

SPACE ALLOCATION COMMITTEE

Meeting Minutes | December 8, 2017

Committee Chair: Noel Sloan

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

Facilitators: Sean Childers, Kate Haenchen, Brandon Hennington

All Members Were Present

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, Paul Frasier seconded; the motion was adopted.

II. Committee Resource Updates

- a. SAC Dashboard

The dashboards had been updated to include additional information and more clarity for previous graphics. There were also presented to the group ahead of time and in PDF format. The additional details that were requested in the previous meeting were highlighted in discussion points later in the meeting.

- b. Budget Overview

Banner Balance	\$ 610,044.30
Contingency	\$ 15,000.00
Total Available Funds	\$ 595,044.30
Encumbered	(\$17,014.21)
Available to Allocate	\$ 578,030.09

Encumbrances:	
Raider Room - FORL 00001 (<i>Alternative Source</i>)	
Additional eLearning Funds (Remainder)	(\$4,751.57)
ITHC Lock Cost Share (Remainder)	(\$5,881.04)
Admin 2nd Floor - LVR Carpet	(\$6,381.60)

III. Discussion/Informational

- a. SAC OP Review (Section 8: Space Allocation Membership)

In the previous meeting, Noel Sloan approached the committee about adjusting the membership to follow a more formal and rotating process. In this meeting, an updated version of the OP was presented to include additional members and cycles of service. The committee requested that OP be redistributed with changes, that additional members be invited to the January, and that all members provide recommendations for representation by Deans from Academics and Research.

- b. SUE Quick Reference

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In the previous meeting, additional information was requested to further explain the SUE scoring method, as well as the use of the SUE score. ODPa created and shared some documentation that includes reference material and tools to assist in greater understanding, while also helping to propel the development of strategies. The SAC recommended a work group to support distribution of information.

c. Classroom Precedent Proposal Update

In previous meetings, updates to regions in the scheduling process have been discussed. Potentially, the region distribution process is assisting in the perceived ownership of space. Since there is no maintenance plan, the regions have not been updated, and therefore the distribution of resources is unbalanced. An updated model was presented to the committee; recommendations to move forward with a work group were made to further develop the concept and develop an implementation and maintenance plan.

d. Maedgen Classroom Rebalance

In response to the discussions for the addition of classrooms in the New Maedgen Theatre Building addition, it was recommended that options for future removal of classrooms be developed and ready. Using performance statistics of classrooms, 10 rooms were identified. Recommendations to move forward with a work group were made to further develop the concept and develop an implementation and maintenance plan.

e. System Backfill Project Updates

i. Upcoming Moves

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

ii. TTU Plaza Construction

Updates to the schedule and potential dates for construction were presented. Departments are scheduled to move in last March or Early April. The committee will be updated as the schedules shift.

iii. Administration Stack Updates

1. Institutional Advancement

2. OnRamps Office

Updates to building stacks were presented to the committee that included the placement of Institutional Advancement and the firm location of the OnRamps office.

IV. New Business (Require Votes)

a. Drane Updates from Meetings

i. Women's Studies

ii. Holden Hall Satellite Offices

Updates to building stacks were presented to the committee that included the addition of the Women's Studies department from Doak Hall. Discussions were had regarding the potential for satellite offices in Holden Hall. These offices will

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be revisited as more details and programming is done in the Drane Hall moves. Rob Stewart moved to allocation as presented, Noel Sloan seconded; the motion was adopted.

b. Space Requests:

i. Geosciences Temporary Storage

The department of Geosciences needs temporary storage for rocks and core samples during a Presidential Forum renovation in a Class Lab. The department would like to catalog and move their own items. The SAC requested that additional information be found to store the items.

c. Funding Requests:

i. Admin 233 Renovation - \$142,800

The OVPR would like to renovate Administration 00233 to support movement of the entire office into the Administration Building. Noel Sloan moved to funding for the project as presented, Rob Stewart seconded; the motion was adopted.

d. SOAR Meeting Room Allocations

Due to the feedback received when discussing the Drane Hall stacks, these offices will be revisited as more details and programming is done in the Drane Hall moves.

V. Adjournment: Next meeting is January 26, 2017

Open/Pending Requests

a. Pending Request Log

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

b. Tabled Request Log

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

VI. Digital Vote

a. Temporary Research Space for Psychological Sciences

Due to the emergency relocation of Psychological Sciences faculty, staff and functions, Dr. Morgan has requested that space for research functions be used for the duration of data collection, which will likely extend past the projected early-February return date. This vote was for extended space allocation for 00306 in TTU Plaza for approximately 6-8 weeks. This allocation will not affect planned construction for the facility.

***A digital vote was sent 1/9/2018. The motion was approved with a unanimous vote to approve the temporary allocation.*

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b. Temporary Research Space for Psychological Sciences

Previously, space was allocated to Psychological Sciences for extended research in TTU Plaza (attached). Additional space is required. This vote is for extended space allocation for 00304 and 00304B in TTU Plaza for approximately 6-8 weeks. This allocation will not affect planned construction for the facility.

***A digital vote was sent 1/23/2018. The motion was approved with a unanimous vote to approve the temporary allocation.*