CAMPUS PLANNING

Space Use Subcommittee

Purpose
To pursue the mission, Willamette provides a variety of resources, the use of which is expected to be as efficient and effective as possible. One of the most critical and limited of these resources is space, defined for these purposes as any physical area of campus designated for use by a campus unit. Such areas include, but are not limited to: classrooms, laboratories, offices, libraries, common areas, outdoor spaces, and general support facilities.

This purpose fosters two important decisions, supported by the Space Use Policy:

1) All campus space is owned and centrally controlled by Willamette University.

2) Space is allocated on a temporary basis and is subject to review and reallocation.

To ensure the effective and efficient use of campus space, Willamette has created a subcommittee of the Capital Projects Advisory Committee, named the Space Advisory Committee. The SAC will facilitate and aid the planning and management of campus space, thereby ensuring that the allocation and use of campus space is aligned with utilization standards, guidelines, and the Willamette mission.

Scope
The oversight and recommendation responsibilities of the SAC apply to all campus units. This includes facilitating and reviewing and responding to requests from campus units to:

- Receive additional space and make recommendations on how it will be allocated
- Repurpose or vacate allocated space
- Review proposals for physical alterations that would change the intended primary and/or functional use of allocated space
- Change the primary/intended/functional use, or the occupancy standards of allocated space
- SAC generally does not respond or tender requests by campus units to reassign persons and/or activities within space already allocated to the unit, as long as the reassignment does not result in a vacation of allocated space or other change to the primary or functional use of space.
- Changes by reassignment should be reported to WITS, facilities, and to Campus Safety, for information purposes.
- SAC oversight does NOT apply to requests for the use of space for special events or other short-term activities. Such activities would be subject to the policies and oversight of the Office of Scheduling, Events and Conferences.
**Definitions**

**Space**: Any physical area of campus allocated for use by a campus unit. Such areas include, but are not limited to: classrooms, laboratories, offices, libraries, common areas, general use facilities, and support facilities.

**Space Change within unit**: Any change in space use, within the same space, by a campus unit, without change in primary or functional use.

**Space Use Change**: Any change to the primary or functional use of already allocated space. Space changes include, but are not limited to: allocation of additional space to a campus unit, repurposing or vacating of allocated space, proposing physical alterations, substantial changes in furnishings or casework that substantially change the use of allocated space, or change its functional or primary use.

**Control of Space**: All campus space is owned by the University. Campus units are allocated space for their temporary use. Space allocations are temporary and subject to review and reallocation.

**Allocated Space**: Any physical area designated for use for a campus unit. Space is allocated on the basis of “needed by the university at this time” and is subject to review and reallocation.

**Campus Unit**: Any college, division, program, or administrative unit, including any varied uses by students, contracted services. Campus units include any and all programs or other sub-units operating under the umbrella of a larger unit.

**Primary Use**: The use of allocated space, correlated to a specific definitions of use. Example: A classrooms primarily use is to teach students.

**Functional Use**: Recording allocated space use for planning/study purposes, or for its registered intended use by the university. Example: An assessment of space would designate space for “office use” “classroom use” “gathering space” “restroom space”.

**Responsibilities**

The **Space Advisory Committee responsibilities**:
- Provides a reporting forum for review of space use on campus.
- Reviews space change requests and makes recommendations.
- Recommends changes to space use policy and strategies.
- Defines and applies space management standards and metrics.
- Responds to space requests from campus units.
- Communicates space use goals, criteria, processes, and outcomes to the campus community.
- Evaluates plans, for construction, for allocation of space, for preparation of space for re-use.
- Review reports produced about physical inventory of campus space to ensure efficient and effective use of space.

**Colleges and Division responsibilities**: 
• Utilize allocated space for its intended purpose and in a manner consistent with University policies and guidelines
• Comply with all policies and procedures related to the review, oversight, and reporting of space use on campus
• At regular intervals, provide to the Space Advisory Committee updates of the functional and primary use of allocated space
• Provide feedback to the Space Advisory Committee on the efficiency and effectiveness of University space allocation policies, guidelines, and procedures.

**Department or employee responsibilities:**

• Utilize allocated space for its intended purpose and in a manner consistent with University policies and guidelines.
• Provide feedback to department, college, or division head about the efficiency and effectiveness of achieving the mission of the university with the space allocated.
• Comply with all policies and procedures related to the review, oversight, and reporting of space use on campus,

**Guiding Principles**
The following existing practices will help to establish the principles for space allocation decisions and will provide a foundation for the Space Advisory Committee’s work.

1. When prioritization is needed, top priority for campus space use will be given to academic and other instructional needs.

2. Physical proximity to co-workers, with respect to proximity providing efficiency, effectiveness, and collegiality will be considered carefully. However the driving principle for space allocation is the potential to improve a program, improve retention, or improve efficiency and effectiveness;

3. Space is not owned or controlled by divisions, departments, or current occupants;

4. Space allocations are made to campus units, not to individuals;

5. Space will be allocated using priorities that support a successful campus community and promote a culture of student and academic retention and success;

6. Space allocation shall be visible and understandable;
7. Affected programs and individuals should have the opportunity to provide written support or opposition to a change in space use; however final authority of all space allocations and assignments rest with the Administrative Council and the President;

8. Defined, primary and functional definitions for a space may be changed from one part of the day to another, from academic year to summer use, or to adapt to specific programmatic needs.