The meeting was called to order by the Provost at 1:30 pm.

**Voting Members Present:** Pam Barr, Ron Colarusso, Douglass Covey, Tim Crimmins, Sandra Garber, Ron Henry, Hugh Hudson, Phillip Mitchem, Jerry Rackliffe, P. C. Tai

**Non-voting Members Present:** Edgar Torbert, Ramesh Vakamudi, Paul Underwood, Harvey Shumpert

**Members Absent:** None

**Non-voting Members Absent:** Mark Lawson, Beth Jones

**Visitors Present:** David Caudill, Fred Mote, Bill Prigge, Regina Anderson, Susan Easterbrooks

**Action Items**

- Approval of minutes from October 19, 2006 meeting

  *A motion was made and carried to accept the October 19, 2006 meeting minutes with one correction that the member Phillip Mitchem was present.*

- HAAS Howell and Standard Building-Funding request for ADA Improvements ($85,000)

  Ramesh presented the funding request for the following ADA improvements in the Haas-Howell and Standard buildings:

  1. Magnetic hold-openers for Standard Building (19 doors)
  2. Automatic door openers for Haas-Howell (2 doors)

  Although the elevator lobby doors in the Haas-Howell and Standard buildings are ADA compliant but are too heavy to be operated by people with certain physical disabilities and hence the request for the improvements.

  MRRF funding cannot be used for the improvements in these buildings as they are leased properties. Funding from the Moves and Renovations budget can be used with a special rent assessment.
A motion was made and carried to approve the funding request for ADA improvements in HAAS-Howell and Standard buildings.

**Information Items**

- **Campus ADA Assessment Report**

  Susan Easterbrooks, the Chair of the campus ADA Advisory Committee presented the summary of ADA compliance report prepared by Heery International in 2005. A spreadsheet with the prioritized project list and a cost estimate was distributed. The estimated cost associated with all the listed improvements is approximately $7 million. A copy of this report has been sent to the VP’s and Deans.

  Ramesh has indicated the university has received $471,645 for campus ADA improvements under the FY 07 MRR funding from the Board of Regents. A project manager was assigned and is currently working to retain a consultant for the project. Ramesh has informed that the university also submitted a funding request to the GSFIC for ADA improvements.

  Susan discussed the role of Office of Disability Services and a need for better review of architectural plans for ADA compliance issues. She suggested the hiring of an ADA compliance officer and its reporting structure independent of Office of Disability Services and Facilities Management.

- **Classroom Condition Survey**

  Edgar Torbert presented the classroom conditions survey spreadsheet. Corresponding responses for the problems identified are being collected from IS&T, Maintenance & Operations, and Building Services. Edgar anticipates receiving all the responses from M&O and Building Services by January 2007.

  Housekeeping related to lack of general cleanliness in the restrooms was a common complaint. Following suggestions were made:

  1) Have an attendant in the restroom.
  2) Install swipe card entrance for restrooms.
  3) Have a paperless restroom by installing dryers.
  4) Implement a classroom cleaning schedule.
  5) Discuss with Deans and faculty to take ownership of a classroom.

- **Draft Strategic Undergraduate and Graduate Enrollment Plan- Instructional Space Requirements & Availability for fiscal years 2007-2017**

  Jerry Rackliffe presented spreadsheets showing strategic undergraduate and graduate enrollment plans, teaching load calculations and instructional space requirements for FY 2008-2017. He indicated that it is a work in progress.

**There being no further business the meeting was adjourned by the Provost at 2:42pm.**