

Title: Campus Space Management Policy Implementation

Overview

Space is a central and critical University resource. It is our collective responsibility to manage and steward it well. The allocation and use of space shall be conducted in a consistent manner designed to optimize the use of this resource and advance the mission and strategic priorities of the University. To ensure such, the University has implemented Policy #(TBA) Space Management. The procedures established herein are intended to guide the campus toward successfully achieving implementation of said policy.

Procedures for Implementation of the Campus Space Management Policy

Jurisdiction & Authority

Oversight for development and implementation of Policy #(TBA) and the procedures established herein is provided by Facilities Management in collaboration with University Division lead administrators and based upon the review and approval of the Facilities Working Group which serves as the space and facilities advisory body to the University Resource & Planning Committee. Divisions are responsible to comply with the overarching policy and regulations established herein but may further develop internal divisional processes.

Divisions recognized within the campus include the President's Office, Academic Affairs, Administrative Affairs, Enrollment Management & Student Affairs and Advancement.

Space Assignments

Per Policy #(TBA), the preservation of department or operating unit integrity is a high priority and the nature of the occupant's work shall influence whether an individual is allocated a private office. Part-time faculty, graduate teaching assistants, research assistants and support staff should expect to share space unless specific needs require otherwise. Space assignments are managed per the processes established herein.

The assignment of more than one office to a specific individual is highly discouraged and requires approval of the individual's Division lead administrator.

Assignment of Existing Space Allocations

Space is allocated for use by departments and operating units. Day-to-day responsibility for the assignment of specific spaces and uses within a department rests with the Director or Chair of that department with the understanding all such

assignments must be approved by the Dean of the College or lead administrator for the major business unit in which the department is located.

Changes in existing space assignments must be reported to Facilities Management and the department's respective Division within 30 days to ensure accuracy of the University's facility and space data.

Should space assignment conflicts exist which cannot be resolved within the Department, the respective Division lead administrator shall assist with finalizing decisions associated with the assignment of space. Should conflicts remain or should conflicts exist at the Division level, the President shall finalize decisions associated with the assignment of space.

Allocation of Vacated Space

Space vacated by a physical move or made available due to renovation or new construction is allocated back to the University for re-allocation. Likewise, space vacated due to a reduction in program size, reduction in workforce or program elimination is also allocated back to the University for re-allocation. When such occurs, Facilities Management shall be responsible to secure all such space as well as update the University space inventory to current status.

Requests for Re-Allocation of Existing Division Space

All requests for re-allocation of existing space within a Division shall be submitted for review and approval to the lead administrator of the Division in which the request originated. The Division lead administrator is encouraged to review requests with and obtain a space utilization analysis from Facilities Management so as to assist with ensuring all University space is used efficiently and optimally. All changes or reassignments shall be reported to Facilities Management within 30 days of approval to ensure accuracy of the University's facility and space data.

In addition to the Division lead administrator approval, the following types of re-allocation requests also require review by Facilities Management and approval of the Facilities Working Group:

- Re-use of vacated space.
- Requests for use type changes associated with the primary function or capacity of the space.
- Renovations changing the assignable square footage of a space.
- Temporary space assignments beyond a duration of six months or which require space modifications.

Requests for Existing Space Use Type Changes

All requests for changes in the type of use for existing space shall be endorsed and supported by the lead administrator of the Division in which the request originated and then submitted to Facilities Management for further review. Changes in type of use include changes associated with the primary function, seating capacity or assignable square footage of a room.

Facilities Management shall review requests including development of space utilization analyses and determination as to whether such request is in compliance with University and California State University requirements. Following review, Facilities Management will provide a recommended action along with supporting analyses to the Facilities Working Group. The Facilities Working Group shall consider all such requests and make an advisory recommendation to the University Resource & Planning Committee who shall render a final decision regarding requests for changes in use type.

Requests for Additional Space

All requests for additional space shall be endorsed and supported by the lead administrator of the Division in which the request originated and then submitted to Facilities Management for further review.

In order for a request to be considered for new or additional space, one or more of the following criteria must be met:

- University Strategic Plan- Space needs resulting from approved strategic initiatives in alignment with the University's priorities.
- University Budget Plan- Space needs resulting from inclusion in the University's budget.
- Academic & Student Support Program Planning- Space needs resulting from curricular and program development as well as enrollment management plans and student support program development.
- Personnel Recruitment Planning- Space needs resulting from approved faculty and staff recruitments.
- Administrative Planning- Space needs to support the administrative functions of the University.

Facilities Management shall review requests including development of space needs analysis and utilization reports and determination whether such request is in compliance with University and California State University requirements. Following review, Facilities Management will provide a recommended action along with supporting analysis and utilization reports to the Facilities Working Group. The Facilities Working Group shall consider all such requests and make an advisory recommendation to the University Resource & Planning Committee who shall render a final decision regarding requests for new or additional space.

Facility & Space Data

Facilities Management shall be responsible to maintain detailed records for all facilities including an inventory of all space utilized by the University. This includes maintaining an inventory of space assignments, tracking changes in room function, physical alterations, and station count or capacity as well as conducting periodic space audits for all buildings owned or leased by the University to ensure accuracy of the data.

As the University's facility and space data reporting authority with the Chancellor's Office, Facilities Management shall be responsible to maintain the University's data in the California State University system-wide Space & Facilities Database. Facilities

Management will coordinate with and work collaboratively with the Office of the Registrar and the Office of Institutional Research & Planning so as to ensure space information aligns with academic scheduling programs and the Academic Planning Database.

Effective Space Utilization

Per Policy #(TBA) Space Management, all University space shall be managed to ensure effective and efficient utilization of space over time.

Facilities Management shall be responsible to conduct space utilization studies for the purpose of analyzing existing University space utilization in consideration of strategic and programmatic goals as well as operational needs. Such studies also include recommendations for improvements and/or changes ensure the most effective utilization of University space. Space utilization studies and analysis shall be conducted in consultation and partnership with the associated Division, College, Department or Unit. Studies are generated in response to requests for new space, re-allocation of existing space, alterations of space, and changes in space use.

Lecture and teaching laboratory space utilization is of utmost importance. As such, priority for assignment or allocation of existing or new space shall be made in a manner designed to ensure space utilization for lecture and teaching laboratories is maximized. Requests for allocation of existing or new space for lecture or teaching laboratories shall be prioritized where California State University space utilization standards for such space types are exceeded.

Research space shall be assigned in a manner aligned with California State University space standards. Priority for use of research space shall be granted to those faculty currently conducting funded research. Requests for assignment or allocation of existing or new research space shall follow those guidelines set forth herein.

Administrative, office and other defined space types shall be assigned in a manner aligned with California State University space standards.

REFERENCES

- Policy #(TBA) Space Management
- California State University Administrative Manual, Section V, Measurement Devices for Campus Physical Planning (9045- 9050)
- California State University Administrative Manual, Section VI, Standards for Campus Development Programs (9060- 9079)
- California State University Space Standards Chart