



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Space Policy

Policy 2.12

Volume 2 Academic Affairs
Chapter 12 Space Policy
Responsible Office: Provost
Originally issued: 2/2007

Policy Statement

Physical space at the Medical College of Georgia is a valuable institutional resource that must be managed carefully and used efficiently. Space is allocated to individual units through the campus physical master plan to serve and support the programmatic goals outlined in the institution's mission and strategic plan. When units vacate space as a result of either a move into a new building or renovations to existing buildings, responsibility for reallocation of the vacant space resides in the Office of the Provost. Likewise, the Office of the Provost can initiate space changes in accordance with institutional priorities.

Decisions regarding new space assignments, renovations, and funding will be determined by the Provost, in consultation with the Vice President for Finance, Vice President for Administration, and Space Management Advisory Committee, after considering institution-wide space needs and program priorities established in the strategic plan. This policy outlines the procedures to be used for space assignment and requests for changes in space.

Reason For Policy

All Medical College of Georgia land, facilities, and buildings belong to the Board of Regents of the University System of Georgia as a whole and are administered by the President of the Medical College of Georgia, or his delegated representative. The President has delegated that responsibility to the Provost. All space is subject to assignment and reassignment to meet the overall needs and best interest of the institution. This includes, but is not limited to, all academic space (classrooms, laboratories, conference rooms, libraries, etc.), administrative space, housing, auxiliary facilities, and other such facilities.

Entities Affected By This Policy

This policy affects all units of the Medical College of Georgia.

Who Should Read This Policy

All administrators and faculty and staff in management positions at the Medical College of Georgia should be aware of this policy. This includes, but is not limited to, Vice Presidents, Deans, Associate and Assistant Deans, Department Chairs, and business managers.

Contacts

Contact	Phone	e-mail/URL
Provost	706-721-4014	http://www.mcg.edu/aaffairs
Architect, Facilities Planning	706-721-6150	http://www.mcg.edu/facilities/planning/
Vice President for Administration	706-721-1018	http://www.mcg.edu/vpadmin/

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p212.pdf>

Related Documents

Space Metrics by Rank and Position: see Appendix I

Space Management Advisory Committee Team Charter: see Appendix II

Overview

Physical space is a valuable institutional asset that must be managed carefully for the institution to function efficiently. Responsibility for allocation of space at the Medical College of Georgia resides in the Office of the Provost. Decisions regarding space allocation are made by the Provost in consultation with the Vice President for Finance, Vice President for Administration, and Space Management Advisory Committee. This policy contains the criteria for space assignment and describes procedures for annual space inventories and requests for additional space allocation. A table of space metrics, as determined by rank and position, is attached as Appendix I. The team charter for the Space Management Advisory Committee is attached as Appendix II.

Process/Procedures

Criteria for Space Assignment

Space assignments are made after careful consideration of all relevant factors and consultation with the school or administrative unit involved. Criteria governing assignment and reassignment of space are:

- Appropriateness of the space to the function to be served.
- Physical proximity of the space in cases where operations and activities can be enhanced by close geographical locations.
- Space audits and analyses of space requests based on recognized space utilization standards and guidelines (see Appendix I).
- Accessibility of the space to the disabled and compliance with regulatory codes.
- Priorities for research, academic programs, and support services established by the Institution.
- Minimal disruption of ongoing activities of faculty, students, and staff.

The Office of Facilities Planning is responsible for conducting periodic audits and assessments of the utilization of space throughout the university. If improvements in utilization seem possible by relocation, consolidation, or physical changes, the alternatives are explored with the affected school or administrative unit.

Unless otherwise specified, Deans or Vice Presidents may assign or reassign space internally to the department, program, or school within the total space assigned to the school or unit. All changes in space allocation must be reported to the Office of Facilities Planning within 10 days of change.

The school or administrative unit is responsible for ensuring that space utilization is consistent with the purpose for which that space was assigned (e.g., laboratory space to be used for laboratory purposes, office space for office purposes). Approval from the Provost must be attained prior to changing space to a different purpose.

Space Management

Strategic Space and Facilities Plan for Departments, Programs, and Schools

Each program or department will conduct an annual review of its currently assigned space in order to:

- Update the Space Inventory.
 - Validate current data on file.

- Submit corrections or changes to the department's assigned space.
- Assess the space and facilities needs of each program or department within a school.
- Generate a list of the changes that may be needed in space and facilities based on the changes in programs that are planned for each program or department. This is intended to include the appointment of new faculty that may, for example, need laboratory space upgraded.

Prior to allocating additional space to a school or administrative unit, the Provost will review and approve all proposed programmatic or functional space assignments and reassignments presented by the requesting unit.

Facilities Planning will maintain an accurate space inventory database and will be responsible for submitting the annual Space Inventory Report of the University, which is the official record of space assignments.

