

SPACE ALLOCATION COMMITTEE

Meeting Agenda | February 26, 2016

Committee Chair: Noel Sloan

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

Facilitators: Sean Childers, Kate Haenchen, Brandon Hennington

Absent: Juan Munoz

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 David Dorsett seconded; the motion was adopted.

b. Space Model Budget Overview

The Space Model Budget was presented. There is a total of 2,221 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 56,830 square feet. There was no change from the January meeting.

c. Financial Budget Overview

Banner Balance	\$ 390,386.85
Contingency	\$ 15,000.00
Total	\$ 375,386.85
Encumbered	(\$25,830.20)
Available to Allocate Total	\$ 349,556.65

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. Ombudsman (Provost)

III. Informational Projects and Requests

a. CFO Talking Points

Noel Sloan brought up details for the future direction of the committee based on many events in the recent days including Board of Regents Meeting and College Budget meetings. Sloan suggested this committee start to focus more on long term planning as the university fulfills its strategic plan. Much of the discussion referenced the need for office and

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research space. Sloan shared some of the projected data one of the colleges presented as an example of the type of information the committee would like to consider from the colleges in the future. Brandon Hennington suggested the formation of a survey in order to gather some of that information from colleges. Sloan agreed and suggested that the information be gathered before the April meetings. This consolidated information will be helpful to the President as he makes decisions with space moving forward.

Furthermore, Sloan suggested that the committee be included in the conversations surrounding new buildings on campus, especially those changes that effect E&G square footage. For example, with the construction of ESB2 and MERC, and the need for research space across campus, close attention should be paid to occupants as they are moved into and out of research space as a result. David Dorsett provided information about the current plan for occupant relocation, however, he stated much of that will change over the course of the construction completion of the new buildings. Sloan suggested that the committee be prepared with a myriad of solutions for the changes slated to take place on campus in the coming months.

Following the discussion of Research Space, Rob Stewart suggested that all offer letters and faculty start-ups be considered. Currently, there is a form for research offers, however this form could be expanded to include needs of hires across the board.

Results of this discussion were for the committee to review the committee OP and explore the need for additional members for more broad campus membership, creation of a broader faculty hire space request form, creation and distribution of the college needs survey,

b. SAC Dashboard

i. GPC Update

Updates for the General Purpose Classroom project were discussed. Last month, the committee discussed the need for rebranding, reduction of cost, differing metrics and ROI data in conjunction with the effect these classrooms have on the overall campus SUE score. ODP is moving forward with these changes and plans to present next month.

Currently, the GPC project plans on accomplishing the following in FY2016:

- *Convert remaining locks to centrally managed lock system*
 - *FAC Funded*
- *Replace 14 Computers*
 - *\$16,025.24 of leftover project HEAF funds*
- *AV Controller Upgrade*
 - *Opportunity to Reduce Cost*

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- *Routine Maintenance*

The committee requested additional information regarding the AV controller cost, as well as a list of calls or issues common with the equipment in question.

c. OLLI

This request was tabled for next month for more information.

d. Research Swing Space

This agenda item references the need for research space on campus as colleges and departments continue to grow. Though this would not solve the need for space, it might mitigate some of the initial needs by allowing new hires to set up quickly. Potential locations could be identified by Operations, however many of the details of the existing buildings on campus would make this request difficult. Further discussion identified the option for renovating existing lab space as new lab spaces are brought online.

IV. New Space Requests/Funding (Require Votes)

a. Kinesiology & Sport Management Renovation Request

The KSM department has requested to renovate classroom 00171 into two smaller classrooms. Based utilization discussions and the success of the classrooms already in use by this department, Rob Stewart moved that KSM should look into partition walls rather than permanent walls due to the small number of 90 person classrooms on our campus. However, if the solution does not work well, the renovation is supported. Noel Sloan seconded; the motion was adopted.

b. TTU Press Request

TTU Press requested additional space for a store front, specifically rooms 00209 and 00209A in TTU Downtown Center. Noel Sloan moved that the original plan to use the shared space with Architecture at the main entrance should be allocated instead of the requested space. Kent Meredith seconded; the motion was adopted.

c. Technology Support Funding Request

i. Furniture: **\$8,223.21**

This space was allocated February 2015, and now TS is requesting funding for the purchase of furniture to outfit the space. Consisting of 4 cubicles, this would help to maximize the footprint. The committee requested that the group return next month offering to pay for a portion of the requested amount.

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- d. Application Development & Support Funding Request
 - i. Construction: **\$118,330.00**
 - ii. Furniture: **\$22,285.67**

This space was allocated February 2015, and now ADS is requesting funding for construction the purchase of furniture to outfit the space. This construction includes abatement and the addition of a series of walls to maximize the footprint of the space. The committee requested that the group return next month offering to pay for a portion of the requested amount.

V. Adjournment

Next meeting is March 25, 2016.