To: John L. Burton, Chair, Space Committee

From: Tom Bauer, Public Affairs

Subject: Office Space Request within Baboquivari Administrative Center

Date: June 1, 2012

We recommend that you consider remodelling your break room for this purpose.

Your request for office space within the Baboquivari Administrative Center (BAC) has been denied. The requested area located on the north side of BAC has been allocated by the President and is not available.

cc: Space Committee Members

228 S 23rd Ave
Phx, AZ 85015

Flagstaff, AZ 86011-4060

Office of Finance & Administration
Northern Arizona University

MEMORANDUM
<table>
<thead>
<tr>
<th>For Cabinet</th>
<th>Denied</th>
<th>Approved</th>
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4. Recommendation sent to administration

Recommendation

Received by SPSU Chair

Response to Request

Date

Route:

Are relevant documents available?

Yes | No
---|---

Are relocation needed?

Yes | No
---|---

Projects required for program:

Research: Permanent

Temporary

Research: Existing spaces:

Office

Primary function:

First day of use:

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<th>Yes</th>
<th>No</th>
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Research for relocation required:

Building:

Area of campus:

When on the present campus:

LOCATION FOR THE SPACE DESIRED

Desk, work space, computer and printer, visitor space/office

Features Required:

Other:

List the space needed (complete as appropriate for requested space):

Date 5-17-12

Registrar

Tom Bauer

Request for Space Reallocation

Space Planning and Space Utilization Committee
would like to consider making one of those offices a director's office. Thank you.

However, carving additional office space out of the current setup could prove expensive.

Additionally, moving the entire office to other quarters in Babynall (or remain close to the
president and other VPs) would be extremely difficult. That said, there are offices located on the
north side of the building that are occupied by individuals rarely on campus.

On one hand, the current situation is manageable. On the other hand, the most desirable situation,
with all staff working from home, is not an option. However, additional office space will be needed.

The Office of Public Affairs is filling a position that has been empty for two years. As a result,

Please find attached the current expenses statement for the office.