



## WHAT A DEAN NEEDS TO KNOW ABOUT... SPACE MANAGEMENT POLICY

### CURRENT POLICY

University is owner of all space; not a college, department, group, center, etc.

Vague standards with no real enforcement of current policy.

Extremely flexible policy has led to ad-hoc decisions in the past.

Last updated in 2014 before major growth occurred; written in 2012/13 during stability.

Does not prioritize space for people nor clarifies how space is allocated.

2006 Space Standards do not account for majority of positions on campus.

Current procedures do not accurately reflect current space request process.

### NEW POLICY

University is owner of all space; president makes final decision with SMC serving as an advisor.

Policy includes "searchable" sections for easier understanding.

Balances efficiency with flexibility and includes sections for office, research & conference room spaces.

Space is now prioritized and policy outlines which space requests will be prioritized above others.

ADA and Emergency space decisions may bypass SMC decisions on a short-term basis until the next regularly scheduled meeting.

Utilization rates for spaces will help address how well a space is used and what can be done to improve it going forward (alternative scheduling; room upgrades; different use; etc).

Space Standards and Target Utilization Rates, and Principles and Procedures are separate documents intended to be modified as policy is implemented.

Office of Space Planning and Management (SPM) now handles all space requests and keeps detailed data on spaces for reporting and tracking.

## WHAT DOES THIS MEAN FOR YOU?

SPM services as a campus-wide resource for all of you, your colleges and your departments; we want to clean up space issues and provide solutions that enhance the student experience.

SPM can and will handle all space requests to help speed process and provide a single point of contact going forward.

Defined process for space requests and transparency added to space decisions; all space requests are public information for campus constituents.

Creating a vacant space pool so all campus entities have access/knowledge of what spaces are available for potential allocation.

Department still has priority with all classrooms scheduled by Registrar to increase utilization.

Second offices are no longer acceptable; see the Space Standards and Target Utilization Rates for office space sizing.

All conference rooms will become available for all campus users regardless of what department currently "controls" the room; they are a university resource to be shared and optimized. Department will still have priority scheduling at the beginning of each academic term.

Conference rooms shall remain unlocked and scheduled through Ad-Astra; new space planning software may allow conference rooms to be booked through Outlook.

Misuse of space will be an enforceable action going forward; may lead to lower space priorities or in egregious cases – a loss of space.

A new research space sub-committee will handle all research related space requests with a final recommendation coming from SMC and a decision by the President.

SPM will be periodically auditing spaces not only to find available space but also to ensure space is being utilized in the manner presented to SMC and approved by the President.

SPM would greatly appreciate your input and edits as we seek to improve the existing space policy and update the document to reflect the current learning environment at MSU.

## WHO TO CONTACT SHOULD AN ISSUE ARISE:

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