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Policy Name: The SPACE Policy

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Purpose of Policy:
The purpose of this policy is to define the composition and authority of the University of Massachusetts Boston SPACE (Space Planning and Capital Expenditure) Committee, define University space allocation principles and priorities, and to outline the space request process and related decision-making criteria.
Mission: Effective decision-making concerning the assignment and utilization of space that anticipates current and future needs, seeks to reduce instances of functional mismatches between space characteristics and occupant needs and seeks the highest and best use of all of UMass Boston spaces.

Applicable to: All departments at UMass Boston

Definitions:

- *Allocation*: the distribution of space; all usable floor space, measured in square feet of buildings and portable structures.
- *Assignment*: to give primary jurisdiction over use of a space to a specific unit using approved space for an extended period.
- *Building or facility*: describes all structures and open areas on the campus or at off-site locations that are under control of the University.
- *Department/unit*: any office identified on the University's organizational chart.
- *Relocation*: the process whereby a person, unit or activity is moved from one location to another. It includes associated activities such as space reassignment if necessary, modification of space or spaces to suit the new user/use, changeover of IT and telephone, and physical movement of room contents.
- *Renovation*: physical changes to space to improve and/or modernize it, including accessibility upgrades, movement of doors or walls, the addition of technology, air conditioning, etc., and which may also involve changing the use or type of space.

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- *Space*: an area, usually defined by some form of constructed boundary, structure or building.
- *Space Inventory and Classification Database*: a comprehensive database of space at UMass Boston. This database is managed by the Facilities Planning Department and indicates the assignment, classification (by NCES code and other coding as may be deemed necessary and appropriate), utilization and size of individual spaces on campus. The database also includes information on space occupants, specialized equipment contained in spaces, specialized utilities contained in spaces and other information necessary to make decisions on the efficient and effective use of space. Changes in the use of space that change data within the Space Inventory and Classification Database must be reported to the Facilities Planning Department to ensure Planning's maintenance of the accuracy of the Space Inventory. Departments requesting new space or space alterations will be required to review and provide updates to the Space Inventory and Classification Database as part of the Space Request Process.
- *Space Request* - A Space Request is the official method by which a unit asks for space changes. It is required whenever a unit wants to add to, alter, or exchange its current space assignment or change the function of a space which they are currently assigned.
- *Space reassignment*: the process whereby custody of space is transferred from one space custodian to another on the Space Inventory and Classification Database.
- *Space request database*: a record history managed by Facilities Planning Department, which maintains information from space request forms and the related evaluation of space needs related to such requests.
- *Space Committee*: the governing body which reviews and renders decisions on space requests, allocations, changes and any topic or issue that affects UMass Boston's space.
- *Space Workgroup*: the working group that receives, analyzes, estimates costs, impacts or otherwise and prepares space requests for review and decision by the Space Committee.

Policy and Committee Structure:

The SPACE Committee is composed of seven senior institutional leaders designated by the Chancellor and, as a committee, is responsible for the review and approval of all University space allocations, space utilization and requests for space changes or additions. The members of the SPACE Committee include the Provost, the Vice Chancellor for Administration and Finance, the Vice Chancellor for Student Affairs, the Vice Chancellor for Human Resources, Vice Chancellor for Marketing and Engagement and the Chancellor's Chief of Staff. All meetings are to be held in person. Should they not be able to attend a meeting, each member may designate a proxy to take their place at a committee meeting and exercise their vote. It is the responsibility of the member to brief the proxy on its position on each item on the agenda.

To the greatest degree possible, the SPACE Committee will seek consensus among its members when making decisions, but, in the event consensus cannot be reached, actions will be considered approved if it has the support of a majority of the members of the committee. At meetings 4 members (or their proxies) shall form a quorum.

The administration, recording, and communication of the Space Committee's decisions is handled by the Director of Campus Master Planning.

The SPACE Committee is supported by the Space Workgroup (Workgroup). Workgroup members are designated staff from Campus Master Planning, Academic Affairs (Academic and Research needs), Student Affairs, Human Resources, Administration and Finance, the Chancellor's Office, Athletics and IT. The Workgroup will be chaired by the Director of Campus Master Planning, who will be responsible for convening the meetings, meeting minutes and memorializing decisions of both the Workgroup and the Space Committee.

