The meeting was called to order by Risa Palm at 2:45 p.m.

**Voting Members Present:** Lauren Adamson, Pam Barr, David Caudill, Doug Covey, Winnie Tsang Kosma, Risa Palm, Jerry Rackliffe, P.C. Tai

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

**Members Absent:** Hugh Hudson, Jeff Rupp

**Non-voting Members Absent:** None

**Visitors Present:** Robin Morris, Ralph Kahlan, Fred Mote, Rick Parker

**Action Items**

1. **Approval of January 27, 2011 meeting minutes**
   *A motion was made and carried to accept the January 27, 2011 meeting minutes.*

2. **Research Space Procedures**
   Robin Morris presented a draft document of the proposed university research space procedures in the context of growing research space requirements and the complexity of research equipment. He emphasized the need to carefully plan and manage the use of research space.

   After discussing the content of draft it was suggested to circulate a revised draft containing a policy statement, work flow chart (who reviews what and when) and other related procedural details.

   **There being no further business the meeting was adjourned by Risa Palm at 3:20 p.m.**