

# SPACE ALLOCATION COMMITTEE

Meeting Agenda | March 29, 2019

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

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**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:** Michael Ballou, Cathy Duran, Joseph Heppert, Carol Sumner, Rob Stewart

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## I. Call to Order

*The committee meeting failed to meet quorum and was adjourned. Topic items were postponed and will be presented at next committee meeting. All voting items were reviewed and voted on by committee members via digital vote.*

- a. Introduction of Guests
- b. Approval of Minutes

*The first digital voting item was to accept the minutes from the previous meeting. Michael Ballou, Cathy Duran, Mitzi Lauderdale, Kent Meredith, Carol Sumner, and Noel Sloan voted in favor to approve the minutes as presented; the motion was adopted.*

## II. New Business

- a. Space Requests:

- i. National Wind Institute Basement

*Via digital vote, ODPa requested to repurpose National Wind Institute basement space once CVPA is relocated to Maedgen in May. Michael Ballou, Cathy Duran, Mitzi Lauderdale, Kent Meredith, Carol Sumner, and Noel Sloan voted in favor to approve the initiative as presented; the motion was adopted.*

- ii. TRUE Storage

*Via digital vote, Erin Justyna requested space to accommodate storage after completion of Drane construction. ODPa requested to support developing a new protocol of allocating storage space to support all requesting occupants in the building to create shared storage space options. The request by TRUE spurred this initiative. Michael Ballou, Cathy Duran, Mitzi Lauderdale, Kent Meredith, Carol Sumner, and Noel Sloan voted in favor to approve the initiative as presented; the motion was adopted.*

- iii. Division of Diversity, Equity & Inclusion

*Via digital vote, Dr. Sumner requested two additional offices in the Administration Building to meet the need of two additional FTE. The presented option is to make available 232 and 230 to Diversity and Inclusion to meet space request. Institutional Research in turn will be provided office 216 to accommodate occupants from 232 and 230. Michael Ballou, Cathy Duran, Mitzi Lauderdale, Kent Meredith, and Noel Sloan voted in favor to approve the initiative as presented; the motion was adopted.*

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## iv. Development Office

### 1. Construction Plan

*The SAC requested the evaluation of Development Office building for space optimization. ODPa is prepared to present space options. This initiative was not voted on or presented via digital vote. This initiative will be presented at the next Space Allocation Committee meeting.*

## v. Media and Communication

### 1. Temporary Swing Space- Window Replacement

*Via Digital vote, ODPa requested the potential use of swing space to temporarily allocate to occupants of Media & Communications during the north side window replacement project. Michael Ballou, Cathy Duran, Mitzi Lauderdale, Kent Meredith, Carol Sumner, and Noel Sloan voted in favor to approve the initiative as presented; the motion was adopted.*

## b. Funding Requests:

### i. Raider Room Technology Life Cycle Upgrades

#### 1. Phase II

*Via digital vote, ODPa has requested the second phase of Raider Room technology lifecycle funding. The initial request had two options. The second and lesser of the two, totaling \$266,823.30, was presented to the committee. To meet fiscal year budgetary restrictions, the request was revised to \$133,411.65 leaving \$126,297.04 and another \$18,000 in maintenance costs remaining to be reviewed by the committee for next fiscal year. Michael Ballou, Cathy Duran, Mitzi Lauderdale, Kent Meredith, Carol Sumner, and Noel Sloan voted in favor to approve the initiative as presented; the motion was adopted.*

## III. SAC Resource Updates

### a. SAC Dashboard

*Postponed review*

### b. Budget Overview

Banner Balance	\$ 340,508.69
Contingency	\$ 15,000.00
<b>Total Available Funds</b>	<b>\$ 325,508.69</b>
Holding/Encumbered	(\$65,800.00)
<b>Available to Allocate</b>	<b>\$ 259,708.69</b>

### c. Teaching Space Sub-Committee

#### i. Chairs Academy

*Postponed review*

## IV. Discussion/Informational

### i. Upcoming Moves

*Postponed review*

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## ii. Construction Updates

*Postponed review*

### 1. Administration

a. Admin 233 (Completed)

b. Admin 367 (waiting on FMI)

### 2. TTU Plaza

a. 1<sup>st</sup> Floor Human Sciences Clinic (Admin 367)

### 3. Drane Hall

## b. SPI Lab

### i. Space Planning Interface

*This initiative is in live implementation and results will be presented as new requests are proposed.*

## c. Space Request Prioritization Matrix and Rubric

### i. Process

### ii. Implementation

*This initiative is in live implementation and results will be presented as new requests are proposed.*

## d. College Dashboard

### i. Work Group: Phase Two

*This initiative will be presented at the next Space Allocation Committee meeting.*

## V. Adjournment: Next meeting is April 26, 2019

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## *Open/Pending Requests*

### *a. Unofficial Requests*

- i. CIO Administration*
- ii. West Hall – Building Space Plan*
- iii. VPA Quonset Hut - Storage Space*
- iv. Psychology –Clinic*
- v. Holden Hall – A&S Backfill*
- vi. Early Childhood Intervention*
- vii. Cheer Team Practice Location*
- viii. Texas Tech Plaza Coffee Bar*
- ix. AFROTC space request*
- x. Student Affairs - Long Term Space*
- xi. SGA Greek Space Request*

### *b. Pending Request Log*

- i. HPCC Solutions Office Space Request\*\*\*New*
- ii. K-12 Long Term Space\*\*\*New*
- iii. OLLI Meeting Room*
- iv. TTU Chess Program*
- v. MS Library Science - Program Space Plan*
- vi. Raider Room IT Support Staff Office*
- vii. Holden Hall - SOAR Satellite Offices*
- viii. Payroll & Tax Renovation and Furniture Funding*
- ix. Academic Testing Center*
- x. Red to Black Peer Financial Counseling*
- xi. Education - Research Space Request*
- xii. Student Resolutions*

### *c. Tabled Request Log*

- i. Ombudsman (Provost)*
- ii. Scheduling Regions & Geography Review*
- iii. SOAR Meeting Room Allocations*