

SPACE ALLOCATION COMMITTEE: POLICIES & PROCEDURES

Updated March 2019

SPACE ALLOCATION COMMITTEE CHARGE AND PRINCIPLES

The six (6) member Space Allocation Committee (SAC) is a standing sub-committee to the Campus Advisory Committee. The SAC is charged with the efficient and equitable allocation and use of space on the Portland State University campus.

The SAC recognizes the need for guiding principles to inform fulfilling the duties with which it has been charged. Through careful analysis, collaboration and good decision making the SAC seeks to allocate space in a manner that:

- Promotes the academic and research missions of the University through rigorous analysis of existing space and by creating new space that is flexible and adaptable to account for evolving pedagogy
- Improves the student, faculty and staff experience at the University through good space design
- Promotes efficient use of University space through the consistent and equitable application of University standards
- Seeks to consolidate units in single locations and creates the appropriate adjacencies of uses that best implements the long term vision of the University and its colleges, schools and departments
- Promotes fiscal responsibility and University sustainability by considering the short and long-term costs attributed to space
- Promotes fiscal responsibility and University sustainability through the reuse of existing spaces and efficient and flexible design of new spaces
- Seeks to locate departments in the best possible location in the least moves possible
- Promotes efficiency through departmental control of internal space assignment when the function of the space does not change
- Advocates for retaining and enhancing general pool classrooms and other shared University space

SCOPE OF DECISION MAKING

The SAC's scope of decision making includes the Approval, Conditional Approval or Denial of space proposals and may include rendering recommendations to proposers requesting space in the following:

- Space proposed in new buildings, building expansions & major building renovations.
- Space in existing buildings
- Allocation of Smith Memorial Student Union (SMSU) Space (except for space approved for control by the Smith Student Advisory Board (SSAB) in accordance with SSAB by-laws)
- Athletic Spaces
- Temporary use of existing grounds for education or research purposes

The following functions have financial/budget implications and require final approval by the appropriate Vice President and the VP of Finance and Administration. The SAC will play an advisory role in the allocation of space for these functions:

- Transportation & Parking Space
- Housing & Residence Life
- Retail & Office Lease Space (PSU as Landlord)
- Externally Leased Space (PSU as Tenant)

The allocation of space in condominium, collaborative or partnership buildings are subject to additional committee approvals in accordance with executed agreements and by-laws.

MEETING SCHEDULE

The SAC meetings will generally be held once each month, at the same time and place when possible. Where holidays or schedule conflicts are identified, an alternate time will be scheduled as appropriate. Meetings may be cancelled upon approval of the committee chair. If a meeting is canceled, CPO Staff will notify the committee members and applicants and post the cancelation on the SAC website.

The Campus Planning Office will post the meeting schedule, agendas and minutes on the public SAC website.

Under special conditions, (such as timing, funding restrictions or proposal simplicity), the SAC Chairperson may call a special meeting of the committee or for an e-mail vote on space proposals.

MEMBERSHIP AND MEMBER RESPONSIBILITIES

SAC Members

The SAC members represent a broad spectrum of the university. Although members bring unique backgrounds and perspectives to the decision making, they are expected to act in the best interest of the university rather than as advocates for a specific division.

The four (4) standing members of the Space Allocation Committee include one (1) representative appointed by each of the following:

- Vice President for Academic Affairs
- Vice President for Enrollment Management
- Vice President for Finance & Administration
- Vice President for Research & Graduate Studies
- Vice President for Global Diversity & Inclusion

Standing members of the Committee serve at the will of the appointing Vice President and may be replaced by the Vice President at any time.

The fifth (5th) member of the Space Allocation Committee shall be a Dean of a university school or college appointed by the Provost.

SAC members may not appoint alternates to fulfill their duties.

Chairperson

The SAC chairperson is appointed from among the standing committee members by the committee members. The chairperson is a voting member of the SAC. The SAC chair is responsible for approving meeting agendas, calling meetings to order, facilitating discussions and calling votes. The chairperson may select an alternative standing committee member to act as chairperson in his/her absence. Committee members can vote to change the committee chair at any time the committee finds it necessary.

Ex-Officio Members

The following representatives serve as Ex-Officio members of the SAC. Ex-Officio members are invited to attend and participate in SAC deliberations, but do not have voting rights.

- Two (2) appointed staff from the Registrar's Office staff as determined by the AVP of Enrollment Management
- One (1) appointed staff of Capital Projects & Construction staff as determined by the director
- Director of Campus Planning & Design

Member Responsibilities

All SAC members are expected to familiarize themselves with space proposals prior to the meeting, attend all SAC meetings and participate in space proposal discussions. When a SAC member is not able to attend a meeting they are required to notify the chair of the committee and committee staff of their absence in advance of the meeting.

Meeting agenda, proposals and other meeting information to be presented at the SAC meetings will be available through the private SAC website prior to the scheduled meetings, but may not be available in paper form at the meeting. Supplemental information may be distributed at the meeting.

