

SPACE ALLOCATION COMMITTEE

Meeting Agenda | November 30, 2018

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

Committee Chair: Noel Sloan

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

Facilitators: Sean Childers, Brandon Hennington, Lissa Munoz

I. Call to Order

a. Introduction of Guests

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 Requests:

i. Drane:

1. SOAR

Michelle Kiser has requested additional space to accommodate student traffic for the SOAR tutoring center and additional offices for existing FTE. The SAC elected to allocate Drane 163 suite and offices 221A and 205-207 to this initiative. Noel Sloan moved to approve the space request, Cathy Duran Seconded; the motion was adopted for all Drane requests.

2. RISE

Brittany Todd has requested office additional space to accommodate a new FTE and function. The SAC elected to allocate Drane 241 to this initiative. Noel Sloan moved to approve the space request, Cathy Duran Seconded; the motion was adopted for all Drane requests.

3. Women's Studies

ODPA proposed additional space on behalf of Women's Studies to accommodate volumes and multifunctional work space. The SAC elected to allocate Drane 260 to this initiative. Noel Sloan moved to approve the space request, Cathy Duran Seconded; the motion was adopted for all Drane requests.

4. Impacted Occupants

ODPA proposed a storage space reallocation of 163 suite to meet need of SOAR Tutoring Center Request that would affect HPCC and MVP. The SAC elected to allocate proposed space to this initiative. Noel Sloan moved to approve the space request, Cathy Duran Seconded; the motion was adopted for all Drane requests.

ii. TTU Press

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Brian Ott has requested space to accommodate additional FTE and relocation to Main Campus. The Sac elected to allocate Development Office 104-107 as well as 566ASF of circulation space to this initiative. Mitzi Lauderdale moved to approve the space request, Carol Sumner seconded; the motion was adopted.

- iii. Holden Hall Office 112A&112B
Arts & Sciences has requested offices 112A and 112B to be converted into a (110) Classroom. The SAC has requested more information be provided and/or a guest speaker make a presentation to the committee before a decision is made.
 - iv. Library
Dean Gerlich has requested three private offices for new FTE starting in January for new program. ODPa provided considerations for space currently occupied by TTU Chess Program. The Sac elected to allocate TTU Downtown Center Offices 201A and 224 suite to this initiative as a temporary solution until space in library can be optimized. Noel Sloan moved to approve the space request, Cathy Duran seconded; the motion was adopted.
 - v. Chemistry Storage
Operations Division requested relocation of storage building to accommodate expansion of south building. The Sac elected to allocate temporary storage space offered by Planning and Administration to this initiative as a temporary solution until space in library can be optimized. Noel Sloan moved to approve the space request, Cathy Duran seconded; the motion was adopted.
- b. Funding Request
 - i. Development Conference Room
ODPA requests to purchase new technology equipment for room 0212, Development Office. The SAC elected to allocate \$3,000 to this initiative. Mitzi Lauderdale moved to approve the funding request, Carol Sumner seconded; the motion was adopted.

III. SAC Resource Updates

- a. SAC Dashboard
- b. Budget Overview

Banner Balance	\$ 409,992.42
Contingency	\$ 15,000.00
Total Available Funds	\$ 394,992.42
Holding/Encumbered	(\$97,300.00)
Available to Allocate	\$ 297,692.42

- c. Teaching Space Sub-Committee
The TSSC Meetings in December discussed topics in Capacity Change Requests, Regions/Priority Scheduling, and Raider Room Needs Assessment. The January committee meeting was canceled.

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IV. Discussion/Informational

- a. System Backfill Project Updates
 - i. Construction Updates
 - **Administration**
 - *Admin 233 (Completed)*
 - *Admin 367 (waiting on FMI)*
 - **TTU Plaza**
 - *1st Floor Human Sciences Clinic (Admin 367)*
 - **Drane Hall**
Phase One under construction; Third floor and North 2nd floor impacted.
 - ii. Feedback from Colleges
Details of who has been presented their respective dashboards and which college meetings are upcoming.
- b. Reese Oversight
 - i. Reese Campus Dashboard
Review postponed
- c. Space Matrix, Program of Requirements and Rubric
Request for additional feedback before implementation

V. Adjournment: Next meeting is January 25, 2019

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Open/Pending Requests

- a. *Unofficial Requests*
 - i. *CIO Administration*
 - ii. *Early Childhood Intervention*
 - iii. *Cheer Team Practice Location*
 - iv. *Texas Tech Plaza Coffee Bar*
 - v. *AFROTC space request*
- b. *Pending Request Log*
 - i. *HPCC Solutions – Data Center*
 - ii. *Student Resolutions*
 - iii. *Raider Room IT Support Staff Office*
 - iv. *Payroll & Tax Renovation and Furniture Funding*
 - v. *Academic Testing Center*
 - vi. *AFROTC*
 - vii. *Red to Black Peer Financial Counseling*
 - viii. *PFP Center for Financial Responsibility*
- c. *Tabled Request Log*
 - i. *Ombudsman (Provost)*
 - ii. *Scheduling Regions & Geography Review*
 - iii. *SOAR Meeting Room Allocations*