The meeting was called to order by Risa Palm at 1:30 p.m.

**Voting Members Present:** Lauren Adamson, Pam Barr, David Caudill, Risa Palm, Jeff Rupp

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

**Members Absent:** Douglass Covey, Hugh Hudson, Jerry Rackliffe, P.C. Tai

**Non-voting Members Absent:** None

**Visitors Present:** Matt Gillett, George Rainbolt, Jeannie Wright

**Action Items**

1. **Approval of October 28, 2010 meeting minutes**
   
   A motion was made and carried to accept the October 28, 2010 meeting minutes.

2. **Approval of FY 2012 Major Repair and Renovation Project List**
   
   A motion was made and carried to approve the FY 2012 Major Repair and Renovation Project List.

3. **Approval of Space Request Form**
   
   A motion was made and carried to approve the new Space Request Form.

**Information/Discussion Items**

1. **Allocation of Suite 408 (1,130 SF) in Citizens Trust Building to the Confucius Institute**
   
   A motion was made and carried to approve allocation of Suite # 408 (1,130 SF) in Citizens Trust Building to the Confucius Institute.

There being no further business the meeting was adjourned by Risa Palm at 1:40 p.m.