The meeting was called to order by Risa Palm at 1:30 p.m.

**Voting Members Present:** David Caudill, Charles Gilbreath, William Long, Risa Palm, Jerry Rackliffe, P.C. Tai

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

**Members Absent:** Pam Barr, Douglass Covey, Olga Jarrett, Lesley Reid

**Non-voting Members Absent:** None

**Visitors Present:** Matt Gillett, Stephen Rosner, Jeannie Wright

**Action Items**

1. **Approval of minutes from October 18, 2012 meeting**
   A motion was made and carried to accept the October 18, 2012 meeting minutes.

2. **Approval of FY 2014 Major Repair and Renovation Project List**
   A motion was made and carried to approve the FY 2014 Major Repair and Renovation Project List.

**Information/Discussion Items**

1. **College of Education Project Status Update**
   Ramesh Vakamudi presented information on the College of Education 2nd floor reconfiguration and renovation project with an estimated budget of $202,500 (including FF&E).

2. **75 Piedmont (Citizens Trust Building) space allocation changes**
   Ramesh Vakamudi reported that the following changes were made to space allocations for 75 Piedmont (Citizens Trust Building):
   - Temporary allocation of Suite 100B to Human Resources Training Center

There being no further business the meeting was adjourned by Risa Palm at 2:00 p.m.