

SPACE Committee Protocol

Date: February 17th

Time: 3:00 PM – 4:00 PM

Committee Members Present

- Jill Hobbs - Chair
- James Fluckey – Co-chair
- Amy Franzetti
- Chad Becker
- Marie Shelfer
- Dr. Steven Woltering
- Dr. Marlene Dixon
- Ashley Stack
- Dr. Erica Ritter
- Dr. Margaret Quinn
- Dr. Kory Douglas
- Dr. Luis Ponjuan
- Marina Bellerud

Agenda Items Discussed:

- University Space Inventory – Delegate Assignments
 - Identify and appoint primary and secondary delegates for every facility.
 - Provide clear, standardized instructions for the university space inventory.
 - Establish an annual review cycle with defined deadlines and quality checks.
- CEHD Signage Guidelines – Implementation Strategy
 - Review the guidelines and identify sections requiring clarification or updates.
 - Develop a phased implementation timeline.
 - Create communication materials for distribution to all CEHD departments.
- Space Request Form – Final Testing and Deployment
 - Complete routing tests across multiple request types.
 - Document and resolve any workflow or approval chain issues identified during testing.
- Renovations and Upgrades (Painting, Flooring, Renovations)
 - Discuss what the SPACE committee's role is in renovations and upgrades

Committee Decision Summary

Use this section to summarize decisions made regarding feedback incorporation, guideline revisions, and recommendations for future review.

1. Space Inventory Process
 - The committee agreed to conduct internal space inventory twice per year to verify faculty/staff occupancy and to confirm the space types.
 - An additional annual review will be conducted to verify the accuracy of the university-wide room type and room description data.
 - A list of delegates responsible for reviewing university-wide inventory accuracy will be created and posted on the TEAMS drive. Department and unit heads may be contacted by the committee chair to appoint a representative for each building.
 - Inventory spreadsheets will be made accessible to all committee members for review and use.
2. CEHD Signage Guidelines
 - The CEHD Signage Guidelines were voted on and approved for implementation, pending incorporation of

the approved amendments and recommendations.

- Once finalized, the guidelines will be posted on the MyCEHD website under the SPACe Committee section.
 - It was recommended to announce the college-wide signage update during the CEHD College Conversation scheduled for Tuesday, March 3rd.
 - The implementation timeline should align with the university-wide space inventory of Summer 2027. By that time, all CEHD spaces (classrooms, offices, labs, conference rooms) should be clearly and consistently identified.
3. Space Request Form Testing
 - Committee members are requested to test the Space Request Form to ensure proper routing and functionality before broader implementation.
 4. Department and Unit Authority Over Space Renovations
 - It was agreed that departments and units retain full authority over decisions related to space renovations and upgrades.
 - The SPACe Committee should not be involved in decision making regarding departmental renovation projects.

Committee Member Votes:

Total members Voting: 10

Votes in Favor (Yes): 10

Votes Against (No): 0

Signatures:

Chair:

Jill Hobbs _____

Date: _____

Co-chair:

James Fluckey _____

Date: _____

Signature: 
[James Fluckey \(Feb 18, 2026 13:35:36 CST\)](#)

Email: jfluckey@tamu.edu

Signature: *Jill Hobbs*
[Jill Hobbs \(Feb 19, 2026 09:35:43 CST\)](#)

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