University Policy 9000

Space Planning and Allocation

Effective Date

April 1994

Last Revision Date

October 2017

Responsible Party

Chief Operating Officer and Vice President for Campus Operations, (208) 426-1233
Campus Planning and Facilities, (208) 426-5169
Capital Planning and Space Management, (208) 426-5169

Scope and Audience

This policy applies to all University Space. For the purposes of this policy, the definition of Space, see below, does not include outdoor areas of campus available for public use, defined as Public Areas in University Policy 1100 (Use of University Space).

Additional Authority

- University Policy 1100 (Use of University Space)
- University Policy 9170 (Capital Project Needs)

1. Policy Purpose

To set policy and establish responsibility for Space Planning and Allocation within the University.
2. Policy Statement

The University is committed to thoughtfully organized and assigned Space which unites faculty, students, and staff in synergistic environments that enhance collaborations, creative activity, research, and education. Space is a central and finite resource of the University. Proper planning and Allocation of Space optimizes the efficient use of this resource and serves to advance the mission and strategic priorities of the University.

3. Definitions

3.1 Space

An area, usually interior and defined by some form of constructed boundary, structure, or building. All Space constructed or acquired by the University belongs to the University and not to the respective schools, colleges, divisions, or programs even if such Space may have been constructed or acquired specifically for those schools, colleges, divisions, or programs.

3.2 Allocation and Reallocation

The assigned custody of Space to a specific school, college, division, department or unit.

4. Responsibilities and Procedures

4.1 Space Allocation Principles

Space allocation is guided by the following principles:

a. Regardless of the acquisition method or funding source(s), all Spaces are owned and Allocated by the University, not any specific division or department of the University.

b. No Space Allocation is permanent, and all Space Allocation is subject to periodic review.

c. Space is Allocated based on strategic priorities, programmatic needs, Space availability and square footage needs in accordance with the University Space Guidelines, and the State of Idaho Facilities Standards.

d. The process by which Space is Allocated or Reallocated will be transparent. Affected programs and individuals, or their leadership designee, will have the opportunity to participate.

e. Space assignments will be considered at the executive level.
f. Space already allocated to a unit can be managed at the unit level, unless identified as underutilized in the yearly Space audit.

g. Space requests normally exceed available Space; therefore, not all Space requests are awarded Space.

h. Consideration will be given to Space requests with attention to how the University acquired the building.

4.2 Responsibilities and Authority

4.2.1 University President Responsibilities

The President of the University has delegated to the University Chief Operating Officer principal responsibility for all matters concerning Space planning and Allocation (excluding classroom scheduling).

4.2.2 Executive Space Planning Committee (ESP)

The Chief Operating Officer will establish and chair the ESP Committee. The ESP committee will consist of the following: the chair, the Provost and Vice President for Academic Affairs, the Vice President for Research and Economic Development, the Vice President and Chief Financial Officer, the Vice President for Student Affairs, and the President’s Chief of Staff. The Associate Vice President for Campus Planning will be an ex-officio member of the committee supported by Capital Planning and Space Management. Advancement will attend meetings when donor funded buildings are considered.

4.2.3 Executive Space Planning Committee Responsibilities

The ESP is responsible to:

a. Approve the prioritization of Space requests in accordance with the University Strategic Plan, the Campus Master Plan and the Strategic Space Plan and as recommended by the Space Planning Committee (SPC) and Capital Planning and Space Management (CPSM).

b. Allocate and re-allocate Space.

c. Review and approve all major university Space Initiatives, including Allocations, Space use requests, and requests for Space changes or additions.
d. For modification of Space and/or major changes in Space assignments, the Chief Operating Officer and the ESP committee will seek advice from and review the proposed changes with the Director of Capital Planning and Space Management and the Director’s staff.

