

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:

Committee Members:

- Mitch Robinson (Chair) Vice President for Finance and Administration
- Tristan Denley, Provost and Vice President for Academic Affairs and Student Affairs
- Al Westerman, Director of Facilities Planning and Projects - Staff Representative (ex officio)
- Andy Kean, Director of University Facilities - Staff Representative
- Tammy Bryant, Director of Student Affairs Programs and Services - Staff Representative
- Alex King, Professor of Physics and Astronomy - Faculty Representative
- Becky Glass, Professor of Health and Human Performance - Faculty Representative
- Callie Gant - Student Representative

Meeting Dates for FY 2009

- July 28, 2008
- October 8, 2008
- March 3, 2009
- March 16, 2009
- April 1, 2009
- June 17, 2009

The committee met as needed based on requests submitted for action by the committee.

Space requests received and acted upon for FY 2009 - Approval letters attached:

- Chartwell - contracted food services - Reassignment of catering office
- ROTC - Assignment of office for the Army Reserve recruiter
- Drew Simmons Fitness Center (Memorial Health Building) - reassigned as academic space
- Information Technology - Assignment of two offices in the Clement building for IT staff
- Facilities Planning and Projects - Assignment of office for Alpha Building Corp. on-site manager
- University Advancement - Assignment of space for the Phonathon



Space Allocation Committee


TO: Tim Hall
President

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

SUBJECT: Space Allocation Committee

DATE: August 22, 2008


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
Chartwell -- Contracted Food Services use of space in University Center	Dining Services has requested the use of room 326E, located on the 3 rd floor of the University Center between the Iris Room and Cumberland Room, for reassignment as a catering office. Space is currently used for storage of dishes and glasses. The committee has unanimously voted to recommend approval for this reassignment.	 Tim Hall, President

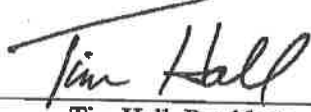
Should you decide to accept the committee's recommendation, please sign and date box provided for your signature. If you decide not to approve the space request, please write "declined" in the box for your signature.



Space Allocation Committee

TO: Tim Hall
President
FROM: Mitch Robinson, Chair 
Vice President for Finance and Administration
SUBJECT: Space Allocation Committee
DATE: March 5, 2009

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.

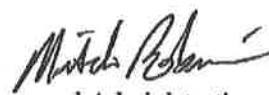
Space Request	Description of Request	Approved
ROTC - Office space to house the full time Army Reserve recruiter and office to house newly commissioned lieutenants.	The committee recommends approval of item number one (1) on the request and recommends deferring item number two (2) for further evaluation once the dance program moves into the Memorial Health building.	 Tim Hall, President
Academic Office Space Allocation Guidelines	The committee recommends the guidelines be approved for reference when assigning space.	_____ 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.



Space Allocation Committee

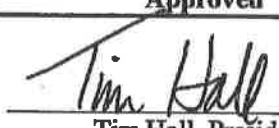
TO: Tim Hall
President

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

SUBJECT: Space Allocation Committee

DATE: April 2, 2009

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.

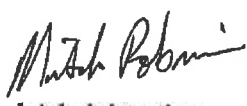
Space Request	Description of Request	Approved
Drew Simmons Fitness Center (Memorial Health) reassigned as academic space	The committee recommends the space currently occupied by the Drew Simmons Fitness Center be reassigned as academic space. The newly assigned academic space will be proposed by the Provost.	 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.



Space Allocation Committee




TO: Tim Hall
President

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

SUBJECT: Space Allocation Committee

DATE: June 25, 2009

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
Information Technology (IT)	Request is for two offices in the Clement building that will be vacated by Extended & Distance Education once their offices are complete in the McReynolds building. These two offices would be utilized by Matt Silva and Steve Pennington, both in the IT department. Matt Silva is a direct report of Anna Murray who is currently in the Clement building. Also, the temperature in Mr. Silva's current location averages around 65 degrees year round. This temperature is needed to maintain the health of the servers located in the Browning computer room. Steve Pennington currently shares a 105 square foot office with Rob Betts, both of IT. The standard for professional staff is 140 square feet. This move will put Mr. Pennington in a more desirable work space.	 Tim Hall, President
Facilities Planning and Projects	Requesting temporary space for Alpha Building Corp. personnel to have an office to work in when on campus. This space will be used to review drawings, documents, etc. that cannot be done from a construction pickup truck. The committee approved the basement area of the White House, 325 Drane Street. The basement will not be used by the Title III which will be moving into the remaining offices in the house.	 Tim Hall, President
University Advancement	The Phonathon will be automated which requires a room that can be secure year round. Overall a designated area for the Phonathon will increase caller productivity and efficiency. The committee approved the Green Room located in the Clement building for the location of the Phonathon. Roy Gregory has approved this recommendation.	 Tim Hall, President

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