The Workgroup is responsible for reviewing and validating space requests, and working directly with staff from units who have submitted space requests. The Workgroup will gather necessary information, make recommendations on appropriate space fits and space utilization, provide advice on requested changes in the assignment or configuration of space and making recommendations to the SPACE Committee.

The process followed by the SPACE Committee in implementing a program for the allocation and utilization of space at UMass Boston shall be consistently applied and transparent to the University community. This transparency in the process will include making information available on-line concerning space requests received, and the status and/or disposition of those requests.

Space Allocation Standards and Utilization Principles

The policy and the approach outlined in this document are considered the "highest and best use" of University property.

UMass Boston's space is considered a scarce resource that is under the control and management of the SPACE Committee. The Chancellor has delegated to the SPACE Committee the responsibility for equitable allocation and optimal use of space on campus. While the SPACE Committee has final campus-level decision-making authority for the planning, allocation, assignment, and reassignment of all space, there should be open discussion concerning space needs, transparency in the process by which space allocation and utilization decisions are made and disclosure of the rationale for space assignments.

The SPACE Committee reviews and approves the use and configuration of space, and requests for changes to such allocations, utilization and configuration, to ensure its effective and efficient use in furthering the mission and strategic objectives of the

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University. The allocation and utilization of space at UMass Boston, will be based on the following guiding principles:

- No individual space/area is regarded as "real property" of any department or subdivision of the University.
- Space will be assigned to a college, department or other subdivision of the University taking into consideration several factors including campus priorities, best use, obligations related to funding or other covenants and, most importantly, the University's mission. These factors will be fully considered in decisions about all space allocations, use and changes in assignments.
- As space is a scarce resource, the assignment of space should be based on priorities reflective of the teaching and research mission of the University, strategic plan objectives, and the effective and efficient provision of services to students, faculty and staff. Therefore, the UMass Boston Space Utilization Principles for the assignment of space are prioritized and are as follows:
  1. *Instructional and study spaces,* including general purpose classrooms, specialized teaching laboratories, open laboratories such as computer labs, seminar rooms where graduate courses are held, study spaces, and other spaces necessary for academic support and co-curricular activities at the undergraduate and graduate level.
  2. *Specialized space for scholarly research, including both "wet" and "dry" laboratories*, consistent, to the extent possible, with the standards of the discipline. As this space, especially "wet" laboratory space, is often the most expensive to construct and maintain, administrators should examine the use of such space with special care. External research sponsorship and/or significant involvement with students in research should have a major influence in determining priorities.
  3. *Space for tenure system faculty, full-time non-tenure track faculty, full-time staff working on funded research, and other full-time professional staff* needed to carry out their responsibilities. To the greatest extent possible, this will include the assignment of a private office of a size consistent with University space allocation standards, which are periodically updated.
  4. *Space for student use*, including space for Approved Student Organizations, athletic, interaction, recreation, and social spaces.
  5. *Space for part-time non-tenure track faculty, part-time instructional and research staff (including teaching and research assistants), part-time professional staff, full or part-time support staff* needed to carry out their responsibilities**.** Unless otherwise approved by the SPACE Committee, staff in these categories will not be assigned private offices but instead will be assigned to an office shared with others or cubicle/desk space in open work areas of a size consistent with University standards.
  6. *Conference rooms and other meeting rooms*. Such rooms are appropriate for departmental meetings, and multiple formal and informal interactions that make the University function effectively. Such rooms are counted in the assignable square footage for each unit to which such a space is individually assigned. Shared

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conference rooms are encouraged and the assigned square footage will be allocated between or among units who use them. In addition, departments are strongly encouraged to make those conference/meeting rooms assigned on a department-specific basis available for use by other units when such spaces are not specifically booked for use for departmental purposes.

7. *Space (office and/or laboratory) for individuals associated with University programs but not on the University payroll*, including space for adjunct faculty, emeritus faculty, VDC, and affiliated staff, where possible.
8. *Shop spaces* for institutional support functions not related to teaching and research, such as general maintenance, repair of equipment, etc.
9. *Private study/social spaces*, spaces designed for specialized purposes, for faculty, staff and/or students.
10. *Storage spaces* for equipment and other materials not used on a continuous basis.

