Space Allocation Committee Meeting                                        March 22, 2006

Attending:
Robert Beam, Evie Asken, David Dakin, Susan Kamman, Wendy Ford, Patrick Gorenchan, Linda Delene, Ron Davis, Leonard Ginsberg, Margaret Merrion, Barbara McKinney, Ariel Anderson, Conn Macomber, Diane Anderson

Brown Hall
Planning for relocating the Brown Hall functions is on-going. The use of the Little Theatre for classes is confirmed, and it is confirmed that the adjacent parking lot is “all-sticker” parking and available for student use. Most of the other functions have been relocated, with the exception of the Foreign Language graduate students. Wendy Ford and Patrick Gorenchan are working on the details.

Overall, the Brown Hall project schedule is on-track.

Ellsworth Hall
The Division of Multicultural Affairs move is still being finalized. Total budget, scope and timeline frame for completion depends on whether or not the University receives a donation of furnishings from Steelcase. After that, it takes furniture 6 weeks to be manufactured and delivered, and 2 weeks for complete installation.

In the meantime, estimating the costs for the rest of the 3rd floor cleanup and general remodeling can continue, along with planning and coordinating the Center for Academic Support Programs’ move out of Moore Hall.

Plans to move the Graduate College into the lower level of Ellsworth are still under discussion. Ron Davis and Linda Delene will make final decisions.

David Dakin was asked to provide an explanation of the current status and sequencing of the Ellsworth Hall remodeling and relocations. It is included at the end of these minutes.

Henry Hall
Conn Macomber reported that work on moving Student Academic and Institutional Research is in process. Conn will communicate with Ron Davis as to details. SAIR need to vacate its Seibert space by the end of April to enable the planned relocation of departments in Seibert to occur according to schedule. The planned Seibert relocations are to move the offices for General Counsel and Business Services into the vacated SAIR space, and to use the vacated General Counsel space for Admissions. Admissions offices are to be complete before Fall Semester 2007.

College of Arts and Sciences
Wendy Ford distributed copies of the College of Arts and Sciences’ Guidelines for Space Allocation and Utilization. The guidelines were drafted by the College’s Space Advisory Committee. The guidelines are intended to help manage the College’s assigned space, which includes locations in eight separate buildings on campus, and will be coordinated with the Space Manager and the Space Allocation Committee.
Project Updates

Chemistry Classroom building:
The completion schedule for the chemistry building has become very tight, as there are problems with receiving the lab casework from Steelcase on schedule. Options being looked at are starting the Fall Semester’s lab classes in McCracken, which would involve re-opening all the lab hoods and other maintenance issues, and reorganizing the lab course content to deal with the lack of facilities.

Richmond Center for Visual Arts
There have been some problems with delays in steel deliveries, but so far no impact on total schedule.

Bio-diesel research
Space is needed for the Bio-diesel research lab for Mark Pekarovic, which is expected to require a very large diesel fuel storage tank. The Kalamazoo Airport facilities are being looked at for this.

Bernhard Center Master Plan
Significant renovations are being planned for the Bernhard Center, some of which are to occur this summer. These include:

- Upgrade/refinish main lobby; remove the candy counter
- Install ‘1-stop’ student services venue
- Improve building use and circulation by creating a north-south corridor between the dining hall and offices on the building’s north side and the main lobby
- Expand the Bookstore by adapting the former bowling alley for textbook sales
- Coffee shop – negotiations on-going with franchises

Lawson
Plans are complete to renovation the public lobby and lockers rooms for Lawson Arena and Gable Natatorium. It is expected to be done this summer.

Hyames Field
The Grandstand is being given a new roof, and netting is being installed along Stadium Drive.

Tennis courts and soccer fields
The upper tennis courts are being replaced. There are plans for replacing the lower tennis courts, however, the total project depends on the fund raising by the various groups with vested interests in the tennis facilities. The University eventually intends to raze the Goldsworth Valley Apartments and relocate the varsity soccer fields from the Parkview Campus to the Goldsworth Valley. The Parkview soccer fields are among the final three properties available for purchase at the BTR Park.

Miller Plaza
The Richmond Center and the Brown Hall construction projects are causing significant changes to the Miller Plaza. Planning is underway to re-design the Plaza.

Building 126
Pfizer is still deciding whether they will supply utilizes to Building 126, or whether 126 will be severed from their systems. If severed, 126 will require all new utilities systems.
Geosciences is being moved in to the former Whitman Saddle Building.

Kohrman Hall renovations are on schedule.

The next Space Allocation Meeting will be on April 12, at 8:30a.m. in the President’s Conference Room.

