

Space Management Committee

Space Management Committee

The State University of New York at Fredonia is home to 43 academic/administration buildings and 20 residence halls. The value of University buildings, approximately 2,331,461 gross square feet, is roughly \$900 million dollars. The successful planning, utilization, and assignment of campus space requires reasonable and strategic oversight. Indeed, the physical plant of The State University of New York at Fredonia is the property of the people of the State of New York, and is not “owned” by the current users or occupants. To this end, the President is the final authority on all decisions regarding utilization of space on the Fredonia campus and off-campus University properties. In recognition of the importance of space management, the President charges the Space Management Committee to fulfill this responsibility. Recommendations from the Space Management Committee will be considered and approved by the President’s Cabinet. Space may be allocated and reallocated by the president to ensure optimal utilization of space to respond to current and emerging needs and priorities.

Membership:

The space Management Committee is an administrative committee to be chaired by the Vice President for Finance and Administration. It shall consist of no more than ten members. Members will include the Director of Facilities Planning, Director of Facilities Services, Chief Information Officer, Executive Director of FSA, Provost and Vice President for Academic Affairs, and the Vice President for Student Affairs.

Space Management Standing Committee		
Name	Position	Represents
Michael Kelly	Chair	VP for Finance and Administration
Markus Kessler	Coordinator	Director of Facilities Planning
David Starrett	Member	Provost and VP for Academic Affairs
Tracy Stenger	Member	VP for Student Affairs
Michel Kouadio	Member	Chief Information Officer
Darin Schulz	Member	Executive Director of FSA
Sarah Laurie	Member	Director of Environmental Health & Safety and Sustainability
Tim Bentham	Member	Co-Director of Facilities Services
Mark Delcamp	Member	Co-Director of Facilities Services

Sub-committees may be established by the Space Management Committee to analyze or explore specific space issues and policies. Sub-committees shall bring forth recommendations to the Space Management Committee for discussion and recommendation. The Space Management Committee Chair shall appoint members to various subcommittee as needed.

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Space Management Committee Responsibilities:

The Space Management Committee is responsible for strategic and long-range space utilization planning and is responsible for the allocation and assignment of all non-residential University facilities. The Committee must approve all requests involving a) changes in dimensional space e.g., physical expansion or construction of fixed wall workspace and/or b) changes in the functional usage of space e.g., from classroom usage to office usage. All space requests for changes in assignments, remodeling, leasing, exchanges, sales, or trades are subject to prior approval by the Space Management Committee. The director of residence life is responsible for space scheduling and assignment of all residential facilities.

The principle dean or director shall petition the Space Management Committee for all dimensional or functional space changes. The Space Management Committee will meet at least every month. The Committee will review petitions and assess their feasibility and compatibility with overall campus space needs using the appropriate campus planning guidelines e.g. Strategic Plan and Campus Master Plan. Petitions may be approved as requested, returned for review of suggested alternatives, or rejected. The Space Management Committee must approve all renovations, rehabs or construction requests before funds are requested through the capital budget process. Funding decisions of the committee may be appealed to the Vice President for Finance and Administration.

Space Management Committee Assumptions and Guiding Principles:

1. Space is assigned based on the principles of highest and best use of that space. Campus space assignment is a dynamic endeavor, as the highest and best use of space will change as the needs of departments change. Therefore, all assignments are temporary; space is not owned by any person or department. The President and President's cabinet, with the support and recommendations of the Space Management Committee, is ultimately responsible for space assignment.
2. Members of the committee will work in the best interest of the institution.
3. Space is a key University asset, and effective utilization of this asset is critical to the success of Fredonia's mission.
4. Space must be actively managed and space assignments must be made consistent with University priorities, both academic and strategic.
5. All space and utilization decisions shall be made with academic and strategic priorities as guiding and defining factors.
6. Programs and activities directly related to education and research, including activities that enhance the student experience, will be given priority.
7. Space requests that include shared spaces including interdisciplinary teams with other schools, departments, offices, and groups will be given priority to maximize the efficiency of space utilization and to expand opportunities for collaboration.
8. Space requests that provide evidence of good space usage efficiency and that demonstrate programmatic need will receive greater consideration.
9. Space accommodating people will be prioritized and privileged more than other uses such as storage or supply/ copy rooms.
10. Safety and accessibility are of paramount importance.

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11. Reassignment or reallocation of space will be a collaborative process with the user or occupant of the assigned space to every extent possible.
12. All departments should demonstrate effective management of existing space allocations as criteria for making additional space requests.
13. Reuse of existing space shall be prioritized above new spaces to promote fiscal responsibility and sustainability. Units that provide evidence of space utilization through continuous improvements and efficient layouts, and which demonstrate programmatic need will receive greater consideration for additional space.
14. Cost for space reallocation or reassignment that have been identified as part of a capital project are funded by the capital budget. Costs associated with request for space or alterations to space outside capital projects are assigned to department or other funding source approved by the Vice President for Finance and Administration.
15. Net assignable square foot standards for areas such as offices and per seat for classrooms are set by the SMC, using SCUP standards as guidelines and the New York State Building and Fire Codes.