University classrooms are scheduled by the Registrar, taking into account any restrictions related to dedicated space.

Request for Assignment of Space

All requests for additional space must be made in writing to the Provost. Requests must be acknowledged and approved by the chairperson or director and the Dean or Vice President responsible for the program or department and must be submitted through the Office of Facilities Planning. Requests should outline the reasons for requesting space and include:

- A description of required special characteristics or physical aspects.
- The number and description of personnel to be housed, including individual name, position title, and FTE (full-time equivalent) for each faculty, staff, and graduate assistant position.
- The amount of space being requested.
- The projected cost components (obtained through estimates from Office of Facilities Planning or Construction Management Section) for implementing the reassignment of space, including alterations and improvements, furniture and equipment, moving expenses, and other services (e.g., interior design, telecommunications, information technology) required for occupying the proposed space.
- A funding plan for covering the costs of acquiring and implementing the space assignment.
- Decisions regarding additional space will be made based on availability, strategic need, and in accordance with the master facility plan.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 2.12, Space Policy, are:

Office of Facilities Planning	Conducts periodic audits and assessments of space utilization throughout the University. Maintains accurate space inventory. Forwards space request changes to Provost.
Deans or Vice Presidents	May assign or reassign space internally to

	their department, program, or school within space that is assigned to the school or unit. Must report such changes to Facilities Planning within 10 days of the change. Approves requests for additional space made by their school or unit before sending forward to Facilities Planning, who then forwards request to the Provost.
Programs and Departments	Must conduct annual review of currently assigned space.
Provost	Reviews and approves proposed space assignments and reassignments.
Space Management Advisory Committee	Reviews facilities utilization, advises Provost of recommended changes in facilities, monitors progress on goals for Master Facilities Plan, and advises the Provost on ways to improve effectiveness and efficiency of space management.

Forms

Space Management Request Form:

<http://www.mcg.edu/facilities/planning/SpaceMgmRequest.pdf>

Space Relocation Notice Form:

<http://www.mcg.edu/facilities/planning/relocfrm.htm>

Appendices

Appendix I: Space Metrics by Rank and Position

Appendix II: Space Management Advisory Committee Team Charter

Appendix I: Space Metrics by Rank and Position

New or Renovation of Space				
Preliminary Space Requirements				
Functional Type of Space	No. of Units	Net Area/ Unit	Net Area Required	Comments
Administrative Space				
Vice President	0	400	0	
Dean	0	275	0	
Executive Director	0	275	0	
Associate Vice President	0	250	0	
Director	0	225	0	
Chairman	0	225	0	
Associate Dean	0	175	0	
Assistant Director	0	175	0	
Administrator	0	175	0	
Faculty	0	175	0	
Associate Administrator	0	145	0	
Professional/Supervise	0	150	0	including files
Secretary/Clerical	0	150	0	including files
Fellow-Grad Student	0	65	0	
Reception Area	0	90	0	
Education				
Electronic Classroom	0	800	0	approx. 24 stations
Student Study Area	0	400	0	
Work Room	0	250	0	
Individual Student Study	0	65	0	
Research				
Research Lab-Medium	0	450	0	
Research Lab-Large	0	600	0	
Tissue Culture	0	150	0	
Microscope Room	0	120	0	
Common Equipment Room	0	450	0	
Modular Partitions				
Cubical Size, may vary	0	80	0	Partition height size may vary
Support Spaces				
Copy Room	0	100	0	
File Room	0	120	0	
Telephone Closet	0	75	0	May vary- Minimum of one
Electric Closet	0	50	0	May vary-Minimum of one
Janitor Closet	0	75	0	May vary-Minimum of one
Conference Room-small	0	140	0	Seating for 8
Conference Room-large	0	300	0	Seating for 20
Kitchenette/Break Room	0	120	0	
Departmental Library	0	400	0	
Net Area Required			0	
Efficiency Factor				Efficiency Factors add unassignable space such as corridors, mechanical rooms, etc. Insert a "1" in the type of space.
Efficiency Factors				
Classroom/Faculty Off.	0	1.5	0	
Administration	0	1.6	0	
Research Laboratory	0	1.6	0	

