

Space Utilization Advisory Committee

Meeting Minutes

January 11, 2018

- **Welcome**
- **Minutes approved for November 14, 2017 meeting**
- **Overview of non-E&G space usage (David Sweeten)**
 - Conference Services (CS) handles scheduling in non-academic venues and spaces. Reservations range from items such as Sr. Breakfast, a vending table in MCL, to weddings. CS receives requests for classroom space for events not affiliated with classes, typically involving student and community organizations. CS reviews space availability, consults University Scheduling for confirmation, and follows-up with client.
 - Discussion of venues included:
 - **Little Chapel-in-the-Woods:** Minimum of 100 weddings per year and other events.
 - **Alumni House:** This location has only been made available recently
 - **Margo Jones Performance Hall:** CS helps schedule mostly 3rd party events, such as summer camps, community organization events, and CS is involved in facilitating contract and payment process.
 - **Pioneer Hall:** Variety of space types can include both E&G and auxiliary usages within a particular space. Similar areas are Dental Hygiene and Communication Sciences. Usage in these venues may involve the treatment of clients and at the same time training activities. Rental requires defining how much time is utilized for what purpose.
 - **Gertrude Gibson House:** Usage has increased significantly
 - **Greenhouse:** Venue was removed from scheduling a year ago due to unsafe conditions. CS receives a dozen calls per year, if space was in better condition, could be used on a regular basis. Originally was campus greenhouse.
 - **“Other” category of event spaces utilized by CS include:** BOR rooms (located on all three campuses and categorized as E&G space), ASSC 153, Stoddard Hall Lobby, ACT second floor lobby, Library 101, some Housing lobby spaces and studios in Fitness and Recreation.
 - **Orientations and Admissions:** Orientation scheduling can use between 1- 3 days per reservation, use 8 to 20 classrooms per day, and involves many buildings across campus. Admissions utilizes typically 8 rooms per reservation. Bulk of CS reservations occur in summer months and comprise 75% of annual revenue. Orientation related events were scheduled on 11 of the 30 days in June 2017. The

summer of 2017 was busiest yet for CS services. Upcoming summer will have its challenges with Hubbard Hall being renovated for new Student Union.

- **Student Union on Denton campus:** current building has 6 meeting rooms vs. the new Union building will have 20 -22 meeting rooms. Dallas & Houston campuses do not have Student Unions. CS sponsors special projects to assist on these campuses.
- **New Event Management System (EMS):** scheduling system has been well received, more efficient for users by providing on-line service assisting clients seeking event space.
- **Hubbard Hall and soccer field:** renovations will start between March 2018 and Fall 2019.

NOTES: During upcoming renovations, utilizing different venues within nearby Denton community are being considered. SUAC committee could assist CS team with this process. Risk Management could be involved in doing safety walk for outside vendor options.

- **Review of new form for SUAC committee to use for space requests (Group discussion)**
Word is spreading about SUAC committee and people are asking how to go through space request process. Discussion included:
 - A department modifying their current allocated space does not need to be reviewed by SUAC.
 - SUAC to review requests from departments seeking to gain additional space.
 - Procedure will have the SUAC form used prior to the Facilities' Project Initiation Form (PIF) or Project Request Form (PRF).
 - Determine guidelines for department heads to use for evaluating space needs not currently allocated to them.
 - Space standards to be developed along with Master Plan process.
 - Requestor should be department head or higher level.
 - As new programs are developed SUAC will determine space needs are allocated properly.
 - Cultural change needed regarding mindset of ownership of space. If new space is approved, is there any portion of current space that can be repurposed?
 - SUAC co-chairs will contact Facilities (Bill Beckham) to verify space requests with Coordinating Board (CB) reporting. Current report needs to be updated; however, CB has told campuses not to submit changes/adjustments until 2017/2018 format is implemented.
 - Ensure information is adequate to determine purpose of modification if for storage. If hazardous materials, we need to be aware so we can involve Risk Management.
 - Sub-Committees to be created within SUAC to review aspects of space requests. Example – Infrastructure concerns.

- Guidelines to be established for committee approval process for space requests.
 - Distinguish between space requests and event requests.
- **Other, as needed:**
 - **Additional items from BJ:**
 - Regarding any TRB requests this year, committee will likely be involved in accessing possible building locations.
 - Facilities has initiated the process to lease storage space and is currently building storage space to allow IT, Facilities and Drama to relocate from Hubbard Hall.
 - Enclosure for chillers is not being used East of ACT building, located between the horseshoe and Stoddard. Planning to repurpose into a cart storage space.
 - P3 project is being built on current soccer field. The new soccer field has been approved to be located East of softball fields. In near future, TWU will be reconfiguring the current golf course.
 - Tiles from the Patio building have been removed and secured. Saving the wall with brick star has been requested and is under consideration.

Action Items:

- David Sweeten to review significant increase in room usage for Dallas campus during FY2017.
- Committee to develop process for requests for repurposing the current Student Union building becoming available in Fall 2019.
- Master Plan consultants are currently making space utilization assessments. Time to be scheduled for SUAC committee to see presentation to better understand the campus vision.
- Dennis will create team share in Google, where all can comment on draft of new form from one location.

Next Meeting: Thursday, February 8, 2018, 8:30a – 10:00a in ACT 12 Conference room