The meeting was called to order by Ron Henry at 1:30 pm.

**Voting Members Present:** Lauren Adamson, Amber Amari, Pam Barr, Doug Covey, Sandra Garber, Ron Henry, Jerry Rackliffe, Jeff Rupp, P. C. Tai

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

**Members Absent:** Hugh Hudson

**Non-voting Members Absent:** None

**Visitors Present:** David Caudill, Robin Morris, Fred Mote, Russ Seagren, Jeannie Wright

**Action Items**

Approval of minutes from December 18, 2008 meeting

*A motion was made and carried to accept the December 18, 2008 meeting minutes.*

Additional space for the University Information Services at the Citizens Trust Building

*A motion was made and carried to approve temporary and partial allocation of Suite 440 on the 4th floor of the Citizens Trust Building to be used by the University Information Services for a break room. All renovation costs are to be funded by IS&T. Remaining space in the suite could be considered for campus storage use.*

Kell Hall Room #s 284 and 286- Request for convert from storage to research space.

*A motion was made and carried to approve the change in use of room #s 284 and 286 in Kell Hall from storage to research activity space.*

Request for Lactation room

*A motion was made and carried to approve the assignment of Room 423-A of the Aderhold Learning Center to be used as a lactation room. Renovation costs are anticipated to be minor and to be funded by the Provost.*
Mathematics Interactive Learning Lab (MILEII) in the Landmark Diner space in the University Commons

A motion was made and carried to consider the use of existing Landmark Diner space in the University Commons for MILE II lab space. Landmark Diner will be vacating the space by May 2009. The 6000 sq. ft space could be renovated for MILE II lab and is much larger than the current MILE I lab (3880 sq. ft.) located in the Urban Life building. As this space is owned by GSU Foundation the renovation costs are to be funded by the Foundation and leased by the university.

Information Item

Criteria for allocation of laboratory space
Relocation of existing functions from Kell Hall and NSC to University Science Park:

Dr. Robin Morris started the presentation indicating that with a scheduled completion of April 2010 we are about a year away from the opening of University Science Park project. Several functions from Kell Hall and Natural Science Center are being considered for relocation to the new facility. In that context he provided detailed information on the challenges and opportunities involved in establishing criteria for the allocation of laboratory space. Currently there are no campus wide standards for research lab space allocation. He presented information on Kell Hall existing space allocations and the on-going maintenance and renovations costs.

Dr. Morris provided information about the University Science Park original space program prepared in March 2005 and revisions made due to actual project budget allocations in 2007.

It was suggested to create a sub-committee led by the vice president for research to develop and establish future research space allocation criteria.

The committee directed Ramesh Vakamudi to undertake an inventory of the lab space in Kell Hall to assess the condition of the labs. This would include the condition of the fume hoods, mechanical and electrical systems, etc. The inventory inspection report should provide recommendation on which labs could stay in use for the next 5 years without extensive renovations. Dr Henry directed that the results be reported back to the committee for continued discussion. This report could be utilized in the process of space relocation to the new facility.

Project status update – tabled until next meeting.

There being no further business the meeting was adjourned by Ron Henry at 2:55 p.m.