

# SPACE ALLOCATION COMMITTEE

Meeting Agenda | June 28, 2022

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

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**Committee Chair:** Noel Sloan

**Committee Members:** Michael Ballou, Joseph Heppert, Mitzi Lauderdale, Kent Meredith, Carol Sumner

**Facilitators:** Sean Childers, Lissa Munoz, Emily Spaulding

**Absent:** Micheal Ballou

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## I. Call to Order

- a. Approval of Minutes

## II. New Business

- a. Enrollment Management Space Request

- i. Office of the Provost request the additional office in West Hall, 00239, to support the Associate Director of Undergraduate Regional and Online Recruitment position. Joseph Heppert motioned; Mitzi Lauderdale seconded; the motion was adopted.*

- b. Outreach and Engagement Space Request

- i. Outreach and Engagement has requested previously for space to support 2 faculty fellows and has demonstrated a maximized utilization of current space. Since the reorganization within the Office of the Provost, O&E discussed a partial off-campus option would support some of their functions. ODPa presented 2 options to include Drane 1<sup>st</sup> floor space and space in TTU Downtown Center. Mitzi Lauderdale motioned to approve option 2; Rob Stewart seconded; the motion was adopted. \*\*Campus Leadership proposed an alternative option in Administration Building to support the additional space need and allows O&E to remain in their current space on the third floor of Drane.*

- c. LGBTQIA Space Request

- i. LGBTQIA will be asked to relocate from SUB second floor as a part of the functional reorganization of the building and to potential accommodate incoming groups to centralize some student services. ODPa proposed an option of third floor Drane, contingent on the previous O&E voting item. Mitzi Lauderdale motioned; Joseph Hepper seconded; the motion was adopted.*

- d. Office of the Provost Space Request

- i. The Office of the Provost requested additional space to relocate staff from the SUB. ODPa provided recommendations for offices 00312, 00314, 00314A, and 00316. Rob Stewart motioned to approve; Noel Sloan seconded; the motion carried.*

- e. Institutional Research Space Request

- i. Institutional Research requested to maintain their existing storage in the basement of the administration building after their recent move to TTU Plaza 4<sup>th</sup> floor until an alternative can be identified or until a competing need arose. Noel Sloan motioned to approve; Kent Meredith seconded; the motion was carried.*

- f. Mother Friendly Room Temporary Space Request

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- i. ODPa received a request for a temporary space in TTU Downtown Center to serve as a Mother Friendly room with no plan convert with construction. ODPa provided the option of using 00224A. Mitzi Lauderdale moved to approve; Heppert seconded; the motion carried.*
- g. Quonset Hut Space Request
  - i. Theatre and Dance were asked to vacate the Quonset Hut, building NCB001. Onsite storage to support the items the department would like to retain could not be identified to meet their needs. Offsite Storage was identified by the college and are requesting to lease a space of 3,000 ASF for 1 year. Noel Sloan motioned to approve; Mitzi Lauderdale seconded; the motion carried.*

### III. SAC Resource Updates

- a. SAC Dashboard
- b. Budget Overview

### IV. Discussion/Informational

- a. MediaSite – HEERF Technology Request
  - i. ODPa provided feedback from the TSSC meeting regarding the MediaSite review technology process.*
- b. Humanities Space Request Update
  - i. ODPa provided feedback to the SAC that this previous request was managed internally with the requesting department. No additional space need at this time.*
- c. Project Updates
  - i. Construction Updates
  - ii. Relocation Updates
- d. Space Request Back Log
  - i. Review

### V. Adjournment: Next meeting July 26th, 2022