

# HUMBOLDT STATE UNIVERSITY

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University Space & Facilities Advisory Committee

## University Administrative Standard: Space Policy Process Guide

### 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 and transparent 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 adopted [P15-03 Space Management Policy](#). The procedures established herein are intended to guide the campus toward successfully implementing the Space Management Policy. This document uses various terms to describe the university's structure. Please reference the glossary of terms at the end of this document.

### Jurisdiction & Authority

Oversight for development of P15-03 Space Management Policy and the process and guidelines established herein is provided by Facilities Management in collaboration with university division lead administrators and based upon the review and approval of the University Space & Facilities Advisory Committee (USFAC - formerly the Facilities Working Group) which serves as the space and facilities advisory body to the University Resource & Planning Committee (URPC). Divisions are responsible to comply with the overarching policy and procedure established herein, but may further develop internal divisional processes.

The President may exercise their authority to enact space changes outside of the Space Policy Process and Guideline. Such decisions may be informed by USFAC consultation and the requests compiled through the semi-annual space review process, and other space planning initiatives.

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

## Space Policy Process Guide

### 1. Space Changes that DO NOT Require USFAC Approval

Space management within this category is intended to allow for department, operating unit and division flexibility in general operations.

#### 1A. Assignment of Existing Space Allocations

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

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understanding all such assignments must be approved by the Dean of the College or lead administrator for the Major Budget Unit (MBU) in which the department is located. Space assignments will be updated by the Department Key Advisor by entering the appropriate changes in Facilities Link. Supporting work requests will be filed with TNS and Facilities Management for action by the department

Should space assignment conflicts exist which cannot be resolved within the department, the respective Dean or Lead Administrator for the MBU shall finalize the decisions associated with the assignment of space. Should the department or operating unit have a need to change a space type within their existing space allocation, refer to 2D. "Requests for Changes in Existing Space Type" below.

### **1B. Requests for Reallocation of Existing Division Space**

All requests for reallocation of existing space within a Division may be initiated by the requesting Department or Division to the MBU lead administrator and Division lead administrator for approval. The lead administrators are encouraged to obtain a space utilization analysis and recommendation from Facilities Management to assist with ensuring all University space is used efficiently and optimally. **MBU and Division lead administrators may not reallocate space across divisions without USFAC review and approval.** Once space changes have been approved, the requesting department will file work requests as needed with TNS and Facilities for action. The Key Advisor for the approving MBU lead or Division Lead will make the appropriate changes in Facilities Link. Those changes will be finalized by the Facilities Link Administrator in Facilities Management. The reallocation of existing division space will be reported to the USFAC through staff reports.

### **1C. Temporary Space Reallocation Within the Division**

Temporary space reallocation, within a division, beyond a duration of six months or which require space modifications will be managed at the division level and will require that the department Key Advisor make the appropriate changes in Facilities Link, those changes will be finalized by the Facilities Link Administrator in Facilities Management. Temporary space reallocation within the division will be reported to the USFAC through staff reports.

### **1D. Space Realignment**

Should a department/s change its reporting lines or undergo a realignment within the business structure of the University, this "change" would be considered a "space realignment." As long as the department maintains the

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same space requirement, the space remains "allocated" to the department/s, but the responsible division or MBU will be updated. Departments will report such realignments to Facilities Management, who will then make the appropriate changes in Facilities Link. Space realignments will be reported to the USFAC through Staff reports. If the department/program's physical space needs do change with the realignment, departments will follow the appropriate processes outlined in section 2A or 2B - space requests or vacated space reporting, as appropriate.

### **2. Space Changes That Require USFAC Approval**

Space management within this category is intended to be processed by the USFAC through a semi-annual space review process with the **exception** of 2C. "Temporary Space Reallocation Across Divisions", 2D "Requests for Changes in Existing Space Type, Square Footage, or Capacity", and 2B. "Renovation and new construction" which will be evaluated through standing agenda items with USFAC.

The USFAC will notify the campus of the process and timeline once a semester. The process will require the requesting department to submit a space request form to the MBU lead. If approved, the MBU lead will submit the request to the division lead for final review. If approved, the division lead will submit the space request to the USFAC for consideration. USFAC recommendations and final approvals are intended to be issued during the requesting semester. Review and recommendation will be based on the following:

- Alignment with established department, MBU, division, and/or university planning outcomes and objectives.
  - University Strategic Plan - alignment with the approved strategic initiatives with the university's priorities.
  - University Physical Master Plan - spaces request shall be in accordance with the physical master plan.
  - University Academic Road Map - an understanding of the alignment of the request with the academic roadmap
  - Presidential Direction - space needs to support the goals of the university president.
- Importance of the request as demonstrated through a needs analysis
  - 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.

