MINUTES OF MEETING: October 25,1999

PRESENT: T. Anagnoson, R. Cano, S. Card, M. Kelley (Chair), D. Maurizio, G. Murph, S. Venit

EXCUSED: L. Kim, C. Skanavis

ABSENT: P. Schnitzel

The meeting was called to order at 11:04 a.m. by M. Kelley, Chair.

I. Allocation of Faculty Office Space - M. Hartman, Provost and Vice President for Academic Affairs and Martha Nakamoto, Coordinator for Academic Affairs/Resource Management:

1.1. Background:

1.1.1. Identification/classification of space is done according to the Chancellor's Office space and facilities database.

1.1.2. Allocation of space is from SUAM requirements. Based on headcount or FTEF - 1 station for every probationary and tenure faculty and 1 station for every 15 units taught by part-time faculty.
   a. Single office - 110 sq. ft.
   b. Double office - 160 sq. ft.
   c. Triple office - 240 sq. ft.

1.2. School allocations:

1.2.1. General information:
   a. Based on station count.
   b. Attempts are made to keep faculty in the same building and same floor.
   c. Construction and building renovations have and will continue impact location of faculty and office space for at least the next five years.

1.2.2. Every school has minimum requirements based on FTEF. Some schools have more excess space than others.

1.2.3. Short-term change requests by Schools are reviewed when received.

1.3. Discussion and question and answer period followed.

2. Announcements: Introduction of Ricardo Cano, the new ASI Undergraduate representative.

3. Discussion of Chair for Committee: M. Kelley will preside as Chair for the Fall and Spring Quarters. D. Maurizio will preside as Acting Chair for the Winter Quarter.

4. Approval of the Minutes of October 11, 1999: M/s/p to approve as distributed.

5. Approval of Agenda: M/s/p to approve.

6. Intent to Raise Questions: None.

7. Liaison/Subcommittee Reports:

7.2. Campus Physical Planning Committee (Qtrly) - D. Maurizio. Committee has not met for this quarter.

8. On-going Business

8. 1. Parking Charge for campus guests: Reviewed and discussed the Guidelines for Parking. Resolution will be drafted for review at next meeting by D. Maurizio.

9. New Business

9.1. Budget Process - G. Murph. Timeline was distributed and discussed.

9.2. Continuing Education Budget: M. Kelley will contact Acting Dean J. Kelly to be a time certain guest of the committee.

9.3. Library Budget: M. Kelley will contact University Librarian D. Davis to be a time certain guest of the committee.

M/s/p to adjourn at 12:40 p.m.