

Texas Woman's University

Space Utilization Advisory Committee

Meeting Minutes

April 24, 2018

- **Welcome**

- **New SUAC Space Request Form DRAFT – Additional discussion – (B. J. Crain and Dr. Martin):**
 - Form streamlined and will be fillable pdf.
 - Needs to have a secondary approval line saying ‘immediate supervisor’ and Vice President to indicate approval/support of request being submitted.
 - How to know if form has been received? Committee assistant (Beth Bates-Verges) will receive new requests.

- **Review Process Map for Space Requests Form – Additional discussion – (Dr. Martin)**
 - Form updated with changes discussed at previous meeting with additional clarifications made.
 - Final form will be posted on SUAC website.

- **Review of Requests for Space (Dr. Martin):**
 - **Pioneer Center for Student Excellence in Dallas:**
 - Majority of space in IHSD - Room 2504 would be used as study space for students.
 - Current classroom is utilized approximately 25 hours per week.
 - Renovations needed/requested; 1) need a glass door instead of current solid door; 2) need glass planes to allow light in room, which is currently dark space.
 - Would also allow space for the employees of Pioneer Center – Dallas to work developing projects and programs, etc.
 - SACS is looking with more scrutiny on aspect of equivalence of service. The only TWU location currently that does not have a Pioneer Center is Dallas campus.
 - Have had consistent requests from SGA in Dallas wanting a Pioneer Center.
 - Space has not been used well historically.
 - Will need to review with Chancellor and Provost. Provost supports and has allocated resources for staff if space is approved.
 - VOTE: Yes = 5; Noes = 0
 - **Professional Education Offices Space Request:**
 - Need office space for College of Professional Education (COPE)
 - Requesting to change use of conference room SH402 to create 2 or 3 offices in the space.
 - Between September 1, 2017 and April 6, 2018, conference services booked 47 events in this space. COPE also books this room but that usage is not known.

- Space is popular due to not having catering restrictions. Could be a negative effect on campus to take this off-line, especially in light of losing access to Hubbard Hall spaces for next year and a half.
 - Consider renovating current COPE conference room and continue to use SH402 as option with conference services.
 - Is it cost effective to change to three offices? Standard offices space uses 120 square feet per office. What is the square footage of SH402?
 - Will hold on recommendation until review of floor plan, tour of space and discussion with Dean.
- **Updates and discussion items for next meeting:**
 - **Old Main 2nd floor– Center for Women’s Leadership in Business, Politics, and Public Policy** – General Saunders has requested temporary space for this program. Needs 10 offices until Old Main 2nd floor renovations are complete.
 - **Old Main 2nd floor– Center for Women’s Leadership in Business, Politics, and Public Policy** – Relocation will need to be discussed at next meeting for the Department of Social Work, Dental Hygiene, LEMIT, Department of Fashion and Textiles, and Equipment Repair.
 - **Honors Department** – Dr. Utter has approved department being relocated to the Library.
 - **Plans for Requesting Space in:**
 - Human Resources Building
 - Student Union

Committee members attending April 24th meeting: Myah Anderson, Greg Armor, Bill Beckham, B. J. Crain, Dennis Hoebee, Barbara Lerner, Jennifer Martin, Matt Moustakas, Ainslie Nibert, Rob Ramirez, Donna Scott-Tilley, Suzan South and David Sweeten.

Committee Members absent: Matthew Moore and Chad Swank (Dallas)

Next Meeting: Thursday, May 10, 2018 – 8:30a – 10:00a – ACT 12 Conference Room