

# SPACE ALLOCATION COMMITTEE

Meeting Minutes | March 30, 2018

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

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**Committee Chair:** Noel Sloan

**Committee Members:** Michael Ballou, Cathy Duran, Paul Frazier, Joseph Heppert, Mitzi Lauderdale, Kent Meredith, Rob Stewart

**Facilitators:** Sean Childers, Kate Haenchen, Brandon Hennington

**Absent:** David Dorsett, Elizabeth Sharp

**Guests:** Andrew Martin (CVPA), Chuck Long (FMI), Bradley Martin (A&F)

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## I. Call to Order

### a. Introduction of Guests

*Introductions were made to include both committee members as well as guests invited to provide additional feedback for requests.*

### b. 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. New Business

### a. Space Use Changes:

#### i. Food Tech 00206

*CASNR requested that this classroom be converted into research space. Both the Registrar's Office and ODPa support the decision to convert the space due to low utilization scores. Michael Ballou was able to provide additional insight into the strategy and plans associated with the change. Noel Sloan moved to approve the space use change. Kent Meredith seconded; the motion was adopted.*

### b. Space Requests:

#### i. CVPA Temporary Office

*Andrew Martin attended to explain this request, provide additional information and answer questions for the committee as needed. The CVPA has recruited interdisciplinary faculty and have had difficulty identifying appropriate office space. This request is for a faculty member to move into space in the Development Office building. Noel Sloan moved that Development Office 00122 be temporarily allocated to the CVPA for this faculty member, with a review to take place when the Department of Theater and Dance moves into their new space. Rob Stewart seconded; the motion was adopted.*

### c. Funding Requests:

#### i. Administration 167-169 Renovation – \$25,858.04

*Chuck Long attended in Ben Powell's place to explain this request, provide additional information and answer questions for the committee as needed. The Free Market Institute is planned to move into the space on the first floor*

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*of the Administration Building as a part of the strategic moves associated with the System Backfill project. Their request is for funding to adjust door locations, door swings, and create an additional private office to support their departmental functions. Joseph Heppert moved to approve the funding request for the FMI. Michael Ballou seconded; the motion was adopted.*

- ii. Administration 2<sup>nd</sup> Floor CIO - \$14,200.14
  - 1. Door Removal - \$2,298.64
  - 2. Light Fixtures – \$9,944.22
  - 3. Wooden Blinds – \$1,957.28

*Sean Childers presented in Sam Segran's place to explain this request, provide additional information and answer questions for the committee as needed. The CIO requested funding for spatial upgrade to include removing a door between two rooms, upgrade of light fixtures to LED fixtures, and upgrade of wooden blinds. The committee discussed that these requests were more aesthetic than functional. Noel Sloan moved to **deny approval** of the funding request by the CIO. Rob Stewart seconded; the motion was adopted.*

- iii. TTU Plaza Security Upgrades - \$11,236.84

*Bradley Martin attended in Sharon Williamson's place to explain this request, provide additional information and answer questions for the committee as needed. TTU Plaza's 2<sup>nd</sup> floor conference rooms are intended to be used as a shared resource for the building. As such, the rooms are used after business hours for OLLI meetings. This request is for additional security measures to secure offices from the public. Cathy Duran moved to approve the funding request for the TTU Plaza. Joseph Heppert seconded; the motion was adopted.*

- iv. Raider Room Life Cycle Funding - \$224,682.75

*Kate Haenchen was able to explain this request, provide additional information and answer questions for the committee as needed. Starting FY 2017, the SAC assisted in supporting the development of a technology lifecycle resulting in 9 rooms and approximately \$169,000. The request in this meeting was for approximate 20 rooms, including some items that were "out of cycle" but have already failed, resulting in a request of \$224,682.75. Rob Stewart raised concern about replacing them all at the same time and asked for feedback when the rooms would be cycled. Noel Sloan moved to approve the funding request for the Raider Room FY2018 Lifecycle. Rob Stewart seconded; the motion was adopted.*

