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

**Voting Members Present:** Pam Barr, David Caudill, Doug Covey, Charles Gilbreath, William Long, Risa Palm, Jerry Rackliffe, Lesley Reid, and P.C.Tai

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

**Members Absent:** Olga Jarrett

**Non-voting Members Absent:** None

**Visitors Present:** Sonda Abernathy, Kim Bauer, Matt Gillett, Teresa Hegarty, Fred Mote, Stephen Rosner, Kenneth Slade

**Action Items**

1. **Approval of minutes from February 21, 2013 meeting**
   
   A motion was made and carried to accept the February 21, 2013 meeting minutes.

**Information/ Discussion Items**

1. **Alpharetta Facility – Exchange of student, faculty, and instruction spaces to enhance utilization of the facility**
   
   ~ Ramesh Vakamudi presented information on the request to designate a classroom in the Alpharetta facility for student lounge, study, and meeting purposes

2. **Natural Science Center – Assignment and preparation for use of areas 346 and 348 for teaching lab purposes and the conversion of areas 360 and 364 to BSL2 research space**
   
   ~ Ramesh Vakamudi presented information on the College of Arts and Sciences and Vice President for Research request to assign areas 346 and 348 for College use as teaching labs and the conversion of areas 360 and 364 to BSL2 research labs
3. 60 Piedmont – Assignment and preparation for use of lower two levels for use by Alumni Relations and the upper floor for use by administration
   ~ Ramesh Vakamudi presented information on the assignment of the lower two floors of the 60 Piedmont Building to Alumni Relations and the third floor to senior administration

4. 75 Piedmont – Assignment and preparation for use of 6,000 sf of the first floor by University Housing administration and operations
   ~ Ramesh Vakamudi presented information on the assignment of 6,000 sf on the first floor of 75 Piedmont to University Housing administrative offices

5. 25 Park Place – Assignment of vacant room, approximately 900 sf, on SB level to Building Services for equipment storage and employee support
   ~ Ramesh Vakamudi presented information on the assignment of 900 sf space on the SB level of 25 Park Place for use by Building Services

6. 1 Park Place – Assignment and preparation for use of suites 940 and 942 by Human Resources currently located in 10 Park Place
   ~ Ramesh Vakamudi presented information on the assignment of two suites (940 and 942) on the 9th floor of 1 Park Place to Human Resources/Opportunity Development

7. College of Law Design Development presentation
   ~ Ramesh Vakamudi introduced Kim Bauer, Director for Design and Construction Services, and Teresa Hegarty, Senior Project Manager, who presented the Design Development phase of the Humanities-Law Building

There being no further business the meeting was adjourned by Risa Palm at 2:20 p.m.