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- Administrative Planning - space needs to support the administrative functions of the university.
- Description of plans for financial sustainability
  - University Budget Plan - requests alignment with the university's/division/department budget.
  - Identified plan of sustainable funding if applicable.
  - Division funding planning should be considered when prioritizing and identified when submitting final requests.

Possible outcomes of this review may be a cross divisional reallocation, reallocation of university held space, or no available space identified at this time. Space requests not immediately recommended for allocation will be held for review during the next review period. The requesting division will be contacted in subsequent review cycles to confirm it should be part of the new cycle. Final USFAC recommendations will be submitted to URPC and University Senate as general consent items and forwarded for final approval by the president or designee.

Appeal of USFAC recommendations are built into the semi-annual review process. Any request not recommended for allocation during the current review cycle will be carried forward to the next review cycle for reconsideration after the division has confirmed it should be part of the new cycle. Appeals cannot be accommodated within the current cycle, but feedback can be solicited and reviewed with the applicant when requested.

### **2A. Requests for Additional Division Space**

All requests for additional space shall first follow the procedure outlined in the section titled "1B. Request for Reallocation of Existing Division Space". Should the division be unable to meet department space needs, a request for additional space may be submitted to the USFAC by the division lead through the Key Advisor via the Space Request Webform. The USFAC will review such requests semi-annually.

Facilities Management consultation provides a space needs analysis and an action recommendation, when appropriate, to address whether the request is in compliance with University and California State University requirements. A recommended action will accompany the space needs analysis for the USFAC's review. A summary of space change requests/approvals will be provided to URPC annually, or upon request.

### **2B. Allocation of Vacant or Newly Constructed Space**

As stated in the HSU Space Management Policy Section II. B, "Allocation of Vacated Space"

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*“space vacated by a physical move, reduction in program size, reduction in workforce, program elimination, or made available due to renovation or new construction is allocated to the University for review and re-allocation by USFAC.”*

USFAC will confirm with MBU and division leadership that existing space **qualifies** for university re-allocation. Space eligible for university re-allocation, may not be reassigned or reallocated by the department, MBU, or any other university administrator except the president. Vacated space will be held as such in the university space database and shall be reallocated in accordance with other sections of this process and guideline.

If the existing space does **not qualify** as vacated space, the division leadership and MBU lead may re-assign and/or reallocate the existing space in accordance with the provisions of this process and guideline.

The following criteria are the most common scenarios that may qualify space as vacated space.

**Renovations or new construction** resulting in space not previously allocated will be allocated by the university. The development of a building and space program shall be part of the planning and feasibility process for renovation and construction projects and will be facilitated by Facilities Management. In collaboration with campus stakeholders, Facilities Management will submit recommended allocations to USFAC for recommendation to URPC and presidential approval.

**A physical move** is when a space occupant and/or function is moved to a different location and the existing space is no longer retained for the described purpose.

**Reduction in program size** is related to the program’s review and required resources as a benchmark with further input by the respective division leadership. For programs not under the academic program review cycle, program size may be evaluated based on direction by division leadership and changes in budget allocations.

**Reduction in workforce** is the elimination of positions in the approved department position inventory which results in a reduction in physical space needs. Additionally, a workforce reduction may be the result of

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terminated contracts, student assistants, visiting faculty, or other individual's assigned space.

**Program elimination** is a division or university decision to no longer allocate resources to a given program. This deallocation of resources may include, but is not limited to, budget and space allocations.

### **2C. Temporary Space Reallocation Across Divisions**

A temporary space reallocation across divisions beyond a duration of six months or which require space modifications may not proceed without USFAC review and approval.

### **2D. Requests for Changes in Existing Space Type, Square Footage, or Capacity**

All requests for changes in space type, square footage, and/or capacity shall be endorsed and supported by the division lead administrator on the space services webform. Applicable changes in space include those associated with the primary function, assignable square footage, or seating capacity of a room. For instance, if a space type was initially a self-instruction computer lab, and a division wished to convert it to a teaching space for scheduled classes, the Space Services Webform would be used to request approval of such a space type change by the USFAC.

