

SPACE ALLOCATION COMMITTEE

Meeting Minutes | May 26, 2017

Committee Chair: Noel Sloan (*Bradley Martin*)

Committee Members: David Dorsett, Kent Meredith, Rob Stewart, Paul Frazier

Facilitators: Sean Childers, Kate Haenchen, Brandon Hennington

All members were present/represented.

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, Rob Stewart seconded; the motion was adopted.

II. Committee Resource Updates

- a. SAC Dashboard and Space Model Overview

Introduction to new committee members and guests included detailed descriptions of the data used to support decisions in the meetings. There was no change in the swing space budget since the last meeting.

- b. Financial Overview

Banner Balance	\$ 594,218.55
Contingency	\$ 15,000.00
Total Budget	\$ 579,218.55
Encumbered	(\$235,307.51)
Available to Allocate Total	\$ 343,911.04

III. Open/Pending Requests

- a. Pending Request Log

- i. HPCC Solutions – Data Center
- ii. Student Resolutions
- iii. Graduate Student Center Alternate Location
- iv. Library Additional Stacks Storage
- v. Raider Room IT Support Staff Office
- vi. Payroll & Tax Renovation and Furniture Funding

- b. Tabled Request Log

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

IV. Discussion/Informational

- a. Office of Student Conduct

Previously tabled, this request will be addressed in the allocations discussed later in the meeting. These offices will be relocated in order to create space for a Clinic in the Student Wellness Center.

- b. Space Model Update

Updates to the SAC Dashboard to explain the details surrounding the push for a 20:1 Faculty to Student ratio and how the SAC can prepare for that change. Many other details were prepared and presented, however the largest impact is the

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ability to see forecasted departmental growth and the relationship that has to departmental office space needs.

c. System Backfill Project Updates

i. Furniture Request Milestones

ODPA has received a number of requests. They recommend managing these in terms of large project milestones; for example, at the completion of a building or series of departmental moves. At these junctures, groups not associated with the System Backfill Domino can receive centrally managed furniture.

ii. Upcoming Moves

Updates to the schedule and potential dates for summer moves were presented. The committee will be updated as the schedules shift.

V. New Business (Require Votes)

a. eLearning Construction

*In the March meeting the committee approved a renovation cost of \$24,475.76. Noel moved to approve to fund the renovation so long as the department cover furniture and other aesthetic costs associated with the project. Since that time, it was discovered that there was a miscommunication in the quote process. This month, the department is requesting \$ 8,972.28 in additional funds. **The committee ran out of time and was unable to vote in meeting.***

***A digital vote was conducted, however it left questions. Will be addressed in June meeting.*

b. TTU Plaza 3rd and 4th Renovations

In previous discussions, the renovations for TTU Plaza were presented to the committee for concept and funding. The committee requested that the costs be reviewed and brought back for consideration. This month additional options were presented:

- *TTU Plaza 3rd East: \$5,500*
- *TTU Plaza 3rd West, Option 1: \$64,000*
- *TTU Plaza 3rd West, Option 2: \$312,000*
- *TTU Plaza 4th West: \$198,000*

The committee ran out of time and was unable to vote in meeting.

***A digital vote was conducted showing the below numbers, however it left questions.*

- *TTU Plaza 3rd East: approx. \$3,500*
- *TTU Plaza 3rd West, Option 1: approx. \$40,000*
- *TTU Plaza 3rd West, Option 2: approx. \$200,000*
- *TTU Plaza 4th West: approx. \$100,000*

A vote was conducted, however all details were not addressed. We have added to the June meeting for clarification.

c. Stack Updates:

i. Drane

Updates for the Drane allocation were shared with the committee to show changes in the allocations. We will meet with the department leadership to discuss the feasibility and options for these departments. Updates include the need for temporary space for the Administration basement occupants during the Life Safety Upgrades.

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***A digital vote was sent 5/26/2017. The motion was approved with a unanimous vote to allocate swing space to departments as a part of the life safety projects. All other allocations will be discussed further in the June meeting.*

- ii. Administration/ FMI Temporary Space Allocation
Updates for the Administration allocations include the temporary allocation of space for the Free Market Institute in suites 214 and 233. This space will be occupied by the FMI until their permanent space on the first floor is available for them to move into.
***A digital vote was sent 6/2/2017. The motion was approved with a unanimous vote to allocate **temporary space** to FMI.*

VI. Adjournment: Next meeting is June 30, 2017

VII. Digital Votes

- a. Raider Room Technology Life Cycle
*ODPA worked with ITHC and were able to reduce the proposed lifecycle cost without sacrificing the integrity and service familiar to the project. In order to maintain updated technology, we are proposing a yearly investment of \$3,685.55 per total number of classrooms (i.e., \$3,685.55 * 44 classrooms). The initial investment in these spaces spans from \$30,000 - \$100,000 respectively. ODPAs is requesting to start the lifecycle project this summer, for a total cost of \$168,533.45 for 8 rooms in Media & Communication and 1 in Holden Hall. We are currently having issues with some of the technology in the rooms, therefore those have been prioritized in the first round of the lifecycle. We are also proposing a 2% reduction in cost over the next 9 years.*
***A digital vote was sent 6/2/2017. The motion was approved with a unanimous vote to allocate **funds** for the first round of lifecycle for the Raider Room Project.*