SAC deliberation details and individual voting results are confidential and will not to be recorded.

Summaries of special meetings and e-mail decisions will be recorded in the summary of the next subsequent meeting.

DECISION MAKING

Each member of SAC will have one (1) vote. Committee members with a vested interest in an agenda item are required to abstain from voting. A three (3) member quorum of voting members is required for a vote. Proxies and voting alternates are not permitted. Voting will be conducted using a simple majority.

The SAC will render decisions on space proposals as follows, and may request additional information or provide the applicant with additional recommendations:

- Approve,
- Conditionally Approve,
- Defer, or
- Deny

Decisions to approve, conditionally approve or deny go into effect immediately unless otherwise noted by the SAC.

APPEALS

The Space Allocation Committee is a standing sub-committee of the Capital Advisory Committee. The committee is charged with the responsibility of making decisions on campus space requests and therefore there is no appeal available outside of the SAC. The SAC may decide to hear an appeal of a previous space allocation decision upon request. The SAC will follow the same decision-making procedure described above.

CONSENT AGENDA ITEMS

In an effort to streamline noncontroversial and/or self-explanatory space allocation request, the SAC has adopted a consent agenda for the following types of requests:

- Storage space that is under 150nsf or is not finished to a level that is could be allocated for other uses and is endorsed by the Campus Planning Office
- Temporary office allocations that don't exceed six months and is endorsed by the Campus Planning Office
- Temporary use of unassigned and/or departmental space, with written approval from the department, for construction purposes (construction timeframe must be agreed upon between the Campus Planning Office and Capital Projects & Construction)
- General pool classroom scheduling priority requests that are endorsed by the Office of the Registrar (conditionally approved for one academic year and then reviewed by the Office of the Registrar each year for continued scheduling priorities)

Consent agenda items will be presented to the committee at the beginning of the SAC meeting. If any member of the committee feels that the request should be discussed in further details, the request will go through the formal request process and presented at the next SAC meeting.

COMMITTEE STAFF

The Campus Planning Office serves as staff to the SAC. Staff will prepare the meeting agenda, prepare and present space allocation proposals, record meeting summaries and send decision notifications to applicants and operations staff. Staff will post committee summaries and agenda to the public SAC website. Staff to the SAC is advisory and do not have voting rights.

COMMUNICATION AND FILES

Agenda and meeting summaries will be posted to the public SAC website approximately one week after the meeting.

Space allocation proposal, presentation and other files relevant to the committee will be posted to the private SAC site for committee members, ex-officio, and staff to review

Committee Staff will directly notify requestors and relevant constituents of decisions and ensure that decisions are available to the campus community.

SUBMITTAL OF SPACE REQUESTS

Applicants will submit a simple space request form to Campus Planning staff to initiate the space request process. Written approval by the requestor's Dean, Executive level Director or above is required to initiate the space request process.

PREPARATION OF SPACE ALLOCATION PROPOSALS

Campus Planning staff is responsible for preparing and presenting all space allocation proposals. Campus Planning staff will work with the requestor to develop a comprehensive proposal conforming to the evaluation criteria established by the SAC.

At the discretion of the SAC, proposals may include the following topics, other information or support documentation deemed relevant to the request:

- Purpose of the Space Proposal
- Analysis
 - Relationship to Broad University Needs and Mission
 - Program Needs
 - Adjacency
 - Department Impacts
 - Enrollment Impact
 - Efficiency
 - Administrative Costs
 - Revenue Impact
 - Remodeling Costs
 - Non-duplication of Space
- Staff Summary of Findings
- Location Plan

UNIT REPRESENTATION AT SAC MEETINGS

In an effort to balance the desire for more open and inclusive SAC meetings, up to two (2) representatives from the unit requesting space can attend the SAC meeting. Representatives will be

given a time certain on the agenda and provided the opportunity to respond to questions from the SAC during their allocated time.

After SAC staff has presented the units request to the committee, the unit representatives will have an opportunity to add any additional information about their space needs. The committee will then have an opportunity to ask the representatives questions. When the committee is ready to deliberate and make their decision, the unit representatives will be asked to leave. Requestors will be notified of the committee's decision within the next two business days.

In the case of competing requests or requests that effect another unit's space, representatives will meet with the committee separately.

CHANGES IN USE AFTER ALLOCATION

The SAC allocates space to accommodate specific uses based on 'need' in accordance with the guiding principles. A new space request may be required if the intended use or configuration of the space is proposed to be changed. Contact the Campus Planning Office for further information, prior to making significant changes to allocated space.

REALLOCATION OF UNUSED OR UNDER-UTILIZED SPACE

A new space allocation request may be required if the space is being under-utilized or unused by a department or unit. In consultation with the Dean, Executive level Director or higher university official, the SAC may reclaim or reallocate space that is under-utilized or not used for the approved purpose.

VACANT SPACE

Committee staff keeps a detailed list of all spaces that are vacant or will be vacated soon on campus.