

# SPACE ALLOCATION COMMITTEE

Meeting Minutes | June 29, 2018

<https://www.depts.ttu.edu/odpa/SAC/>

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**Committee Chair:** Noel Sloan

**Committee Members:** Michael Ballou, Mitzi Lauderdale, Kent Meredith, Carol Sumner, Rob Stewart

**Facilitators:** Sean Childers, Kate Haenchen, Brandon Hennington, Lissa Munoz

**Absent:** Cathy Duran, Joseph Heppert

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## I. Call to Order

### a. Introductions

*Introductions were made of guests and new committee members.*

### b. 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, Noel Sloan seconded; the motion was adopted.*

## II. New Business

### a. Space Use Changes

#### i. Music 00222

*The College of Visual and Performing Arts in the Music Department want to relocate occupants from the current office space to create a space for small graduate section offerings (5-15 students). The department requested that this room be coded as a (210) Class Laboratory. ODPa suggests that the room be coded as a (220) Special Class Lab until the usage of the room justifies (210) Class Laboratory. Noel Sloan moved to approve the minutes as presented, Mitzi Lauderdale seconded; the motion was adopted.*

### b. Space Requests:

#### i. Temporary Office for Dr. Chansky

*The College of Visual and Performing Arts in the Theater and Dance Department need an office for Dr. Chansky until the new building addition is completed. ODPa will work with the Dean of CVPA to find additional options for the interim.*

## III. SAC Resource Updates

### a. SAC Dashboard

*The dashboards were discussed briefly to highlight changes made and show trends for potential fall SUE scores.*

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b. Budget Overview

Banner Balance	\$ 187,992.42
Contingency	\$ 15,000.00
<b>Total Available Funds</b>	<b>\$ 172,992.42</b>
Encumbered	(\$43,110.45)
<b>Available to Allocate</b>	<b>\$ 129,881.97</b>

<b>Money Released from Encumbrances</b>	
Raider Room Technology Lifecycle	\$224,682.75
Raider Room Signs	\$5,677.00
<b>Total Returned</b>	<b>\$ 230,359.75</b>

c. Teaching Space Sub-Committee

*Details of the initial meeting were discussed, along with the proposed meeting schedule. The Sub-Committee plans to address additional SUE training and the current scheduling protocol in the July meeting.*

## IV. Discussion/Informational

a. Psychological Sciences Updates

*Details and closeout for the Psychological Sciences building project will come to a close with the final furniture installation.*

b. System Backfill Project Updates

i. Upcoming Moves

- July 3<sup>rd</sup> – FMI
- July 16<sup>th</sup> - Accounting Services

ii. Construction Updates

- **Administration**
  - Admin 233 (waiting on FMI)
  - Admin 367 (waiting on FMI)
- **TTU Plaza**
  - 1<sup>st</sup> Floor Human Sciences Clinic (Admin 367)

1. Drane Hall

*The project meeting to start planning for different kind of renovations in Drane highlighted the need for additional large scale projects that could be addressed while the occupancy of the building is low and before the building serves a larger population. These projects include: ADA Updates, Life Safety Updates, and Infrastructure (HVAC/Electrical/Data).*

c. Weeks Hall Updates

d. Space Requests:

i. PFP Space Allocation

*This group was originally planned to be moved into the newly renovated Weeks building. Their research includes community engagement and*

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*therefore relocating them to another building is more advantageous.  
ODPA will reach out to Human Sciences for additional information.*

## **V. Adjournment: Next meeting is July 27, 2018**

### *Open/Pending Requests*

- a. *Pending Request Log*
  - i. *HPCC Solutions – Data Center*
  - ii. *Student Resolutions*
  - iii. *Library Additional Stacks Storage*
  - iv. *Raider Room IT Support Staff Office*
  - v. *Payroll & Tax Renovation and Furniture Funding*
  - vi. *Graduate Student Center Alternate Location Update*
  - vii. *Academic Testing Center*
  - viii. *AFROTC*
- b. *Tabled Request Log*
  - i. *Ombudsman (Provost)*
  - ii. *Scheduling Regions & Geography Review*
  - iii. *SOAR Meeting Room Allocations*