

# SPACE ALLOCATION COMMITTEE

Meeting Minutes | April 29, 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 1,735 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	\$ 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)

c. No POR

- i. IT-Sam Segran Office Space
- ii. IT – Kathy Austin Office Space
- iii. HPCC Office Space Request

## 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. Old Petroleum Engineering – Relocate Scheduled Activity for Summer and Fall  
*The committee was notified of the changes to the scheduled activity in the Old Petroleum Engineering building (Industrial Engineering) for the construction of Phase 2 of the project to begin.*
- c. Relocation of Industrial Engineering Staff  
*The committee was notified of the relocation schedule for the Industrial Engineering group into their newly renovated space. The department will be moved in two phases to accommodate finals and travel schedules of the faculty. The project will be completed in early June.*
- d. Graduate Student Center Alternate Location  
*The committee was notified of the need for finding an alternate location for the GSC space. Discussions surrounded ADA access and funding associated with the life safety projects that would be triggered for the administration building with the addition of either an elevator or chair lift to the space. No solutions were voted on, however, the discussions will more than likely continue in hope that this will be addressed in the backfill options created with the completion of the TTU System building.*
- e. Southwest Collection Storage Location  
*Options for potential leased storage were presented to the committee. Tours will be scheduled in the future to assess the opportunity available at each.*
- f. Teaching Space Psychology/VPA  
*Classroom space in the English & Philosophy building was “given-up” by Psychology and Theatre & Dance wanted to claim the restricted use of these spaces. The discussion of process and protocol for this type of request was introduced to the committee. The discussions lead to a recommendation of contacting Dean Lindquist to notify him of the requests and discuss a path forward.*

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

- a. GPC Rebrand Presentation  
*The Raider Rooms and the projected implementation of the rebrand and change in strategy was presented to the committee. ODPa was asked to return with the following:*
  - *Proposed rooms (5 years)*
  - *Teaching Excellence Program Implementation*
  - *Focus Group Details*
  - *Walking radius/distance information*
- b. Commencement Coordinator  
*Additional space for the commencement coordinators office was requested to prepare for May commencement. Additionally, office space for the TTU*

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*On-ramps program has been shared by the commencement coordinator. The space for this request is a solution for both programs. The committee requested additional information before a vote is issued.*

*\*\*\*A digital vote was taken 5/6/2016 unanimously allocated room 0009 in the Administration basement to accommodate the needs of the Provost's office.*

c. **Physics Student Office Space**

*Renovation plans have displaced 30 GPTI/TA students in the Physics department. Options were presented for a temporary solution that would allow for use during the summer months. A more permanent solution could be addressed at a later date. Two meeting rooms were recommended to the department with potential layouts for each. Juan Munoz moved to allocate the temporary use of these meeting rooms for this solution. Rob Stewart seconded; the motion was adopted.*

**V. Adjournment**

Next meeting is May 27, 2016.