- Vice chancellors, deans and department heads are responsible for making efficient use of the space assigned to them. Periodically, they should review space assignments and utilization to ensure that the use of all assigned space is consistent with University space allocation and utilization principles and policies. Any changes and or updates to assigned space should be submitted to the Space Working Group through the office of Campus Master Planning.
- If a space is vacated, a college, administrative unit or department wishing to re-occupy and utilize the vacated space must submit a Space Request Form and Space Profile Form that identifies the vacated space and describes the programmatic rationale for the proposed reuse.
- Unless specifically prohibited by contract, funding source obligation, policy, or statute, all space, including occupied space, is considered re-assignable for other uses.
- A high value is placed on the clustering of activities to promote academic affinities in instruction and research, desirable interactions between and among faculty, students and staff and to maximize convenience for the users of University services.
- Effective decision-making concerning the assignment and utilization of space requires a proactive space planning process that anticipates future needs and seeks to reduce instances of functional mismatches between space characteristics and occupant needs.
- Space planning must take place concurrently with the planning for any programmatic growth. In conjunction with the development of new programs and initiatives, space allocations must be requested and approved. At the same time proposals are developed for new funding, new grants or new initiatives, the proposing department is responsible for submitting a Space Request or information on how the program or initiative can be accommodated within their currently assigned space with or without the need for modification. If a new position is authorized and requires new space, a Space Request must be submitted at the time that the position is authorized to be filled.
- Periodic assessments of the utilization, quantity and quality of existing space assignments will be conducted by the Workgroup at the direction of the SPACE

Committee. This assessment would be done with reference to established University space allocation standards and space utilization principles, with due consideration given to inefficiencies associated with the design, location, and condition of space.

Space Request Decision Criteria

- Space requests for functions or programs strongly linked to the University's mission, strategic plan and objectives or other stated campus priorities will be given priority over competing requests.
- Criteria for space allocation analyses include:
  - ✓ centrality to UMass Boston's mission and strategic plan priorities;
  - ✓ user productivity (whether measured by grant generation, publication and scholarship, client service, or instructional activity);
  - ✓ cost and anticipated return on investment;
  - ✓ availability of funding;
  - ✓ the appropriateness of the scale of the request;
  - ✓ improving any existing allocation threatening to expose the university to risks and liability;
  - ✓ the adequacy, location, and functionality of existing and proposed space assignments; and
  - ✓ appropriateness of functional adjacencies
- In the interest of "highest and best use", the SPACE Committee may reassign to another user and/or function when a plan is developed to consolidate existing functions into a lesser amount of space. However, in evaluating potential reassignments, due consideration must be given to cost, the disruptive effects of moving or consolidation on teaching, research, client service, administrative activities and employee morale. In addition, space assignment analyses should consider the past and future use of space as well as current use. This is particularly important in transition situations, e.g., when a researcher may experience periodic gaps between award of grant funds, or when faculty recruitment or leadership transitions warrant maintenance of assignments of temporarily underutilized space, or when the campus needs to assemble a stock of space that can be used to meet projected future needs.
- Proposals for conversion of space from one function to another will be carefully evaluated. In general, space should be used for the purpose for which it was designed to avoid excessive conversion costs and diminution of the vitality of campus activity. The analysis of proposals for the conversion of space to a less intensive use (e.g., conversion of a laboratory to an office or conference room) will include identification of the cost of replicating the original facility for use by another unit. Proposals for the conversion of instructional space to administrative offices will not be considered unless compelling evidence regarding benefits to students is presented. However, one should recognize that as the mission and needs of the university change, its space needs will also change. In all cases, discussion of proposed space conversions should be encouraged to promote mutually beneficial space exchanges.

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Procedure

Space Request Process Guidelines

A request for new space, the reuse of space and/or the renovation/reconfiguration of space can be initiated by submitting a Space Request Form and a Space Profile Form to the Director of Campus Master Planning, who will receive it on behalf of the SPACE Committee. The forms are available on the Facilities Department web site http://www.umb.edu/facilities/entry/request_services/. Space requests must include the reason for the request and must be signed by the requestor, department head, dean (if applicable), and vice-chancellor.

