



Space Allocation Committee Meeting Minutes | June 2014

Attendance

Members: (All Present)

Noel Sloan
Rob Stewart
Juan Munoz
Kent Meredith
Sean Childers
David Dorsett

Guests:

Brandon Hennington – Operations Division, Planning & Administration
Kate Haenchen – Operations Division, Planning & Administration

Discussion

- Voting Members
The membership will vote on requests in a similar format to the Facilities Allocation Council (Robert's Rules of Order). Voting will take place once guests have presented and left the room for discussion. Hennington and Haenchen are facilitators for the meeting; not voting members.
- Review OP
Presently, the OP is in a draft format. It has been circulated to the membership and will soon be an agenda point for discussion, edits and finalization.
- Review Process
A graphic illustrating the process the SAC will follow was presented. It highlights the request, discussion and approval process for items that will be discussed as agenda points.
- Budget Overview
In FY2015, the committee will have a small budget to assist in some of the projects brought to the SAC meetings. The amount was discussed but not presented in the June meeting.



Space Allocation Committee Meeting Minutes | June 2014

Old Business

ITHC - Residence Hall

Requestor: President's Office (University Student Housing)

Contact: Shannon Cepica

Request Date: 3/10/2011

POR: Received

Scope: University Housing is renovating student lounges into bedrooms and will need to occupy the space currently occupies by ITHC-Residence Hall. New accommodations will need to be found for the group on Main Campus. Drane is being explored currently as the most viable option.

Minutes: No new information was presented on this project. The committee was informed that meeting was scheduled to discuss with the requestor in the coming weeks.

Experimental Sciences Building - Clean room (Sylvester)

Requestor: David Dorsett

Request Date: 4/18/2014

POR: No

Scope: Project needs to be completed before Summer 2015

Minutes: Dr. Sylvester will be arriving in January of 2015. An OPC has been submitted to Engineering Services to create a class 1000 lab space. There are concerns about the filtration system and dust control in the lab space that need to be addressed as well. Three adjacent office were allocated in the Experimental Sciences Building.

New Business

The TTU Ethics Center

Requestor: David Abercia

Request Date: 5/20/2014

POR: Received

Scope: The Center has recently transitioned to the Division of Undergraduate Education & Student Affairs and an organizational analysis is currently being undertaken to determine the needs of the Center moving forward as a highly visible unit dedicated to serving faculty, staff and students. Space is needed to house 6 employees (4 FTE, 2 PTE)

Minutes: A long-term solution was not decided on in this meeting. However, a temporary office was identified for Ralph Ferguson (the new Director of the Ethics Center) to move into while space is being identified for the Ethics Center. Dr. Ferguson can use one of the vacant OVPR offices (Administration 0328). The committee requested that a tour of the space and access to the space be given quickly.



Space Allocation Committee Meeting Minutes | June 2014

Student Resolutions

Requestor: David Abercia

Request Date: 5/21/2014

POR: Received

Scope: The expanded scope of responsibilities is the primary catalyst for review of staff workloads and responsibilities including SACs requirements related to the processes of resolving student complaints impact staff responsibilities. Case loads and compliance with these requirements are used to project future staff. Space is needed to house 3.5 employees (3 FTE, 0.5 PTE)

Minutes: This request was not discussed at the June Meeting.

TTU eLearning

Requestor: Dr. Hart

Request Date: 5/27/2014

POR: Received

Scope: Anticipating growth due to presidential initiative to grow the online degree and certification programs. New staff will be added starting in Fall 2014 and space is needed to house 21 employees (15 FTE, 6 PTE).

Minutes: Currently, this group is housed in the Administration building and the TLPDC in the Library. Due to questions with the presented data, more information and clarification of the presented data was requested in order to make well-informed decisions.

ODPA will work closely with eLearning due to the short timeline. The final decisions will impact UIL, Upward Bound, and the Ethics Center allocations.

UIL

Requestor: Sam Gentry

Request Date: 6/4/2014

POR: Received

Scope: Options for UIL to vacate space in Doak Hall are being explored in order to provide some available space for growth for Student Service Organizations remaining in in Doak Hall. Space is needed to house 3.5 employees (3 FTE, 0.5 PTE)

Minutes: TTU Plaza on the 3rd and 5th floors was shown to this group as potential options.

Upward Bound

Requestor: Jesse Jalomo

Request Date: 6/12/2014

POR: Received

Scope: Anticipating growth due to application of a 4th TRiO grant. Space is needed to house 26 employees (8 FTE, 18 PTE)

****Note:** This could free up space for the Ethics Center in Doak Hall

Minutes: This request was not discussed in the June meeting.

TTU Press

Requestor: Latisha Roberts

Request Date: 6/13/2014

POR: No

Scope: Considering moving storage from Chicago in September and will require around 13,500 ASF with dust control. One office and a packing room would also be necessary.

Minutes: Space at the Reese campus that has already been leased could provide a local solution.