

# Space Allocation and Utilization Subcommittee

Monday, March 5, 2018

10:30 a.m. – 11:30 a.m.

Bayou Building, Room 2236

## Minutes

**Facilitator:** Dr. Troy Voelker

### 1. Call to order/Opening remarks

Dr. Voelker called the meeting to order at 10:32 a.m.

### 2. Action Items

- a. Minutes from the November 30, 2017 meeting were approved as presented.

### 3. Information Items

- a. Update on signage ad hoc committee

The committee is being chaired by Haley Stringer-Hedderick from the Office of University Communications. The committee has met with the architect team, DesignLAB, to work on the first phase of the wayfinding and signage project.

The project is currently in its first phase, which will address the street and parking signage, then move to the buildings and, finally, the interior. The initial phase will last approximately four months.

The initial proposal has not yet been submitted. Completion of the project will be cost-driven. At this time, they are working with the signage currently in place.

Dr. Gladden said there will be an art installation at the main entrance of the campus and there were concerns that this would be affected by the new wayfinding guidelines. Attendees were encouraged to forward similar concerns to Haley.

In addition, UCT is working to find out the wayfinding capabilities of our website.

- b. Update on status of building transition

A committee has been assembled to help with the transition to the new buildings and reallocation of space vacated in the existing buildings. They are currently at the information gathering stage.

The architect has created a survey, which will consist of three open-ended questions. Students, faculty and staff will all have an opportunity to take the survey. It is important for everyone to participate, as the committee, not the consultant, will make the decisions.

The primary focus will be on prioritizing requests; prioritization will likely be based on ease of fulfillment, although the exact criteria has not been determined. Those requests that cannot be completed during the migration will be forwarded to the strategic planning committee for future consideration.

The committee will meet at the end of the month to discuss decision criteria. The actual allocation of space will take some time, due to the survey. More details should be available during the April 2 meeting.

Dr. Voelker offered some tips on submitting proposals. The key will be in aligning the pitch to the university's mission. It will be important to highlight how the proposal will bring sectors together and create pathways throughout campus. The goal is to have students within a program interacting with their professors and classmates regularly by creating natural intersections where these interactions can happen organically.

Attendees were charged with notifying their areas that this survey will be coming out within the next week so that they can brainstorm and prepare their proposals. It was also stressed that proposals should not only focus on the upcoming transition, but also on future needs.

#### **4. New Business**

- a. Proposal for HSH to take over the Fitness Zone Samuel Gladden

Dr. Gladden presented a proposal from Nicholas Kelling. Since SAUS will not be making decisions for space allocation during the building transition, it was suggested that this be addressed in the upcoming survey.

It was discussed that the proposal might not be approved as written. The Fitness Zone is funded through student fees and will most likely remain a student-focused space. The percentage of current and planned space within SSCB will need to be calculated and maintained based on the student fee associated with the building. There was a survey sent out to students with a proposal to convert that space into a student organization workspace. There are currently 99 student organizations, a figure that is expected to grow once the student housing project is complete. Raj Satya will confirm.

Dr. Voelker did note that the proposal is a good template to follow, but that instead of designating the requested space, it should be left open.

- b. Open Discussion
- i. The strategic planning committee is expected to assemble sometime in the fall. This is expected to affect wayfinding for the interior of the building.

#### **5. Adjournment**

The meeting was adjourned at 11:36 a.m.

- a. **Next Meeting:** Monday, April 2, 2018  
10:30 a.m. – 11:30 a.m.  
Location: Bayou 2236