The meeting was called to order by Jerry Rackliffe at 1:30 p.m.

**Voting Members Present:** Pam Barr, David Caudill, Charles Gilbreath, Olga Jarrett, Jerry Rackliffe, P.C. Tai

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

**Members Absent:** Doug Covey, William Long, Risa Palm, Lesley Reid

**Non-voting Members Absent:** None

**Visitors Present:** Michael Erikson, Matt Gillett, Walter Koch, Kenneth Slade, Karen Stark

**Action Items**

1. **Approval of minutes from March 22, 2012 meeting**
   A motion was made and carried to accept the March 22, 2012 meeting minutes.

2. **Space request from Associate Vice President for Finance and Administration for allocation of 10 Park Place Suite LLB (2,165 SF).**
   A motion was made and carried to approve allocation of 10 Park Place Suite LLB (2,165 SF) to the Associate Vice President for Finance and Administration.

3. **Facilities Management request for approval of TV monitor installation in Commerce Building 12th floor lobby.**
   A motion was made and carried to approve the installation of a TV monitor in the Commerce Building 12th floor lobby for Facilities Management.

**Information/ Discussion Items**

1. **School of Public Health in 25 Park Place**
   Ramesh Vakamudi reported that temporary/swing space will be allocated to the School of Public Health in 25 Park Place (SunTrust) building - Lower level Suite B-A (6,194 SF) and Suite B-B (3,523 SF). Renovation is to be completed by August 2012.
2. **Office of Associate Provost for Academic Programs in 75 Piedmont Avenue (CTB)**
   Ramesh Vakamudi reported that temporary/swing space will be allocated to the Office of Associate Provost for Academic Programs in 75 Piedmont Avenue (CTB) building – Suites 100B/130/132 (4,950 SF) and Suite 900 (1,675 SF). Renovation is to be completed by August 2012.

3. **University Recycling Center Operations**
   Ramesh Vakamudi reported that temporary space will be allocated to Building Services in old Pawn Shop building (3,000 SF) for University Recycling Center operations.

There being no further business the meeting was adjourned by Jerry Rackliffe at 1:50 p.m.