Facilities Management shall review space change requests and provide a space utilization analysis and associated recommended action to the USFAC, where appropriate. This analysis will highlight whether the space change request is in compliance with HSU and California State University space type and utilization standards. The USFAC shall consider all such requests and render a final decision. Should the request not be approved, the submitter may work with Facilities Management on understanding why approval was not granted and amend the request appropriately for resubmission.

## **3. University Space Guidelines**

### **3A. 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 (AKA Occupancy), tracking changes in room function, physical alterations, and station count or

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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 Academic Scheduling and the Office of Institutional Effectiveness so as to ensure space information aligns with academic scheduling programs and the Academic Planning Database.

### **3B. Effective Space Utilization**

Per 15-03 Space Management Policy, all University space shall be managed to ensure effective and efficient utilization of space over time.

Facilities Management shall conduct space utilization analyses for the purpose of summarizing 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 analyses 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, reallocation 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 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 are met.

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 these guidelines.

Administrative, office and other defined space types shall be assigned in a manner aligned with California State University space standards. As part of the consideration of space assignments for these space types, the preservation of departmental or operating unit integrity is a high priority and the nature of the occupant's work shall influence whether an individual is assigned a private

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office. The assignment of more than one office to a specific individual is highly discouraged and requires approval of the individual's Division lead administrator. Part-time faculty, graduate teaching assistants, research assistants and support staff should expect to share space unless specific needs require otherwise.

### References

- 15-03 Space Management Policy 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, SUAM Appendix B

### Glossary

**Allocation:** Designation of space to a particular department, organization, or program for use and stewardship

**Assignment:** Designation of occupancy within a space (i.e. faculty/staff/student assigned to occupy that space for University business)

**Campus Space Analyst:** Individual responsible for maintaining campus the space database. The database is used for reporting requirements to the Office of the Chancellor as well as in data-driven decision making both at the campus and system-wide levels. This analyst currently works in Facilities Management and uses FacilitiesLink (MetaBIM, Inc.) to track space use, allocation, and assignment at Humboldt State University. Individual will administer the Space Services Webform and produce Space Utilization Analyses & Recommendations.

**Division:** Business branches of Humboldt State University, including Academic Affairs, Administration & Finance, President's Office, Enrollment Management, Advancement

**FM:** Facilities Management and all of its individual departments.

**Key Advisor:** Contact person regarding department requests to campus service providers, including TNS, ITS, and FM. The Key Advisor is assigned to this role by the Lead Administrator of the Department, Organization, College, or MBU. This person has knowledge of department budgets or works closely with the department account manager for service cost approvals. This person will review billing information frequently enough to resolve any problems - if a budget analyst reviews the data, they must go through the KA for changes. This person is responsible for ordering services, budget approval, and passing on training information from TNS and FM. Potential service orders include: Occupancy updates for space, phone, and computer jack



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assignments; Directory updates; Phone services; Asset location updates for S-tagged equipment; Key and access requests; Moving support and boxes.

**Lead Administrator:** Individual possessing signature authority for the Organization, Department, MBU, or Division. Examples include: Directors; Department Chairpersons; Deans; VPs; President.

**MBU:** Major Budget Unit

**Space Services Webform:** Webform used by Key Advisors to request any change in space access, occupancy, assignment, allocation, type/use, capacity, or size. This webform should ultimately include fields necessary for FM, ITS, TNS, and Asset Management services associated with a key access, occupancy changes, space reallocations between departments, or any other space changes. It is administered by Campus Space Analyst. Implementation of this form will occur in phases as integrations between campus service-provider databases come online.

**Space Capacity:** The number of occupants that may occupy a space at one time. Space capacities are calculated using the square footage of the space and the Office of the Chancellor's standards for the associated space type or derived from California building code. Where conflicts exist, the more restrictive will be applied.

**Space Utilization:** A measure of use of a room or indoor space with respect to capacity standards specific to that room's assigned Space Type. Space Utilization is benchmarked against CSU standards.

**Space Type:** Functional category for a room or indoor space based on the design and use of that space. Space types are defined by the Office of the Chancellor of the California State Universities. Examples include: Lecture; Research; Conference room. All indoor University rooms/spaces are associated with a single space type by the Campus Space Analyst. Various space types are associated with different space capacity standards, also set by the Chancellor's Office.

**Temporary Space Allocation:** Designation of space to a department, organization, or program for a duration of no more than two years

**TNS:** Telecommunication & Network Services

**URPC:** University Resources & Planning Committee, standing committee of the University Senate and defined by the Senate Bylaws and Rules of Procedure

**USFAC:** University Space & Facilities Advisory Committee, subcommittee to the URPC

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