### III. Committee Resource Updates

- a. SAC Dashboard

*The dashboards were discussed to show the addition of graphics to provide support and clarity for changing SUE score and projections for Fall 2018. The number show a projected increase in Campus SUE (31 to 33) and a project increase in Raider Room SUE (34 to 38) marking the first time the Raider Rooms have met the criteria for SUE compliance in the overall score since the inception of the project.*

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b. Budget Overview

Banner Balance	\$ 452,688.28
Contingency	\$ 15,000.00
<b>Total Available Funds</b>	<b>\$ 437,688.28</b>
Encumbered	( <b>\$46,258.61</b> )
<b>Available to Allocate</b>	<b>\$ 391,429.67</b>

<b>Encumbrances:</b>	
Raider Room - FORL 00001 ( <i>Alternative Source</i> )	
Communication & Marketing Data	( <b>\$8,708.00</b> )
Raider Room Signs	( <b>\$5,677.00</b> )
AFISM Cubicles	( <b>\$25,098.17</b> )
AFISM Training	( <b>\$6,775.44</b> )

<b>Money Released from Encumbrances</b>	
Additional eLearning Funds (Remainder)	\$4,751.57
Admin 2nd Floor - LVR Carpet (Remainder)	\$3,389.00
<b>Total Returned</b>	<b>\$ 8,140.57</b>

c. SAC Teaching Space Sub-Committee

*In previous committee meetings, many discussions have revolved around the needs, demands, and challenges facing teaching space and the reported metrics. The development of the Sub-Committee aims to focus on the details of these issues in order to provide solutions for the SAC to review.*

*Operating under the purview of the Space Allocation Committee (SAC), the purpose of this sub-committee is to provide relevant and robust solutions for teaching space related issues. More specifically, this committee will provide recommendations for policy and procedure for:*

- *Continuous Improvement for Space Use Efficiency (SUE) Scores*
- *Development and Implementation of a Priority Scheduling Model*
- *Recommend Strategic Conversions of Classrooms for other campus space needs*
- *Provide recommendations for future teaching space needs, functionality and technology*

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## IV. Discussion/Informational

- a. Psychological Sciences Updates  
*Over the holiday break, a flood damaged a large portion do 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. Repairs are mostly complete and occupants are being moved in currently.*
- b. System Backfill Project Updates
  - i. Upcoming Moves
    1. Outreach & Engagement  
*Confirmation of the location of Outreach and Engagement's allocation in the Administration Building was shared with the committee. ODPA will reach out to schedule a move this month.*
    2. OnRamps  
*OnRamps location has been discussed in a variety of locations. Based on the need to move Outreach and Engagement to Administration, and the need for OnRamps to have more space than initially expected, alternate solutions were presented to the committee. Noel Sloan moved to allocate Drane 00263 and 00261. Rob Stewart seconded; the motion was adopted.*
  - ii. Construction Updates
    1. Drane Hall  
*Due to time limitations, this item will be discussed in the April committee meeting.*
- c. Media & Communication/IA Call Center  
*Based on the needs shared by the College of Media & Communication, space is needed and they have requested the space where the IA Call Center is located. There were no clear options, therefore Noel Sloan suggested that she speak with some of the TTU System leadership.*
- d. College of Arts & Sciences Master Plan Review  
*Due to time limitations, this item will be discussed in the April committee meeting.*
- e. Weeks Hall Renovation Priorities  
*The priorities for the occupants for Weeks Hall were shared with the committee. Noel Sloan suggested that swing space take a different priority for the building.*

## V. Adjournment: Next meeting is April 27, 2018

### Open/Pending Requests

- a. Pending Request Log
  - i. HPCC Solutions – Data Center
  - ii. Student Resolutions
  - iii. Library Additional Stacks Storage

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- 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*
- b. *Tabled Request Log*
  - i. *Ombudsman (Provost)*
  - ii. *Scheduling Regions & Geography Review*
  - iii. *SOAR Meeting Room Allocations*