ADDENDA:

Project #2006-001
Ellsworth Hall re-organization
February 13, 2006
Rev. March 22, 2006

Departments involved:
- Academic Technology and Instructional Services – CVIT classroom moved from Kohrman Hall
- Division of Minority Affairs move to third floor
- Academic Technology and Instructional Services – staff offices move to fourth floor
- Haenicke Institute (International Student Services; CELCIS and International Affairs) move to second floor north
- The Graduate College move to lower level
- Center for Academic Support and Programs move from Moore Hall to Ellsworth third floor south

Related moves:
- Henry Hall first floor
  - Student Academic and Institutional Research from Seibert Hall
- Moore Hall
  - Anthropology from lower level to second floor

Schedule of events:

1. Campus Architecture and Design will renovate Ellsworth Hall, room #1354 for use as the new CVIT classroom. 02/03/06 - Estimated costs were given to Provost’s office for funding source. Desired completion date: April, 2006.
   **Note: This has been funded by the Provost, Campus Architecture and Design is in the process of working with Physical Plant to complete the work.**

2. Campus Architecture and Design will renovate the north portion Ellsworth Hall, third floor for the Division of Minority Affairs (DMA). This renovation is based on a sizeable donation from Steelcase for furniture allowing the President’s office to fund the architectural and electrical upgrades; given to the President’s office 02/02/06. The south portion of Ellsworth, third floor will become home for the Center for Academic Support Programs (CASP) in an “as is” move. Prior to this, an agreement must be made between DMA and CASP for common space near the main stairtower; DMA and CASP have several program functions that could be consolidated into one area. Once this agreement is made, CASP may move into the south portion of the third floor at any time and is an “as is” move. Construction start-up for the north portion is dependant upon word from President’s office regarding donation.
Note: DMA has agreed to share the common space with CASP, meeting is set up for March 28 to have buy in from CASP. We have been asked to investigate upgrading this area.

3. Once CASP moves from Moore Hall, second floor to third floor Ellsworth; Anthropology may move from Moore Hall lower level to second floor. This will be completed via Physical Plant work order on an “as is” move.

4. Once Anthropology is moved from Moore Hall, lower level work can be completed to remove the mold issues. This will be an “as is” move and completed via Physical Plant work order.

5. An agreement must be made with DMA and Haenicke Institute for the temporary movement of DMA’s workstudy student’s and their copier into another space on the second floor until they are moved to the third floor. Once this agreement is made, work can begin on the second floor central reception area for the Haenicke Institute. Ron Davis, Julie Lenczycki and Sheri Harper will meet with Martha Warfield to discuss this consolidation.

6. Once DMA has been moved to the third floor, modifications can be made to the north portion of the second floor for movement of CELCIS, International Student Services and the re-organization of International Affairs. This work will be an “as is” move and completed via Physical Plant work order.

7. Once International Student Services vacates the fourth floor, modifications can be made to accommodate the movement of Academic Technology and Instructional Services (ATIS). There should be a revised program discussed since the CVIT classroom is now located in Ellsworth to see what changes this move has affected how ATIS function. This work will be an “as is” move and completed via Physical Plant work order.

8. Once CELCIS vacates the lower level of Ellsworth, renovations can be made to accommodate the movement of the Graduate College. A new entrance, reception area and sidewalk must be put in place to make this building entrance barrier free. This work will be completed by Campus Architecture and Design.

9. Student Academic and Institutional Research move to Henry Hall, first floor may happen at any time. This work will be an “as is” move and completed via Physical Plant work order.
College of Arts and Sciences
Western Michigan University

Guidelines for Space Allocation and Utilization

Purpose

This policy is to direct the effective use of the space resources of the College of Arts and Sciences. Appropriate allocation of space for instruction, research and related functions is essential in order for the College and its departments to achieve their stated missions. The guidelines in this policy should facilitate space coordination, planning, and problem-solving at the college level, and support advocacy beyond the college level. The guidelines are not intended to regulate space use at the university level, including space controlled by the Registrar.

These guidelines will be subjected to ongoing review and revision, particularly during the initial year of implementation, any time issues arise that are not adequately addressed in the document. Revisions will be drafted by the College Space Advisory Committee and submitted to the Dean.

General Considerations

- It is the goal of the College to have space that is clean, safe, secure, maintained, well-lit, professional in appearance, and contiguous within units.

- The space policy is intended to promote the efficient and appropriate use of available space in the College.

- Space allocation in the College is the responsibility of the Dean. The Dean may designate space allocated to the College to departments. Subdivision of space allocated to departments is the responsibility of the department Chair. However, the Dean may change the allocation of space to a department for reasons as outlined below.

- The space policy should meet the present needs of the members of the College as well as address anticipated needs.

- The space allocation recommendations should cause as little disruption as possible, including maintaining the primary built function of a space wherever possible (i.e., wet labs, classrooms).

- Major alterations to any space must also be approved. Arrangements for the costs of any physical modifications are the requesting occupant’s responsibility.

Policy

Office Space

- Space allocations to faculty will be made consistent with the types of faculty appointments in the order below.
• Space for tenured and tenure-track faculty members:
  o Full-time tenured and tenure-track faculty members will be provided with office space. Ideally, each would have exclusive use of one office.
  o Faculty jointly appointed in two programs who have enduring responsibilities in both programs may need office space in two locations. Per university policy, the second office would be shared space.

• Space for term faculty:
  o Term faculty members and post-doctoral research associates may be granted office space. Individual departments may require this space to be shared with others.

