



Space Utilization Advisory Committee Meeting
Thursday, March 21, 2019
Meeting Minutes

ATTENDANCE:

- **Committee Members:** Jennifer Martin, Jason Tomlinson, Ainslie Nibert, Mary Thompson, Gretchen Busl, David Sweeten and William Munson
- **Resource Members:** Rob Ramirez, Bill Beckham, Matt Moustakas, Raechelle Clemmons and Greg Armor
- **Guests:** Joshua Adams & Stephanie Andrus

WELCOME:

- Jennifer welcomed the committee.

MINUTES APPROVED:

- A motion was made to approve the December 13, 2018 minutes with corrections by Mary Thompson and David Sweeten.

SPACE REQUEST UPDATES:

- **Honors Scholar Program (Stephanie Andrus)**
Currently the Honors Program does not have enough space for operating its large program. The current space is fully utilized. Stephanie Andrus presented several options to offer more space.
Conclusion: David Sweeten made the motion to move forward with a Project Information Form to utilize the Stoddard Hall 1st floor space currently allocated to the Center for Student Leadership when the program moves to OMB. The motion was seconded by Mary Thompson.
- **Pioneer Center for Student Excellence Dallas (Joshua Adams)**
Josh discussed the needs of the space and said the original proposed area is no longer an option. A new area was suggested by Dr. Monica Mendez-Grant that would meet the need and would minimize the cost of the project.
Conclusion: Mary Thompson made the motion to move forward with a Project Information Form for IHSD 3700, and the motion was seconded by Gretchen Busl.
- **Disability Services for Students Dallas**
Currently students are testing in an office that only accommodates 2 students testing at the same time, while the test administrator sits in the hallway. They are in need of a quiet testing room that would accommodate multiple students and a staff member. Mary Thompson proposed a research room on the 8th floor which is currently serving as a quantitative lab.
Conclusion: Gather more information from Donna Scott-Tilley. Jennifer and Jason will be visiting the Dallas campus to do a walkthrough to look for other options, possibly on the 1st floor.
- **Center for Student Research/Center for Research Design and Analysis**
CSR and CRDA would like to be near each other, they are in need of 4 private offices. Stoddard Hall lobby is a possible option.
Conclusion: Mary Thompson made the motion to move forward with a Project Information Form for one of the two following options and the motion was seconded by Gretchen Busl:

- (a) The use of SH 101 and an additional space to be constructed in the SH Lobby to house the Center for Student Research (placing it very near the existing Center for Research Design and Analysis; or
- (b) The use of space in the TWU Library just north of the Pioneer Center.

- College of Business

Jennifer and Jason toured the College of Business; at present there are three offices in which three faculty share one office and five offices in which two faculty share one office. The former Human Resources building is not recommended due to the condition of the building and is not consistent with the campus overall plan.

Conclusion: Currently looking for a short-term option for accreditation purposes and then a long-term option.

REVIEW OF OPEN REQUESTS:

- Global planning for Breckenridge will be discussed at the April 11 meeting.
- Build out of Houston space: More information will be forthcoming over summer.
- Visual Arts: Requesting 20-30 additional art studios. Currently still have students in the Patio building.
- English, Speech and Foreign Languages: Two additional faculty offices for future faculty.
- Office of Technology: Consolidation of offices from multiple campus spaces.
- Update on planning and construction projects
 - Feasibility Study for Dental Hygiene Clinic in Jones Hall
 - Report is 95% done
 - Possibly 3rd floor in Jones Hall
 - Old Main
 - Design is complete and bidding phase within the next 2-3 weeks.
 - Hoping to remove remaining people on 2nd floor out within 6-8 weeks.
 - Would like to complete the project by December 2019.

ADJOURNMENT:

The meeting was adjourned at 10:02am by Jennifer Martin. The next meeting will be at 8:30am on Thursday, April 11, 2019 at Denton ACT 602, Dallas IHSD 8201 and Houston IHS 7305.