

MSU-BOZEMAN SPACE MANAGEMENT COMMITTEE  
Space Allocation Guidelines and Utilization Analysis Process

Building occupants should pursue resolution of space management issues through the established governance hierarchy. For example, if issues cannot be resolved at the Department Head level, they would be elevated to the Dean level, and finally to the appropriate Vice-President. Decisions of the Vice Presidents are final. In the event a Vice-President is faced with a complex, institutional level space issue and requests involvement of the Space Management Committee, the Committee will generally follow the process steps as noted below.

In general, the Space Management Committee will be involved with the following types of space issues:

- Issues brought forward by a Vice-President
- Major projects that will result in significant space allocations or re-allocations
- College or Department project development efforts as approved by the President
- The Space Management Committee will itself initiate space utilization reviews on a building by building basis as time and resources allow.

1. The Space Management Committee invites affected Deans/Department Heads to an initial group meeting where the SMC presents the space evaluation process, data being requested, schedule, and to address general questions.
2. OFS Planning solicits and collects the necessary space data from the appropriate departments.
3. OFS Planning compiles the data, begins initial data verification and tours the building to get an initial feel for current usage/configuration of spaces as assigned.
4. OFS Planning visits with individual Department Heads as necessary to verify any questions relating to information collected.
5. OFS invites affected Deans/Department Heads to a process exit session to present results of data collection and verification effort. OFS documents additional information presented by participants and any constructive comments for consideration by the Space Management Committee.
6. OFS Planning presents data and other related information to the Space Management Committee for debate, formulation of recommendations, and comments from affected parties. Recommendations are conveyed to occupant participants and to the President.
7. Chair of Space Management Committee presents Space Management Committee recommendations to the President.
8. President conveys decisions to Deans/Department Heads through the Space Management Committee Chair (including any budget limitations and instruction regarding financial responsibilities).

9. OFS Planning meets with appropriate Deans/Department Heads to develop action plan to implement the President's approved solutions.