- Space requests must include information on how the implementation of the request will be funded if space improvements, renovations and/or moves are necessary. Typically, Departments are financially responsible for space improvements or renovations needed to address their programmatic needs (for example, this may include the provision of additional utilities or services necessary for the operation of research equipment, furniture, etc.) especially if outside funding is available. If departmental funding is not available for a request, this must also be indicated so that a determination can be made as to whether a request for funding for the work should be included in either the operating or capital budget process.
- The Workgroup will be convened to review space requests for completeness, working with requestors to comprehensively identify the space needs related to the request. Completed space requests will be classified based on the magnitude and complexity of each request.
- Complex space requests, which require study by outside architects and/or engineers to determine feasibility and scope, will be brought before the SPACE Committee for approval of the project before initiating a study. A proposed plan for funding should be brought as part of the approval of the request.
- The Workgroup will analyze less complex space requests, identify appropriate options and prepare recommendations to the SPACE Committee on the disposition of space requests.
- The Workgroup will report on the status of space requests at the meetings of the SPACE Committee and provide the information necessary for the SPACE Committee to take action on the space request.
- The SPACE Committee Work Group will present new space requests to the SPACE Committee along with its recommendations, identifying salient issues, options, impacts, and other evaluation considerations. Based upon the SPACE Committee's deliberation a request will be approved, denied, or returned to the Workgroup for further follow-up. Approvals and denials will be communicated in writing to requestors by the Director of Campus Master Planning on behalf of the Workgroup. In addition to its work on specific space requests, the Workgroup, will periodically summarize and report to the SPACE Committee regarding space management activities, campus-wide space allocation issues and suggestions for resolving same.

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Space Requests and Required Forms

- A Space Request is the official method by which a unit asks for space changes. It is required whenever a unit wants to add to, alter, or exchange its current space assignment or change the function of a space which they are currently assigned.
- To submit a space request two forms are required: The **Space Request Form** and the **Space Profile Form**.
- A Space Request may be made *only* by departmentally-authorized personnel and all information required of the requestor on the Space Request Form and the Space Profile Form *must* be provided for the request to be considered.
- A Department may submit a space request to the SPACE Committee only after is has been approved by the Dean (if applicable) and Vice Chancellor.
- The SPACE Committee will not consider requests without the appropriate approvals or necessary financial authorizations.

Supplemental Documents

Extremely helpful to the committee (and often to the requesting department) are the following:

- *"From-to" Worksheet*: As nearly all projects (with the exception of new faculty/staff hire) result in a personnel move, this worksheet is of particular use. It will be required should the request be approved, but is exceptionally helpful in understanding the nature and needs of a move in particular and projects in general (this worksheet is available on the Facilities website or by email request).
- *Departmental Space Inventory Update*: Updating your department's space inventory will assist you in understanding the needs of and available internal resources for your department's space needs. Likewise, this information is immeasurably helpful to the committee in ensuring the equitable and goal-oriented distribution of space and capital resources. The committee may require the completion of this process as a condition of project approval. This process is initiated by the SPACE Committee.

Additional supplemental documents that a requesting department should consider submitting:

- New-Hire documentation, should the request be related to the addition of a new employee.
- Grant award letter or other financial commitment documents, if the request relates to research or other purposes for which external funding is being received.
- Equipment Specifications: Specialized equipment (such as lasers, freezers, tissue culture hoods, spectrometers, dark-room equipment etc.) often requires utility service, and has the potential to impact abutting spaces. Providing the committee with specifications for equipment that the requesting department intends to use in the

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requested space allows the committee to make informed decisions on the feasibility of a request, and to suggest alternative options as appropriate.

- Annotated Floor Plans: accurate floor plans of appropriate areas are available upon written request to the Department of Campus Planning. These can be helpful in determining logistics and feasibility of projects, especially in the case of complex moves. The committee may require that the requesting department annotate a set of floor plans in order to clarify the content and intent of a request.

Oversight Department: Vice Chancellor for Administration and Finance

Responsible Party within Department: Director of Campus Master Planning within the Department of Facilities

Monitoring:

- Track space requests and progress
- Review and revise policy as necessary

Authority: The Chancellor

Related Documents:

- UMass Boston Space Allocation Standards
- UMass Boston SPACE Request Form and Space Profile Form
- "From-to" Worksheet

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