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*Provost’s Space Advisory Group (PSAG) meeting Minutes*

*Meeting Date: 1/23/2018*

*Attendees: K. Haddad, K. Morningstar, M. Schroder, S. Moineau, P. Runzel, D. Kristan, R. Fierro, J. Downie, M. Oskoorouchi, H. Kang*

1. Introductions
2. K. Haddad explained the charge and the process to the group.
3. K. Haddad read through the specific requests submitted for the committee’s review.
   1. CHABSS request falls into the category of Exte*rnal to AA since conference rooms are open to all.*
   2. The other two requests; one from NLRC and the other from IITS fall into the category of *Having no space and/or cannot agree on a way forward*
4. Discussion begins on how to manage requests
   1. The first case was for NLRC as it relates to a space recovering it from ARTES. ARTES is currently situated in an area behind NLRC. NLRC would like the space back since they have grown and ARTES would like a space of their own.
   2. IITS was addressed next by K. Morningstar. IITS needs storage space for multiple issues. K. Morningstar is trying to resolve space issues short term as well as long term and is asking the committee for recommendations.
   3. CHABSS was the 3rd case being considered. They would like to convert MARK 243 from a conference to an area for lecturers similar to the room converted recently in the library. (Teaching Resource Center). K. Haddad noted that PSAG looked at it a couple years ago and did envision a similar space on the other side of campus, which this is, so it aligns. It will be open to all lecturers.
5. Below is a summary of the ARTES request.
   1. K. Haddad noted that ARTES is an Institute similar to NLRC.
   2. S. Moineau asked for clarification about what happens when there IS no space.
   3. K Haddad outlined the process used for lecturer’s office relocation 2 years ago.
   4. The specifics of the area noted on the request itself.
   5. S. Moineau asked if there was funding attached to the research grant, possibly for a trailer.
   6. J. Downie noted that there probably would have been funding but not sure if it had been allocated for space.
   7. R. Fierro wanted for further discussion on the justification for NLRC wanting the space returned to them
   8. P. Runzel would like to get some additional background on ARTES concerning their request. K. Haddad explained that NLRC went through a decrease in grant generation and lost space. That is when ARTES moved into the space behind NLRC. Since that time, NLRC has grown considerably and would like to regain their space again.
   9. M. Oskoorouchi would like to hear from representatives from both sides of the requests in situations like these. Possibly have them present at a PSAG meeting.
   10. S. Moineau asked if this space actually aligns with the needs of the request. Shared cubicles but private space at the same time.

* Recommendations by the committee

1. Have ARTES write a formal justification on use, utilization and function.
2. Ask NLRC to provide more detailed information on their space utilization.
3. K. Haddad asked for input on whether questions should be asked orally or in writing? Should there be a meeting for each party separately or together?
4. The group would like to visit the space, either individually or as a group.
5. Summary of IITS discussion
   1. K. Morningstar said that they are close to a fire violation, so resolution needs to happen soon. The problem will increase as more equipment is purchased. The dock space was good but had to return it to Library.
   2. The space needs to be secure and non-occupied.
   3. PASO moves out of second floor so they’ll get that back.
   4. K. Haddad mentioned two classrooms usually assigned to SOE that have storage space in the back. D. Kristan will ask J. Powell about them.
   5. M. Schroder mentioned looking at offices that could potentially loosen space in their printer rooms.
   6. S. Moineau asked about modular and M. Schroder noted that it’s a 6 month process due to the fire marshal piece. M. Schroder can provide pricing information and other details.
   7. Are there still offices that could be converted?
   8. D. Kristan noted that KINE just got a pod to locate by the surf pool. Temperature control can also be incorporated.

* Recommendations by committee
  1. Look at the classrooms for storage
  2. Look at SCI2 302A
  3. Consider modular units

1. Summary of CHABSS discussion
   1. J. Downie asked how much this room was used as a conference room.
   2. K. Haddad reviewed the attachment that accompanied the request. This included the usage and utilization. Category (M) imparted the most accurate information
   3. R. Fierro thought it was a compelling request.
   4. M. Oskoorouchi said that the one group from CoBA that uses the room could find an alternate location.
   5. S. Moineau asked how this could impact the stakeholders and lecturers.

* Recommendations by the committee

1. Continue discussions