

Texas Woman's University

Space Utilization Advisory Committee Meeting Minutes May 10, 2018

- **Welcome**

- **Review of Minutes from April 12 & 24, 2018 meetings:**
 - April 12th - Approved as written
 - April 24th - Approved as amended. Pioneer Center for Excellence on Dallas campus - amended to add the classroom space reference as Room 2504.

- **Review of requests for space (Jennifer Martin/B. J. Crain)**
 - **Old Main 2nd floor- Institute for Women's Leadership (IWL) - name recently was changed**
 - Texas Legislature gave TWU \$7.2 million to develop IWL; private donor provided \$2 million.
 - IWL location will be in Old Main Building (OMB), the first building built on TWU campus, entire 2nd floor will be utilized. Provides prime location to showcase the Institute for Women's Leadership.
 - Committee is tasked with recommending proposal to move 5 departments currently on 2nd floor of OMB to new locations:
 - Social Work program (SW)
 - Fashion and Textiles program (F&T)- sketching and construction/design labs
 - Scientific Equipment Repair Services (SERS)
 - Law Enforcement Management Institute of Texas (LEMIT) - TWU is one of 3 schools in Texas to provide LEMIT programming.
 - Dental Hygiene program (DH) - faculty and laboratory
 - Lynda Martin, Project Manager - Planning & Design, Facilities Management & Construction, presented proposal for relocations. Past 2-3 months the Facilities' planning group has worked developing relocation plans with all TWU departments involved and the architect - Stewart Barnett Little - SBL Architecture, Inc.
 - Lynda reviewed the move matrix with floor plans detailing each department's moving to other areas within OMB or other buildings on campus. Most moves will be permanent moves and a few will be temporary moves. Focus is always to minimize ripple projects and limit extensive renovations.

➤ **Relocations within OMB:**

- **Social Work Suite** – Rooms 203, 200 and 205 – proposal to move to 4th floor of Old Main. The 4th floor houses old F&T labs, and space will be repurposed for SW.
 - Plans are being explored to find other space for work done in the F&T labs. Move will also create ripple effect for offices currently housed on 4th floor.
- **LEMIT Suite 202** – proposal to move to 1st floor of OMB 105 and 105A, space is not currently being utilized. Slightly smaller space will accommodate LEMIT needs.
- **Fashion & Textiles** two classroom laboratories – Sketch Lab is in Room 208. Mega Design Lab is in Rooms 209, 211 & 213 and open into each other for best flow of teaching/working needs of faculty & students.
 - Both F&T sketch lab and Mega design lab will be moved to OMB 4th floor.
 - Currently F&T occupies some space on 4th floor that will be repurposed for them. Current Biology offices and labs on 4th floor will need to be moved elsewhere on campus.
- **Scientific Equipment Repair Services** – Room 212 – Proposal of temporary move to OMB Room 103 which is currently owned by Biology, but not being utilized. In future, SERS will be permanently moved to new Science & Technology building.
- **Classroom on 4th floor** – Room 406. Classroom with 58 seats, frequently used. Proposal to move to 3rd floor in OMB Room 314, and occupants of Room 314 will move to Room 300, which will be an interdepartmental move.

➤ **Relocations from other locations on campus:**

- **Dental Hygiene to Multi-classroom Laboratory Building (MCL)** – currently in OMB and composed of large classroom plus offices for faculty/staff, conference rooms, and work rooms.
 - Proposal to move to MCL – 9th floor, Room 911. Currently Room 911 is multi-purpose classroom utilized by various TWU departments. The classroom in ASB 307 will be brought on-line providing alternate classroom space.
 - Dental Hygiene program and Communication Science and Disorders (CSD) departments have been combined to be led by one department chair. Moving to MCL facilitates both groups housed in same building, and to be permanent move.
 - **Biology - Dr. Gumienny's office to Graduate Research Building (GRB)** - currently in OMB 4th floor. Proposal for temporary move to GRB – Lab 205 & 206 – rooms not currently being utilized.
- **New space requests related to OMB project** - Request from General Saunders for IWL staff members. Accommodation will be made on the 1st floor of OMB Room 113, currently occupied by Risk Management.