• Space for students:
  o Graduate assistants will be assigned office space, as available, and may share this space with others.
  o Undergraduate students ordinarily will not be given space unless they have instructional responsibilities. They may share this space with others.

• Space for part-time or adjunct faculty members:
  o Part-time faculty members will be granted office space, as available. Individual departments may require this space to be shared with others.

• Space for Emeritus faculty members:
  o Emeriti faculty members who continue their research program may be allocated space, if available.

Department Space

• Sufficient space shall be provided to meet the administrative needs of the department, including office space for administrative staff such as office coordinators and assistants, advisors, technicians, or other support personnel.

• Secure space shall be provided for equipment and other storage.

• Ideally, departments will be designated community space that may be used for various purposes, such as committee work, student library or study areas, or student organizations.

• Departments shall maintain control of scheduling any rooms assigned specifically for their purposes.

• Each department should develop its own policy consistent with the College Guidelines. Departments are encouraged to develop additional guidelines for allocating space within their units.

• Departments are encouraged to look for opportunities to share space with other units to address multiple needs. When space is shared, the departments need to develop mutually agreeable practices for scheduling or coordinating the space.
Instructional Space

- Departments may reserve part of their allocated space for special instructional use (e.g., seminar rooms, laboratories requiring special facilities).

- Departmental laboratories requiring special equipment or computer laboratories requiring specialized software should be used solely for these purposes. The department reserves the right to schedule these rooms.

- Every attempt must be made to maintain adequate teaching laboratories, whether for instruction in the sciences, humanities, or social sciences.

- Because of the specialized nature of equipment and facilities needed in some teaching laboratories, some teaching labs may not be used for multiple purposes.

Research and Creative Activities Space

- College guidelines will be developed to facilitate space planning and coordination intended to support research and creative activities. Guidelines may address laboratories, studios, or other research space. The guidelines may also address space for special projects and grant-funded activities.

Implementation

- This policy becomes effective in January, 2006.

- Each department will conduct an annual space inventory. The inventory will be submitted to the dean for review.

Requests for Additional Space

- Requests for space will be submitted to the College Space Advisory Committee (see Appendix). The committee will make recommendations to the Dean, who has ultimate responsibility for space allocations within the college.

- Requests for additional space will be submitted on the official on-line form created by Campus Planning & Architecture (available at http://cf.wmich.edu/docs/space-utilization-form.pdf). Descriptive information on the form will include:
  - The extent and type of space requested.
  - Justification for the request as well as documentation that other relevant space in the department is well-utilized.
  - Documentation of conversations with any other departments that may be affected by the space request, including any agreements reached.

- Requests for additional research and creative activities space may be governed by separate college guidelines.

- Departments may submit joint requests for shared space or coordinated space.
Moving Policy

- Space vacated by a faculty member or unit should be left in a pristine (or move-in) condition for the next occupant of the space.

- Permanent fixtures that are part of the building should be left intact in the moving-out process. Similarly, equipment purchased through a building-project fund should be considered as institutional property. Such items should not be removed without permission from the Dean.
Appendix
College Space Advisory Committee

By-Laws

The College Space Advisory Committee is made up of 10 members representing the College's areas and departments. These include 3 department chairs (or school directors), 3 faculty members, 2 staff members, and 1 student, as well as an associate dean, who chairs the committee and serves as a non-voting member.

Faculty membership on the committee is for a term of two years. Each area (Humanities, Sciences and Mathematics, Social Sciences) is represented by 2 departments in any given year. (Note: While the number of departments varies in the three areas, the total number of faculty members in each is approximately equal.) When a vacancy occurs, nomination of faculty candidates for membership on the committee is solicited from department chairs, beginning with departments not represented by faculty on the previous year’s committee and taking departments in the area in alphabetical order until all openings are filled.

Staff membership on the committee is also for a term of two years. Two of the areas (Humanities, Sciences and Mathematics, Social Sciences) are represented by a staff member in any given year, with rotation among and within the areas to include departments presently not represented by faculty members.

Student membership is for a term of one year and is rotated among and within areas from departments not presently represented by faculty or staff members. The student member may be at the undergraduate or graduate level.

All members are selected by the committee chair from a slate of candidates recommended by department chairs. All members, except the chair, are voting members. Terms of faculty and staff members are staggered, so initial membership may be for one or two years.

A quorum of 6 voting members is required for the committee to come to order. Members who are unable to attend a scheduled meeting are expected to provide a substitute.

When a department’s space request is scheduled for review by the committee, one or more representatives of the department shall attend the meeting to present the request, answer questions, and provide input as the request is discussed. Representatives of other departments that may be affected by the space request are also encouraged to attend the meeting and contribute to the discussion.

The charge of the committee is to (1) maintain an inventory of space available in the college, updated annually by departments; (2) review all proposals regarding space presented by departments in the College or by the Dean; (3) prioritize proposals for new space based on evidence of utilization and needs, as well as evidence of available funding or determination of the need to advocate for funding; and (4) initiate or review College space policies, recommending to the Dean any changes it believes to be necessary or desirable.

Committee recommendations are forwarded to the Dean for approval or denial. Approved proposals may be further prioritized for advocacy by the Dean.