

SPACE ALLOCATION COMMITTEE

Meeting Minutes | August 31, 2018

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

Committee Chair: Noel Sloan

Committee Members: Kent Meredith, Carol Sumner, Joseph Heppert, Cathy Duran, Rob Stewart, Mitzi Lauderdale

Facilitators: Sean Childers, Brandon Hennington, Lissa Munoz

Absent: Michael Ballou

I. Call to Order

- a. Introductions
No guests in attendance
- 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. TTU Plaza Tour
 - i. Tour of 2nd, 3rd, and 4th Floors of Tech Plaza
Tour of the spaces occupied by Accounting Services, Procurement, and AFISM. Observation of spaces with high level efficiency and example of other potential space options for future requests to the committee.
- b. Campus Space Long-Term Scope:
 - i. Office Space
ODPA discussed the existing issues with limited swing space on TTU campus and some current and future drivers that could affect decisions regarding new space allocations.
 - ii. Proposed New SAC Protocols
ODPA proposed the use of the new Space and Function Matrix with additional space details to help determine priority of space allocations. The Committee requests additional information for matrix uses, defining principles, and calculations before used by the committee.
- c. Space Requests:
 - i. University Press Space Discussion
Discussion of existing space allocated to University Press in TTU Downtown Center and Grantham. Request to hold discovery meeting with Dr. Brian Ott to evaluate current and future space requirements.
 - ii. CIO- TTU Downtown Center
Mike Simmons has requests office space for 20 FTE and 5 PTE for Application Development in TTU Downtown Center. ODPA requests to use

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aspects of new proposed protocol and recommends reevaluating existing allocated space before bringing a formal recommendation to the committee.

iii. TTU Downtown Center Conference Room

Jeff Hagins requests to purchase new technology equipment for room 0212, TTU Downtown Center. The SAC elected to allocate \$3,500 to this initiative. Noel Sloan moved to approve the funding request, Joseph Heppert seconded; the motion was adopted.

iv. On Ramps

Stephanie Hart requests an additional office to accommodate 4 PTE for On Ramps in Drane Hall. ODPa recommends office 262. Cathy Duran moved to approve the space request, Noel Sloan seconded; the motion was adopted.

d. Funding Request

i. Media Communications Raider Room Classroom Power Seating

SGA has requested power seating for rooms 359 and 353 of Media communications as an alternative to charging stations. The SAC elected to allocate \$30,000 per room each year to phase this initiative. Rob Stewart moved to approve the space request, Mitzi Lauderdale seconded; the motion was adopted.

III. SAC Resource Updates

a. SAC Dashboard

Postponed

b. Budget Overview

Banner Balance	\$ 187,992.42
Contingency	\$ 15,000.00
Total Available Funds	\$ 172,992.42
Holding/Encumbered	(\$28,000.00)
Available to Allocate	\$ 144,992.42

c. Teaching Space Sub-Committee

Committee Meeting postponed until September

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)

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1. Drane Hall
Developing construction scope and timeline after initial meeting.
- b. College dashboards
 - i. College Space Dashboard and Course Demand Dashboard
Details of who has been presented their respective dashboards and which college meetings are upcoming.
- c. Swing Space Options
 - i. Institutional Diversity
Discussion posed for Institutional Diversity temporary relocation during renovations in Administration building and Doak.
 - ii. Bank of American Space
Discussion posed for TTU Plaza Bank of America Space to be a swing space option in emergencies.
- d. Reese Campus
 - i. SAC involvement
Discussion posed for Reese Campus and the SAC's involvement in overseeing space use.
- e. Space Requests:
 - i. CISER Space Request
This request is to accommodate storage space for CISER in the Education building as their lease for space on Reese Campus is ending at the end of September. They have vacated the space at Reese in total and have resolved the space allocation internally within the college.
 - ii. Food Technology Space Request
This group has requested space for a stackable washer and dryer for their research function. Their research includes involvement with livestock and risk of exposure to pathogens. ODPA has provided options to group to use a section of room 100 in Food Technology. ODPA is currently working with Food Technology for cost estimates before bringing to the committee.

V. Adjournment: Next meeting is July 27, 2018

Open/Pending Requests

- a. Pending Request Log
 - i. HPCC Solutions – Data Center
 - ii. Food Technology Space Request
 - iii. Student Resolutions
 - iv. Library Additional Stacks Storage
 - v. Raider Room IT Support Staff Office

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- vi. *Payroll & Tax Renovation and Furniture Funding*
- vii. *Graduate Student Center Alternate Location Update*
- viii. *Academic Testing Center*
- ix. *AFROTC*
- b. *Tabled Request Log*
 - i. *Ombudsman (Provost)*
 - ii. *Scheduling Regions & Geography Review*
 - iii. *SOAR Meeting Room Allocations*