



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

~~Business & Financial Affairs & Administration~~

Approved By: ~~Richard R. Rush~~
President

Policy Number: ~~FA.45.001~~

Effective Date: ~~9/16/13~~

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Policy on University Space Allocation

PURPOSE:

The allocation of space is critical to accomplishing the Mission of the University. ~~Space allocation decisions must be made in agreement with criteria that meet the needs of the University. Like other University assets, space is a finite resource. Decisions regarding space, therefore, must be made both thoughtfully and in agreement with criteria that meets the needs of the University. With this understanding, the following~~ This policy has been developed to manage space utilization at CSU Channel Islands CSUCI.

BACKGROUND:

~~The Space and Facilities Database (SFDB) is a systemwide inventory of campuses' physical resources that serves as the official CSU central record for current physical inventory. Each campus maintains its own space and facilities inventory in the SFDB and the allocation of space is included in annual reporting to the Chancellor's Office to verify space is being properly utilized~~

POLICY:

~~The University Space Planning Committee (USPC) will convene monthly or as needed to establish and maintain a comprehensive space utilization and allocation program for the University.~~

Accountability:

The ~~University~~ President ~~and~~ Provost/Vice Presidents

Applicability:

All University Divisions

Definition(s):

~~USPC - University Space Planning Committee~~

Text:

~~Fundamental Principles and Processes for Space Allocation:~~

- ~~1. USPC membership shall be cross divisional (see Exhibit B). While members are responsible for representing their respective divisions, the higher calling is to serve as an institutional official with responsibility for aiding the President to make best possible use of all University spaces.~~
- ~~2. At the close of each academic year, each division will present an efficiency and needs assessment (see Exhibit A) of their division's space usage to the USPC Chair. The intent is to make space usage and needs transparent across divisions.~~



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3. The USPC Chair will provide a centralized report of available spaces to the USPC at the first meeting of the academic year.
 4. The allocation and use of space shall support the CSUCI Mission, Academic Master Plan, campus Physical Master Plan, and campus Strategic Plan.
 5. To ensure equitable recommendations to space allocation requests, processes shall be transparent and communicated within each division by the respective Cabinet members.
 6. Space is a limited resource and is not owned by divisions, programs, or current occupants. Space is owned at the University level and the President makes allocations of space to the divisions.
 7. Cabinet members are responsible for:
 - a. communicating Space Request Process Guidelines within their division (see Exhibit C),
 - b. ensuring that units within their division comply with this policy,
 - c. creating a process for vetting space allocation requests, ensuring that they meet divisional priorities, and
 - d. submitting completed and vetted Space Allocation Request forms (see Exhibit D) from their division to the Chair of the USPC.
 8. Highest consideration will be given to health, safety, and compliance-related concerns, academic needs, and direct student support service needs. Alignment with the SFDB is required to protect Chancellor's Office funding based on classroom space allocations.
 9. All allocations of space outside of and between divisions shall be discussed by the USPC and recommendations made to the President. USPC deliberations shall include:
 - a. functionality of space for requesting entity and proximity to related programs
 - b. improvement costs and availability of funding
 - c. urgency of need and timing
 - d. availability of space. (If currently occupied, consider alternate plan for current occupants.)
 - e. anticipated future growth needs of the requesting entity
 - f. impacts on other University space or programs
 - g. impact to the SFDB, ensuring that allocations are in keeping with responsible utilization
 10. Final authority on all space allocation decisions rests with the President.
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- ~~1) The allocation and use of space should support and advance the CI Mission, the Academic Master Plan and the campus Strategic Plan.~~
 - ~~2) Space is a limited resource and is not owned by Divisions, programs or current occupants;~~
 - ~~3) Space allocations are made to units, not to individuals.~~



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- ~~4) Vice Presidents are responsible for ensuring that entities under their control comply with University policies regarding space.~~
- ~~5) Space will be allocated according to the following priorities:
 - ~~a) Academic programs and units will be given priority in space allocation for classrooms and other teaching facilities, curricular needs that address the availability of safe and accessible teaching space to meet course offerings is of the highest priority.~~
 - ~~b) Teaching facilities shall not be depleted as a result of space reallocation.~~
 - ~~c) The clustering of cross-disciplinary programs should be facilitated; space allocation should encourage these endeavors.~~
 - ~~d) After academic programs, support services and academic projects are next in priority.~~~~
- ~~6) Space allocation shall be transparent; programs and individuals should have the opportunity to participate.~~
- ~~7) All commitments of space and correlated funding issues for the following should be reviewed by the USPC prior to obligating the institution. In their deliberations, the committee should consider the following:
 - ~~a) Functionality / utility / efficiency of space~~
 - ~~b) Improvement and infrastructure costs (phones, data, locks, maintenance, etc), availability of funding to support project~~
 - ~~c) Duplications of space~~
 - ~~d) Urgency of need~~
 - ~~e) Impacts on other University space or programs~~~~
- ~~8) The USPC will consider proposals and requests for space on both a temporary basis and on a permanent basis.~~
- ~~9) Final authority of all space allocations and assignments rests with the President.~~

