

**SPACE COMMITTEE**  
Wednesday, July 19, 2006  
4:00 – 5:00 p.m.  
VPAA Conference Room

**Meeting Notes**

Agenda:

Continuation of discussion regarding Stevenson 1050

Present:     Katie Pierce, Chair  
              Melinda Milligan  
              Vanessa Franklin  
              Elaine Leeder  
              Christopher Dinno

Meeting began at 4:07

**Stevenson 1050**

The committee reviewed the minutes from the July 12<sup>th</sup> meeting and approved the minutes as presented.

More seats cannot be added to St. 1050 without jeopardizing the status of the room.

Once a proposal for the room has been decided, drawings can be done for design and for the approval of the Fire Marshall. Then facilities can build out the space. This should be doable for the fall semester.

Vanessa and Katie have reviewed space and suggest that it is possible to divide it in half for use by the Alumni Office, Development Office, and another tenant. This would give the Alumni Office an area to welcome visiting alumni. In their current location there is only enough space for work. The current Alumni Space could be used by Vanessa Franklin and by April Garcia/ Institutional Research. This move would give Pre-College Programs more space allowing their personnel to be moved out of the Field House.

However, the full Space Committee needs to make the final decision regarding who will be offered the use of this space.

Chris suggested that there might be a shared conference space and/or a shared kitchenette.

**Other Space Items**

**Camera Studio**

Katie said space for a Campus Photographer might be available by combining and converting two storage areas (St. 1049 and 1051) that belong to IT (but which are no longer used) as well as using the media lab, which has good lighting for camera work.

## **Carson 10**

Carson 10 will be changed into a 24 seat, general purpose classroom with tab-arm chairs.

## **For future meeting**

Carson 1 is currently outfitted for chemistry. However, since Darwin now has enough chemistry labs, Carson 1 is under-utilized. Need to explore its best use.

Meeting adjourned 4:45

Notes Prepared by Roger Zim