

University Space Advisory Committee

Scope and Responsibilities

Approved by President Rush: September 2013

Introduction and Background

CSU Channel Islands (CI) is a higher education institution provided and maintained by the people of the State of California whose mission is:

Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

To pursue this mission, CI is provided by the State certain resources, the use of which is expected to be as efficient and effective as possible. One of the most critical and limited of these resources is **space**, defined for the purposes of this policy as any physical area of campus designated by the President for use by a campus unit. Such areas include, but are not limited to: classrooms, laboratories, offices, libraries, common areas, and general use and support facilities. This definition reflects two important facts (1) all campus space is owned by the University and (2) space is allocated to campus units on a temporary basis and is subject to review and reallocation.

To ensure the effective and efficient use of campus space, the President has created the **Space Advisory Committee (SAC)**. The SAC will facilitate the strategic planning and management of campus space, thereby ensuring that the allocation and use of campus space is aligned with the CSU's space utilization standards and guidelines, CI's Strategic Plan, the Campus Master Plan, and its mission.

Scope

The oversight and recommendation responsibilities of the SAC apply to all CI campus units. This includes facilitating and reviewing requests from campus units to:

- Receive additional allocated space
- Repurpose or vacate allocated space
- Make physical alterations to allocated space
- Change the primary or functional use of allocated space

SAC oversight does NOT apply to requests by campus units to reassign persons and/or activities within space already allocated to the unit, as long as the reassignment does not result in a vacation of allocated space or other change to the primary or functional use of space. Such changes should be reported by the units to the SAC for information purposes.

SAC oversight does NOT apply to requests for the use of CI space for special events or other short-term activities. Such activities would be subject to the policies of the EFC and Events Office.

Definitions

Space: Any physical area of campus allocated by the President for use by a campus unit. Such areas include, but are not limited to: classrooms, laboratories, offices, libraries, common areas, general use facilities, and support facilities.

Space Change: Any allocation or reallocation of space to a campus unit or units. Also includes any change to the primary or functional use of allocated space. Space changes include, but are not limited to: allocation of additional space to a campus unit, repurposing or vacating of allocated space, making physical alterations to allocated space, and the purchase of furniture or equipment to be housed in allocated space.

Control of Space: All campus space is owned by the University. Campus units are allocated space for their temporary use. Space allocations are temporary and subject to review and reallocation.

Allocated Space: Any physical area of campus that has been designated by the President for use by a campus unit. Space is allocated on a temporary basis and is subject to review and reallocation.

Campus Unit: Any CI division, program, or administrative unit, including student and auxiliary services. Campus units include any and all research centers or other sub-units operating under the umbrella of a larger unit.

Primary Use: The use of allocated space as it relates to the definitions used in the CSU SUAM policies.

Functional Use: The use of allocated space as it relates to the planning guidelines offered in the State University Administrative Manual (SUAM).

Responsibilities

The President

- Sets space use policy for the University under the President's Planning and Policy Council.
- Approves campus unit space change requests.
- Delegates authority for space use review and oversight to the Space Advisory Committee.

The Space Advisory Committee

- Provides review, oversight, and reporting of space use on campus.
- Reviews space change requests and makes recommendations to the President.
- Recommends space use policy and strategies to the President and the President's Planning and Policy Council.
- Defines and applies space management standards and metrics.
- Oversees the processes related to Space Requests from campus units.
- Communicates space use goals, criteria, processes, and outcomes to the campus community.
- Leads the University planning for future space requirements, including preparation of

- capital budget requests and planning for near- and medium-term space needs.
- Reviews reports produced from the annual physical inventory of all campus space to ensure efficient and effective use of space.

Campus units

- Utilize allocated space for its intended purpose and in a manner consistent with CSU and University policies and guidelines
- Comply with all policies and procedures related to the review, oversight, and reporting of space use on campus
- At regular intervals, provide to the Space Advisory Committee updates of the functional and primary use of allocated space
- Provide feedback to the Space Advisory Committee on the efficiency and effectiveness of University space allocation policies, guidelines, and procedures.

Guiding Principles

The following existing practices will help to establish the principles for space allocation decisions and will provide a foundation for the Space Advisory Committee's work.

1. The top priority for campus space will be given to faculty and other instructional personnel, to administrators and staff who directly support students and to administration and staff who directly support faculty and instructional needs.
2. Space is not owned by divisions, departments, or current occupants;
3. Space allocations are made to units, not to individuals;
4. Space will be allocated according to priorities established by the campus;
5. Space allocation shall be transparent and affected programs and individuals should have the opportunity to participate; however final authority of all space allocations and assignments rests with the President.
6. The importance of physical proximity to co-workers with respect to efficiency, effectiveness and collegiality will be taken into consideration when it serves program and University principles pertaining to space.