Custody and Control of Space:

- ~~1. Change in Function – Space shall be allocated for its intended purpose. Space allocated to a division may be reallocated internally within the division with approval of the division Cabinet member.~~
- ~~2. Space must be used for its intended purpose. Space already assigned to an individual administrative unit may be reassigned internally within the administrative unit with approval of the Divisional VICE PRESIDENT. Such reassignments must be reported to USPC within 30 days. This does not include reassignment of vacated space.~~



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- ~~3.2. Classroom and Lab Space- Program controlled and centrally scheduled classroom and lab areas are protected from conversion to other uses unless (1) the requesting unit identifies replacement space, (2) makes a formal request through the Space Request Process, (3) the conversion is recommended by the USPC, and (4) the conversion is approved by the President. Both program controlled and centrally scheduled classroom areas are protected from conversion to other uses unless the requesting administrative unit (1) identifies replacement space, (2) makes a formal request through the Space Request Process, and (3) the conversion is recommended by the USPC.~~
- ~~4.3. All spaces vacated by a division are considered unallocated. They shall be requested for allocation by submission of a Space Allocation Request Form to the USPC. All vacated space reverts to the USPC for review and recommendation for reassignment.~~
- ~~5. New usable space created by construction, remodeling, reassignment of adjacent space, or by allocation of currently unallocated space is subject to the review of the USPC.~~
- ~~6. All space conflicts between divisions shall be reviewed by the USPC. The USPC will give resolution recommendations to the President. Space conflicts internal to a division shall be resolved by the Provost/Vice Presidents. All space conflicts must be reviewed by the USPC; the USPC will develop a plan for review by the Cabinet, with final authority by the President.~~
- ~~7.4. Administrative units requesting additional space, a change in the reallocation of space, or change in use of space, must submit a request to the USPC. The administrative head making the request(s) may be invited to appear before the USPC.~~
- ~~8.5. Grants/Contracts – All grants or contracts that require space allocation must include the USPC in the routing process prior to submission. additional space not under the control of the administrative unit must note the need for the space on the proposal routing sheet for approval by the appropriate Vice President prior to the grant submittal.~~

Space Request Process:

- ~~1. The Space Request Form is used to request space.~~
- ~~2. Requests should be emailed to the Executive Administrative Assistant of the Provost by the 15th of the month to be included on the next month's agenda.~~
- ~~3. The Committee will review the requests and either ask for more information or send a recommendation to the President for final approval.~~



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EXHIBIT(S):

(These will become documents posted online – overview of contents provided below)

A. Divisional Space Assessment Report

- i. Impact of teleworking on office space allocations
- ii. Efficiencies (i.e., rough % of spaces that are meeting needs effectively and efficiently)
- iii. Needs (immediate, intermediate, and long term)

B. USPC Membership (linked)

- i. Manager of Planning Services, Chair (1)
- ii. AVP of Facilities Services or Delegate (1)
- iii. Provost and Vice Presidents (5)
- iv. Chief of Staff (1)
- v. Divisional Representatives Appointed by Cabinet members (5)

C. Space Request Process Guidelines (linked)

- i. For priority consideration, completed Space Request Forms must be submitted at the beginning of each semester
- ii. Space Request Forms will be accepted by the USPC throughout the year.
- iii. The Space Allocation Request Form is completed by the requester, approved by their supervisor and divisional Cabinet member, and submitted to the USPC Chair.
- iv. Submitted Space Request Forms are received by the USPC Chair and reviewed for completeness.
- v. Incomplete requests are returned to the requesting division Cabinet member. Revisions must be resubmitted prior to USPC deliberations.
- vi. Completed requests are forwarded by the USPC Chair to the USPC for consideration at the next scheduled meeting.
- vii. The requester and/or divisional administrator supervisors shall be permitted to present their proposal to the USPC.
- viii. Multiple requests for the same space or resource shall be reviewed following the fundamental principles.
- ix. Disposition of requests reviewed by the USPC include the following:
 - x. Recommendation for approval/denial by the President.
 - xi. Return to requester for additional information.
 - xii. Continuance of consideration for additional discussions with requester.

D. Space Allocation Request Form (Link to online form - currently in development)