

Texas Woman's University

Space Utilization Advisory Committee Meeting Minutes July 12, 2018

Welcome & introduction of new SUAC co-chair, Jason Tomlinson, Vice President for Finance and Administration

Review of Minutes from May 10, 2018 meeting: Approved as amended with two updates:

- Scientific Repair Services – room number change needed – Room 212
- Dental Hygiene - Classroom in ASB – room number change needed – Room 307

Update from SUAC presentation at Cabinet meeting on June 5, 2018 (Jennifer Martin/Jason Tomlinson)

Report given on what SUAC has accomplished so far. Value of SUAC is having the knowledge of what space priorities are needed. And the committee will recommend space options based on what is available and what will be optimal and appropriate usage of space.

Dr. Feyten asked that we provide report to inform the TWU community at beginning of new school year, highlighting SUAC website, process chart and forms. Additionally, the Master Plan will be finalized at end of August. Rob Ramirez offered to provide SUAC with refresher presentation in the Fall semester to ensure committee is considering the master plan goals with future space recommendations.

Review of Pending Space Requests:

- **Professional Ed Offices** – Rob and Jennifer toured space in Stoddard Hall with Dean of Professional Education. The Dean further reviewed request, assisted by Facilities design team, and has determined other available space that will work for the department's needs. Space request has been resolved.
- **Honors Scholars Program** – Project Information Request (PIF) has been reviewed by Facilities. Due to Facilities Project Design group's current workload, it has been determined further project development will be best served after Fall semester begins.
- **PCSE and Library Space on Houston Campus** – request has been placed on hold until can be reflective of results from completion of Master Plan. Also, others on Houston campus may be having academic space requests to be considered.
- **PCSE on Dallas campus** – The Project Information Form (PIF) has been submitted by department to Facilities. Rob will review status of the PIF process.

Review of New Space Requests:

- **Division of Student Life consolidating office spaces into present Student Union - new name of SU will be Breckenridge Hall** – will need to provide information of available space to the VP's. Other costs such as custodial services, repairs, etc., need to be considered when repurposing academic space. Significant issues in current building will require assessment/corrections for water leaks, ADA reviews, life safety reviews, feasibility issues, etc. Additionally, review of funds available to allocate for repurposing the building will be needed.

- **Houston campus Food Service Operations** – From VP of Student Life to have SUAC considering any space needs in Houston, consider desire to provide better food service on Houston campus. No specifics available at this time.
- **Department of Dance – Student Union (Breckenridge Hall) Retrofit in Arts Multiplex** – no consideration of space requests will be reviewed by SUAC until VP's have had opportunity to evaluate the space remaining in the Union. Jennifer talked with Dance department head and explained situation.
- **Office of Research and Sponsored Programs (ORSP) – space for Center for Student Research (CSR) and Center for Research Design & Analysis (CRDA)** – Donna Scott-Tilley explained the needs for the two centers. Two offices, reception and conference area are needed. Factors include CSR & CRDA user's drop-in to the centers for their needs, more than scheduling appointments. Also, there is lots of synergy for the two centers sharing programming. Requesting space for CSR, CRDA and ORSP to reside in same building – ACT. If not possible, would like CSR & CRDA to reside near each other in Stoddard Hall.

SUAC Website Review: Need for Excel spreadsheet to document all space projects and status of each project.

Further discussion of process to notify VP's of spaces becoming available in Human Resources Building (Oct 2018) and Student Union Building (Fall 2019).

- VP's will be first group to review space availability resulting from the current Human Resources building being vacated in October, as parking garage building is completed. Also, Breckenridge Hall (former Student Union) will be the next building being significantly vacated as Hubbard Hall renovations are completed.
- An additional space priority is being reviewed, due to accreditation standards for the Dental Hygiene clinic (DHC) not being met in the current MCL location. Feasibility of moving DHC to Jones Hall with the Counseling center and Health center is being reviewed. DHC accreditation site visit is scheduled for 2019, and Facilities anticipates being able to finalize plans for moving DHC by the end of the Fall semester.
- Suggestion was made for the Vice President's to have consistent communication process about space availability and/or priorities within their reporting units.

Updates and discussion items for next meeting:

- Replacement of committee members with one-year service
- Master Plan refresher presentation – Rob Ramirez

Committee members attending July 10th meeting: Greg Armor, Bill Beckham, Barbara Lerner, Jennifer Martin, Matthew Moore, Matt Moustakas, Ainslie Nibert (Houston), Rob Ramirez, Donna Scott-Tilley, Suzan South, Chad Swank (Dallas), David Sweeten and Jason Tomlinson.

Next Meeting: Thursday, October 11, 2018 – 8:30a – 10:30a – Denton location: ACT 602 Conference Room (Houston and Dallas locations to remain the same)