



University of Connecticut

**UNIVERSITY SPACE COMMITTEE
POLICIES AND PROCEDURES
January 15, 2010**

Charge:

All University buildings and interior spaces belong to the University, and are subject to recommended allocation and assignment by the Provost to meet the University's overall mission, goals, and priorities. The University Space Committee (USC), co-chaired by the Vice Provost for Academic Administration and the Associate Vice President for Architectural and Engineering Services, reports to the Provost. The Committee manages requests for new or additional space and the University inventory under inventory control of occupied and available space including regional campuses and other space under University management, excluding the Health Center. The USC will meet on a regularly scheduled basis, will manage requests for space and conflicts regarding space, and will recommend space allocations and assignments to the Provost.

When appropriate, the Provost will advise and consult the University Buildings and Grounds Committee regarding space allocations and utilization. Policies regarding allocation are approved by the Provost.

The Planning and Program Development Office within Architectural and Engineering Services (AES) has the responsibility for university-wide planning with regard to facilities. This office manages the space inventory of University owned facilities in the Facilities Asset Management Information System (FAMIS).

Committee Membership:

Nancy Bull, Vice Provost for Academic Administration (Co-Chair)
Jim Bradley, AVP Architectural and Engineering Services (Co-Chair)
Anne Bavier, Dean, School of Nursing, Deans Council Representative
David Clokey, Assistant Vice President for Student Affairs

Jeff Hathaway, Director of Athletics
Jeff von Munkwitz-Smith, Registrar
William Pizzuto, Director, Waterbury Campus, Regional Campus Representative
Jeffrey Reynolds, AVP Administration and Operations
William Stwalley, Senate Representative
Maureen Croteau, Senate Representative
Peter Kaminsky, Senate Representative
George Kraus, AES Associate Executive Director
Alex Roe, AES Director of Planning and Program Development

Role and Scope:

Makes space assignments and resolves conflicts and priorities consistent with the institution's overall mission and requirements. Space assignments are made to the appropriate administrative unit (school, college, vice president, etc) and then assigned to a sub-unit. Space is not assigned to individuals. The following list defines space requests or changes that must be reviewed.

1. Change in function - Space already assigned to an individual administrative unit may be reassigned internally within the administrative unit without submission of a space request. Such reassignments must be reported to the Planning and Program Development Office in AES at the time they are completed but no later than the next update of the space inventory. This does not include reassignment of vacated space.
2. Both departmentally controlled and centrally scheduled classroom space 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 University Space Committee, in consultation with the Registrar's Office to the Provost. Note: All requests to convert classrooms to other uses that may affect Instructional Space will be forwarded to the Classroom Committee for their review and recommendation, prior to submission by the USC to the Provost.
3. Request for new space not identified in the University Master Plan or expansion of existing space. New usable space can be created by new construction, remodeling, reassignment of adjacent space, or by allocation of currently unallocated space.

4. Vacated space – When an administrative unit moves to a different location, the vacated space reverts automatically to the University; its disposition will be recommended by the USC to the Provost.
5. When a department, center, or institute is officially closed, the vacated space reverts to the USC for review and recommendation for reassignment. When space is created by the build out of the Master Plan, the space that is vacated reverts to the USC for review and recommendation for reassignment.
6. Resolution of space conflicts – all space conflicts must be presented to the University Space Committee and the committee will develop a plan to recommend to the Provost.
7. Auxiliaries – All auxiliary space is treated similarly to administrative and academic space, and will be reviewed and approved by the appropriate administrator, i.e. Vice President for Student Affairs (Student Affairs Capital Assets Planning Committee) or the Director of Athletics prior to submission for consideration by the University Space Committee. Planned improvements or changes in space funded by the auxiliary will be reported to the University Space Committee as informational items only.
8. Requests for use of swing space or temporary space outside of the administrative unit, is to be submitted to the USC for consideration.

Policies and Guidelines:

Administrative units requesting new space, a change in the reallocation of space, or change in use of space, must submit a completed Space Request form to Architectural and Engineering Services to inform the University Space Committee. The administrative head (or proxy) making the request(s) may be invited to appear before the University Space Committee.

Written requests must be submitted by the administrative head responsible for the program, with justification for additional space, a description of any special needs, and the number of personnel who would occupy the space. A space request form is available on the Architectural and Engineering Services website to use for submission to the USC.

A space needs analysis/assessment is prepared by the Planning and Program Development Office in consultation with the individual unit. This analysis provides reasonable assurance to the USC that the administrative unit is monitoring efficient space utilization within adopted policy and practice standards. Each analysis shall be presented to the USC for review and recommendations.

Each administrative unit will receive a Space Inventory Survey report for their review on a regular basis. Updates to space inventory data should be made on the inventory sheet and returned to the Planning and Program Development Office in the Architectural and Engineering Services Department as soon as possible.

An on-site review of space will be conducted a minimum of every two years with each administrative head, and will include a visit to each assigned area. Audits of existing space will be conducted regularly by the USC staff.

Request for building purchase and lease agreements will be brought to the committee as information items only. A separate approval process exists for these processes. Space made available for lease will be managed through the Capital Projects Office, and is subject to its policies and procedures.

Space Assignments:

Priorities, in rank order, for dealing with space allocation are as follows:

1. Curricular needs that address the availability of safe and accessible teaching space to meet course offerings is the highest priority.
2. Appropriate space for academic programs, support services, and research projects is next as established by the Provost's Office, the University's Academic Plan, and/or President's management team.
3. Proximate location of programmatically related activities, especially the physical proximity of programs in relation to corresponding departments, is a higher priority than proximate location of non-programmatically related activities.

4. All space considerations will include review of disruption of on-going activities relative to faculty, students, and staff.
5. Space allocation is consistent with the University's Master Plan goals and recommendations.
6. Space not required for academic programming or other administrative uses may be made available for lease, subject to the university policies on leasing.

Commitments of Space:

All commitments of space and correlated funding issues for the following should be reviewed by the University Space Committee prior to obligating the institution.

1. Hiring commitments contingent upon space not currently under the control of the administrative unit. All hiring contracts that contain a commitment of space and/or correlated funding issues must be submitted to the University Space Committee for consideration.
2. Grants/Contracts – all grants or contracts that require 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 Vice President for Research prior to the grant submittal. The Vice President for Research will transmit the information to the Planning and Program Development unit for reporting to the University Space Committee.

Note: All improvements to existing space shall require a request to Architectural and Engineering Services for upgrade on a Project Initiation Form. These types of requests do not need to be reviewed by the University Space Committee. Approval does not imply that funding will follow.

Meeting Schedule:

The University's Space Committee will meet on a regular basis to review space requests received by the Planning and Program Development Unit. The University Space Committee will consider

proposals and requests for space on a temporary basis and on a permanent basis for the entire University. The Committee will meet frequently to promptly review all requests within the context of total availability of space on the campus. Therefore, decisions will always be placed in a format that considers availability and changes in space assignments throughout the entire University.

Appendices:

Project Initiation Form – Request for Project Consideration and Services

Space Request Form – online version

Space Change Form

Student Affairs Space Allocation & Project Request Form

Approval Process