

SPACE ALLOCATION COMMITTEE

Meeting Agenda | November 20, 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. Kent Meredith moved to approve the minutes as presented Juan Munoz 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. There was no change from the October meeting.

c. Financial Budget Overview

Banner Balance	\$ 530,380.48
Contingency	\$ 15,000.00
Total	\$ 515,380.48
Encumbered	(\$45,270.20)
Available to Allocate Total	\$ 470,110.28

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. The amount of \$2.00 per square foot was presented and approved by the committee for project budgeting purposes. Should the project exceed that amount, the project manager would then request additional funding from the SAC. Additionally, furniture and construction expenses would be handled separately from this initial budgetary amount and considered on a case by case basis by the committee.

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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)

III. Informational Projects and Requests

- a. SAC Dashboard

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. The January, additional information will be available following all of the reporting updates by other stat institutions.
- b. GPC Project Funding

The committee was asked about their desired level of participation with the General Purpose Classroom project. The committee discussed that they would like general oversight and would like to weigh-in on the global impact of the classroom selection.
- c. Drane Switchgear Moves

Starting December, 14 2015 Drane Hall's switchgear will be replaced, therefore all of the building utilities will be shut down. The building occupants will be relocated on December 10 to temporary locations for the remainder of the 2015 work year. On January 4, 2016, the project will be complete and the building tenants will be relocated back into their allocated departmental space.
- d. Athletics Temporary Weight Room Update

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.
****Update:** *Athletics is looking into using shell space in the Jones Stadium and will potentially not need to lease space or look for space on campus.*

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- e. 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.

*****Update:** Recommended changes to the OP were made and therefore the OP will be sent for publication.*
- f. System Building Backfill
The strategic backfill of space vacated by the System Building occupants will be handled through the SAC.
- g. Ethics Storage
Additional storage was requested for marketing materials for the Ethics Center. The committee requested that the department purchase a cabinet to fit into either basement storage space or the office space already allocated to them.
- h. Media & Communication Office – Derrick Ginter
Ginter requested an HVAC exception for his office, however, the AHU that supports his office is the same that supports the entire classroom floor. It was recommended by Energy Management that Ginter be relocated to a different office to offset the cost of the HVAC exception.

IV. New Space Requests/Funding (Require Votes)

- a. Commencement Storage
Additional Box storage was requested. She was previously allocated room 00010 and has asked for room 00012 in addition. Noel Sloan moved to approve the temporary allocation of room 00012 to the Commencement Coordinator in order to meet the needs of upcoming commencement ceremonies. Juan Munoz seconded; the motion adopted.
- b. TTU Press Partition Wall **Funding Request (\$640.44)**
Funding for cubicle wall partitions was requested from the SAC for shared spaces that TTU Press was moved into in September. Juan Munoz moved to deny the request for additional funding for partitions. David Dorsett seconded; the motion was adopted.
- c. COAS Recruitment and Retention Office **Funding Request (\$26,800.00)**
 - i. **Construction:** \$20,000, about \$10,000 is power/data additions and oversight fees. **Note:** this room has only 1 data port outlet

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- ii. **Furniture:** \$6,000, excluding built in furniture that is included in the construction fee
- iii. **Technology:** \$800 for display monitor

Funding for the projects listed about was requested from the SAC for space allocated to the college of Arts and Sciences in October. Juan Munoz moved to approve the request for \$10,000 for data support. Noel Sloan seconded; the motion was adopted.

V. **Adjournment**

The December meeting has been canceled, therefore necessary business between the November and January meeting will be circulated electronically. The committee will meet again on January 18, 2016.