

SPACE ALLOCATION COMMITTEE

Meeting Agenda | April 1, 2021

<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. Approval of Minutes
- II. *The first order of business was to accept the minutes from the previous meeting. Rob Stewart moved to approve the minutes as presented, Joseph Heppert seconded; the motion was adopted.*

III. Guest Speaker

- a. Procurement Services
 - i. Lease Agreement Process
Jennifer Adling and Joshua Deleon presented a lease agreement process to include the SAC at earlier stages of the space discussion process. Recommendations were provided from the Committee and updates will be made by the procurement team for additional review.
- b. Student Disability Services Space Request (Weeks Hall Costume Shop)
Larry Philippe presented additional details to provide justification for a space request to support Student disability Services specifically in the TECHniques Center for anticipated growth in Weeks Hall.

IV. New Business

- a. Weeks Hall Costume Shop - SDS Space Request/Redesign
The request for additional space for the TECHniques Center is contingent on the completion of the Charles Maedgen Theatre expansion Phase II and the relocation of the CVPA Costume Shop planned for Fall 22. Alternative options and impacts of required building infrastructure were discussed. Noel Sloan proposed ODPA gain additional information from Student Disability Services about the TECHniques Center before an allocation could be provide. The Committee agreed and the request was tabled.
- b. FY21 Raider Room AV Life Cycle Upgrades Funding Request
ODPA presented information for forecasting Raider Room life cycle upgrades through 2028. ODPA also proposed a metric based approach to replacing aging technology and allocating funding requests to specific initiatives. ODPA requested \$190,000 or 55% of the estimated Annual AV life cycle cost. Noel Sloan motioned, Rob Stewart Seconded; the motion was adopted.
- c. Raider Room Seat Numbering Funding Request
ODPA has requested funding for numbering fixed seating in 12 Raider Rooms in the amount of \$3,341.80. The Committee elected to review the next request before motioning to vote.
- d. Biology LH100 Technology/Phased Raider Room Option
ODPA has requested a two-part vote to address the future management of Biology LH100. Vote one, was a request for the SAC to take a phased approach to converting LH100 Classroom (110) into a Raider Room. Vote

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two, was a request to support the failing AV in the space in the amount of \$27,198.85 as an immediate solution. Noel Sloan motioned to adopt the approval of the Raider Room Seating funding request, Biology LH100 phased approach to become a Raider Room, and the funding request to immediately support the AV in Biology LH100. Carol Sumner seconded; the motion was adopted.

V. SAC Resource Updates

- a. SAC Dashboard
- b. Budget Overview

Banner Balance	\$ 325,928.20
Contingency	\$ 15,000.00
Total Available Funds	\$ 310,928.20
Holding/Encumbered	\$1,529.49
Available to Allocate	\$ 312,457.69

VI. Discussion/Informational

- a. Doak Digital Signage
 - ODPA presented information regarding a way-finding technology solution in Doak Hall to support traffic flow from the West side of the building with the anticipation that this type of request may occur more often across campus.*
- b. Project Updates
 - i. Construction Updates
 - 1. Drane Restrooms
 - ii. Relocation Updates
 - 1. Weeks

VII. Adjournment: Next meeting TBD