

Campus Space Utilization and Allocation Committee

Minutes: November 14, 2025

Members Present:

Peni Austin	David Gallop	Kelly Moore
Becky Blalock	David Hales	Daniel Warren
Aleta Cannon	Rachel Hall	Braxton Westbrook (student)
Scott Christen	Beth Howard	Brian Williams
Jie Cui	Harry Ingle	Elizabeth Williams
Jim Cobb (Chair)	Kelly McCallister	Allan Mills
Matthew Dexter	Ben Mohr	
Brandi Fletcher	Abdul Momin	

Julie Baker, Executive Officer

Members Absent:

Cheryl Montgomery (resigned from TTU)

Guests Present:

Michael Hoane	Hunter Kaller	Fred Nichols
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Outline of Proceedings:

- Approval of Agenda
- Approval of June 4, 2025, Minutes
- University Police Request – Foundation Hall 115
- Counseling and Psychology Request – Matthews Daniel 106
- Counseling and Psychology Request – Matthews Daniel 231
- Communication and Media Request – Matthews Danie 142 and 151
- Academic Affairs Request – Derryberry Hall 345
- Policy 107 Updates
- Other Such Matters

A quorum was present, and Jim Cobb called the meeting to order at 2:00 p.m.

Approval of Agenda

Motion. Rachel Hall

Second. David Hales

Vote. Approved

Approval of Minutes- June 6, 2024

Motion. Brandi Fletcher

Second. Scott Christen

Vote. Approved

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Request from University Police (Foundation Hall 115)

Space for University Police Operations – space is currently not utilized officially, appears to be used for storage.

Motion. David Hales
Second. Scott Christen
Vote. Approved

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Request from Counseling and Psychology (Matthews Daniel 106)

Request for MD106 to be shifted to Counseling and Psychology's inventory and listed as a laboratory space, which will be used by an Assistant Professor for her research. No classes are currently scheduled for this space for Fall 2025.

Motion. Brandi Fletcher
Second. Allan Mills
Vote. Approved

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Requests from Communication and Media (Matthews Daniel 231)

With the retirement and passing of Dr. Graham Kash, his office was allocated to English. His replacement will need an office. Additionally, the office being used by Communication & Media located in the Library is needed by the Library. Communication & Media hired 2 new faculty members who need office space. The College of Education and Human Sciences support this request.

Motion. Rachel Hall
Second. Brian Williams
Vote. Approved

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Request from Counseling and Psychology (Matthews Daniel 142 and 151)

Counseling and Psychology requests that MD 231 to be transferred to their space inventory to serve as the office for a newly hired Assistant Professor within the department. Dean Snider who graciously agreed to allow them to take over the space.

Motion. Brandi Fletcher
Second. Allan Mills
Vote. Approved

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Academic Affairs (Derryberry Hall 345)

Vacant space to be utilized by Academic Affairs program administration.

Motion. Brandi Fletcher
Second. Kelly McCallister
Vote. Approved

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Space Utilization and Allocation Policy Review/Revision

The revised Space Allocation and Utilization Committee Procedures were presented. Jim Cobb asked that Dan Warren provide a link from the Facilities webpage to the new Space Request Form which will be housed on the Committees webpage under Campus Space Utilization and Allocation Committee.

Motion. David Hales
Second. Scott Christen
Vote. Approved

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Other Such Matters

Jim Cobb asked Cheryl Montgomery (who has resigned from TTU) be replaced on the committee. Dr. Baker agreed to do that and to provide that update to Aleta Cannon.

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There being no other such matters, Jim Cobb asked for a motion to adjourn.

Motion. Scott Christen

Second. Rachel Hall

Vote. Approved

The meeting adjourned at 2:20 p.m.