

# Space Committee Meeting Minutes

August 27, 2021

Location: Zoom Conference Call

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

Not in attendance: Betsy Adams

1. Review and approve meeting minutes from the June 21, 2021, committee meeting. (The committee did not meet during July, 2021.)  
**The minutes were approved.**
2. Review action items from 6/21/21 minutes.
  - Nursing biobehavioral research lab  
**Dr. Raynor and Terry Ledford confirmed that Jessie Harris 338 and 339 have been identified as preferred spaces to renovate for the Nursing lab; cost estimates for the renovation have been requested. Dr. Dunne indicated that he and Dr. McKay have discussed immediate space needs with Nursing and may be able to provide temporary space in SERF 722B for 12-18 months while space in Jessie Harris is being renovated. Nursing will be required to provide a lab safety program to use this space. Dr. Dunne and Dr. McKay will reach out to Nursing for confirmation. Brian Browning and Dr. Hinde are still working on identifying surge space for Nursing, so this item is not yet completed.**
  - Cost sharing of HPER spaces  
**Brian Browning and Dr. Hinde need to do additional follow-up with the Executive Budget Committee, so this item is not yet completed.**
  - Claxton assignments for the Department of Nutrition  
**This action item is completed.**
  - Temporary assignment of Kingston Pike Building space to University Housing  
**This action item is completed.**
  - Relocating the Ceramics Annex to Walters  
**This action item is completed.**
3. Review a space request from CEHHS to assign Claxton room 223 to the college's Office of Professional Licensure.  
**The committee approved the request. Dr. Raynor will inform CEHHS.**
4. Discuss the continued use of Panhellenic as hoteling space for graduate students during academic year 2021-22.  
**The committee discussed previous usage of Panhellenic as hoteling space for graduate students. Usage statistics for 2020-21 may be depressed due to COVID. Dr. McKay indicated that some departments in Arts & Sciences would like to have lockers installed so that graduate students can store belongings. Dr. McKay will follow up with Barbara Tallent about this request.**

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5. Review a proposed classification for spaces in the Zeanah Engineering Complex.  
**The committee made space classifications and assignments for ZEC spaces, including the following:**
  - Rooms 102, 104, and 121-122 should be special use.
  - Rooms G158, 170, 171, 177, 178, 270, 271, 277, 278, 370, 371, 377, 378 should list TCE First-Year Programs as the priority department.
  
6. Informational Item Only: The committee reviewed the latest draft of the Space Committee charter with feedback provided by the Executive Budget Committee.  
**The committee raised several additional questions about the charter. Brian Browning and Dr. Hinde will share these questions with the Executive Budget Committee.**
  
7. Informational Item Only: Brian Browning and Dr. Dunne have identified space for the Eco Car program in the Fleet Management Building.
  
8. Informational Item Only: Review a reservation process for cubicle space on the P2 level of Andy Holt Tower.  
**Reservations can be made up to two weeks in advance and are limited to three hours per day.**
  
9. Informational Item Only: Finance & Administration has transferred Andy Holt Tower room 405D to Diversity and Engagement.
  
10. Informational Item Only: The Chancellor's Cabinet has selected Rocky Top Dining Hall as the official name for the West Campus dining facility. The building code will be RTD.