Appendix II: Space Management Advisory Committee Team Charter

Team Name:	<i>Space Management Advisory Committee</i>
Purpose:	The <i>Space Management Advisory Committee</i> (SMAC) is an advisory group composed of institutional leaders whose responsibility is to review facilities utilization, advise the Provost on recommended changes in facilities, monitor progress on the accomplishment of goals for the Master Facilities Plan, and make recommendations to the Provost on ways to improve the effectiveness and efficiency of space management at MCG.
Background:	<p>Usage and allocation of facilities, one of our most valuable assets, is shaped by the university’s mission and managed through policy.</p> <p>To realize the most efficient and effective use of our space, information about how facilities are equipped and used is fundamental to sound management. This information is stored in two primary information systems:</p> <ol style="list-style-type: none"> 1. Archibus houses the Facilities Inventory data 2. Ad Astra facilitates scheduling of meeting/teaching rooms and events. <p>Additionally, planned changes and emerging opportunities should be reviewed within the university to minimize unintended consequences. Requests for changes are frequently advocated for based on specific departmental needs. While there is no mal-intent, it is not unusual for advocates to focus on their needs instead of the potential implications to others. Therefore it is important that decision makers have an opportunity to be informed of potential consequences by a cross-departmental group who is charged with acting in the best interests of the institution as a whole.</p>
Timeframe:	Initiated September 2006; perpetual
Team Sponsor:	<i>Provost</i>
Team Facilitator:	<i>Director of Business Operations, Office of the Provost</i>
Team Members:	<ul style="list-style-type: none"> • <i>Vice President for Research/Associate Provost</i> • <i>Vice President for Information Technology/Associate Provost, CIO</i> • <i>Vice President for Instruction/Associate Provost</i> • <i>Vice President for Enrollment & Student Services</i> • <i>Vice President for Finance</i> • <i>Vice President for Administration</i> • <i>Vice President for Decision Support</i> • <i>Dean, School of Medicine (SOM)</i>

Team Resources:	<ul style="list-style-type: none"> • Facilities Manager, SOM • Director of Infrastructure Services, Information Technology Support & Services (ITSS) • Manager, Classroom Services • Classroom Scheduling Coordinator • Facilities Management • Facilities Planning • Director of Budget & Planning • Manager, Cost Reimbursement/Analysis, Sponsored Program Administration • Director of Institutional Data/Analysis <p>Other staff as needed from each of the offices represented by the Membership.</p>
Team Duties:	<ol style="list-style-type: none"> 1. Review the standard facility inventory and room utilization reports and make recommendations to the Provost on: <ol style="list-style-type: none"> a. what information would make these reports more useful for decision support b. prioritizing requests for new standard reports from campus customers. 2. Act as a review team for information to be displayed in the Business Intelligence Gateway under development for the President and President’s Cabinet. 3. Review the setup, access and reporting from Archibus and Ad Astra and make recommendations on the need to enhance these systems in order to improve efficiency and effectiveness of our business processes. 4. Transform the function of the Archibus system from simply being a database of our facilities inventory to becoming an interactive transaction system that enables us to have accurate and up-to-date information on demand. 5. Facilitate communications about and institutional awareness of the University Master Facilities Plan and monitor change requests against it. 6. Review renovation request process and recommend operational procedures that would enhance the budget estimating process and the success of renovation and building projects. 7. Review proposals for renovation projects and provide insight and advice about the potential impact to units that have not been involved in discussions.
Success Measures:	<ol style="list-style-type: none"> 1. The Committee and Team Resources will respond positively to the Team Sponsor that their time has been well spent. 2. Reliable and accurate room utilization reports will be provided on a timely basis. 3. Facilities and their availability for event scheduling will be available online.

	<p>4. Departments will submit their Facilities Inventory updates in a timely manner.</p>
<p>Budget:</p>	<p>1. The Committee is authorized to use personnel time to meet on a regular basis and perform the tasks associated with this body. 2. There is no expendable funding allocated to this committee. 3. Any changes that require expenditure must apply to the manager of the appropriate funding source for support.</p>
<p>Boundaries:</p>	<p>1. The Committee cannot implement changes that impact other software systems and services or other offices' operations without coordinating with those units. 2. There is a strong prejudice against modifying the software code for Archibus and Ad Astra as delivered by those vendors. Enhancements, when necessary, will be made through "bolt-ons." 3. When standard reports cannot be used by campus department administrators, this committee or their designees will detail the specific needs and prioritize the request appropriately.</p>
<p>Operating Guidelines:</p>	<p>1. The Space Management Advisory Committee will meet quarterly or as needed. 2. The Team Facilitator will convene Space Management Advisory Committee meetings and prepare the agenda for the Committee. 3. The Team Resources will meet as needed at the request of the Space Management Advisory Committee to carry out tasks and assignments from the Committee. The Team Facilitator will preside over all meetings of the Team Resources. 4. The Space Management Advisory Committee will: a. Establish a designated, routine meeting schedule. i. While members may send a representative, the representative must be authorized to act and vote on the behalf of the regular member. ii. Routine absence detracts from the productivity of the group and will be addressed by the Team Sponsor. b. Establish an operating/notification procedure when problem resolution or changes necessitate action in between meetings. c. Follow established meeting management practices (agenda management, action minutes, role assignments). d. Publicize meeting agendas and invite others with input pertinent to the discussion to participate when appropriate. e. Develop ground rules for the conduct of meetings. f. Periodically conduct assessments of its effectiveness as a team.</p>