

Texas Woman's University

Space Utilization Advisory Committee Meeting Minutes October 11, 2018

Welcome & introduction of new SUAC member:

- William Munson, Electrician – Facilities Management & Construction
Staff Council Representative for SUAC committee

Review of Minutes from September 13, 2018 meeting: Minutes approved as amended with one adjustment:

- Name spelling correction on 1st page for new SUAC member, Gretchen Busl.

Listing of space becoming available in HR building (October 2019) (Bill & David) - Bill Beckham provided listing of all rooms in HR building specifying square footage in each room. SUAC Co-chairs will present this information to VP's, which will allow them to determine what space needs from their constituents need to be addressed and provide deadline dates for submitting requests thru the SUAC process. Bill suggested the HR floor plan be updated with all square footages noted for review by the VP's.

TWU recently received a very good Space Utilization Efficiency score (SUE) from Texas Higher Education Coordinating Board (THECB) which is based on how classroom space is utilized. The campus SUE score contributes to the THECB formula funding for the institution and is used to compare utilization of buildings from one year to the next.

Approach to Dallas and Houston campus space needs (Jason & Jennifer) - Master Plan (MP) phase 1 is complete. Planning for each of the Houston and Dallas campuses will be focus of Phase 2 of Master Plan and strategic initiatives. Process will be driven by what the Innovative Programs group is considering for the two campuses. The available spaces are very different on each of these campuses.

Committee Discussion:

- What can be done space-wise for expansion needs of revenue generating (academic) programs? Also need to consider service-oriented space in relation to revenue generating needs.
- If there are current needs, complete a SUAC Space Request form; it does not need to identify a particular space to move into.
- When submitting a space request form, make sure to include a rationale outlining needs for current program, and needs allowing for increase in enrollment in current program and expanding the program.
- Consider innovative ways for scheduling space and cooperative use in inter-professional ways.
- Suggestion made for SUAC members to tour the Dallas and Houston campuses to become more familiar with space availability.
- Master Plan documents will be beneficial to review to understand what infrastructure concerns need to be addressed.

Continuing space requests:

- **Dallas Pioneer Center for Student Excellence (PCSE)** - Review of construction proposal (Jennifer)
 - SGA wanting information on this project was discussed at recent Cabinet meeting.

- Joshua Adams reviewed request for PCSE space on Dallas campus to reallocate administrative offices and meeting rooms on 2nd floor. Reviewed the proposal by contractor for renovations, furniture needs and minimal signage. Primary use is for students. PCSE programming and services are tailored for each campus based on needs of students and faculty.
 - **VOTE:** Yes = 7; Noes = 0
 - **Next steps:** SUAC recommendation will be forwarded to Chancellor. If approved, Dr. Adams will complete a project request form (PRF) to be submitted to Facilities. Goal for Facilities to start on project during winter break.

- **Honors Programs request** (Jennifer)
 - Request is for allocating space outside of PCSE space in the Denton campus Blagg-Huey Library. PIF form went forward to Facilities. Project was held until now for Stephanie Andrus-Jackson's availability to coordinate Facilities component. Stephanie will be meeting with department in next few weeks to develop full scope of project.

- **Research and Sponsored Programs needs for Center for Student Research** request (Jennifer):
 - Space request is for coalescing the current Center for Research Design and Analysis (CRDA), led by Dr. Rene Paulson, with the newly created Center for Student Research (CSR), led by Dr. Diana Elrod.
 - Space needs include 2 directors, 6 staff members and computer space to be near the current location of ORSP in ACT or in Stoddard Hall.
 - Stephanie has reviewed Honors program space that will be vacated in Stoddard Hall, CRDA is requesting this space.
 - Need list of square footage for both spaces being vacated in Stoddard Hall.
 - Dr. Tilley is considering, for the short-term, repurposing conference room on 7th floor of ORSP offices.

