

**Space & Equipment Budget Subcommittee**  
**Friday, June 1, 2018**  
**8:00 a.m. – 9:00 a.m.**  
**Barge 304**  
**MINUTES**

**Ex-Officio Voting Member(s) Present:** Gayla Stoner, Greg Paveza, Levente Fabry-Asztalos, Sathy Rajendran, Shane Scott, Tim Englund

**Ex-Officio Non-Voting Member(s) Present:** Doug Ryder (Academic Space Expert)

**Absent:** Andreas Bohman, Bill Provaznik, Todd Shiver

Action Item- Approval of April 30, 2018 Minutes

G. Paveza motioned to approve April 30, 2018 minutes, T. Englund seconded. Motion carried.

Action Item- College of Business Space Request Application

The College of Business Associate Dean, Jeff Stinson, submitted space request application for new space that includes Shaw Smyser 201, 202, and 203. They are also making office moves, which is described in the request. The subcommittee recommended to approve the application. G. Paveza motioned to approve, S. Scott seconded, and zero abstained. Motion carried and will be sent to the Budget Executive Committee (BEC).

Action Item-College of Education and Professional Studies Change of Space Request Application

The College of Education and Professional Studies submitted a change of space request application for various accommodations and relocations, further described in the request. The subcommittee recommended to approve the application. G. Paveza motioned to approve, T. Englund seconded, and zero abstained. Motion carried and will be sent to the BEC.

Action Item- College of the Sciences Space Release Request Application

The College of the Sciences Dean and Associate Dean, Tim Englund and Martha Kurtz, submitted a release of space request application. They identified 11 classrooms to be released to the Registrar for more “efficient use of classroom spaces”. The classrooms are described in the request. The subcommittee recommended to approve the application. G. Paveza motioned, S. Rajendran seconded, and zero abstained. Motion carried and will be sent to the BEC.

Informational Item- Updates

Updates for the subcommittee’s information:

- S. Scott and A. Bohman will meet to discuss an IS solution regarding space data.
- Sharon Jonassen was recommended to be the RCM expert for the subcommittee.

Informational Item- General Discussion/Questions

- Who owns buildings?
- Campus Moves Committee and the process for space requests prior to submission of application to the Space and Equipment Budget Subcommittee.

- Need to define whether internal space already owned goes straight to the Campus Moves Committee or to the Space and Equipment Budget Subcommittee.
- Possibly have a dollar cap for space changes (i.e. office swap across units in a college or overall unit).
- Need to factor the time and cost of whichever process it goes through.
- Flow chart

Meeting adjourned at 9 a.m.

**Next Meeting: October 2018**