

SPACE ALLOCATION COMMITTEE

Meeting Agenda | October 30, 2015

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 October meeting.

I. Discussion

a. Approval of Minutes

The first order of business was to accept the minutes from the September meeting. Juan Munoz 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 1,680 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
Total	\$ 529,039.75
Encumbered	(\$37,017.50)
Available to Allocate Total	\$ 492,022.25

d. SAC Funding Protocols

The SAC would like to work toward a general cost per square foot budgeted project amount for projects that cycle through the committee's agendas. Options for modeling this amount with be circulated to the committee in the coming month, or presented at the November meeting.

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. SAC Dashboard Update
Discussion regarding the addition of E&G square footage over the course of the next academic year was presented to the committee in explanation of the maintenance of the space deficit for the university. The committee discussed many of the details that may affect the deficit and the importance of monitoring the changes across campus.
- b. Wind Energy Classroom
Building on their previous request, NWI has acquired all of the new equipment and software needed for their computer lab. Options for the lab were discussed by highlighting similar spaces that could meet the needs of the department. The committee discussed pursuing Media & Communication room 0363 to start. Additional information will be presented once discussions with the department are initiated.
- c. Athletics Temporary Weight Room
Athletics is requesting temporary space for the weight room currently located in the Athletic Training Center (White Bubble). This building will need to be vacated following the last track meet of the season (late February) and the new space will not be available until Spring 2017. They need a room approx. 5,000-7,000 in size. There is a possibility that space will need to be leased to accommodate their specific needs.
- d. Teaching Space OP Review
This OP helps to manage and monitor the changes in Teaching Space in order to help regulate the maintenance of SUE scores. The OP indicates that changes in Classrooms and Class Labs must be approved, and it is recommended that other changes be shared as a courtesy. Updates include changes in department names, routing and approval by the SAC. The OP will be circulated to the committee.
- e. Institutional Research
IR requested additional space for new hires in the space where vacated space from the System employees will be in the coming years. This request was brought to the attention of the committee to begin a discussion for how requests for previous System space will be handled. Committee members requested additional information about the space and agreed about the strategic nature of these moves.

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IV. New Space Requests/Funding (Require Votes)

Center for Academic Engagement **Funding Request (\$7,192.70)**

Last month, the SAC approved the allocation of space to Academic Engagement, and this request addresses the renovation of the allocated space to create two offices in one. Juan Munoz moved to approve the request and Rob Stewart seconded; the motion was adopted.

a. TTU Press Move Increase **Funding Request (\$3,120)**

i. Original Request Amount: \$2,000

Last month, the SAC approved the allocation of funds for the support of TTU Press moves and for outfitting the Grantham warehouse with pallet racks. This request addresses the increase in the initial move cost. Noel Sloan moved to approve the request as presented Kent Meredith seconded; the motion was adopted.

V. Adjournment

Next meeting is November 20, 2015.