

# SPACE ALLOCATION COMMITTEE

Meeting Agenda | October 25, 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, Emily Spaulding

**Absent:** Noel Sloan

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## I. Call to Order

### a. 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, Rob Stewart seconded; the motion was adopted.*

## II. New Business

### a. Space Requests:

#### i. Development Office

##### 1. TTU Press

*Dr. Ott originally requested an additional office to be included with the potential allocation in Develop Office Building in January. The SAC elected to provide Development Office Building offices 104,105,106,107, and 108 to meet this request and anticipated growth of the program. Rob Stewart moved to approve, Carol Sumner Seconded; the motion was adopted for all Development Office space requests.*

##### 2. CVPA

*Andrew Martin requested 1 FTE to remain in the building until Maedgen phase II construction is completed. This occupant was scheduled to be moved with CVPA occupants in the building once Maedgen phase I was completed. The SAC elected to provide Development Office Building office 110 to meet this request until permanent office is completed. Rob Stewart moved to approve, Carol Sumner Seconded; the motion was adopted for all Development Office space requests.*

##### 3. Outreach & Engagement

*Dr. Green requested space for 2 PTE visiting artists (1office), Terry Allen and Jo Harvey Allen, and 3 additional offices. They are also anticipating the addition of one FTE and needing space for 2 existing FTE without offices. The SAC elected to provide Development Office Building offices 116,116A,120, and 121 to meet this request and anticipated growth of the program. Rob Stewart moved to approve, Carol Sumner Seconded; the motion was adopted for all Development Office space requests.*

##### 4. Commencement Coordinator

*The Operations Division Requested a relocation of Commencement Coordinator to better align functions and allow for growth within Operations Division. The SAC elected to*

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*provide Texas Tech Plaza offices 401G and 401H to meet this request. Rob Stewart moved to approve, Michael Ballou Seconded; the motion was adopted.*

## b. Funding Requests:

### i. Raider Room Technology Lifecycle

*ODPA has requested funding for the upcoming Raider Room Technology Lifecycle for \$151,932.23. Carol Sumner moved to approve, Mitzi Lauderdale Seconded; the motion was adopted.*

### ii. Raider Room 359 Power Seating

*SGA requested funding for Raider Room Power seating for room 359 in Media and Communications for \$30,000.00. A previous request in the same amount for room 353 was completed Summer of 2019. Carol Sumner moved to approve, Mitzi Lauderdale Seconded; the motion was adopted.*

### iii. Drane AV and Furniture

*ODPA requested funding for AV, AV installation and furniture in shared conference rooms 221, 249, and 317 in Drane for the total amount of \$22,004.08. Carol Sumner moved to approve, Mitzi Lauderdale Seconded; the motion was adopted.*

## III. SAC Resource Updates

### a. SAC Dashboard

### b. Budget Overview

Banner Balance	\$ 408,726.65
Contingency	\$ 15,000.00
<b>Total Available Funds</b>	<b>\$ 393,726.65</b>
Holding/Encumbered	(\$33,125.10)
<b>Available to Allocate</b>	<b>\$ 360,601.55</b>

### c. Teaching Space Sub-Committee

#### i. Raider Room Review/Input

## IV. Discussion/Informational

### a. SAC OP

#### i. New Construction/Renovation Form Updates

*Updates in Additional of Space; Form A and Space Construction Renovation; Form F.*

#### ii. (110) Classroom Additions

*Updated process for review of new classroom addition on campus through the SAC.*

### b. SAC Routing

*Process for routing space requests to the SAC after evaluation of a surplus/deficit threshold and routing if requests are not brought directly to the committee.*

### c. Furniture Tiers

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*Office space tiers of furniture package to meet the need of office space, office function, and FTE tier with cost considerations in mind.*

d. System Backfill Project Updates

i. Upcoming Moves

*Completed*

ii. Construction Updates

1. Texas Tech Plaza 1<sup>st</sup> Floor

*Review of design proposal.*

2. Drane Hall

*Planning of Phase Three; Third and 2<sup>nd</sup> floor life safety updated completed. Backfill of occupants completed providing space to Art and Sciences in Holden Hall.*

e. College Dashboard

1. Delay Discussion

**V. Adjournment: Next meeting is 12/6/2019**