

Space Committee Meeting Minutes

April 30, 2021

Location: Zoom Conference Call

Attendees: Betsy Adams, Mark Alexander, Brian Browning, Dr. Bill Dunne, Dr. RJ Hinde, Sarah Hoel, Terry Ledford, Dr. Larry McKay, Dr. Hollie Raynor, Renee Thomas

Not in attendance: Jennifer Hardy

1. Review and approve meeting minutes from the March 31, 2021, committee meeting.
The minutes were approved.
2. Review action items from 3/31/21 minutes.
 - Documenting COVID-related adjustments to classrooms and meeting spaces
This action item is completed.
 - Radiological Safety request for temporary storage space
This action item is completed.
 - Building code for Energy & Environmental Science Research Building
This action item is completed.
 - Office of Diversity and Inclusion request for space in Dunford Hall
This action item is completed.
 - Arts & Sciences request for temporary storage space in Walters Academic Building
This action item is completed.
3. Review a request from Facilities Services to assign the 22nd Street Duplex as a temporary location for the Free Store until either (a) the Duplex is needed for another use or (b) the Free Store can be merged with Smokey's Pantry/Closet.
The committee approved the assignment of the 22nd Street Duplex to Facilities Services. Dr. McKay confirmed that Anthropology has vacated the Duplex and noted that Anthropology reported concerns about the air quality and security in the Duplex. Terry Ledford will notify Facilities Services of the assignment and will have the building's air quality and security assessed prior to the Free Store occupying the space.
4. Review a request from University Printing & Mail (UPM) and the Tickle College of Engineering to transfer three rooms in the Auxiliary Services Building from Engineering to UPM to support UPM's procurement and distribution of giveaway items ("swag"): rooms 135 and 137 (currently assigned to Civil & Environmental Engineering) and room 138B (currently assigned to Electrical Engineering & Computer Science).
The committee approved the transfer of these rooms. Brian Browning will notify UPM and Dr. Dunne will notify the Engineering departments.
5. Review a request from UPM to assign space in the Presidential Court Building (PCB) to UPM to provide space for printing, copying, and mailing services for students.
The committee approved the assignment of PCB rooms 100, 100A, 100A1, and 100A2 and a storage space near the restrooms, to UPM. The assignment will take effect after Dining Services has relocated the POD Market from PCB to West Campus Dining. Brian Browning will notify Dining Services and UPM.

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6. Review a request from Arts & Sciences to change the space assigned to the Geography Wood Archive. Walters Academic Building rooms A103, A105, A107, and M104 are currently assigned to the Archive. The college would prefer to instead have Walters rooms A202 and A210 assigned to the Archive.

The committee approved this request. Dr. McKay will notify the Department of Geography.

7. Begin a discussion of NIMBIOS2 space needs in Claxton.

The committee approved the following assignments in Claxton:

- **NIMBIOS2 will be assigned these spaces: 101, 101A, 105, 105A-C, 106, 106A-G, 109A, 109B, 110A, 117, 120, 124, 125, 130, 130A**
- **NIMBIOS2 will vacate these spaces: 103, 103A, 104, 104B, 116 118, 121, 122, 126, 204, 205, 206, 206A, 206B**
- **NIMBIOS2 and NISER will swap spaces as follows: NIMBIOS2 will vacate 123 and occupy 110B; NISER will vacate 110B and occupy 123**

Dr. McKay will notify NIMBIOS2 and Renee Thomas will notify NISER. Dr. McKay will provide Sarah Hoel information regarding the appropriate NIMBIOS2 cost center. The Space Committee will review NIMBIOS2 usage of Claxton Hall space in Spring 2023 to ensure that the space is being utilized efficiently.

8. Review proposed changes to the University Space Committee Charter related to the Budget Allocation Model.

This item remains on hold while the Space Committee awaits feedback from the Executive Budget Committee.

9. Additional Agenda Item: Determine a building code for the Zeanah Engineering Complex.

The committee approved the code ZEC. Sarah Hoel will notify Tiffanie Casteel in Facilities Services.

10. Additional Agenda Item: Review a request from Arts & Sciences to transfer seven rooms in Strong Hall (120, 120A, 218, 222, 237, 504C, 707) to the Registrar as campus-hosted classrooms.

The committee determined that requests to transfer space from a college to the Registrar will be tabled pending further guidance from the Executive Budget Committee.

11. Additional Agenda Item: Review a request from the Tickle College of Engineering to assign UT Drive Services Building B rooms 206A and 206B to the college for use by the YNOT robotics team.

Terry Ledford will conduct fact-finding to determine whether Facilities Services is currently using these rooms, and the request will be added to the agenda of a future meeting.