


**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. | <br><hr/> 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.   | <br><hr/> 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.  | <br><hr/> 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.

## Austin Peay State University Space Request Form

This form is required to be submitted to the space allocation committee to request new or vacated space, change in capacity or function of space or change in existing space.

Requestor's name: Charles B. Wall

Department: Information Technology

Type of request:

Justification for request – Please include a suggestion for location and/or change:

I am requesting 2 offices in Clement being vacated by Extended & Distance education be assigned to Information technology.

Matt Silva currently resides in the tape storage area within the Browning computer room. The temperature in this area is maintained by a dedicated A/C unit to cool the computer equipment. That unit cools during both the summer and winter. The temperature in Matt's office averages around 65 degrees. The majority of Matt's duties now center around Banner DBA functions and he needs to be located near the Analysis and Programming staff he works with. He would move into Clement 109.

Rob Betts and Steve Pennington, both professional staff, share Clement 105 which is approximately 100 sq ft. Steve would move into Clement 111.

Please click the “*submit*” button below to send the form to the space advisory committee chair.

Instructions for submitting

**Submit**

**Print**

## Austin Peay State University Space Request Form

This form is required to be submitted to the space allocation committee to request new or vacated space, change in capacity or function of space or change in existing space.

Requestor's name: Al Westerman

Department: Director, Project Planning & Projects

Type of request:

Justification for request – Please include a suggestion for location and/or change:

We are requesting temporary space be assigned for Alpha Building Corp. to use while they perform projects for APSU. At present their person does not have any space on campus and they are frequently required to review drawings, documents, etc. that cannot be done sitting in the cab of a pick up truck.

We have two potential locations, either of which would be satisfactory:

1. Unoccupied office at Memorial Health Building
2. Basement of 325 Drane Street (currently under renovation)

It is understood that this is only to serve as temporary space and Alpha can be directed to vacate at any time.

Please click the “*submit*” button below to send the form to the space advisory committee chair.

Instructions for submitting

**Submit**

**Print**

## Austin Peay State University Space Request Form

This form is required to be submitted to the space allocation committee to request new or vacated space, change in capacity or function of space or change in existing space.

Requestor's name: Roy Gregory

Department: Advancement

Type of request:

Justification for request – Please include a suggestion for location and/or change:

Phonathon will be automated which requires a room that can be set up and secure year round. Phonathon automation will increase our student caller productivity, increase efficiency, decrease time needed to print paperwork, track information for reporting while increasing the quality of Phonathon overall.

Size of space needed 70 feet by 20 feet.

Please click the "*submit*" button below to send the form to the space advisory committee chair.

Instructions for submitting

Submit

Print