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

**Voting Members Present:** Pam Barr, Risa Palm, Jerry Rackliffe, George Rainbolt, Lesley Reid, Mary Ann Romski, Stephen Rosner, P.C.Tai

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

**Members Absent:** Douglass Covey, Charles Gilbreath

**Non-voting Members Absent:** None

**Visitors Present:** Matt Gillett, Fred Mote

**Action Items**

1. **Approval of minutes from May 16, 2013 meeting**
   A motion was made and carried to accept the May 16, 2013 meeting minutes.

**Information/ Discussion Items**

1. **25 Park Place Tower – Assignment of vacant portion of 14th floor to Student Advisement Center for use a multi-purpose meeting and events space.**
   Ramesh Vakamudi presented information on the creation of a multi-purpose meeting and events space on the 14th floor of 25 Park Place.

2. **Space Allocation Changes**
   Ramesh Vakamudi reported on the following space allocation changes:
   - 10 Park Place- Temporary assignment of Suite 460 (460A-H), vacated by Human Resources in June, 2013 to the new Office of Sustainability.
   - Kell Hall – Assignment of Office/Lab spaces 626, 630, 668, and 670 to the College of Education for temporary use as an Exercise Science Instructional Laboratory. This space was previously utilized by the College for its After-School All Stars program which recently moved to 1 Park Place.
• 100 Auburn – Assignment of the 4th floor to Public Relations and Marketing Communications to consolidate its multiple locations. The department currently operates from two locations, 1 Park Place and 25 Park Place.

3. Space Availability Notices
Ramesh Vakamudi reported on spaces currently or anticipated to be vacant and available for allocation has been identified. Attachments indicating general size and floor plans for these spaces are provided for potential users to carefully evaluate their suitability to current program space needs.

Spaces available for consideration and assignment:

• 1 Park Place – 5th floor, Suite 519, approx. 1,095 sf
• 75 Piedmont – 9th floor, Suite 900, approx. 2,000 sf
• 1 Park Place – 4th floor (currently used by Public Relations and Marketing Communications) Rooms 424-439, approx. 5,000 sf
• 1 Park Place – 5th floor, Rooms 503-512, approx. 2,000 sf

Anticipated Availability Spring 2014

4. Project Status Update
Ramesh Vakamudi reported the status of following projects:

• 100 Auburn Avenue Renovation
• Indian Creek Lodge
• Science Park Phase 2
• 75 Piedmont Avenue Emergency Generator Replacement
• Sparks Hall 3rd Floor Corridor Renovation
• College of Education Technology Learning Center
• Sparks Hall Accounts and Receiving Services Renovation

There being no further business the meeting was adjourned by Jerry Rackliffe at 2:25 p.m.