



**Call to Order/Minutes**

Dr. Graham called the meeting to order at 9:00 a.m. The committee reviewed the minutes from the last meeting and was unanimously approved.

**Space Request Update**

The Office of Campus Parking submitted a request to relocate their department from the Patricia Norris Police and Public Safety Building to the Anderson Center Modular. The rationale for relocating the department is to provide adequate space for the staff and align with the social distance guidelines. The department has changed its reporting structure from Police and Public Safety to Finance and Administration. Relocating the department to the Anderson Center will also provide adequate parking and easy access for people who visit or handle business with the Campus Parking Office.

**Q/A**

- How will the cashier's office handle a high volume of students who need to purchase decals? The place has ample space to handle high volumes of traffic.
- Will anyone be displaced in the Anderson Center modular? No. the storage room that currently the Department of HPSS occupies will be relocated to another area.
- Is the backdoor able to handle the egress of high traffic volumes? There is adequate access to enter and exit from the building.
- Will additional internet access be required? Yes, to handle cameras and operation of the business transactions. Mary Wymbbs is the contact person regarding the technical concerns.
- There was a concern to ensure we have appropriate directional signage to help people know where the office has relocated.

**Action Taken:** Ms. Wall made the motion approving the relocation of Campus parking to the Anderson Center, and Dr. Stitts seconded. The motion carried. The plan is to renovate and relocate the office in June or July.

**Space Committee Guidelines, the Process of Space Request and Request Form**

Dr. Graham charged the committee to review the Space Committee Guidelines, the Process of Space Request, and the Form and provide feedback to him to discuss at the April meeting.

**Announcement**

The committee was encouraged to participate in the Health and Wellness Day activities.

**Adjournment**

The meeting adjourned at 9:21 a.m.

**Next Meeting** – April 14, 2021

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**Members of the University Space Committee present:**

Dr. Anthony Graham, Provost and Vice Chancellor for Academic Affairs

Dr. Leslee Battle, Interim Dean of the School of Health Sciences

Dr. Carolynn Berry, Senior Associate Provost

Ms. Raisha Cobb, Associate Provost and Chief Information Officer

Mr. Quentin Gunter, President of Staff Senate

Dr. Frank Ingram, Interim Associate Provost for Administration and Planning

Dr. Erin Lynch, Associate Provost for Scholarship, Innovation and Research

Mrs. Constance Mallette, Vice Chancellor Finance and Administration

Ms. London Mickle, Recorder

Mr. Jimmy Norwood, Assistant Vice Chancellor for Facilities Management

Dr. Melvin Norwood, Associate Provost and Vice Chancellor for Student Development and Engagement

Dr. Darryl Scriven, Dean of the College of Arts, Sciences, Business and Education

Dr. Kathy Stitts, Associate Provost and Dean of University College and Lifelong Learning

Ms. Letitia Wall, Interim Special Assistant to the Chancellor