

SPACE ALLOCATION COMMITTEE

Meeting Minutes | January 26, 2018

Committee Chair: Noel Sloan

Committee Members: David Dorsett, Cathy Duran, 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, David Dorsett seconded; the motion was adopted.

II. Committee Resource Updates

- a. SAC Dashboard

The dashboards were discussed to show the addition of graphics to provide support and clarity for the campus square footage deficit. In addition, the Psychological Sciences project was discussed specifically in relationship to the use of swing space on campus; due to the relocations, swing space is extremely limited.

- b. Budget Overview

Banner Balance	\$ 609,575.26
Contingency	\$ 15,000.00
Total Available Funds	\$ 594,575.26
Encumbered	(\$159,304.13)
Available to Allocate	\$ 435,271.13

Encumbrances:	
Raider Room - FORL 00001 (<i>Alternative Source</i>)	
Additional eLearning Funds (Remainder)	(\$4,751.57)
ITHC Lock Cost Share (Remainder)	(\$5,370.96)
Admin 2nd Floor - LVR Carpet	(\$6,381.60)
Admin 233 Renovation	(\$142,800.00)

III. Discussion/Informational

- a. Nominations for Additional Members

Previously, Noel Sloan approached the committee about adjusting the membership to follow a more formal and rotating process as well as an updated version of the OP including additional members and cycles of service. These additional members are intended to expand the committee in order to address institutional needs of the university. Dr. Elizabeth Sharp and Dr. Joseph Heppert will be invited to attend the February meeting.

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Nominations include:

Associate Dean from Research – Michael Ballou

Animal & Food Sciences, College of Agriculture and Natural Resources

Associate Dean from Academics – Mitzi Lauderdale

Personal Financial Planning, College of Human Sciences

b. Psychological Sciences Updates

Over the holiday break, a flood damaged a large portion of the Psychological Sciences building. The building occupants were vacated and are now officing in Drane Hall and TTU Plaza. The contents of the building were relocated to storage at Reese Technology Center in order to be inventoried and replaced as necessary. Presently, the Psychological Sciences building is undergoing repair and renovations with the goal of reoccupying the building in early March 2018.

c. System Backfill Project Updates

i. Upcoming Moves

Updates to the schedule and potential dates for moves were presented. Most importantly, the committee was informed that the potential impact of the Psychological Sciences building appears to be minimal, presently, on the overall System Backfill project scope. However, the committee will be updated as the schedules shift.

ii. Construction Updates

Updates to the schedule and potential dates for construction were presented, similarly, in relationship to the potential impact of the Psychological Science's building project. Departments are scheduled to move in last March or Early April. The committee will be updated as the schedules shift.

iii. Administration Stack Updates

1. Outreach & Engagement

A request was routed through the Provost's office for this office to be relocated to the Administration Building. The committee requested that the Program of Requirements be completed and routed through the President's Office for consideration.

2. OnRamps

A Program of Requirements was sent indicating that the OnRamps office will need more space than initially allocated in the Administration Building. The committee recommended that Rob Stewart confirm with the department if staying in Drane, a building that has more available space, would be a workable option.

3. Commencement

The Commencement Office was relocated to the Physical Plant when the basement of the Administration Building needed to be vacated for renovation. Furthermore, their space was allocated to the Provost for other uses. The SAC and Operations completed an MOU (Memorandum of Understanding) set to follow up on the loan of space to the department in a year's time.

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IV. New Business (Require Votes)

a. Space Requests:

i. Media & Communication 00165

The Commencement Office was relocated to the Physical Plant when the basement of the Administration Building needed to be vacated for renovation. Furthermore, their space was allocated to the Provost for other uses. The SAC and Operations completed an MOU (Memorandum of Understanding) set to follow up on the loan of space to the department in a year's time.

ii. Architecture/Art Space

The College of Architecture is interested in using some exterior space currently occupied by the School of Art. The SAC recommends that the Deans of College and Visual Performing Arts discuss the potential change of ownership.

V. Adjournment: Next meeting is February 23, 2018

Open/Pending Requests

a. Pending Request Log

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

vi. Graduate Student Center Alternate Location Update

vii. Academic Testing Center

viii. IA Call Center (Media Comm)

b. Tabled Request Log

i. Ombudsman (Provost)

ii. Scheduling Regions & Geography Review

iii. SOAR Meeting Room Allocations

VI. Digital Vote

a. Communication & Marketing Data Funding

In order to relocate Communication & Marketing in the Administration building additional data is needed. The request was for \$8,708.00.

***A digital vote was sent 2/7/2018. The motion was approved with a unanimous vote to approve allocation of funds.*

b. AFISM Cubicle Funding

AFISM is moving from TTU Downtown Center to TTU Plaza as a part of the System Backfill Project in an effort to co-locate all A&F departments and free-up space on the core of campus. The cost for cubicle upgrade for their new office space exceeds the current project budget. The request was for \$8,708.00.

***A digital vote was sent 2/9/2018. The motion was approved with a unanimous vote to approve allocation of funds.*