

SPACE ALLOCATION COMMITTEE

Meeting Minutes | August 28, 2015

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 August Meeting.

I. Discussion

a. Approval of Minutes

The first order of business was to accept the minutes from the June meeting. David Dorsett 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 1,884 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 58,050 square feet.

c. Financial Budget Overview

Banner Balance	\$ 269,245.56
Contingency	\$ 15,000.00
Total	\$ 254,245.56
Encumbered	(\$9,400.00)
Available to Allocate Total	\$ 244,845.56

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

II. Open Request Updates

a. Pending Request Log

- i. Center for Academic Engagement (Birgit Green, Provost)
- ii. Wind Energy Classroom
- iii. Center for Undergraduate Infrastructure Research and Education (CUIRE)
- iv. Center for Global Communication
Note: This is the space that was allocated by the Provost on the 9th Floor of the Media & Communication Building; space will not be allocated to COMC but to the Provost. The group will need to be able to move in by November 1. This is contingent on the movement of the TTU Press scheduled for late September.
- v. Southwest Collection
- vi. TCEQ Request
- vii. TTU-ISD Office Space (Permanent Solution)
- viii. HPCC Solutions

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- b. Tabled Request Log
 - i. Communication Tutoring Center (Provost)
Note: This is space that will be managed and operated by the College of Media & Communication. These spaces are still be identified, renovated and prepared.
 - ii. Student Resolutions
 - iii. Ombudsman (Provost)
 - iv. ASFR

III. Informational Projects and Requests

- a. Dean's Report Prototype
Information was presented to the committee showing the potential of a dashboard or report to be shared regularly with Dean's and other academic leaders to communicate a "state of affairs" regarding their space allocation. The information indicates many things, including where the department controls space, the amounts of space, and the utilization of those spaces. This is prototype and will be brought to the committee for final review before meeting with Dean's commences.
- b. Upward Bound (Trio Grant)
The SSI grant was presented to TTU and requires dedicated spaces with specific functions. It is possible for the group to share with Upward Bound and utilize shared resources, however the grant stipulates specific requirements that must be met in order to be compliant. An updated POR will need to be created in order to highlight the specific details and then therefore allocate space. Meeting with the department will be conducted soon and reported to the committee in the September meeting.
- c. Payroll Storage
A request for storage was submitted previously and was denied due to fire marshal requirements. Space has been identified in the basement of Drane and needs to be further explored to see if it is appropriate for this space allocations. The committee will be presented with the information and findings in the September meeting.

IV. New Space Requests (Require Votes)

- a. TTU-ISD Office Space (Temporary Offices)
Though they have a large space request still pending, TTUISD requested one office to support changes until a more permanent solution for their department can be identified. The committee discussed the potential of allocating space to the group. Noel Sloan moved to approve Option 4, indicating no additional space but looking for internal optimization opportunities for TTU-ISD. Juan Munoz seconded; the motion carried.
- 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

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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. Space was identified on the 3rd floor of Drane that meets the need of the department. The committee recommended tabling the discussion until further details from the PI are presented as well as additional information from the fire marshal, if needed.

c. eLearning Space Request

Due to potential growth and current space allocation, eLearning requested additional space to support current staff. The CEU and conference scheduling staff will be moved to the TTU Plaza space effective 9/1/2015 and there are also open positions to be filled. Noel Sloan moved to approve Option 2, the use of Suite 301 for the time being. David Dorsett seconded; the motion carried.

d. Arts & Sciences Recruiter Space Request

Space is needed for the Recruiter and her staff for the College of Arts and Sciences. In order for the group to be up and running, Holden Hall 110 was presented as a short term solution, until other spaces become vacant in Holden Hall as a result of campus construction. David Dorsett moved to approve the use of 110. Noel Sloan seconded; the motion carried.

V. Adjournment

Next meeting is scheduled for September 25, 2015. The meeting schedule for FY2016 will continue to meet at the same schedule, frequency and location.