

SPACE ALLOCATION COMMITTEE

Meeting Agenda | March 31, 2017

Committee Chair: Noel Sloan

Committee Members: David Dorsett, Kent Meredith, Rob Stewart

Facilitators: Sean Childers, Kate Haenchen, Brandon Hennington

Absent: Juan Munoz

I. Call to Order

- a. Approval of Minutes

The first order of business was to accept the minutes from the previous meeting. Kent Meredith moved to approve the minutes as presented, David Dorsett seconded; the motion was adopted.

II. Committee Resource Updates

- a. SAC Dashboard

Discussion of the research space details that need further investigation were presented as well as the future trends in enrollment for freshmen in the fall and the SUE projections thus far.

- b. Space Model Overview

There was no change in the swing space budget since the last meeting.

- c. Financial Overview

Banner Balance	\$	631,235.16
Contingency	\$	15,000.00
Total Budget	\$	616,235.16
Encumbered		\$0.00
Available to Allocate Total	\$	616,235.16

III. Open/Pending Requests

- a. Pending Request Log

- i. Center for Undergraduate Infrastructure Research and Education (CUIRE)
- ii. HPCC Solutions – Data Center
- iii. Student Resolutions
- iv. Graduate Student Center Alternate Location
- v. Library Additional Stacks Storage
- vi. Raider Room IT Support Staff Office
- vii. Raider Room IT Support Staff Office
- viii. Payroll & Tax Renovation and Furniture Funding

- b. Tabled Request Log

- i. Ombudsman (Provost)
- ii. Scheduling Regions & Geography Review

IV. Discussion/Informational

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- a. Raider Room Technology
Funding projections and numbers from IT were presented to the committee to share in the coming needs for the rooms. ODPAs let the committee members know that they are currently working on a more component based lifecycle or a solution that does not require as short of a lifecycle. The committee was made aware that funding requests may be submitted soon.
- b. Office of Student Conduct
Cathy Duran is requesting space for additional staff members. Suggestions include renovations the Student Wellness building both in and around the Student Conduct office. The request was tabled until recommendations can be presented to the committee for discussion and review. Furthermore, the committee suggested looking at more long term solutions for all of the student service groups located in the Student Wellness building presently.
- c. System Backfill Project Updates
 - i. TTU Plaza Life Safety
Many groups will remain in TTU Plaza when the life safety projects are due to begin. The committee was made aware that digital votes will be coming soon to find alternate locations for these groups before their permanent locations are completed. This also included an update of the current schedule through the end of the summer.
 - ii. A&F Funding Requests
The committee discussed the types of funding requests that they wanted the project to fund, as well as those where they would provide feedback. These items that were to be funded by the project included necessary items, like adjusted related to a space use change or to optimize space. Items that were not approved to be funded were customization or personalization requests above and beyond the functions of the department.
 - iii. Furniture Requests
The committee discussed the stance on furniture for the system backfill projects. ODPAs made them aware of the types and amount of requests that have been communicated. Since one of the major goals of the move dominos is the reduction of costs, the furniture was considered to belong to the SAC and the project before being distributed to the campus.

As a result of items IV.c.ii and IV.c.iii the committee recommended building a memo to distribute to the groups including the information about furniture, funding and other maintenance that will be included as a part of the project.
 - iv. Drane
Updates for the Drane allocation were shared with the committee to show a few changes in the spaces to be occupied by HPCC and TTU-ISD. Meetings have been held with leadership for these moves, but additional and more detailed progress will be made with these areas in the coming weeks.

V. New Business (Require Votes)

- a. eLearning/TTU-ISD Allocation & Construction Funding
In the February meeting the committee suggested that Dr. Hart be given the chance to weigh-in on the suggestions made by the committee. Options were presented and her team responded with a small adjustment to the second option,

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including a renovation cost of \$24,475.76. Noel moved to approve to fund the renovation so long as the department cover furniture and other aesthetic costs associated with the project. Kent Meredith seconded; the motion was adopted.

- b. **TTU Plaza Conference Room Equipment Funding**
In the February meeting the committee approved ODPa managing conference rooms associated with the System Backfill domino. Two of the rooms in Texas Tech Plaza were to be used as central spaces and were supposed to be complete with furniture and technology, and managed by ODPa. The technology and some of the furniture from two rooms was relocated. ODPa requested funding to make these rooms operational again: \$14,568.00 for technology for two rooms and furniture for one. Noel moved to approve the funding. Rob Stewart seconded; the motion was adopted.
- c. **TTU Plaza Current Occupants Temporary Allocation**
Many groups will remain in TTU Plaza when the life safety projects are due to begin. The committee was made aware that digital votes will be coming soon to find alternate locations for these groups before their permanent locations are completed. This item was tabled until more information could be gathered.
- d. **VPA Swing Space during Building Addition/Renovation**
Space for the occupants of the Theatre annex will be needed starting in July due to the beginning of the construction addition to the Theatre. Noel Sloan moved to approve the sharing of the Development office until the new space is available for move in. Kent Meredith seconded; the motion was adopted.
- e. **CMLL Swing Space for Life Safety Project**
Space for the occupants of the basement of CMLL will be needed during the life safety upgrades. Noel Sloan moved to approve the sharing of the Development office until the space is available to be reoccupied. Kent Meredith seconded; the motion was adopted.
- f. **IR Temporary Allocation**
Vicki West requested additional space to use until her final allocation becomes available following the construction and relocations taking place in the Administration building. Noel Sloan moved to temporarily allocate Administration 216 until their new space is available. Rob Stewart seconded; the motion was adopted.

VI. Adjournment: Next meeting is April 28, 2017