brought back before the committee.

Meeting adjourned at 11:10 a.m.

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: Dana R. Willett and Andrew Shepard-Smith

Department: Center for Extended and Distance Education and Grants and S

Type of request:

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

By the end of August 2014, the Veteran's Upward Bound (VUB) program at APSU will begin a closeout process and cease operations shortly thereafter. VUB currently occupies rooms 211, 212A, 212, 214, and 216 in the McReynold's Building (MCR).

Grants and Sponsored Research has recently been approved for additional employees and will require additional space for their new and on-going activities. Grants and Sponsored Research currently occupies rooms 108, 110, 112, and 114 in the McReynold's Building and proposes to vacate these rooms and occupy the aforementioned soon-to-be-available VUB space.

Distance Education has added employees recently and has been approved for an additional position which will be advertised and filled soon. In short, additional space is required for this program for personnel. Distance Education would propose occupying the space on the MCR first floor (108, 110, 112, and 114) that would be vacated by Grants and Sponsored Research following their move to the second floor of MCR.

Given the location on the second floor of MCR of an existing grant program managed by Grants and Sponsored Research, the relocation would place this program in space well-suited to their needs. Further, the location of other Distance Education operations on the first floor of MCR provides a natural fit for the proposed location of the additional office space requested.

This space request proposal has been prepared after consultation with all parties involved and the VP for Academic Affairs. The space requests are in line with programmatic and academic affairs objectives.

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

Instructions for submitting

Submit

Print



Space Allocation Committee

TO: Alisa White
President

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

A handwritten signature in blue ink, appearing to read 'Mitch Robinson'.

SUBJECT: Space Allocation Committee

DATE: August 12, 2014

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 Education & Grants and Sponsored Research	Grants and Sponsored Research (GSR) requesting to move into the space the Veterans Upward Bound (VUB) program will vacate at the end of August 2014. Those offices are McReynolds 212, 212A, 214, and 222 with 211 used as a storage room for GSR. Center for Distance Education (CDE) requests to occupy the space vacated by GSR once they move into the vacated space by VUB. Those offices are 108, 110, 112, and 114.	 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 Meeting

August 19, 2014

Browning Conference Room

Expected Attendees: Mitch Robinson, Sherryl Byrd, Jaime Taylor, Alex King, Andy Kean, Phyllis Camilleri, Tom Hutchins, Thomas Thornton and Marc Brunner

Expected Guest: Lori Buchanan and Rose Austin

Minutes

Attendees: Mitch Robinson, Sherryl Byrd, Jaime Taylor, Alex King, Andy Kean, Phyllis Camilleri, Tom Hutchins, Thomas Thornton and Marc Brunner

Guest: Lori Buchanan and Rose Austin

- **Approval of Minutes from July 28, 2014 Space Allocation Committee Meeting**
 - Camilleri made a motion to approve the minutes with correction made: Tom Hutchins was not in attendance at the July 28, 2014 meeting, Thornton seconded the motion, and the committee approved the minutes.
- **Old Business - Pending Requests Deferred:**
 - **Affirmative Action**
 - **Defer**
- **New Business – Requests:**
 - **Academic Affairs**
 - **Learning Opportunities Center (LOC) for positions Learning Opportunity Coordinator, E-Dossier/E-Portfolio Specialist, and Administrative Assistant III – Requested August 2014 - See attached**
 - **Temporary request**
 - Buchanan discussed the request with the committee. Taylor and Buchannan checked with Shepard-Smith and McReynolds 216 is approved for LOC use temporarily until permeant office space is ready in Miller.
 - Byrd made a motion to approve the request, Thornton seconded, and the committee approved to send the request to President White for her approval.

- Finance and Administration
 - Office of the Bursar – Requested August 2014 - See attached
 - Request was amended to say Bursar requests space in Ellington. The second floor was discussed as an option as for the Bursar and it was stated that the foot print is similar to the first floor.
 - Byrd made a motion to approve the request with the amended wording, Kean seconded the motion, and the committee approved to send the request to President White for her approval.

Meeting adjourned at 2:00 p.m.



Space Allocation Committee

TO: Alisa White
President

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

A handwritten signature in blue ink, appearing to read 'Mitch Robinson'.

SUBJECT: Space Allocation Committee

DATE: August 19, 2014

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
Learning Opportunities Center (LOC)	Temporary space in McReynolds 216 requested for the positions Learning Opportunity Coordinator, E-Dossier/E-Portfolio Specialist, and Administrative Assistant III. Once renovations are complete in Miller Hall, second floor, LOC will move at that time to those offices.	 Alisa White, President
Bursar	Bursar has requested space in the Ellington building once offices are vacated and relocated to the Church of Christ building that APSU is currently purchasing for future use. This will create a building that is a "One-Stop" for students.	 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.

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: Lori Buchanan

Department: Academic Affairs

Type of request: New or vacated space

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

Until the Miller Hall second floor renovations are complete and the Learning Opportunities Center's (LOC) offices are furnished, please allow use of McReynolds 216 to house the three new LOC hires to include the Learning Opportunity Coordinator, the E-Dossier/E-Portfolio Specialist, and the Administrative Assistant III.

Please save form to your computer, fill out form, save it, email as an attachment to waltonp@apsu.edu. Thank you.

