UPdate MSU – Space Planning February 10, 2015

Membership:

* LEAD: VPRED Reijo-Pera & VPAF Leist
* Members:
	+ Bob Lashaway; Tracy Sterling; Bill Clinton; Karlene Hoo; Lynda Ransdell; Kathy Marcinko
* Other Participants:
	+ David Singel; Victoria Drummond; Greg Young; Robert Carson
	+ Research Council
	+ Space Management Committee

Working Group Charge

* Develop recommendations for the Space Management Committee (SMC) to pursue over the next two years to formalize space planning efforts.
* Review current practices and recommend a process for research space guidelines to incorporate research space planning into the overall university model.

Progress to Date

* Draft Research Space Guidelines – accepted in concept – next steps
	+ Review by Research Council; then,
	+ Deans, Dept Heads, Directors by listserv; then,
	+ Review/Rec by Space Management Committee; then,
	+ Final approval by President Cruzado
* Draft Recommendations:
1. The University should explore and address storage/access/resource issues related to data required to manage university space responsibly.
2. SMC should consider how to develop/maintain an inventory of all space classifications and the resources required to do so.
3. The University should allocate resources to fully implement the SMC’s communication process for requesting space allocation and notification of space changes.
4. SMC should ask the Research Space Committee (RSC), in conjunction with VPRED, Provost and VPAF, to develop a definition of “research space” to be allocated, tracked and reported by RSC.
5. SMC should communicate, implement and evaluate policies, principles and procedures governing the allocation of space.
6. The University should allocate resources and authorize a team that might include the VPRED, in conjunction with Research Council, Deans and Dept Heads, to:
	* Develop space targets for research space to include such elements as: Types of research space; Allocation targets by type (e.g., amount of office space, lab space); Desired attributes (e.g., quality, services, building support systems, etc.)
	* Develop guidelines to optimize use of research space.
	* Create and maintain a research space inventory.
7. The SMC should develop a short list of metrics (e.g., space/FTE; sf/student credit hours; etc) to help track and/or forecast space needs. (Consider required resources).
* UPdate Space Planning Completion Schedule:
	+ The UPdating Space Planning work group expects to convey its recommendations to the Space Management Committee for continuing action by early March 2015.
	+ The Space Management Committee will evaluate and implement the recommendations thru June, 2106.
	+ The Research Space Guidelines will be vetted by Research Council and Space Management Committee thru April, 2015.
	+ The Space Management Committee will recommend the Research Space Guidelines to President Cruzado by June, 2015.