- Build three temporary spaces for 1) new director of Center for Women in Politics and Public Policy, 2) Shannon Mantaro, director of the Center for Women in Business, (currently in Room 112), and 3) a new coordinator position.
 - **New space request not related to OMB project**
 - **Biology – Adding 4-6 new lecturers for Fall 2018, needing new offices.** Proposal to provide six cubicles in GRB Room 214 which is currently a library space assigned to Chemistry but is used for meetings by Biology staff, faculty and students.
 - Dr. Martin pointed out that changes in actual locations within the spaces described above may have to occur as design and construction begins.
 - The move management plan is forthcoming. All needs to happen quickly, to start now and complete in 3 months – goal is to have everyone in place for Fall 2018 semester.
 - VOTE:** Yes = 7; Noes = 0
- **Review of Process Map for Space Requests (Jennifer Martin)**
 - Process Map document will be added to SUAC website
 - **Professional Education Office space request:**
 - Stoddard Hall SH402 conference room being requested by COPE is 911 square feet (SF). Their internal conference room is 542 SF. Usual standard faculty offices are 120 SF, and three office requests would be smaller than the size of either of these rooms.
 - SH402 is used extensively. In past year 46 reservations have been made by conference services and additional reservations are made by the COPE department. Anticipate significant loss to campus if removed from space availability for the campus.
 - Event options in Hubbard Hall space are being closed at this time. This space provides an option for a large meeting space for campus-wide needs.
 - SH402 is impressive/attractive space to use for external guests. Includes kitchen in next room. Provides entertaining space which is not largely available on Denton campus at this time and this space is not required to use catering through the University's food service provider.
 - Could consider creating 4 office spaces in the internal conference room.
 - Space request to be tabled until further information is provided to the committee (Rob and Dr. Martin will tour spaces with Dean of COPE and bring a report back to the committee).
 - **Honors Program (HP) space request:** SUAC request form completed by Dr. Litton and signed by Dr. Utter.
 - HP includes Honors Scholar program and the Touchstone Program, and serves more than 500 students.

- Space outside of Pioneer Center for Student Excellence (PCSE) in Library is available, currently used for library stacks.
 - Dean Sears of Library and Josh Adams of PCSE are in full agreement with request from Honors Program.
 - Leverages the space in PCSE for the students in Honors program being able to use more campus resources that are available.
 - Office staff work and students gather in current HP space. Often crowded and is very tight space for their needs.
 - When activities are in Stoddard lobby then HP is not easily accessible.
 - Motion passed for further exploration utilizing the Project Information Form (PIF) process for the HP request to move to area near PCSE in Library.
- **Plans for requesting space in:**
 - **Human Resources Building (HR)** – entire building will become available for repurposing in October 2018 when HR moves into new parking garage building.
 - **Student Union (SU)** – in Fall of 2019 a large portion of three floors of SU will be made available with the new SU in Hubbard Hall opening.
 - The new housing residential village and the new stand-alone dining facility are scheduled to open in time for the Fall semester in 2019.
 - David Sweeten described areas that will remain in current Student Union. See attached floorplan, areas highlighted in green will remain in the Union.
 - Federal US Post Office is located on SU - 1st floor SU. Plans are to consolidate the TWU mailroom from ACT – 1st floor - into the USPS space. Health & Wellbeing Initiative will be moved into the current TWU mailroom space on 1st floor of ACT.
 - Process to be developed by committee to notify VP's of plans for space to be available and give deadline date to submit requests for space.
 - Suggest having SUAC sub-committees developed to review requests.
- **Houston Campus Food Service Operations** – locations for possible expanded food service area.
 - TWU is changing food service providers and Chartwell's will begin on June 2nd.
 - Houston campus needs improved food solutions. Chartwell's has been informed of need to explore preliminary options.
- **Updates and discussion items for next meeting:**
 - Update on Professional Education Office Space Request
 - Further discussion of process to notify VP's of spaces becoming available in Student Union and HR.

Committee members attending May 10th meeting: Myah Anderson, Greg Armor, Bill Beckham, B. J. Crain, Dennis Hoebee, Barbara Lerner, Jennifer Martin, Matthew Moore, Matt Moustakas, Ainslie Nibert, Rob Ramirez, Donna Scott-Tilley, Suzan South, Chad Swank (Dallas) and David Sweeten.

Guests Attending May 10th meeting: Lynda Martin, Project Manager – Planning & Design, Facilities Management & Construction

Next Meeting: Thursday, June 14, 2018 - 8:30a - 10:30a – Denton location: ACT 602 Conference Room (Houston and Dallas locations to remain the same)