

**HSRC Space Committee Meeting
October 13, 2009**

Minutes

Attending: Bryce Fifield, Diane Green, Gretchen Peacock, Cyndi Rowland, Jim Dorward

1. Discussion on cost-share.

-information item

-suggestion that new projects and new department heads receive a 'welcome wagon' message regarding building cost share. Jim will ensure that project and department leadership are referred to the HSRC information on the College website.

2. Update on changes from last year: Andrew Samaha (sound booth), Becky Morgan in Doug Law's office, Cade Carlton into 109, Rehab Counseling to Barbara Wheelwright's area.

-information item

-suggestion that non-qualifying occupants of outside offices know that they may be required to vacate should the need arise. Diane and Jim will monitor these issues.

3. Current space request for COSL/USTAR

**-reviewed the COSL/USTAR situation, space request, and proposed diagram
-committee approved the request for space with the proviso that the project would be ready to move the north wall back to the 33 ft. mark when additional space requests are received. The recommendation to project leadership will be to immediately remove equipment and tables from the northern half of the first floor (south) cubicle area.**