An emergency meeting was called to review a space change request from Dr. Taher Zandi. Dr. Zandi is requesting to have 6 offices built within the 323 area of Sibley Hall. It was agreed that the request should be forwarded to Executive Council but there are some questions and concerns that go along with it. Bleaux will draft a letter today with these concerns/questions and send it to Exec Council with the signed Space Request Form. This way the request could be added to the agenda for the Tuesday, June 20 Exec Council Meeting. It was decided that for this project to be completed, the VP for Business Affairs and Director of Facilities recommended the project be bid and contracted out.

List of concerns/questions are as follows:

- Cabling
- Surge space
- Telephone move costs
- Networking costs
- What will happen to the grant if project not completed by date stated
- Time line

There was some question as to whether Dr. Zandi knows the process for requesting space or a space change.

C. Jackson made a motion to move the request forward. B. Ackland seconded. Motion carried.

Respectfully submitted,
Diane Wright