

**Space Allocation Committee Meeting**  
**February 28, 2008 @ 2:00 p.m.**

**Minutes**

**Attendees:** Robinson, Kean, Rayburn, Glass, Huffman (sitting in for Drew), Denton, Ballen, Bryant and Walton (minutes)

- Introduction
- Review committee charge
  - Making the best of what we have
  - Website <http://www.apsu.edu/CCN/committees/space.htm>
- SAC website, forms and general discussion of guidelines/process etc.
  - Website review [www.apsu.edu/space\\_allocation](http://www.apsu.edu/space_allocation)
  - Space request – contact Manny Ballen for availability of space.
  - Office space guidelines to be established. Who has priority? Should faculty have an office within the building they teach?
  - Principles to follow:
    - Sub-committee – faculty (Denton, Rayburn and Glass) discuss academics and bring forward to the committee. Obtain faculty input, department chairs etc.
  - MTSU's website reviewed for ideas – <http://www.mtsu.edu/~pvpaa/space.htm>
  - Renovations – planning well in advance before the request comes through the committee
  - Office standards – see attachment
  - Principles example – see attachment
- Next meeting
  - Schedule next meeting in a month