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: Rosc Austin

Department: Office of the Bursar

Type of request: New or vacated space

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

The Office of the Bursar would like to request future vacated space in the Ellington building. The Office of the Bursar interacts face-to-face with students on a daily basis. Additionally, it is very common that students will need to interact in conjunction with the Bursar's staff and either Admissions, the Registrar's Office or Financial Aid sometimes making more than one trip back and forth when telephone or email conversations will not suffice (i.e. when a student signature or a paper form is required). Being located closer to Enrollment Management would support our university goals of being more efficient and promoting student success as well as being student friendly.

Please save form to your computer, fill out form, save it, email as an attachment to waltonp@apsu.edu. Thank you.

Space Allocation Committee Meeting

October 20, 2014 @ 9:00 a.m.

Browning Conference Room



Attendees: Robinson, Byrd, Taylor, Kean, Hutchins, Gray, and Brunner

Absent: King, Camilleri, and Thornton

Guest: Beverly Boggs

Minutes

- **Approval of Minutes**

- Taylor made a motion to approve the minutes from the August 19, 2014 Space Allocation Committee Meeting, Kean seconded the motion, and the committee approved them.

- **Old Business:**

- Affirmative Action - Deferred

- **New Business:**

- Military Science and Leadership – Greg Lane
 - Request withdrawn by Lane
- Enrollment Management – Beverly Boggs
 - See attached “Ellington Floor Plans”
 - Boggs presented her request for future moves once the appropriate departments move to the newly acquired building on College Street (formally Church of Christ Student Center).

After discussion the committee a motion was made to have Brunner do a survey of who is where in Ellington, prepare a plan to place department staff members

together, same department on same floor etc. He will then meet with key people to finalize the plan. Brunner will be visiting MTSU to take a tour of their new building which houses student services, One-Stop Shop.

Kean made a motion to table the request till Brunner completes his work, Taylor seconded the motion, and the committee approved it.

Meeting adjourned at 2:45 p.m.

Space Allocation Committee Meeting

January 30, 2015 @ 9:00 a.m.

Browning Conference Room



Attendees: Robinson, Byrd, Taylor, King, Kean, Gray, Brunner and Walton
(minutes)

Absent: Camilleri and Thornton

Guest: Martin Golson, David Denton, and Julia McGee

Minutes

- **Approval of Minutes**

- Taylor made a motion to approve the minutes from the October 24, 2014 Space Allocation Committee Meeting, Gray seconded the motion, and the committee approved the minutes.

- **Old Business:**

- Affirmative Action - Deferred

- **New Business:**

- Martin Golson presented his request to the committee.
 - Robinson requested to see data on room use of MX140.
 - Golson, Brunner, and Taylor to meet to discuss this request further.
- Request for MX125 – Kean made a motion to approve the request and move it forward to the President for her review and approval, Taylor seconded the motion, and the committee approved the request.
- Denton presented his request to the committee for a counseling center in the basement of the COC building. Robinson requested that drawings and cost estimates be done for the center. This could be a

possible collaboration with student affairs health services/counseling area.

- Byrd made a motion to approve the request and move to the President for her review and approval, King seconded the motion, committee approved the request.
- Julia McGee met with the committee to request space for the Tia Chi class through distance education.
 - Suggestions – use the top floor of the COC building
 - Dance studio
 - Classes are held Tues. from 5pm to 6pm
 - Committee recommended working with Dixie Webb and Marcus for the use of the dance studio. If not available McGee will work with Hutchins for use of the COC. Cost incurred will be electricity and custodial.

Meeting adjourned at 9:30 a.m.

Space Allocation Committee Meeting

March 24, 2015 @ 9:00 a.m.

Browning Conference Room



Attendees: Robinson, Byrd, Taylor, Kean, Gray, Brunner, Hutchins, Diebert (for Camilleri) and Walton (minutes)

Absent: Camilleri and Thornton

Guest: Cecil Wilson

Minutes

- **Approval of Minutes**

- Taylor made a motion to approve the minutes from the January 30, 2015 Space Allocation Committee Meeting, Kean seconded the motion, and the committee approved the minutes.

- **Old Business:**

- Affirmative Action - Deferred

- **New Business:**

- Counseling Services
 - Counseling services will be moving in the fall 2016 but space is needed by fall 2015. They are currently located on the 2nd floor of Ellington.
 - **Suggestions:**
 - Marion St. Apartments
 - 2nd floor of Miller
 - Undergraduate research (UR) move to Miller and counseling services move into the vacated office of UR.
 - Motion was made by Taylor to recommend UR move to Miller and counseling services move to the vacated area.

- **Action items:**

- **Taylor and Buchanan will meet with Chris Gentry.**
- **Byrd, Brunner, and Hutchins will meet to discuss this option.**

- Gray seconded the motion and the committee approved it.

- Note:

- A proposal has been made by housing to take Harvill Hall offline as a dorm. This could open opportunities for the Learning Opportunities office to move to this location.

- Dining Services

- Suggestions:

- Marion St. Apartments
- 2nd floor of Miller
- Motion was made by Kean to note that the Cumberland Room is not up for consideration for this move. The solution for additional space is being researched by the committee. This request has been deferred.

Taylor seconded the motion and the committee approved it.

- Note:

- Robinson suggested that when the Chartwell's contract comes up for renewal to add office space language in the contract at that time.

- Updates on previous agenda items:

- MX140 will not be renovated. Taylor found another space. MX125 will be renovated as office space.
- Robinson suggested that Brunner meet with Denton to discuss the use of Designer Funds for the counseling center space in the church of Christ building.

Meeting adjourned at 10:53 a.m.