

Texas Woman's University

Space Utilization Advisory Committee Meeting Minutes December 13, 2018

Welcome

Review of Minutes from October 11, 2018 meeting: Minutes approved as written.

Space Requests Update (Jason)

- **Breckenridge Hall (current Student Union) space availability for repurposing when Hubbard Hall Union opens (Bill & David)** - Bill Beckham provided listing of all rooms available in the Breckenridge Hall building specifying square footage in each room.

Review of SUAC spreadsheet – Status of space requests (Jason) - Professional lab space for Houston – Ainslie sent in October and not included on list. Beth will work with Ainslie to update spreadsheet.

Houston campus visit update (Jason) – Jennifer and Jason took a comprehensive tour in November reviewing available space with Ainslie Nibert and Rob Ramirez. Tour provided insight into where current student's congregate, faculty and staff office spaces, and review of unfinished space available on 8th and 9th floors. Will assist SUAC evaluating the best use of what is available and the needs being requested.

Pioneer Center for Student Excellence (PCSE) space request for Dallas campus – Larger space on 3rd floor has been identified and will involve repurposing current space near dining area, recreation and lounge space utilized by students. Discussion included reviewing floor plan. The 3rd floor space has better natural light option which was requested in proposal. **Next steps:** Dr. Adams will visit/review 3rd floor space being considered and Facilities project group will develop renovation/budget needs. Fall 2019 target for space being ready for PCSE.

Capital Planning Process – Based on current building limits need to prioritize capital plans and determine monies in ways that broader campus representation is involved in planning process. Goal needs to reflect desires of campus as a whole that fit with strategic planning. If requests are not approved, end users will have greater understanding through participation in process. Discussion included:

- Needing SUAC input on setting thresholds when reviewing capital planning needs and requests. Threshold example – State sets conditions for Facilities projects: If project is \$50,000 or more required to bring in architect and other reviews; \$8,000 or more threshold for mechanical project required to bring in engineer. Currently have 120 projects the Facilities group is managing.
- Increase broader scope to include requests for large equipment departments possibly cannot fund on their own, construction and/or renovation projects.
- SUAC committee structure would need to be augmented to have more representation. Anyone who has a stake in the request needs to be represented, for example the Deans, Research, Student Life, etc.
- SUAC would evaluate, prioritize and send to Cabinet for review and Chancellor for approval.
- Move focus to determining budget is allocated to highest priorities, and use of physical resources (staff, faculty).
- Need more information about thresholds that are currently in place.

What about HEF funds – replacing things on regular cycle – standard replacement cycle. More one-time project focus.

Historically we have operated in silos.
Different thresholds for different categories.

In February need to put-out request to prioritize.
Concern about equipment is purchased and need process to have review of infrastructure – water, dimensions.

Refresh process seems to be only focused on technology. Deferred maintenance strategy to make designated replacement funding. Intentional planning.

Rob – Facilities handles deferred maintenance.

SUAC Meeting Schedule – planning dates and schedule. Planning ahead.

Action needed:

- Update SUAC spreadsheet with request submitted by Ainslie Nibert.
- Send spreadsheet to VP's to make sure all space requests have been submitted to the committee.
- Jason and Jennifer to review current requests and prioritize for committee review.
- Jason to meet with libraries

Next meeting to review:

Committee members attending December 13, 2018 meeting:, Greg Armor, Rana Askins, Bill Beckham, Raechelle Clemmons, Matt Moustakas, William Munson, Ainslie Nibert, Rob Ramirez, David Sweeten, Mary Thompson, Donna Scott-Tilley and Jason Tomlinson.

Committee members absent: Myah Anderson, Rana Askins, Gretchen Busl, Barbara Lerner, Jennifer Martin, Suzan South.

Next Meeting: Thursday, January 10, 2018 – 8:30a – 10:30a

- Denton location: ACT 602 Conference Room
- Houston campus: IHS 7305 – videoconference
- Dallas campus: IHSD 8201 – video conference