


AP Austin Peay
State University
Space Allocation Committee


TO: Tim Hall
President

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

SUBJECT: Space Allocation Committee

DATE: March 29, 2011

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
Student Affairs/Military Student Center	<p>The Military Student Center (MSC) has now opened in the University Center and Student Affairs has been asked to move forward with establishing a staff position to provide more structured programs and coordinated services for the center. This year the MSC has been staffed entirely by Veteran Affairs (VA) student workers.</p> <p>The center is located in MUC 120. In order not to reduce space for students, the committee (by request of Student Affairs), is requesting the space located next to the center be used for an office. It is currently being used for storage and a copy machine. A door could be cut through to the existing center. As the committee understands it, this space was planned for possible future expansion of student mailboxes. Student Affairs does not feel that this will be necessary; especially since the University has designated e-mail as the official method of communication.</p> <p>The Space Allocation Committee requests your approval.</p>	<p style="text-align: center;"> _____ Tim Hall, President</p>

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.