

# Space Management Committee

## Space Management Committee

The State University of New York at Fredonia is home to 43 academic/administration buildings and 20 residence halls. The value of University buildings, approximately 2,322,448 gross square feet, is roughly \$800 million dollars. In The successful planning, utilization, and assignment of campus space requires reasonable and strategic oversight. Indeed, the physical plant of The State University of New York at Fredonia is the property of the people of the State of New York, and is not “owned” by the current users or occupants. To this end, the President is the final authority on all decisions regarding utilization of space on the Fredonia campus and off-campus University properties. In recognition of the importance of space management, the President charges the Space Management Committee to fulfill this responsibility. Recommendations from the Space Management Committee will be considered and approved by the President’s Cabinet.

## Membership:

The space Management Committee is an administrative committee to be chaired by the Vice President for Finance and Administration. It shall consist of no more than ten members. Members will include the Director of Facilities Planning, Director of Facilities Services, Chief Information Officer, Executive Director of FSA, Provost and Vice President for Academic Affairs, and the Vice President for Enrollment and Student Services.

The committee will appoint a standing subcommittee on Academic Affairs space (Learning Spaces Subcommittee) and Enrollment and Student Services space (Co-Curricular Subcommittee), which would review issues and requests related to Academic Affairs and Enrollment and Student Services and make recommendations to the space management committee.

## Space Management Standing Committee and Subcommittee Members

Space Management Standing Committee		
Name	Position	Represents
Michael Metzger	Chair	VP for Finance and Administration
Markus Kessler	Coordinator	Director of Facilities Planning
Kevin Kearns	Member	Special Assistant to President
Judy Langworthy	Member	Associate VP for Finance and Administration
Ben Hartung	Member	Interim Chief Information Officer
Darin Schulz	Member	Executive Director of FSA
John McCune	Member	Director of Technology Support Service
Kevin Cloos	Member	Director of Facilities Services
David Starrett	Sub Committee Chair	Provost and VP for Academic Affairs
Cedric Howard	Sub Committee Chair	VP for Enrollment and Student Services

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<b>Learning Spaces Sub Committee</b>		
Name	Position	Represents
David Starrett	Chair	Provost and VP for Academic Affairs
Andy Karafa	Member	Dean College of Liberal Arts and Science
Mojtaba Seyedian	Member	Professor School of Business
Ben Hartung	Member	Interim Chief Information Officer
Scott Saunders	Member	Registrar
Markus Kessler	Member	Director of Facilities Planning
Kevin Cloos	Member	Director of Facilities Services
John McCune	Member	Director of Technology Support Service
Linda Hall	Member	Professor, Interim Director School of Business
Lei Huang	Member	Associate Professor School of Business

<b>Co-Curricular Sub Committee</b>		
Name	Position	Represents
Cedric Howard	Chair	VP for Enrollment and Student Services
Mark Suida	Member	Director of Campus Life
Kathy Forster	Member	Director of Residence Life
Gerald R Fisk	Member	Director of Athletics
Darin Schulz	Member	Executive Director of FSA
Markus Kessler	Member	Director of Facilities Planning
Kevin Cloos	Member	Director of Facilities Services

## **Space Management Committee Responsibilities:**

The Space Management Committee is responsible for strategic and long range space utilization planning and is responsible for the allocation and assignment of all non-residential University facilities. The Committee must approve all requests involving a) changes in dimensional space e.g., physical expansion or construction of fixed wall workspace and/or b) changes in the functional usage of space e.g., from classroom usage to office usage. All space requests for changes in assignments, remodeling, leasing, exchanges, sales, or trades are subject to prior approval by the Space Management Committee. The director of residence life is responsible for space scheduling and assignment of all residential facilities.

The principle dean or director shall petition the Space Management Committee for all dimensional or functional space changes. The Space Management Committee will meet at least every month. The Committee will review petitions and assess their feasibility and compatibility with overall campus space needs using the appropriate

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campus planning guidelines e.g. Strategic Plan and Campus Master Plan. Petitions may be approved as requested, returned for review of suggested alternatives, or rejected. The Space Management Committee must approve all renovations, rehabs or construction requests before funds are requested through the capital budget process. Funding decisions of the committee may be appealed to the Vice President for Finance and Administration.

## **Space Management Committee Assumptions and Guiding Principles:**

- Space is a key University asset, and effective utilization of this asset is critical to the success of Fredonia's mission
- Space must be actively managed and space assignments must be made consistent with University priorities, both academic and strategic
- Members of the committee will work in the best interest of the institution
- Reassignment or reallocation of space will be a collaborative process with the user or occupant of the assigned space to every extent possible
- All space and utilization decisions shall be made with academic and strategic priorities as guiding and defining factors
- Cost for space reallocation or reassignment that have been identified as part of a capital project are funded by the capital budget. Costs associated with request for space or alterations to space outside capital projects are assigned to department or other funding source approved by the Vice President for Finance and Administration
- Net assignable square foot standards for areas such as offices and per seat for classrooms are set by the SMC, using SCUP standards as guidelines and the New York State Building and Fire Codes