

SPACE ALLOCATION COMMITTEE

Meeting Minutes | July 27, 2018

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

Committee Chair: Noel Sloan

Committee Members: Kent Meredith, Carol Sumner, Joseph Heppert, Cathy Duran

Facilitators: Sean Childers, Brandon Hennington, Lissa Munoz

Absent: Rob Stewart, Michael Ballou, Mitzi Lauderdale

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. Raider Rooms

i. SGA Charging Station Funding- Media & Communication (353/359)

Student Government Association has requested charging options for personal devices locally placed or in rooms 353 and 359. After review during committee meeting, the charging station option will not be optimal. The committee recommended tabling the request for more information.

b. Space Requests:

i. Construction Funding: Administration 3rd Floor (ORC)

The Office of Research Commercialization has requested funding for minor renovations of 3rd floor Administration building. The SAC elected to allocate \$28,000 to this initiative. Noel Sloan moved to approve the funding request, Joseph Heppert seconded; the motion was adopted.

ii. Common Breakroom: Administration 3rd Floor

Bradley Martin and Noel Sloan have requested a shared breakroom for Administration and Finance. ODPa recommends room 401C with minor to no renovation required. Cathy Duran moved to approve space allocation request, Noel Sloan seconded; the motion was adopted.

iii. Accounting Services: TTU Plaza

Noel Sloan has requested additional space for Accounting Services preferably in Texas Tech Plaza to maintain the department's existing location. ODPa presented 3 options; 1: suite 302 and suite 306, 1.2: suite 302, suite 306, and suite 301, 2: suite 401 with the exclusion of 401, 401B, 401C, 401E. After consideration, the committee recommended option 1.2. Noel Sloan moved to approve the space allocation request, Carol Sumner seconded; the motion was adopted.

SPACE ALLOCATION COMMITTEE

Meeting Minutes | July 27, 2018

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

III. SAC Resource Updates

a. SAC Dashboard

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

b. Budget Overview

Banner Balance	\$ 153,641.50
Contingency	\$ 15,000.00
Total Available Funds	\$ 138,641.50
Encumbered	(\$8,759.53)
Available to Allocate	\$ 129,881.97

c. Teaching Space Sub-Committee

Details of the meeting were discussed, along with the Capacity change requests, The Registrar scheduling process, and proposed regions and priority scheduling discussion. The next TSSC meeting will discuss regions and priority scheduling strategies and Raider Room Software Licensing

IV. Discussion/Informational

a. System Backfill Project Updates

i. Construction Updates

- **Administration**

- Admin 233 (waiting on FMI)
- Admin 367 (waiting on FMI)

- **TTU Plaza**

- 1st Floor Human Sciences Clinic (Admin 367)

1. Drane Hall

The project meeting to address cosmetic needs including: Windows in Doors, Flooring Upgrades, and Paint Upgrades. Continued 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).

SPACE ALLOCATION COMMITTEE

Meeting Minutes | July 27, 2018

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

- b. Weeks Hall Updates
 - i. Student Disability Services
 - ii. Graduate Student Center
 - iii. College of Human Sciences
 - iv. Undergraduate Writing Center
 - v. College of Arts & Sciences
 - vi. Humanities Center
 - vii. Swing Space
 - viii. Army ROTC

- c. Space Requests:
 - i. VPA Office Request
This request is based on temporary office space for Dr. Chansky and a new hire to the College of Visual Performing Arts. This is a proposed temporary solution until the completion of Charles Maedgen Theatre. ODPa will reach out to VPA for choice of offices in proposed options. Noel Sloan moved to approve the funding request, Carol Sumner seconded; the motion was adopted.

 - ii. PFP Space Allocation
This group was originally planned to be moved into the newly renovated Weeks building. Their research includes community engagement and therefore relocating them to another building is more advantageous. Discussion from Meeting with Dr. Dodd of Human Sciences verified new additional functions and future plans for program including community outreach. Proposed concerns include: Security, Accessibility, and Parking.

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*