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

**Voting Members Present:** Pam Barr, Lauren Adamson, Douglass Covey, Sandra Garber, Ron Henry, Hugh Hudson, Jerry Rackliffe, Jeff Rupp, P. C. Tai

**Non-voting Members Present:** Beth Jones, John McCullum, Edgar Torbert, Ramesh Vakamudi

**Members Absent:** Jeff Rupp, Deborah Rupp

**Non-voting Members Absent:** Mark Lawson, Paul Underwood

**Visitors Present:** David Caudill, Edith Madison, Bill Prigge, Fred Mote

**Action Items**

- Approval of minutes from October 25, 2007 meeting
  
  *A motion was made and carried to accept the October 25, 2007 meeting minutes.*

- Capital Project Guidelines for CBSAC Approval
  
  *A motion was made and carried to approve the project criteria. Projects which meet any of the following criteria will require CBSAC approval:*
  1. *Estimated to be over $100,000*
  2. *Change of use of space type such as classroom to office*
  3. *Change of ownership of space*
  4. *Modification to public space such as building lobby*

**Information Items**

- Space for Welcome Center in 75 Piedmont Avenue Building (CTB)

  Ramesh Vakamudi presented the concept of Welcome Center consolidation by relocating it to 75 Piedmont Avenue Building. The current Welcome Center operations are located in Alumni Hall and Sparks Hall. The 75 Piedmont Avenue building is easily accessible to the visitors and has parking conveniently located
under the building. It is also within walking distance of the University Commons. The Northwest corner of first floor is currently vacant and could be renovated to accommodate the Welcome Center along with the other vacant space in the building for student enrollment/recruitment operations.

- **Henry County Center – Classroom Addition**

  Ramesh informed the Committee that the design of a second high-tech classroom addition project is currently underway at the Henry County Center. This project is funded by the Robinson College of Business.

- **Additional Space for CoAS in 34 Peachtree St. Building**

  Provost Henry informed the Committee that with increased in the freshmen enrollment this fall semester, university has retained additional faculty to meet the class schedule demands. This necessitated additional office space for College of Arts and Sciences. Ramesh indicated that university currently leases 11th, 12th, 14th and 16th floors in the 34 Peachtree Street building and few other floors are available for lease. Dean Adamson indicated that leasing of two more floors in the building could provide an opportunity to relocate and consolidate History department faculty offices from General Classroom building and also to expand the Middle East Institute.

- **College of Education – First Floor Renovation**

  Ramesh informed the Committee that this project scope includes lighting and furniture upgrades in the building lobby area and Room #140 along with the installation of LCD flat panel screen to provide information on the College of Education activities. The project is funded by the College of Education.

- **Campus Elevators – Holiday Schedule**

  Ramesh distributed a list of campus elevators that are scheduled for shut down during holiday break to improve the building security and conserve energy. Members of the Committee suggested not having any special code requirement for the operation of the elevators. About half of all the elevators will be turned off starting 5 p.m on December 21, 2007 and will be back in operation by 8 a.m on December 31, 2007, and everyone will be notified through the campus e-mail.

There being no further business the meeting was adjourned by the Provost at 2:30 P.M.