

## Space Allocation Committee

**TO:** Tim Hall  
President


**FROM:** Mitch Robinson, Chair *Mitch Robinson*  
Vice President for Finance and Administration

**SUBJECT:** Space Allocation Committee

**DATE:** November 17, 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.

*Both requests are for the same office located in the Memorial Health building, room 106A.*

Space Request	Description of Request	Approved
Theatre and Dance	Marcus Hayes, assistant professor, requests room 106A in the Memorial Health building for use as an adjunct office in the short-term and a full-time faculty office in the long-term. Additional staff has been hired in order to accommodate the growth in the area of Theatre and Dance, which is located in the Memorial Health building. See attachment A for full details of request.	
Military Science and Leadership (Army ROTC)	This request is part two of an early request to the committee (attachment B number "(2)"). Number "(1)" was approved on March 5, 2009 (attachment C) and part two of the request was put on hold till the Dance and Theatre department moved into the renovated Memorial Health building. At this time the need would be assessed by both areas for room 106A.	
Committee Recommendation	The committee recommends that approval go to the Theatre and Dance department to support a program that is already in existence (attachment A) instead of a proposed program (attachment B, number "(2)"). The minute of the committee meeting are attached for your review (attachment D).	 <hr/> Tim Hall, President

Should you decide to accept the committee's recommendation(s), 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.

*I am approving after consulting with the Provost. On cases involving the distribution of academic space, the Provost should be the ultimate recommender to me. This recommendation may be forwarded through the space allocation committee if that is useful. Otherwise, the committee's decisionmaking sphere should be limited to non-academic space issues. TLH 11/24/09*

RECEIVED

NOV 17 2009

F&A

## 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: Marcus Hayes

Department: Theatre and Dance

Type of request:

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

I am writing to request that Memorial Health 106A, an office space in the Memorial Health Building be granted to the area of Dance for use as an adjunct office in the short term and as a full-time faculty office in the long term. With the completion of the new dance studio space in the Memorial Heath Building, the area of Theatre and Dance was able to offer more dance classes for the Fall 2009 semester and the additional classes has created the need for additional Dance faculty. We recently hired Mr. Thomas Shoemaker as an adjunct in the department and it will be important for him to have space to conduct his office hours and administrative work.

This academic year, the area of Theatre and Dance will be requesting a new, permanent faculty position for Dance, so this office would ideally transition from an adjunct office to a full-time Dance faculty office. Having an office space in the Memorial Health Building will also be important as more students use the dance studios for classes and rehearsals and establishing a presence of dance faculty in the building.

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: LTC Samuel Ligo, Professor of Military Science

Department: Military Science and Leadership (Army ROTC)

Type of request:

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

This is a request for the two new office spaces created in the Memorial Health Building renovation from Sep 08-Feb 09. The two office spaces, currently in Room 106 (the old room with camera monitors and storage area for Student Recreation when they occupied the building), are directly across the hall from our classroom. We would use the two spaces in the following manner:

(1) <sup>app</sup> One office space would house the full time Army Reserve recruiter we are being force-fed by our higher Army headquarters, U.S. Army Cadet Command. This recruiter will not only recruit but assist in our classroom and leadership lab instruction and field training. We are directed not only to have this Non-Commissioned Officer (NCO) but also to provide him office space, preferably with phone and computer hookup capability.

(2) The second office space would house our newly commissioned lieutenants who work for us as "Gold Bar Recruiters (GBRs)" until leaving for their initial officer training. We normally have 2-3 GBRs for 4-5 months after each graduation and commissioning (May, August, and December). We would let them work out of that office supporting our recruiting and training efforts.

Thank you for considering our request.

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

Instructions for submitting

**RECEIVED**

FEB 18 2008

VP for Fin. & Admin.

**Submit**

**Print**



Space Allocation Committee

TO: Tim Hall  
President

FROM: Mitch Robinson, Chair *Mitch Robinson*  
Vice President for Finance and Administration

SUBJECT: Space Allocation Committee

DATE: March 5, 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
ROTC - Office space to house the full time Army Reserve recruiter and office to house newly commissioned lieutenants.	The committee recommends approval of item number one (1) on the request and recommends deferring item number two (2) for further evaluation once the dance program moves into the Memorial Health building.	<i>Tim Hall</i> Tim Hall, President
Academic Office Space Allocation Guidelines	The committee recommends the guidelines be approved for reference when assigning space.	_____ Tim Hall, President

Should you decide to accept the committee's recommendation, please sign and date box provided for your signature. If you decide not to approve the space request, please write "declined" in the box for your signature.

Space Allocation Committee

Meeting Minutes

November 11, 2009

Attendees: Robinson, Kean, Denley, Westerman, Bryant, Grey, Walton (minutes)

Absent: Gant and King

- Military Science and Leadership – Army ROTC & Theatre and Dance space requests
  - Both requested office space in Memorial Health
    - Suggestion: support program in existence instead of a proposed program to use the office space, faculty should take preference.
      - Kean motioned to allocate the space to dance and theatre
      - Westerman seconded
        - Committee approved 11-11-09
- Faculty senate – reviewing office space, wait till the new associate provost is in place before approving a space for the faculty senate.
- Affirmative Action – Mitch to get with Shelia Bryant to see if she wishes to pull her request or does she want to keep the request.
- Printing Services – after academic support moves out of the Marks building space will be reviewed for possible use by printing services.