

# SPACE ALLOCATION COMMITTEE

Meeting Agenda | September 25, 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 member were present at the September meeting.**

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## I. Discussion

### a. Approval of Minutes

*The first order of business was to accept the minutes from the August meeting. Rob Stewart moved to approve the minutes as presented. David Dorsett 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 56,830square feet.*

### c. Financial Budget Overview

Banner Balance	\$ 544,039.75
Contingency	\$ 15,000.00
<b>Total</b>	<b>\$ 529,039.75</b>
Encumbered	(\$15,517.50)
<b>Available to Allocate Total</b>	<b>\$ 513,522.25</b>

*The SAC Budget was presented. Use of these funds is intended to assist in move costs and minor renovations. There was discussion regarding the need for institutional funds as well as HEF funds for the committee to support many of the project details. A solution will be developed to ensure support for the many projects approved by the committee.*

## II. Open Request Updates

### a. Pending Request Log

- i. Center for Undergraduate Infrastructure Research and Education (CUIRE)
- ii. Southwest Collection
- iii. TTU-ISD Office Space (Permanent Solution)
- iv. HPCC Solutions
- v. Student Resolutions

### b. Tabled Request Log

- i. Communication Tutoring Center (Provost)
- ii. Ombudsman (Provost)

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## III. Informational Projects and Requests

- a. Dean's Report Prototype  
*Additional information from the August meeting was not presented, however discussion of the meetings, who will attend and other information that will be included was discussed by the committee.*
- b. Drane Basement Storage  
*The SAC decided that they will not play a role in allocating storage space within a building. They will defer to building managers and other occupants to coordinate the needed storage for the building.*
- c. OPA Additional Offices  
*A POR has not been submitted but a request has been made for a few offices for new hires.*
- d. Early Head Start  
*Previously located on Zenith, the Early Head Start Program (non- E&G) has relocated to East Broadway to a facility that should require less maintenance and upkeep.*
- e. Administration Basement Swing Space  
*The Plant and Soil Science department has been relocated to their new building, the PSS Annex. The space they were occupying in the basement of the Administration building will be returned to swing space to accommodate future projects and needs.*
- f. Wind Energy Classroom  
*Building on their previous request, NWI has acquired all of the new equipment and software needed for their computer lab. Now they would like a dedicated classroom on campus. They already have a dedicated classroom at Reese. The SAC would like to explore options for them on campus and then discuss in following meetings.*
- g. Registrar and Operations Administration Space  
*Due to the number of space requests and the current changes, ODPA will be working on a project to maximize the use of the East Administration Basement to ensure that allocations are clear, efficient and appropriate. **\*\*Digital Vote\*\*** This was addressed by digital vote on September 30, 2015. Option 2 was selected, indicating the allocation of Suite 00003 and 0005 to the Registrar's office and relocating Operations employees to the Physical Plant. Furthermore, it included relocating the diploma tube storage and commencement coordinator to room 000010, vacated all of 00009 and 00007 for swing space. The vote was unanimous.*
- h. Media & Communication GPC

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*Discussion of the current projects in Media & Communication regarding the QEP functions (Center for Global Communication and the Center for Technology) and the amount of teaching space being converted the Media & Communication, a predominantly General Purpose Classroom building. These discussions lead the committee to agree to participate in the Teaching Space Change Usage OP and approve the changes made to teaching spaces applicable to SUE scores (110, Classroom and 210, Class Labs). Alterations to the OP will be routed and approved by the committee.*

- i. Payroll Services Office Space  
*Payroll and the Tax office have been combined and therefore will need to share office space in Doak Hall. Presently, one of the three employees has moved to Doak, but the remaining employees will move over after a space optimization project has been completed in the Payroll space. This project aims to consolidate the groups and provide more efficient solutions for office space. ODPa will conduct the analysis and assist in the relocation from Drane Hall to Doak Hall.*

## **IV. New Space Requests (Require Votes)**

- a. Human Sciences, Department of Design Research Space  
*The Department of Design is requesting space for research project. They require 4 identical spaces for one month to complete the study. The SAC would like to table the request until the grant has been won, or until the space is needed. Noel Sloan made a motion for the researcher to resubmit with more specific information when the grant has been won. Juan Munoz seconded. The motion carried.*
- b. Center for Academic Engagement (Birgit Green)  
*Noel Sloan moved to allocate room to Academic Engagement. David Dorsett seconded; the motion carried. Renovation of the space to support additional staff will be voted on when a quote is presented to the committee.*
- c. Ethics Center  
*Movement of the Ethics Center is necessary in order to make room for the SSI grant space from the Federal Government. Noel Sloan moved to relocate the Ethics Center to similar approximate square footage in Drane Hall (00301, 00303, 00305, and 00307). Rob Stewart seconded; the motion carried.*
- d. SSI Grant (Trio Grant/Upward Bound)  
*A grant for the SSI grant was awarded and therefore requires space adjacent to Upward Bound. Noel Sloan moved to allocate the space previously occupied by the Ethics Center in Doak Hall to the SSI grant (00120, 00122, and 00124). Juan Munoz seconded; the motion carried.*
- e. Commencement Coordinator Office Space

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*Current commencement supplies is being stored in the basement of the Administration building. An office was requested for a part-time position. Noel Sloan moved to allocate an office in the swing space suite (00007) in the Administration basement until the space optimization (listed above) is completed and a more permanent office location can be identified. David Dorsett seconded; the motion carried.*

f. Drane Basement Storage

- i. Payroll
- ii. TTU-ISD
- iii. A&F

*The SAC decided they would not like to be involved in storage discussions specific to building occupants. They encourage departments that need additional storage space to contact the committee once they have exhausted internal solutions.*

g. National Ranching Heritage Center Survey Funding Request (**\$6,500.00**)

*The NRHC would like to have land surveyed in order to build a fence around some newly acquired land. Previously, this land was allocated to the Bayer buildings that share a parking lot. Noel Sloan moved to approve the allocation of funds to conduct the survey. Kent Meredith seconded; the motion carried.*

h. TTU Press Funding Request (**Approx. \$15,000**)

- i. Move Costs (Approx. \$2,000)
- ii. Pallet Racks (Approx. \$13,000)

*The TTU Press is being relocated in order to make space for the Center for Global Communication, a response to the QEP. Noel Sloan moved to approve \$13,000 for the pallet racks to be installed in the Grantham warehouse for present and future storage solutions for the campus. Rob Stewart seconded; the motion carried.*

*Noel Sloan then motioned to approve the allocation of \$2,000 for move support for the TTU Press. David Dorsett seconded; the motion carried.*

i. TCEQ Request

*TCEQ identified the specific location of the test sites and have begun to work on the contract specific details. David Dorsett moved to approve the location of the test site by the East Loop Research Center. Kent Meredith seconded; the motion carried.*

## V. Adjournment

Next meeting is October 30, 2015.