

Texas Woman's University

Space Utilization Advisory Committee Meeting Minutes September 13, 2018

Welcome & introduction of new SUAC members:

- **Raechelle Clemmons**, Associate Vice President for Technology and Chief Information Officer – resource non-voting member – Technology representative
- **Rana Askins**, Associate Vice President for Finance – Budget – resource non-voting member – Finance representative
- **Mary Thompson**, Professor, Physical Therapy – Dallas campus, voting member – faculty representative
- **Gretchen Busl**, Assistant Professor, English, Speech & Foreign Languages – voting member – faculty representative

Appreciation of contribution of members whose committee terms are ending:

- **Matthew Moore**, Coordinator of Classroom Technology – Staff Council representative
- **Chad Swank**, Associate Professor, Physical Therapy – Dallas campus – faculty representative

Review of Committee charge and the process developed for space requests (Jennifer Martin and Jason Tomlinson)

Review of Minutes from July 12, 2018 meeting: Approved as written

Master Plan (MP) presentation (Rob Ramirez)

- Rob reviewed the HKS (MP vendor) PPT presentation version 1.0 from the recent August 10, 2018 Board of Regents meeting. Rob will provide a handout to committee members.
- Review of Dallas and Houston buildings – each site is one building; once space is utilized it is no longer available. Dallas is 8 story structure plus additional parking building with capacity to build 4 additional floors for expansion – 2 for parking and 2 for offices. Houston campus is 11 floors and includes two spaces that are shelled out for expansion.
- Space utilization is high and most heavily used M-TH when most classes are scheduled. Student population is 50% transfer students and primarily commuters.
- MP determined need of \$500,000 square feet of new space needed over next 20 years.
- Currently have 15,000 students on 3 campuses. Within next 20 years projecting 15,000 just on the Denton campus. Most are commuter students with average age of 25-26 years old, non-traditional students. There may be additional 3,000 students actually on the campus.
- MP primary goals: Flexible campus growth and strategically planned open spaces; prioritize on-campus pedestrian experience with auto-free core; reinforce campus identity, history and culture while maintaining natural elements.
- SUAC is encouraged when reviewing/recommending space to consider whether there are ways to integrate these MP mission/goals with the spaces being considered.

Discussion of content of email to campus about the Space Utilization Advisory Committee (Jennifer Martin) –Dr. Feyten has asked SUAC to send an email to the TWU community early this semester to understand how and why the committee is operating and helping the campus know we are operating. Will include space requests/reviews encompass all three campuses and seek to represent

perspectives from all three campuses. Focus on requestors presenting their needs, rather than requesting particular space.

Continuing space request--Consideration of Dallas Pioneer Center for Student Excellence: Project Information Form (PIF) (Jennifer Martin) - Request is top priority for Dallas Student Government Association. Contractor has submitted proposal to Facilities Project Manager and is being provided to department this week. Anticipate the completion of PIF process will be handled and SUAC review process should be ready for next month's meeting on October 11, 2018.

New space request – College of Business (COB) relocation and expansion (Jennifer Martin)
COB needs space for all offices being centrally located instead of spread out, and to expand number of faculty and staff offices. Department requests consideration to move to HR building after it is vacated. Currently COB faculty offices are located on floor in CFO building and offices for Dean and staff are located in other parts of CFO, Department has fundraising plans and need space that will accommodate fundraising presentations and discussions working with members of the community and university.

- Committee discussion:
 - Need to consider academic services are predominantly located in center of campus. Academic department located across the street from main part of campus loses access to largest student flow.
 - Consider what costs will be involved to repurpose HR building when considering space requests.
 - COB will be going through accreditation plan to include appropriate facilities.
 - There are possibilities for spaces that will be vacated when finding new space for Dental Hygiene clinic in the near future.

Review of current space requests (Jennifer Martin)

- Honors Scholars request for space in Blagg-Huey Library – will be reviewed by Facilities project team.
- PCSE and Library Space on Houston Campus – both space requestors are willing to dovetail their space needs which could result in less space needed verses handling space requests separately.
- Current Breckenridge Hall (current Student Union) requests include:
 - Student Life
 - School of the Arts
- Space for Research and Sponsored Programs, Center for Research Design and Analysis, and Office of Student Research – seeking space for all three centers to be in same area if possible.
- Houston Food Service Operations – no further developments with this space concern.

Call for space needs (Jennifer Martin) – Spaces coming available in October for the HR building and in 2019 for more than one-half of Breckenridge Hall need to be presented to Vice Presidents. SUAC will provide details about the buildings and space availability. VP's will review with their reporting departments. Rob, Bill and David to work on creating list of available spaces to include square footage, etc., for VP consideration.

Possible expansion of role of committee (Jason Tomlinson) – The University does not currently utilize a fully integrated capital planning process. As space is one of our largest assets and the Space Utilization Committee has developed a process to solicit, vet, and make recommendations regarding space to the Chancellor, we will explore expanding the role of the SUAC to address all capital requests. This expansion will require the addition of new members to ensure we have university-wide representation. The Co-Chairs will present the proposal to the Chancellor.

Updates and discussion items for next meeting:

- Rob will provide MP handout to committee members and will include full report.
- Rob, Bill and David to develop listing of space becoming available in HR building (October 2018) and over half of Breckenridge Hall being vacated (2019). List to be provided to VP's.
- Review construction proposal for Dallas Pioneer Center for Student Excellence

Committee members attending September 13th meeting: Greg Armor, Rana Askins, Bill Beckham, Gretchen Busl, Raechelle Clemmons, Barbara Lerner, Jennifer Martin, Matthew Moore, Matt Moustakas, Rob Ramirez, Suzan South, Chad Swank (Dallas), David Sweeten, Mary Thompson and Jason Tomlinson.

Guests attending meeting: Dr. Joshua Adams, Assistant Provost - Student Success Initiative, Stephanie Andrus-Jackson, Assistant Director – Design Services, and Suzanne Sears, Dean of Libraries.

Committee members absent: Ainslee Nibert (Houston) and Donna Scott-Tilley

Next Meeting: Thursday, October 11, 2018 - 8:30a - 10:30a - Denton location: ACT 602 Conference Room, and video conference at Dallas campus - IHSD 8720, and Houston campus - IHSH 7305.