

# SPACE ALLOCATION COMMITTEE

Minutes | July 29, 2015

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**Committee Chair:** Noel Sloan

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

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

**All members were present for the July Meeting**

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## I. Discussion

a. Approval of Minutes

*The first order of business was to accept the minutes from the June meeting. Noel Sloan moved to approve the minutes as presented. Kent Meredith seconded; the motion was adopted.*

b. Space Model Budget Overview

*The Space Model Budget was presented. There is a total of 3,491 square feet available to allocate as swing space. The target amount of swing space is approximately 4,300 square feet. The approximate amount needed to address the space needs across campus is 47,870 square feet.*

c. Financial Budget Overview

Banner Balance	\$ 293,412.50
Contingency	\$ 15,000.00
<b>Total</b>	<b>\$ 278,412.50</b>
Encumbered	(\$9,890.00)
<b>Available to Allocate Total</b>	<b>\$ 268,522.50</b>

*The SAC Budget was presented. Use of these funds is intended to assist in move costs and minor renovations.*

## II. Open Request Updates

a. Wind Energy Classroom

*The greatest issue with the selection of classrooms for this group is technology, software and permissions. The group is working with IT and HPCC for additional options. ODPa will work with ASFR and some of the colleges to discuss the potential to share academic spaces. When the department begins to show demand for a dedicated space, the committee will then reevaluate the allocation of space. There was no change for this request since the last meeting.*

b. Center for Undergraduate Infrastructure Research and Education (CUIRE)

*There are no updates to this request since the May meeting. There has not been a space identified for this group yet, however a few options have been developed to present to the client. We expect that when the PI comes to campus the project will move much quicker.*

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- c. Center for Global Communication  
*Current discussions are still taking place in the Provost's office. Space has been allocated in the Media and Communication building, though the group will be independent of the College of Media and Communication. The total number of FTE for this group has yet to be determined.*
- d. Pending Request Log
  - i. Payroll Storage
  - ii. Southwest Collection
  - iii. TCEQ Request
  - iv. TTU-ISD Office Space
  - v. HPCC Solutions – ESB2?
  - vi. Student Resolutions
  - vii. Upward Bound (TRIO)  
*This request is for a student support grant that needs a minimal amount of space near the Upward Bound department. Dr. Munoz added additional information for the group and that their alignment with Upward Bound would allow for the group to leverage the resources of the adjacent groups.*
  - viii. ASFR  
*Changes are being made to the departmental structure of this group, therefore the request for department may be altered or resubmitted to better suit the needs of their future.*
- e. Tabled Request Log
  - i. Center for Academic Engagement (Birgit Green, Provost)
  - ii. Communication Tutoring Center (Provost)  
*This request will also be eventually housed in the College of Media & Communication.*
  - iii. Ombudsman (Provost)

### III. Informational Projects and Requests

- a. Ave C Warehouse Acquisition  
*A ware house on Avenue C has become available for lease or for purchase. The university is exploring the option for potential library functions and storage. The TTU Press distribution center will be moving from Chicago to Lubbock and this building was identified by the TTU Press as a option. The building is well constructed but poses some issues with a lack of ADA access, conditioned storage, and the potential to effect the overall space deficit of the university. The committee will be informed as decisions are made.*
- b. Human Sciences, Department of Design Research Space  
*Dr. Pati needs 4 identical rooms on campus and one extra room for support to conduct a research project (5 total). He will require them for a month's time and has requested to use them over the course of winter break. The condition or function of the space is not as important as the space being identical in appearance. ODPa will look for some options for Dr. Pati to tour and potentially allocate. Updates will be presented to the committee as they surface.*

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## IV. New Space Requests (Require Votes)

- a. East Loop Acreage – Methane Leak Detection Site  
*Dr. Watson requires additional acreage to conduct research and develop methane leak detectors. Space (4 acres) has been identified at the East Loop Research Center adjacent to space already allocated to Petroleum Engineering research. Juan Munoz moved to conditionally approve the request until the project has been ratified by the Provost, President and Board of Regents. David Dorsett seconded; the motion carried.*
- b. TTU Press to Downtown Center and TTU Press Storage to Grantham  
*The press requires additional storage space for back-stock of books. They are also interested in adjacent office space in order to provide a positive customer service experience. We are proposing temporary use of TTU Downtown Center and the Grantham warehouse. They are interested in spaces that are more close together and focused on creating a storefront in the future, however they need to vacate their current space to make room for renovations for departments associated with the QEP initiative. Noel moved to approve TTU Press moving into both locations. Rob Stewart seconded; the motion carried.*
- c. Humanities Center – Drane 3<sup>rd</sup>  
*Dr. Chansky, the Director of the Humanities Center needs to be relocated from the Theatre Building to create space for new hire, and also create space for the newly developed Humanities Center. Space was identified around campus for potential usage. Due to time and construction restraints, the space available on the third floor of Drane Hall was selected as the best option to date. Juan Munoz moved to approve the allocation of space. Noel Sloan seconded; the motion carried.*

## V. Adjournment

Next meeting is Friday, August 28, 2015