

Campus Space Utilization and Allocation Committee  
July 13, 2016

The Campus Space Utilization and Allocation Committee met on Wednesday, July 13 at 3:00 p.m. in the Deans' Conference Room, DBRY 200.

Members present: Dr. Kurt Eisen, chairperson; Ms. Tracy Black, Ms. Yvette Clark, Mr. Jim Cobb, Ms. Tracey Duncan, Ms. Holly Mills, Dr. Vahid Motevalli, Ms. Diane Smith, Dr. Mark Stephens, Dr. Ken Wiant, Ms. Katie Williams

Members absent: Dr. Janice Branson, Mr. Jack Butler, Ms. Debbie Combs, Mr. Matthew Dexter, Dr. Ada Haynes, Ms. Brandi Hill, Dr. David Huddleston, Dr. Jack Matson, Dr. Joe Roberts, Ms. Sandi Smith, Mr. David Zimmerman

Official Representatives: Mr. Waldhys Rodoli for Dr. Rachel Hall

## **PROCEEDINGS**

### **Approval of Agenda**

**Motion.** Ms. Duncan moved to approve the agenda as submitted. The motion was seconded by Ms. Williams and carried.

### **Approval of April 15, 2016 Minutes**

**Motion.** Ms. Mills moved to approve the minutes as submitted. The motion was seconded by Ms. Clark and carried.

### **Consideration of Procedure Draft**

In order to begin discussion of the procedures, Dr. Eisen requested a motion to approve the procedures.

**Motion.** Ms. Duncan moved to approve the procedures as submitted. The motion was seconded by Ms. Mills.

Discussion followed touching on:

- the balance and consistency of the membership
- charge and definition of subcommittees
- new budget model – money vs space
- membership needed to approve amendments
- consideration of year end meeting to address any amendment changes

A friendly amendment was made to the original motion to:

- 1) Delete IX. B. – Amendments to the Procedures are subject to final approval by the Administrative Council.
- 2) Revise IX. A. to read "These procedures of the Committee may be amended at any time by majority of the *full membership of the committee* ~~voting for the amendment~~, provided that the amendment has been submitted, in writing, to each member at least two weeks prior to meeting.

The friendly amendment was accepted by Ms. Duncan and Ms. Mills. A vote was taken and the motion carried.

**Consideration of Policy 170**

Dr. Stephens stated the need to revise Policy 170 to eliminate the reference to TBR due to the FOCUS ACT. He also stated an urgency to approve the revision so the policy can be posted on the Facilities and Business Services webpage (III. D.)

**Motion.** Mr. Cobb moved to revise V. Citation of Authority for Policy by removing the wording “TBR Policy 1:03:02:00” and replacing with an approved citation. The remaining policy remains as written. The motion was seconded by Ms. Diane Smith and carried.

The meeting was adjourned.