- **Houston campus needs for Pioneer Center and Library** (Jennifer and guests: Dr. Joshua Adams and Dean Suzanne Sears)
 - Dr. Adams & Dean Sears reviewed need for space. Houston Academy of Medicine - Texas Medical Center Library (HAM - TMC) raised membership fees last year and the Texas Legislature reduced approval of special items, which supported TWU's use of the HAM-TMC Library.
 - There are only 3 staff members for library needs on Houston campus compared to 8 on Dallas campus. Students want study spaces, there are not enough currently available.
 - Recognize some efficiency is achieved by co-locating these two services. PCSE located in Denton library provides co-use of rooms; same technology needs; and same purpose focusing on providing study space and philosophy of students first.
 - Space request is for 6,500 sf and is approximately the same size as current PCSE in Denton library.
 - Current location for PCSE in corner of 10th floor in Houston is not high traffic area for students.
 - Dean Sears prefers combined use of space. Current library space will be available for repurposing if request is approved. If request is not approved, will be renovating the current space in Houston.

Committee discussion:

- Houston building was built prior to Dallas campus and space for students studying, etc., is not comparable in Houston.

- Currently experiencing threats to Houston current enrollment due to space problems and possible limitations on future enrollment/program development. Situation needs careful consideration of space utilization committee.
- Undergraduate student study needs are very different than graduate student study needs.
- Concern about so much investment in technology hardware. Need to look at what students are doing in order to study - accessing mobile devices and laptops. Nursing is moving to no longer needing computer laboratory due to students using personal devices. Nursing is taking steps to get limited licensing subscriptions through publishing vendors.
- Student traffic is primarily on 3rd or 4th floors. Creating space on the 8th or 9th floors will be recreating same problems as current situation on 10th floor.
- Recommendation is premature to move forward until a more substantial needs assessment is completed to prioritize the needs on Houston campus.
- Student access classrooms when not in use and are being asked to not use or to actually leave the rooms. Need to educate students more thoroughly about accessing rooms.
- Size of rooms are adequate, but number of rooms is inadequate.
- There is lack of study spaces for small groups.
- Furniture in tiered classrooms cannot be manipulated and older buildings have heavier furniture.
- Library focus with digital/electronic accessibility is best for all three campuses. Study needs vary and library tries to meet all varied needs.
- SACS focus on services being available on all three campuses must be considered.
- Food availability on Houston campus needs expansion and is being reviewed.
- Co-chairs will facilitate conversations with leadership in Houston with Dr. Adams and Dean Sears and including CIO.

Additional information on space request - College of Business (COB) relocation and expansion (Jennifer)

- Requesting office space for department – currently located on two floors in CFO and faculty are sharing offices: 7 offices with 2 faculty in each; 1 office with 3 faculty; 1 office with 2 staff. Office sharing creates difficulty for meeting with students and faculty doing research.
- COB has been accepted for candidacy for AACSB accreditation and have 5 years to complete the process. Will not be accredited with current configuration of space usage. Consultant will be visiting on November 5th and anticipates not having adequate office facilities will be area of concern.
- Requesting a temporary move for the short term and have reviewed the HR building.
- Dental Hygiene (DH) space opening up. Feasibility study is being done now for DH moving to Jones Hall with estimated Fall 2020 for completion.
- COB needs interim plan. Suggestion has been made to leave faculty in CFO and take advisors/career services/outreach to HR building. If done, there are enough offices for faculty to spread out into current offices in CFO.
- HR is leaving all furniture and built-ins will remain in the building.
- Possible additional space option could be Financial Aid offices moving onto 1st floor of ACT and could open up 2nd floor area.

Next meeting to review:

- Stephanie or Rob to provide committee members with Master Plan documents.
- Bill to have HR floor plan updated with all square footages noted for review by the VP's.
- Bill to provide square footage of Honors and Leadership Institute spaces in Stoddard Hall.
- Bill and David will prepare Student Union chart outlining available space for repurposing.

- Committee members to be thinking of ideas as space discussions develop.
- Coordinate tour of Houston and Dallas campuses for SUAC leaders and committee members.

Committee members attending October 11th meeting: Myah Anderson, Greg Armor, Rana Askins, Bill Beckham, Gretchen Busl, Raechelle Clemmons, Jennifer Martin, Matt Moustakas, William Munson, Ainslie Nibert, Suzan South, 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: Barbara Lerner, Rob Ramirez and Donna Scott-Tilley

Next Meeting: Thursday, November 8, 2018 - 8:30a - 10:30a

- Denton location: ACT 602 Conference Room
- Houston campus - IHSB 7305 - videoconference