

SPACE ALLOCATION COMMITTEE

Meeting Agenda | January 25, 2019

<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

Absent: Carol Sumner, Michael Ballou, Mitzi Lauderdale

Guests: Dr. Brian Ott

I. Call to Order

a. Introduction of Guests

i. TTU Press

Brian Ott has requested an additional office space to accommodate an additional FTE in TTU Press's allocation in Development Office building. The SAC elected to gather further information and potential for optimization of Development Office building with construction before making a decision.

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. A&F Procurement

ODPA proposed additional space on behalf of Procurement to accommodate FTE growth on the 4th of TTU Plaza. The SAC elected to allocate rooms 00401J, 00401H, and an additional office space to be numbered once construction is completed. Noel Sloan moved to approve the space request, Kent Meredith Seconded; the motion was adopted.

ii. Grantham

ODPA proposed storage space to be vacated by TTU Press at Grantham be repurposed to support University storage. The SAC elected to repurpose rooms 00120 and 00120A once vacated. Noel Sloan moved to approve the space request, Mitzi Lauderdale Seconded; the motion was adopted.

iii. CMLL

Theresa Madrid has requested a space use change of room 00255 in Classical and Modern Languages and Literatures building from a (110) classroom to a Conference Room. Joseph Heppert moved to approve the space request, Mitzi Lauderdale Seconded; the motion was adopted.

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- iv. Pending Request Updates
 - 1. Request list
ODPA presented new dashboard dataset of open/pending requests in digital format and pending request updates.
 - 2. Backfill Projects
ODPA presented upcoming backfill projects once construction impacts are completed.
 - 3. Holden Hall
ODPA proposed discussion and future space requests of Holden Hall backfill once Advising, Pre-professional Health Careers, and SOAR tutoring center relocate to Drane.
- b. Funding Request
 - i. TTU Plaza 4th Floor
ODPA Requested furniture for TTU Plaza 4th floor swing space. Cost was to be determined and the committee elected to abstain from voting until such time.

III. SAC Resource Updates

- a. SAC Dashboard
- b. Budget Overview

Banner Balance	\$ 377,696.44
Contingency	\$ 15,000.00
Total Available Funds	\$ 362,696.44
Holding/Encumbered	(\$68,764.23)
Available to Allocate	\$ 293,932.21

- c. Teaching Space Sub-Committee
 - i. Regions/Priority Scheduling
The TSSC Meeting discussed topics in Regions/Priority Scheduling with actions to move forward with proposed mock process and Raider Room Needs Assessment.

IV. Discussion/Informational

- a. System Backfill Project Updates
 - i. Upcoming Moves
 - ii. Construction Updates
 - 1. Administration
 - a. Admin 233 (Completed)
 - b. Admin 367 (waiting on FMI)
 - 2. TTU Plaza
 - a. 1st Floor Human Sciences Clinic (Admin 367)
 - 3. Drane Hall
Phase One under construction; Third floor and North 2nd floor impacted.

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- b. College Dashboard
 - i. Work Group: Phase Two
ODPA creating work group to identify and build additional data sets to support departments.
- c. Reese Oversight
 - i. Reese Campus Dashboard
Review postponed
- d. Schedule Distribution
ODPA presented a dataset showing distribution of Raider Room scheduling as a performance indicator.
- e. Space Matrix, Program of Requirements and Rubric
Request for implementation with upcoming requests on the Open/Pending Project list.
- f. Holden Hall Space Change Request Update
ODPA presented an update for a space use change request tabled during November's committee meeting to gather additional information. The College of Arts and Sciences is no longer requesting the space use change of rooms 00112A and 00112B to (110) Classrooms.

V. February Digital Vote:

- a. Civil Engineering Space Use Change Request
Civil Engineering is requesting to change room 001 space use from a (110) Classroom to a student lounge space using donor funding. The SAC passed a unanimous digital vote and the motion was adopted.
- b. TTU Plaza Swing Space Furniture Quote
Briefly discussed in January's SAC meeting, ODPa requested funding for furniture in the amount of \$34,215.62 to create full functioning swing space on the 4th floor of Texas Tech Plaza. The SAC passed a unanimous digital vote and the motion was adopted.

VI. Adjournment: Next meeting is March 29, 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*