

SPACE ALLOCATION COMMITTEE

Meeting Minutes | September 28, 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. Funding Request:

i. Drane Relocations

Operations Division Planning and Administration requested funding to help offset costs on the Relocations Unit for the movement in Drane to accommodate the upcoming construction. The committee elected to postpone voting on request until after the remainder of the committee meeting. Rob Stewart moved to approve the funding request, Noel Sloan seconded; the motion was adopted.

III. SAC Resource Updates

a. SAC Dashboard

b. Budget Overview

Banner Balance	\$ 387,644.36
Contingency	\$ 15,000.00
Total Available Funds	\$ 372,644.36
Holding/Encumbered	(\$61,500.00)
Available to Allocate	\$ 311,144.36

c. Teaching Space Sub-Committee

Details of the meeting were discussed, along with the Capacity change requests, The Registrar scheduling process, proposed regions and priority scheduling discussion, and Raider Room Software Licensing. The Committee posed questions regarding considerations in capacity and process.

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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

Discussion of phases of Drane Hall renovation, construction, and relocation process.
- 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. Reese Campus
 - i. Reese Campus Dashboard

Review of facilities information in the Reese campus dashboard
- d. University Press
 - i. Discovery Meeting

Discussion with University Press to gather more information about their department functions under new management and how this may affect their use of space. They plan to relinquish storage space at Grantham, add 5 more FTE, and prefer to be located back on main campus.
- e. Space Matrix and Rubric
 - i. Space Matrix, Rubric, and Program of Requirements form

ODPA presented recent updates to Space Matrix and Rubric. The committee made further recommendations in formatting, weighting categories, and considerations for facility limitations in teaching spaces. The committee made recommendations in updating the Program of Requirements form in formatting, considerations for student interactive spaces not in teaching space, and syntax.

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V. Adjournment: Next meeting is October 26, 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*
- 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*