**CELS Space Committee 12/10/19**

Present? Jenkins, Mather, Putnam, Humphries, Cardace, Lang, Ulricksen, Thornber

* Approved past minutes from 10/3/19.
* Shared spaces concerns: how to define user groups, how to draft protocols useful for use and upkeep

Action items

* Google form [Cardace] geared at linked PIs to shared spaces
* Trouble shoot how shared spaces can be overseen by point people [Putnam to provide test case for template development]
* Inquire/confirm whether or not grant-derived overhead goes to Facilities Operations and to get an initial understanding of line in the sand between Facility and PI responsibility regarding space maintenance [Ulricksen],
* Email to Thornber asking for clarification of line between CELS and PI responsibilities [Cardace>Thornber].