

SPACE ALLOCATION COMMITTEE

Meeting Agenda | September 29, 2017

Committee Chair: Noel Sloan

Committee Members: David Dorsett, Kent Meredith

Facilitators: Sean Childers, Kate Haenchen, Brandon Hennington

Absent: Paul Frazier, Rob Stewart

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

There was no update to the dashboard from the last meeting, however, the THECB submissions are due in October, so updated numbers should be presented soon.

- b. Budget Overview

Banner Balance	\$ 627,118.61
Contingency	\$ 15,000.00
Total Available Funds	\$ 612,118.61
Encumbered	(\$178,042.83)
Available to Allocate	\$ 434,075.78

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)

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.

- b. Raider Room SUE

- i. Customer Feedback

ODPA has received a lot of feedback regarding the Raider Room project that has posed some potential for change. In the meeting, the plans to increase communication and collaboration with departments was discussed, as well as additional flexibility of technology and access to the Raider Room for section activity.

- ii. Space Precedents

The teaching space taskforce developed a concept for looking into the issues surrounding different zones on the TTU campus. In that process, a method for managing the priority of spaces was developed. This proposal aims to manage priority to space based on:

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- *A department's modeled number of classrooms*
- *Scarce capacities (rooms \geq 80)*
- *Size of classrooms in relationship to historical actual enrollment*
- *Details related to SUE*

It has not been put into action yet, but many of the scheduling issues departments are experiencing could be mitigated with some of these implementations.

iii. Naming of Rooms

- I. *Media & Communication has a donor that would like to donate scholarship funds in exchange for naming classrooms in the building. These spaces (00067, 00155, 00255, and 00359) are currently all Raider Rooms. Noel Sloan said that should would discuss with Institutional Advancement.*

iv. Raider Room Transfer

ODPA is currently working on a building optimization project with Media & Communication. Though they do not show a current demand for office space, they show a need for dedicated teaching space. ODPAs requests giving them a Raider Room, 00080 to help offset the space need. Noel Sloan moved to give this room to the College of Media & Communication to use as a Class Laboratory. This would include the removal of furniture, technology and other centralized investments in the room to remain as resources for the Raider Room project. David Dorsett seconded; the motion was adopted.

c. Architecture Building

ODPA is currently working on a building optimization project with Media & Communication. In this process, information concerning the lock mechanism and access to a classroom was raised, since this was not a centralized lock and this lock prevents access to a central resource. Noel Sloan moved to remove the lock and install a global lock to be managed centrally at the expense of the College of Visual and Performing Arts. Kent Meredith seconded; the motion was adopted.

d. Maedgen Theatre Addition

The current program was brought up to highlight some of the changes made that will affect system backfill projects.

IV. New Business (Require Votes)

a. Drane Updates from Meetings

i. ADA and Faculty Senate

The current allocations were voted on in a digital vote between meetings. They were brought up in case there were any additional questions or discussion the committee wanted to have.

b. Space Requests:

i. Humanities Office in Foreign Language

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

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adjacent office space to their current offices in Drane Hall. The Committee moved to table the request until additional information could be gathered.

ii. Registrar's Office Space

The Registrar's office request additional office space in order to co-locate all of their staff. Noel Sloan moved to allocate the space in West Hall that will become vacant following moves to Drane Hall. Kent Meredith seconded; the motion was adopted.

c. Funding Requests:

i. Communication & Marketing Renovations

Glass Door Glazing - \$469.04

Replace Carpet - \$7,900

Build a Wall - \$5,998.79

Total: \$14,367.83

The Office of Communication and Marketing requested funding for changes to their new space allocation. Noel Sloan moved to allocate funds for Door Glazing and Carpet, but not for the wall construction (\$8,369.04). David Dorsett seconded; the motion was adopted.

d. Teaching Space/Raider Rooms:

i. Biology 00102

Dr. Chesser in Biology requested that this room be removed from central use as a classroom and be coded as a conference room for the department beginning in Spring 2018. Noel Sloan moved to approve the change, so long as the scheduled activity in the space reflects a conference space use code. Kent Meredith seconded; the motion was adopted.

ii. Biology LH100

Dr. Chesser in Biology requested that this room be added to the list to be considered as a Raider Room. The committee discussed that the best routing for this room to be considered in the project is to be submitted as a CIP project to the FAC for yearly review.

V. Adjournment: Next meeting is October 27, 2017

VI. Digital Vote

a. Communication & Marketing Renovations Updating Funding

Replace Carpet in Conference Room- \$7,900

Replace Carpet in Restrooms - \$1,870

Total: \$9,770

The Office of Communication and Marketing requested funding for changes to their new space allocation. The numbers were presented incorrectly in the meeting for the carpet; the updated numbers show an increase of \$1,870, with a total allocation of \$9,770.

***A digital vote was sent 10/3/2017. The motion was approved with a unanimous vote to approve the temporary allocation the updated funding.*

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b. TTU Plaza Life Safety Temporary

In support of the Life Safety project occurring in TTU Plaza, Human Sciences occupants. All occupants except for one have alternate locations or flexible travel schedules that were able to accommodate the disruption. ODPAs recommend the use of 00404 in TTU Plaza to accommodate this person until the end of the life cycle update on that floor (+/- 20 days).

***A digital vote was sent 10/25/2017. The motion was approved with a unanimous vote to approve the temporary allocation.*

Open/Pending Requests

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