

# HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: PD004-151006

Title: Implementation of Campus Space Management Policy

## **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 P15-03 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 University Policy P15-03 and the procedures established herein is provided by Facilities Management in collaboration with University Division lead administrators and based upon the review of the Facilities Working Group which serves as the space and facilities advisory body to the University Resource & Planning Committee. University divisions and auxiliaries 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. Auxiliaries are defined as those organizations associated with the University but separately incorporated with their own governing boards.

### **Space Assignments**

Per University Policy P15-03, 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 or Auxiliary 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 or auxiliary in which the department is located.

Changes in existing space assignments must be reported to Facilities Management and the department's respective Division/Auxiliary 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/Auxiliary 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/Auxiliary Space**

All requests for re-allocation of existing space within a Division or Auxiliary shall be submitted for review and approval to the lead administrator of the Division/Auxiliary in which the request originated. The Division/Auxiliary 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/Auxiliary lead administrator approval, the following types of re-allocation requests also require review:

- 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.

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 decision regarding requests for changes in use type. Decisions of the University Resource & Planning Committee may be appealed to the President.

### **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 or Auxiliary 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 decision regarding requests for changes in use type. Decisions of the University Resource & Planning Committee may be appealed to the President.

### **Requests for Additional Space**

All requests for additional space shall be endorsed and supported by the lead administrator of the Division or Auxiliary 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, the following criteria will be considered so as to ensure alignment with the University's Space Management Policy:

- Alignment with Space Management Policy Guiding Principles
- Alignment with University goal to optimize the use of space and advance the mission and strategic priorities of the University
  - This will largely be achieved by reviewing the request in association with its ability to meet the stated goals and priorities of the University Strategic Plan, Budget Plan, Academic Master Plan, Enrollment Management Plan and Physical Master Plan.
- Other criteria that will be considered include academic and student support program plans, personnel recruitment plans, and administrative program plans.

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 decision regarding requests for new or additional space. Appeals of University Resource & Planning Committee decisions may be filed with the President.

### **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 University Policy #P15-03 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, Unit or Auxiliary. 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**

- University Policy P15-03 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