

SPACE MANAGEMENT

Policy #**Effective Date:**

Definition	The physical facilities of Humboldt State University are resources that must be managed, maintained, and controlled in a manner that contributes most toward fulfilling the University's mission. Space is assigned on the basis of programmatic need and academic priorities, and may be reassigned if those needs or priorities change.
Authority	The Trustees are responsible for all HSU facilities, regardless of the original source of construction or acquisition of funds, and have delegated authority to manage the facilities on a day-to-day basis to the President of the University.
Scope	Applies to all physical facilities and to all division departments on campus

Approved by the University Senate on this date: _____**Approved by the President of Humboldt State University on this date:** _____

I. Overview & Guiding Principles

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.

A. Space management at Humboldt State University is driven by the following principles:

- Space is a University resource. The physical facilities of the University, including General Fund and non-General Fund facilities are crucial to the successful operation of the campus and its associated programs and services. The University Resource and Planning Committee (URPC) is charged with the review of resource allocations based on University strategies and priorities. The Facilities Working Group is advisory in nature to the URPC and provides review and develops recommendations regarding the resource of space based on University strategies and priorities. Both groups serve as advisors to the President.
- Space shall be allocated in a manner that best advances the University's strategic priorities. The process for allocating and re-allocating space shall be transparent and clear to the campus community.
- Although space is allocated to Divisions, Colleges, Departments, Units, Auxiliaries and specific users, all space is owned by the University. Current allocation and location of space does not imply permanence and can be changed based on the needs of the University.
- Space resources shall be deployed in the most efficient and effective manner to best serve the University's strategic, programmatic and operational goals. The University values flexibility and recognizes changing curricula, programs, services and technologies. As such, space allocations and assignments will change to achieve optimal utilization and respond to current and emerging needs.
- To avoid duplication of space, equipment and services, and avoid unnecessary costs, space shall be shared as much as feasible while considering potential impacts to programs, services and operations.
- Space needs are evaluated in the context of traditional quantitative and functional considerations. Space standards as adopted by the California State University system and University will be utilized to gauge space needs.
- Responsibility for assignment and reassignment of space will generally follow University, Division, and Auxiliary organizational hierarchies. This authority is contingent on compliance with applicable University administrative standards regarding space management and reporting requirements. Decisions requiring review will be referred to the Facilities Working Group through the University Resources and Planning Committee.

Appeal of decisions rendered by the University Resource and Planning Committee may be filed with the President.

- Space change requests shall be reviewed as per University administrative standards so as to ensure alignment with this policy.
- Administrative standards for space assignments are reviewed biennially by the campus.

II. Criteria for Space Allocation & Data

A. Space Assignment & Location

The preservation of departmental or operating unit integrity is a high priority. As such and where possible, every effort will be made to locate members of the same department, office or unit within an appropriate proximity. Additionally, the University desires to foster a greater understanding between departments/units as well as a more innovative, collaborative and creative work environment. As such, the University embraces opportunities to locate programs, services and staff in a manner that promotes such.

1. As required by the State University Administrative Manual, leasing of off-campus space for University programs and business must be approved by the Vice President of Administrative Affairs in consultation with the President, Provost and other Vice Presidents of the University.

B. 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 through the Facilities Working Group working through the University Resource Planning Committee. 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 in the same manner.

C. Facility & Space Data

Facilities Management serves as the University's facility and space data reporting authority with the Chancellor's Office and maintains the University's data in the California State University system-wide Space & Facilities Database.

1. Facilities Management shall maintain detailed records for all facilities including an inventory of all space utilized by the University.
2. Facilities Management shall consult with other University departments whose work may be dependent or influenced by the system-wide Space & Facilities Database.

D. Effective Space Utilization

All University space shall be managed to ensure effective and efficient utilization of space over time. Space which appears to be underutilized may be re-purposed to improve

utilization and ensure alignment with standards adopted by the California State University system and further defined by the University.

1. Facilities Management shall work with University divisions and auxiliary organizations to conduct space utilization studies and analysis to support appropriate decisions concerning effective space allocation.

III. University Space Standards

- A. The University adheres to space standards set forth by the State University Administrative Manual, Section V- Measurement Devices for Campus Physical Planning (9045- 9050), Section VI- Standards for Campus Development Programs (9060- 9079), and the Space Standards Chart. These standards are applicable to most types of space on the University campus; where system-wide standards are silent, University adopted standards shall govern.

- Named State University Administrative Manual sections are available at the following URL: <http://www.calstate.edu/cpdc/SUAM/>.
- The Space Standards Chart is available at the following URL: http://www.calstate.edu/cpdc/Facilities_Planning/reference.shtm
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REFERENCES

- California State University Administrative Manual at the following URL: <http://www.calstate.edu/cpdc/SUAM/>
- California State University Space Standards Chart at the following URL: http://www.calstate.edu/cpdc/Facilities_Planning/reference.shtml

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