

SPACE ALLOCATION COMMITTEE

Meeting Minutes | August 25, 2017

Committee Chair: Noel Sloan

Committee Members: David Dorsett, Paul Frazier, Kent Meredith, Rob Stewart

Facilitators: Sean Childers, Kate Haenchen, Brandon Hennington

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, Noel Sloan seconded; the motion was adopted.

II. Committee Resource Updates

- a. SAC Dashboard

Construction additions and the current state of the SF deficit was addressed as more projects are being planned and added to the list. The next legislative session will address the next HEAF allocation, therefore awareness of the deficit is important moving forward.

- b. Budget Overview

Banner Balance	\$ 378,723.65
Contingency	\$ 15,000.00
Total Available Funds	\$ 363,723.65
Encumbered	(\$530,849.78)
Available to Allocate	\$ (167,126.13)

Encumbrances:	
Raider Room - FORL 00001	(\$150,000.00)
Raider Room Technology Lifecycle	(\$154,775.07)
MediaComm 00153 - LifeCycle - Taurus	
MediaComm 00067 - LifeCycle - Taurus	
MediaComm 00353 - LifeCycle- Taurus	
MediaComm 00028 - LifeCycle- Taurus	
MediaComm 00359 - LifeCycle- Taurus	
MediaComm 00168 - LifeCycle- Taurus	
MediaComm 00157 - LifeCycle- Taurus	
MediaComm 00155 - LifeCycle- Taurus	
MediaComm 00166 - LifeCycle- Taurus	
Additional eLearning Funds	(\$8,972.28)

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III. Discussion/Informational

- a. System Backfill Project Updates
 - i. Upcoming Moves

Updates to the schedule and potential dates for fall moves were presented. The committee will be updated as the schedules shift.
 - ii. IT Administration Office Locks

The Office of the CIO has been allotted additional space in the Administration Building they would like to have electronic locks installed on the doors like our Admin. 245/248 offices. Mr. Segran wanted to check to see if the renovation project will cover the cost of these locks. Noel Sloan moved that sharing costs with the department as a part of their allocated funds for the project would be supported by the committee. Rob Steward seconded; the motion was adopted.
- b. Space Requests:
 - i. Media & Communication Office Space

Media Communication teaches all of the oral courses for RCOBA and RCOBA provides funding. They would like to transfer 6-7 faculty to Media & Communication and control of a 30-40 person classroom, and are therefore requesting additional space. A meeting is scheduled with the Provost to discuss in greater detail.
 - ii. Administration 244 Permanent Video Conferencing

Additional support for the Admin 244 conference room is requested, in the form of video conferencing to be located in the center of the room. This is the support the hybrid (face/face and distance) course taught here. The committee discussed that academic activity should be pushed to Raider Rooms, and additional conferencing in the building should be moved to other spaces that have the technology rather than spend the funds to update this space.
- c. Raider Room SUE
 - i. Space Precedents

A presentations was shared with the committee outlining some ideas for forward movement with SUE, priority scheduling, and region assignments in Ad Astra.

IV. Old Business

- a. Space Requests
 - i. Graduate Student Center Alternate Location Update

The Graduate Student Center needs to be relocated to increase accessibility. The first option to move to Weeks has been tabled due to the Costume Shop electing to stay in the Weeks building. The Long-term Solution is a different location in Weeks, but temporary options will be further explored and returned to the committee in the next meeting.

V. New Business (Require Votes)

- a. Drane Updates from Meetings

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Since the last meeting, the Drane allocations were communicated to the leadership of the future occupants. These occupants had some feedback regarding their allocations and those were discussed in this meeting. Changes include:

- *Delay Vietnam Center Move*
- *Delay Student Conduct Move*
- *Investigate RISE/Title IX switch*
- *Move HPCC to a higher floor*

Rob Stewart moved to approve the changes as discussed above. Noel Sloan seconded; the motion was adopted.

b. Teaching Space/Raider Rooms:

i. Wind Energy Engineering Classroom

They would like to renovate Holden Hall 006 and be given priority scheduling for it instead of Holden Hall 005. The renovation would require: wiring, cameras and mike mounts, TV mounts, electric and networking for our podium, white boards, carpet, seating, and paint. Noel Sloan moved to approve the switch so long as WEE is funding the changes and renovation. Paul Frazier seconded; the motion was adopted.

VI. Adjournment: Next meeting is September 29, 2017

VII. Digital Vote

a. VPA Additional Faculty Office

A SKYPE call was scheduled to discuss off-cycle approvals. The need for additional faculty office space for Theater & Dance in the Development building was discussed as a temporary location while their building addition is under construction. This request is for an additional private office for a tenure-track faculty member.

***A digital vote was sent 9/14/2017. The motion was approved with a unanimous vote to approve the temporary allocation of 00120 in the Development building to the department.*

b. RISE Space Allocation

A SKYPE call was scheduled to discuss off-cycle approvals. The need to allocate office space to the RISE office in order to vacate office space in the Student Wellness Center to begin construction on the clinic. This vote is for allocation of 00243, 00245, 00247, 00247A and 00250 below to RISE in Drane Hall.

***A digital vote was sent 9/14/2017. The motion was approved with a unanimous vote to approve the allocation of the above mentioned rooms in Drane to the department.*

c. Faculty Senate Office Space

A SKYPE call was scheduled to discuss off-cycle approvals. The need to allocate an alternate location for Faculty Senate based on their need to be on the first floor was discussed. This vote was for allocation of 00115 and 00116 in Drane Hall to Faculty Senate

***A digital vote was sent 9/14/2017. The motion was approved with a unanimous vote to approve the allocation of the above mentioned rooms in Drane to the department.*

Open/Pending Requests

d. Pending Request Log

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- i. HPCC Solutions – Data Center*
- ii. Student Resolutions*
- iii. Library Additional Stacks Storage*
- iv. Raider Room IT Support Staff Office*
- v. Payroll & Tax Renovation and Furniture Funding*
- e. Tabled Request Log*
 - i. Ombudsman (Provost)*
 - ii. Scheduling Regions & Geography Review*