

SPACE ALLOCATION COMMITTEE

Meeting Minutes | November 3, 2017

Committee Chair: Noel Sloan

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

Facilitators: Sean Childers, Kate Haenchen, Brandon Hennington

All Members Were Present

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, Paul Frasier seconded; the motion was adopted.

II. Committee Resource Updates

- a. SAC Dashboard

There was no update to the dashboard from the last meeting, however new information regarding the updated SUE score from the Fall 2017 submission were presented. Following discussion, the committee requested additional information and representation of the metrics. ODPa will bring further explanation of the metrics as well as additional graphics to the next meeting. These details will be used in communication with the departments on campus and potentially accompany messaging with the Raider Room renovations.

- b. Budget Overview

Banner Balance	\$ 621,446.61
Contingency	\$ 15,000.00
Total Available Funds	\$ 606,446.61
Encumbered	(\$183,668.83)
Available to Allocate	\$ 422,777.78

Encumbrances:	
Raider Room - FORL 00001	(\$150,000.00)
Raider Room Technology Lifecycle	
MediaComm 00166 - LifeCycle- Taurus	(\$19,070.55)
Additional eLearning Funds	(\$8,972.28)
ITHC Lock Cost Share	(\$5,626.00)

III. Discussion/Informational

- a. Committee Membership

Noel Sloan approached the committee about adjusting the membership to follow a more formal and rotating process. She requested that the OP be edited to include the plan for membership and rotating members. ODPa will provide an updated draft for the December meeting.

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- b. Holiday Meeting Schedule
 - i. Proposed Early December Meeting

Discussion of the Holiday meeting schedule occurred; the committee elected to meet once for November and December in early December.
- c. 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.
- d. New Construction Participation
 - i. Maedgen Theatre Addition

ODPA met with FP&C to discuss some of the future opportunities for shared information in the early parts of the building programming and construction process. This change could potentially bring the SAC into the discussions with new buildings as they are coming online.
- e. Raider Room Signage

Glassboard signage was discussed in the previous meeting, as a means to identify Raider Rooms, but to also provide a method for instructor posting on the signs. Rob Stewart moved that these signs be funded by the SAC. Noel Sloan seconded, the motion was adopted.

IV. New Business (Require Votes)

- a. Drane Updates from Meetings
 - i. Conference Room Furniture & AV

The question of funding for conference rooms in Drane Hall was brought up to discuss a way forward and methodology for the building. The committee discussed and requested that the use of funding be situational. Currently, the committee supports standing up rooms that are lacking, but they do not wish that construction and move costs be used for all conference rooms in the building or System Backfill Project.
- b. Space Requests:
 - i. Humanities Office in Drane Hall

The Humanities Center offers an annual fellowship to a visiting scholar in the spring semester of each year. They require an office and full library privileges and after hours building access. The Humanities Center requested adjacent office space to their current offices in Drane Hall. Noel Sloan moved to approve a temporary allocation (through the Spring Semester) for visiting faculty; future allocations will be addressed as needed. David Dorsett seconded; the motion was adopted.
 - ii. Academic Testing Center in West Hall

The Academic Testing Center requested additional office space in West Hall, specifically the space that was allocated to the Registrar's Office in the September SAC meeting. However, additional options for the ATC will be considered in the future.
 - iii. File Storage
 - 1. TTU Plaza – USMA Building Files

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2. Old Grantham – BMC Assorted Files

The files in the Erskine Warehouse need to be relocated in order to make room for the Vietnam Center's helicopter storage. Noel Sloan approved the use of the locations listed above for file storage. Kent Meredith seconded; the motion was adopted.

V. Adjournment: Next meeting is November 17, 2017

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*
- b. *Tabled Request Log*
 - i. *Ombudsman (Provost)*
 - ii. *Scheduling Regions & Geography Review*

VI. Digital Vote

- a. **Office of Research Commercialization Temporary Space**

In support of the Life Safety project occurring in TTU Plaza, ORC requires temporary office space for the duration of the renovation of the 1st floor. ODPa recommend the use of 00407 and 00408, which is currently vacant, to be used for the duration of the renovation (+/- 20 days).

***A digital vote was sent 11/14/2017. The motion was approved with a unanimous vote to approve the temporary allocation.*