**UPdate MSU – Space Planning Final Report October 2015**

**Membership:**

Renee Reijo Pera, VPRED, Committee Co-Chair

Terry Leist, VPAF, Committee Co-Chair

Bob Lashaway, Assoc VP University Services

Tracy Sterling, LRES Department Head

Bill Clinton, CAA Faculty and Space Management Committee

Karlene Hoo, Graduate College Dean

Lynda Ransdell, College of EHHD Dean

**Other Participants:**

David Singel, Assoc Provost; Victoria Drummond, Campus Planning; Robert Carson (for Dean EHHD); Mark Young and Kathy Marcinko (for VPRED)

Review by Research Council

Review by Space Management Committee

**Charge and Scope of Project:**

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

**Accomplishments:**

**Recommendations made by Update MSU Space Planning and Approved by the Space Management Committee**

1. The University should explore and address storage/access/resource issues related to data required to manage university space responsibly. Subset of issues may include:
   1. Does MSU have a system that would suffice or will a new system need to be identified/purchased?
   2. SMC should consider how to develop/maintain an inventory of all space classifications and the resources required to do so.
   3. Where will such a system be housed/managed?
   4. Where will the resources (human/financial) come from to research, purchase, install, implement, maintain and update the software/data/access, etc?
2. SMC should communicate the process for requesting space and notification of space changes.
3. SMC should work with VP Research & Economic Development (VPRED) to create a set of Research Space Guidelines; includes participation of the Provost and creation of a Research Space Committee.
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 and provide continued oversight.
6. SMC should commission a team that might include the VPRED, in conjunction with Research Council, Deans and Dept Heads, to:
   1. Develop space targets for research space to include such elements as:
      1. Types of research space
      2. Allocation targets by type (e.g., amount of office space, lab space, bench space, etc.)
      3. Desired attributes, e.g., quality, services, building support systems, fume hoods, etc.
   2. Develop guidelines to optimize use of research space.
   3. Create and maintain a research space inventory.
   4. Determine resources required to implement the above.
7. SMC should develop a short list of metrics (e.g., space/FTE; sf/student credit hour; etc.) to help track and/or forecast space needs. (Also consider required resources required to implement/maintain the process.)

**Implementation and Completion Schedule for the Recommendations:**

Recommendation #1: Partially completed; SMC is continuing to review information collected by a task group and is expecting on December 4, 2015 a review a final plan for current resources and needed resources to establish a space inventory and planning entity. Completion and implementation planned for 2016.

Recommendation #2: Partially completed; CPDC developed forms the SMC approved; the Deans Council provided feedback; and December CDPC is scheduling training to Department Heads on the web-based Space Change Notification and Space Request forms. The forms are on the SMC and CPDC web pages.

Recommendation #3: Partially completed; the Research Space Guidelines were adopted August 18, 2015; the Research Space Committee has not yet been formed.

Recommendation #4: Completed – the definition is included in the Research Space Guidelines.

Recommendation #5: Ongoing by design and partially completed; Policy, Principles and Procedures are developed and will be periodically reviewed for updating.

Recommendation #6: Incomplete – a priority upon formation of the Research Space Committee.

Recommendation #7: Partially completed; a SMC Task Group is continuing to develop metrics in conjunction with Recommendation #1 to be completed by 2016.