

# SPACE ALLOCATION COMMITTEE

Meeting Minutes | March 25, 2016

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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 Members Were Present**

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## 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 February meeting.*

### c. Financial Budget Overview

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

## II. Open Request Updates

### a. Pending Request Log

- i. Center for Undergraduate Infrastructure Research and Education (CUIRE)
- ii. TTU-ISD Office Space (Permanent Solution)
- iii. HPCC Solutions – Data Center
- iv. Student Resolutions
- v. Free Market Institute

### b. Tabled Request Log

- i. Ombudsman (Provost)

## III. Informational Projects and Requests

### a. SAC Dashboard

*The SAC Dashboard was presented. There was no change from the February meeting. However, information from the dashboard was highlighted in order to information conversations to follow, including the College Dashboard and the development of the Dean's Planning Report.*

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- b. College Dashboard  
*The College Dashboard was presented. This information highlights the details specific to each college, and breaking information down to the department and room level. This is valuable information in order for Administration and Colleges to see the demand for space in varying levels of granularity. The committee discussed the need for verification of this data, and ODPAs plans to provide strong quality control in order to support the veracity of the reports. The SAC recommended that this information could be used to help inform decisions at the FAC (Facilities Allocation Council) meeting. However, presentation to the President and Provost will be scheduled before distribution to the college leadership occurs.*
  
- c. Dean's Planning Report  
*The Dean's Planning Report was presented. This form was developed based on conversations in the last meeting indicating a need for a way to capture information specific to the colleges and their needs. This form asks that leadership project growth over the course of five years in a number of different space types; this data will allow the SAC and other strategic groups to adequately prepare for the changes to come for departments and colleges.*
  
- d. Research Hire Start-up Form/Faculty Hire Start-up Form  
*The Research Hire Form presented. Previous discussions included the need for a start-up form for faculty members. This form would assist in triggering changes to the inventory, while also helping to predict the need of departments as they arise. Development of this form has not begun, but will be presented in the coming months.*
  
- e. OLLI  
*Suggested locations for OLLI meeting space were presented to the group, however, were not as easily accessible or centrally located as the group would prefer. The Research Park was presented as an option; additional feedback regarding price and availability will be shared with the program to see if these details greater meet their needs.*
  
- f. East Loop Building Addition  
*As a part of the acreage swap between the College of Engineering and the College of Agricultural Science's and Natural Resources (**See New Space Requests, Item IV.b**), a small building (approx.. 40' x 60') will be constructed on the East Loop Campus. This building is intending to house a small classroom, a lab and a restroom. The building will be designed and constructed by Operations, however the project is donor funded.*
  
- g. Physics Student Office Space (No POR)  
*Item was discussed but unable to be addressed due to lack of information from the requestors. Request will be added to the April agenda if additional information is provided.*
  
- h. IT-Sam Segran Office Space (No POR)  
*Item was discussed but unable to be addressed due to lack of information from the requestors. Request will be added to the April agenda if additional information is provided.*

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- i. IT – Kathy Austin Office Space (No POR)  
*Item was discussed but unable to be addressed due to lack of information from the requestors. Request will be added to the April agenda if additional information is provided.*
- j. HPCC Office Space Request (No POR)  
*Item was discussed but unable to be addressed due to lack of information from the requestors. Request will be added to the April agenda if additional information is provided.*
- k. Relocation of Industrial Engineering Staff  
*Not addressed due to scheduling conflict. Will be moved to April Agenda.*
- l. Graduate Student Center Alternate Location  
*Not addressed due to scheduling conflict. Will be moved to April Agenda.*
- m. Southwest Collection Storage Location  
*Not addressed due to scheduling conflict. Will be moved to April Agenda.*
- n. Teaching Space Psychology/VPA  
*Not addressed due to scheduling conflict. Will be moved to April Agenda.*

## IV. New Space Requests/Funding (Require Votes)

- a. GPC Rebrand Presentation  
*Not addressed due to scheduling conflict. Will be moved to April Agenda*
- b. Acreage Allocation Agreements  
*Acreage assigned to the College of Engineering and the College of Agricultural Science's and Natural Resources on the East Loop campus has been "swapped" to better facilitate research for both parties. Noel Sloan approved the swap of land between to the two groups. Kent Meredith seconded; the motion was adopted.*
- c. Junction Travel: Funding Request
  - i. Travel and Incidentals **\$1,062.00**  
*The Art Program is being relocated from the Junction camps to both the Lubbock and Fredericksburg campuses. ODPAs were scheduled to visit these campuses this summer, however, the addition of the moves will increase the number of visits needed. Noel Sloan moved to approve the travel funds for ODPAs. Kent Meredith seconded; the motion was adopted.*

## V. Adjournment

Next meeting is April 29, 2016.