

Campus Space Utilization & Allocation Committee

March 17, 2017 Meeting Minutes

The Campus Space Utilization and Allocation Committee met on **Friday, March 17** at **3:00** in the Deans' Conference Room, DBRY 200.

Members Present:

Megan Atkinson	Yvette Clark	Jim Cobb	Tracey Duncan
Kurt Eisen	Ada Haynes	Brandi Hill	Jack Matson
Vahid Motevalli	Mark Stephens	Katie Williams	

Members Absent:

Matthew Dexter	Tracy Black	Rachel Hall	Janice Branson
Steve Frye	David Huddleston	Ken Wiant	Jack Butler
Sandi Smith	David Zimmerman-student		

Guest(s):

Michelle Huddleston	Jeff Kean	Meenakshi Sundaram	Russ Witcher
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Outline of Proceedings:

Request for a Student Design Center- FH GYM

Two Space Requests for the Theatre Program

Foundation Hall Room 129- Costume Storage

Foundation Hall Room 238- Talon Theater

Space Requests for the Roaden University Center 2nd floor

Center for Student Involvement and Leadership

Dedicated Communications Department

Winston Morris Tuba Museum

Other Such Matters

Addendum to the Minutes

Proceedings:

A quorum being present, the meeting began at 3:03 p.m. Dr. Eisen suggested that, as there were guests present to discuss each space request, the committee first hear all requests then dismiss the guests so the committee could deliberate and vote. The committee agreed.

Request for a Student Design Center- Foundation Hall Gymnasium- Dr. Sundaram presenting

The College of Engineering requested use of the Foundation Hall gymnasium for the creation of a Student Design Center.

- The space is to be divided with moveable partitions.
- The use will not be exclusive to engineering students; the space and equipment would be available to students with a specific design project and the appropriate training for the equipment.
- Mr. Jim Cobb advised that the space would require specific improvements before it could be used as it has not been occupied since Tennessee Tech University purchased the building.

Motion. Tracy Duncan moved to approve the College of Engineering's request for the Foundation Hall Auditorium to create a Student Design Center.

Second. Ada Haynes

Vote. Motion passed with no objections.

Two Space Requests for the Theatre Program- Mr. Kean Presenting

Mark Creter submitted two space requests for Foundation Hall: the auditorium in room 238 for continued use as the Talon Theater and room 129 for continued use as costume storage.

- Mr. Kean advised they did not object to the auditorium being used as a classroom or as a performance space by other faculty, students, or departments at the same time, and he also advised the sound and lighting equipment installed by the theatre program could be used by other departments with approval and training.
- The renovations in Jere Whitson eliminated the half-stories, which originally provided a costume storage room for the theater. Although most of the lower floor of Jere Whitson is dedicated to the Backdoor Playhouse, there is no longer a dedicated space that is feasible for costume storage.
- The primary concern was that the rooms requested are part of the surge space used for the relocation of offices and classrooms during building renovations, and two buildings are due to begin renovations following the reoccupation of Jere Whitson.

Motion. Brandi Hill moved to deny both requests due to the need for the surge space for the upcoming renovation of two academic buildings.

Second. Vahid Motevalli

Vote. Motion to deny both requests carried with no objections.

Requests for use of RUC 2nd floor

Financial Aid, following the reopening of Jere Whitson Hall, will vacate a suite of offices on the second floor of the University Center.

- 1. *Center for Student Involvement and Leadership- Dr. Williams and Ms. Huddleston Presenting***
 - Would include the offices of the Dean of Students, Office of Student Activities and Tech Activities Board, Greek Life, Student Government Association, and Service Learning
 - Consolidating the offices makes it more efficient for students and office operations. The Dean of Students shares her space with the Student Activities Board, which does not provide the necessary privacy students consulting her would require.
 - Ms. Huddleston teaches courses and performs presentations, and the Service Learning Center has to close because she does not have the staff available to keep it open. The space on the second floor provides for a central reception for all of the listed offices, which would alleviate this issue.
 - If approved, there would be 1453 square feet available.
 - Subcommittee recommended approval.

- 2. *Dedicated Communications Department Offices- Dr. Witcher Presenting***
 - This proposal would use the second floor for office space for the Communications Chairperson, reception area, office space for full-time faculty members, classrooms, and a practice area for the Speech and Debate Team.
 - If approved, the relocation of Communications would vacate space on the ground floor of Henderson Hall.
 - Subcommittee recommended denial.

- 3. *Space for the Winston Morris Tuba Museum- Ms. Duncan Presenting***
 - Due to a new company leasing the Regions Bank Building, the Tuba Museum will need to relocate as soon as possible.
 - There are custom glass enclosures which will be modified to fit a new space, and there are numerous photos, posters, and art pieces that will need wall space.
 - Including the museum in the RUC will complement the Joan Derryberry Art Gallery on the first floor.
 - This item was added to the agenda the day of the meeting; as such, there is no recommendation from the subcommittee.

After discussion, the members decided to follow the Subcommittee's recommendations. Dr. Stephens also suggested that per a provision in the committee bylaws, they could circumvent advertising the first floor space vacated by the Dean of Students and submit a recommendation to the President that this space be used for the Tuba Museum.

Motion. Jack Matson moved to approve the request for a Student Involvement and Leadership Space and to deny the request from Communications.

Second. Brandi Hill

Vote. Motion carried with no objections.

Other such Matters

Mr. Cobb suggested that, due to low attendance and unclear objectives, the subcommittee procedures be revisited. Dr. Eisen advised that topic could be revisited at the next committee meeting. The meeting was adjourned at 4:30 p.m.

Addendum to the Minutes.

Following the Meeting on March 17, 2017, Dr. Eisen, committee chairperson, sent an email to the committee members regarding the President's request for space recommendations for the Winston Morris Tuba Museum and the TTU Women's Center. Dr. Eisen, after consulting with Dr. Stephens, suggested the following recommendations:

1. The Morris [Tuba] Collection would be housed in the RUC suite currently assigned to Student Activities, rooms 118-123, with appropriate renovation, with the current occupants and functions relocating to the second floor suite to be vacated by Financial Aid, as approved at our most recent meeting.
2. The Women's Center would move to RUC 115, a 500 sq ft space currently used by the Student Government, which is also moving upstairs to the Financial Aid suite.

Per Dr. Eisen:

Under the TTU space policy, where a need is urgent, the President may set aside the Committee's usual procedures and request a recommendation (170: C. 1-2). Therefore, we ask that you consider these two proposed relocations and, by Monday, April 10, indicate by reply email any comments or concerns you may have before we make these recommendations to President Oldham. Note that the President retains the right to make a space allocation or utilization decision "without reference to the Committee's procedures, review or approval" under the policy, but notification of the Committee is expected. *Email dated 4/6/2017.*

All 17 expressed approval of these two space reallocations, with four committee members not responding. Therefore our consensus recommendation to the President is positive [for both space suggestions]. *Email dated 4/12/2017.*