4.2.4 Capital Planning and Space Management (CPSM)

CPSM is responsible to:

a. Present a Strategic Space Plan for approval by the ESP. The Strategic Space Plan serves as the guiding document for Space Allocations.

b. Execute Space Allocations as outlined in the approved Strategic Space Plan.

c. Serve as the central receiving agency for all Space requests. Review and filter Space requests, provide Space utilization analysis, and make Space Allocation recommendations to the Space Planning Advisory (SPA) Working Group (as described below) and the ESP in accordance with the current approved Strategic Space Plan.

d. Authorize emergency, short-term, and de minimus Space decisions.

e. Maintain, review, and evaluate the Space data, which includes the room use coding and Allocations.

f. Provide diagrammatic layout services and high-level cost estimates.

g. Support the efforts of the Executive Space Planning (ESP) Committee.

h. Develop a Space audit process by which every component of the University’s use of Space is justified on a rotational basis.

4.2.5 Application for Space Allocation

a. To apply for new Space on campus, or for consideration to keep current Space during a department or unit move, department chairs and unit directors must first vet their requests through the appropriate dean and vice-president.

b. Then, department chairs and unit directors may submit their Space requests directly to the chair of the Space Planning Advisory (SPA) Working Group for consideration by completing a Request for Space Planning form.
4.2.6 Space Planning Advisory (SPA) Working Group

The work of the ESP Committee is supported by the SPA working group, chaired by the Director of Capital Planning and Space Management. In addition, other members of the committee include:

a. An Associate Vice President (or designee) of:
   - Academic Planning
   - The Division of Research and Economic Development
   - The Office of the Vice President and Chief Financial Officer
   - The Office of the Vice President for Student Affairs

b. Two college deans to be designated by the Provost on an alternating bi-annual rotating basis

c. One rotating member of the Faculty Senate

d. Facilities, Operations, and Maintenance

e. Architectural and Engineering Services

f. Department of Public Safety

g. Environmental Health, Safety, and Sustainability

h. Office of Information Technology

i. Office of Budget and Planning

4.2.7 Space Planning Advisory (SPA) Working Group Responsibilities

The SPA Working Group is an administrative committee reporting to the ESP. The committee will review Space requests and provide recommendations to the ESP for assignment or reassignment and/or funding.
4.3 Space Request Decision Criteria

Criteria for Space Allocation includes:

a. Alignment with the University Space Strategic Plan

b. Alignment with the University Master Plan

c. Availability of funding

d. Appropriateness of functional adjacencies

e. User productivity and efficiency

f. Cost and anticipated return on investment

g. Appropriateness of the scale of the request

h. Accreditation considerations

i. Adjustments to current Allocation to comply with building and/or safety codes.

4.4 Space Allocation Shared Responsibilities

a. All units and employees are responsible for making efficient use of the Space assigned to them. Specifically, Vice Presidents, Deans, and Department Chairs shall be held accountable for responsible Space utilization. Inefficient use of Space, Space hoarding, and failing to report vacated Space to CPSM is prohibited.

b. Chairs and unit directors are expected to manage Space as part of their responsibilities as leaders at the University.

c. Each unit is responsible to regularly update CPSM on its use and assignment of Space.

d. As a result of a physical move, a college, administrative unit, or department wishing to be reassigned the vacated Space must submit a Space Request Form and programmatic rationale for the proposed reuse to CPSM.
e. Space planning must take place concurrently with planning for any programmatic growth, and Space Allocations must be requested, and appropriate Space identified, in conjunction with the development of new programs and initiatives.

f. At the same time proposals are developed for new funding, new grants, or new initiatives, the proposing department is responsible for also providing the CPSM with a Space Request Form or information on how the program or initiative can be accommodated within its currently assigned Space, with or without the need for modification.

4.5 Space Request Process

See the Capital Planning and Space Management website for the Space Request process.

4.6 Policy Compliance

a. No person may be allocated more than one private office Space.

b. Misuse of Space is the equivalent of the misspending of money.

c. At the discretion of the Chief Operating Officer, after consultation with the ESP, misuse of Space will result in either revocation of the Space or a charge to the department account and the misuse rectified.

5. Forms

Request for Space Assignment

6. Related Information

Campus Master Plan
https://www.boisestate.edu/operations/cpsm/cpsm-resources/
Capital Planning and Space Management Website
https://operations.boisestate.edu/campus-planning-facilities/capital-planning-space-management/

University Space Guidelines
https://www.boisestate.edu/operations/cpsm/cpsm-resources/

Revision History

March 2004; January 2008; October 2017