

# SPACE ALLOCATION COMMITTEE

Meeting Agenda | February 17, 2017

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**Committee Chair:** Noel Sloan

**Committee Members:** David Dorsett, Kent Meredith, Rob Stewart

**Facilitators:** Sean Childers, Kate Haenchen, Brandon Hennington

**Absent:** Juan Munoz

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## I. Call to Order

- a. Approval of Minutes

*The first order of business was to accept the minutes from the previous meeting. Kent Meredith moved to approve the minutes as presented, David Dorsett seconded; the motion was adopted.*

## II. Committee Resource Updates

- a. SAC Dashboard

*FY2016 numbers from the THECB were presented and shared in a new format. Furthermore, discussion of the research space details that need further investigation were discussed.*

- b. Space Model Overview

*Swing space has risen since the last meeting.*

- c. Financial Overview

Banner Balance	\$ 633,758.21
Contingency	\$ 15,000.00
<b>Total Budget</b>	<b>\$ 618,758.21</b>
Encumbered	(\$1,647.68)
<b>Available to Allocate Total</b>	<b>\$ 617,110.53</b>

## III. Open/Pending Requests

- a. Pending Request Log

- i. Center for Undergraduate Infrastructure Research and Education (CUIRE)
- ii. HPCC Solutions – Data Center
- iii. Student Resolutions
- iv. Graduate Student Center Alternate Location
- v. Library Additional Stacks Storage
- vi. VPA Swing Space for Building Addition/Renovation

- b. Tabled Request Log

- i. Ombudsman (Provost)
- ii. Scheduling Regions & Geography Review

## IV. Old Business

- a. TTU CIO Office Relocation Request

*This request will be addressed in the allocations as a result of the System Backfill projects.*

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## V. Discussion/Informational

### a. President's Forum

*The President requested that departments submit their top 8 facilities requests to be considered for funding. The project includes 165 projects that total over \$31 Million in requests. Fifty-four of these requests were for classrooms. Funding was approved for these classrooms to be converted into Raider Rooms in the next 5 years, increasing the inventory of Raider Rooms by 114%. The rooms selected for Summer 2017 and Fall 2017 were presented.*

### b. System Backfill Project Updates

#### i. Backfill Relocation Funding

*Discussion was presented regarding the financial support for the projects developed as a result of the System Building backfill projects. The committee agreed to support the moves resulting from strategic allocations of space.*

#### ii. TTU Plaza Displaced Occupants

*Many groups will remain in TTU Plaza when the life safety projects are due to begin. The committee was made aware that digital votes will be coming soon to find alternate locations for these groups before their permanent locations are completed.*

#### iii. Drane

*The committee discussed sharing the information about the Drane Hall allocations with the future occupants. Meetings will be arranged in the coming month.*

#### iv. Furniture Policy

*The committee discussed how the furniture left behind and made available during the moves would become a central resource distributed by the SAC. This will help assist in limiting the amount of furniture that needs to be purchased in order to make some of the space allocations possible.*

#### v. Raider Room IT Support Staff Office

*As the Raider Room project continues to add rooms to the inventory, Sam Segran requested that additional CTS office space be made available for the staff to be able to spread out and better support the offices all over campus. Currently, all staff are located in Media & Communication and Drane Hall. This additional office space was requested in Holden Hall, where majority of the Raider Rooms are located. Space will be addressed as a part of System Backfill projects.*

#### vi. Project Domino Overview

*Updated graphics were presented to show the current information associated with the moves. The committee was made aware that changes were to be sent shortly and the schedule should expect changes.*

#### vii. TTU Plaza Estimates & Funding

*Options for renovation were shown to the committee showing the full level of renovation and furniture purchase. Grossing over 3 million dollars, the committee requested additional options that minimized the amount of renovation and potentially utilizing furniture to meet the department needs. These options will be presented at a later date.*

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c. Square Footage Additions

*The below projects were presented to the committee for them to be made aware of the addition of square footage to the TTU Facilities Inventory and the potential impact additions may have. Additional information of the effects of adding square footage to the inventory can be seen in the dashboards presented at the beginning of each meeting.*

- i. Sasha Dog Research Facility (Erskine)
- ii. Clean Room (Reese)
- iii. Dr. Duncan Lease (Reese)
- iv. Rec Center Maintenance Shed

## VI. New Business (Require Votes)

a. Raider Rooms

i. Summer Renovations

*Renovation options for Raider Rooms to be funded by the SAC were presented: Foreign Language 00024 and Agricultural Science 00202. Rob Stewart moved to approve the funding for renovation of the Foreign Language room and offer for a current renovation of a Goddard classroom to become a Raider Room with the remainder of the funding. Noel Sloan seconded; the motion was adopted.*

ii. Raider Room Door Wrap

*In the spirit of creating marketing materials for the Raider Rooms to be easily identified from the hallway a concept for door wraps was presented to the committee. The committee requested that additional options continue to be explored.*

iii. Survey Results

*Survey results from the Raider Rooms were shared with the committee that indicated the types of technology often used in the rooms as well as some of the feedback that ODPa was able to respond to. They plan to administer this survey each semester for additional feedback.*

b. Space Use Changes

i. RCOBA Space Use Change

*RCOBA is in need of additional office space, therefore they would like to renovate classroom 00027 to have a larger capacity and renovate classroom 00029 to house PhD candidates, in order to make space available for FT-Faculty. . Rob Stewart moved to approve the change in space use. David Dorsett seconded; the motion was adopted.*

ii. FBRI Classroom Addition

*Currently coded as a meeting room, room 00126 needs aesthetic and technology upgrades. They plan to meet more out here and include distance education capabilities. Noel Sloan moved to decline the change in space use, however the department is welcome to do the renovations as needed. Rob Stewart seconded; the motion was adopted.*

c. Conference Room Use

*In order to better manage the use of space while between occupants, ODPa will manage the ownership and scheduling of conference spaces during the System Backfill moves. This project will begin with the below rooms:*

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- i. Drane 317 Conference Room Access
- ii. FP&C – Texas Tech Plaza 2<sup>nd</sup> Floor
  
- d. eLearning/TTU-ISD Space Allocation  
*Dr. Hart would like for the team to be as contiguous as possible. Two options were presented that allow for team members to e all in Tech Plaza, and then split in Drane.*
  
- e. Office of Student Conduct (no POR)  
*Cathy Duran is requesting space for additional staff members. Suggestions include renovations the Student Wellness building both in and around the Student Conduct office. The request was tabled until recommendations can be presented to the committee for discussion and review.*

## VII. Adjournment: Next meeting is March 31, 2017

## VIII. Digital Votes

- a. Payroll/Tax Renovations and Funding  
*Additional space is needed for Payroll and tax employees for both current and projected employees. The team will not be moving to TTU Plaza with the other A&F groups, therefore will remain in Doak Hall. The current configuration has been optimized without construction, but it has reached its limits. Additional space or construction is required to accommodate growth. ODPa is proposing to move Faculty Senate to Drane Hall, and allocate that square footage to P&T. This would be an addition of approximately 450 ASF (Room 00126) and would assist in minimizing construction costs*

### **Votes Needed**

*Item 1: Relocating Faculty Senate – **Approved***

*Item 2: Allocating Doak 00126 to Payroll and Tax – **Approved***

*Item 3: Renovation and Furniture Funding – **Tabled***