

BUTLER UNIVERSITY
Campus Space Planning & Management Policy

Effective: March 1, 2022

Last Updated: February 23, 2022

Responsible University Office: Butler Arts & Events Center (BAEC)

Oversight Committee: Campus Space Management Committee (CSMC)

Scope: All Members of the Butler Community, All Campus Offices and Spaces

A. REASON FOR POLICY

The purpose of this policy is to facilitate an effective and efficient utilization of University space resources resulting in a quality living, learning and working environment for students, faculty and staff to advance the University's mission and strategic vision.

This policy also provides a framework for the regular review of the University's space needs and use of its physical assets by an oversight committee established to review space requests and provide informed recommendations. All space is University space, and this policy forms a foundation for procedures to be followed in relation to the assignment of space and the relocation of units on campus. Further, having a timely and accurate record of where employees are located on campus serves as a standard safety protocol.

B. POLICY

1. Applicability

This policy applies to all building space owned or leased by Butler University, and covers the assignment and control of such space. In each case, every consideration of the functional requirements of the occupants will be considered, and have a bearing on the actual allocation of space, as will the size, number, and location of any available space(s).

2. Expectations & Objectives for Occupants

The following standards and objectives for University occupants of all campus spaces should be met at a minimum, keeping in mind there will always be a need for flexibility within these guidelines:

1. Space is an expensive resource to construct, alter and maintain, and the campus community has an obligation to be good stewards of all campus spaces.

2. The allocation and design of space should be consistent with University mission and strategy, which enhances the learning and working environment, and promotes comfort, efficiency, and productivity.
3. University employees deserve a quality environment that enhances job satisfaction among teams and staff members.
4. Campus spaces should help to foster the recruitment and retention of top-quality employees and students.
5. Workspaces should be functional and efficient for staff performing diverse duties in a variety of settings.
6. Office environments should be maintained with a consistent and professional look.
7. Where practical and possible, office and space furniture should be standardized.
8. The use and design of spaces should be designed with economy and flexibility in mind.

3. Guiding Principles

The following principles have been developed to clarify issues relating to the *management* of the University's space.

1. All space is University Space and available for University use upon an approved [Request for Space Form](#) as outlined in this policy.
2. The allocation and assignment of space must be approved by the Campus Space Planning and Management Committee (CSMC).
3. The allocation of classroom space, including the change in purpose, use, or control of classrooms, must be approved by the CSMC.
4. Flexibility in the joint usage of space is encouraged.
5. Academic programs and departments should be given priority in appropriate space allocation.
6. Space should be used in an efficient manner to further the mission of the University to support its learning, living, teaching, student enrichment, and research needs.
7. Each student and employee is entitled to an environment that meets compliance with environmental health and safety regulations.
8. Allocation of space will be subject to the space meeting minimum life/safety standards for its intended purpose.
9. Allocation of space does not imply permanence. Reallocation of space may be required in response to ever changing University needs and growth.
10. Decisions on space shall be made within the guidelines which are consistent with University mission and strategy.
11. The University must ensure that space is utilized using relevant standards developed by the BAEC and the CSMC.

4. Space Management Guidelines

1. All space at Butler University belongs to the University and is subject to review by the CSMC. The University will allocate and reassign space to best support and further the [University's Strategic Direction and commitments](#).
2. Division heads will retain responsibility for managing their currently allocated space; however, it is important for BAEC to be notified of any changes so the University can keep a timely and accurate record of where employees are located on campus – which also serves as a standard safety protocol.

3. If space is vacated due to the provision of newly constructed or renovated space, a department desiring to occupy and utilize the vacated space must submit the [Butler University Request for Space form](#) that identifies the targeted space, and describes the programmatic justification for the projected use.
4. If a unit desires to acquire additional space, but also wants to continue to occupy its current space, it must submit a [Butler University Request for Space form](#) that identifies both spaces, and describes the programmatic justification for the use of each space.
5. In the event a department is temporarily moved to allow renovation or reconstruction, it is required to return to its old space when it is suitable for occupancy and the space that it temporarily inhabited reverts to the original occupants or is placed in the University's space inventory.
6. Prior occupancy of a space by an individual, department, or activity is not a justification for continued occupancy of the space should the University have another use of greater and best priority for the space.
7. Space that has been named or identified as a result of a donor's contribution will be maintained in accordance with the donor's intentions.
8. Residential space that is managed through a third-party entity will be maintained in accordance with those contractual obligations.

C. ROLES AND RESPONSIBILITIES

Butler Arts & Events Center (BAEC); the Campus Space Planning and Management Committee (CSMC); Vice Presidents; Deans; Operations; and Information and Technology (IT) Registration and Records all have key roles and responsibilities in the planning, assignment, and administration of University space.

Campus Space Planning and Management Committee (CSMC) is responsible for the oversight and final decisions related to the use and allocation of all University space. The CSMC will review significant items with material impact to advance three primary objectives: 1) Generate revenue, 2) Enhance the student experience, and 3) Enhance workforce culture. The committee comprises: Vice President, Chief of Staff; Vice President, Finance & Administration; Vice President, Chief Human Resources Officer; Executive Director, Butler Arts & Events Center; Provost & Vice President, Academic Affairs.

Butler Arts & Events Center (BAEC) is responsible for the scheduling and assignment of flat floor and multipurpose spaces, conference and meeting rooms, outdoor spaces, performance halls and venues. This also includes the assignment of academic spaces outside of the priority booking of General Purpose Classrooms as assigned by Registration and Records. In conjunction with Facilities Operations, the BAEC maintains the working record of space inventory by department and division. BAEC is an available resource to use in providing planning assistance that may be needed.

Division Heads are responsible for attempting to meet the space needs within their division utilizing their currently allocated space. When no space is available, the division heads are responsible for informing the BAEC of all needs for new space in their division. Division heads are also responsible for notifying the BAEC regarding space they would like to vacate. Division heads are responsible for signing off on departmental requests for space and forwarding them to the BAEC to ensure a timely and

accurate record of where employees are located on campus. Finally, the Division heads are responsible for prioritizing requests when more than one department reporting to a division submits a request for the same space from the University's available inventory.

Registration and Records is responsible for the scheduling and assignment of General Purpose Classrooms. This includes classrooms for each term's schedule of classes, academic events (course number required), and other university needs.

Operations is responsible for maintaining space data, physical floor plans, and space inventory for all buildings. Working in conjunction with the BAEC and Building Coordinators, alongside Registration and Records & IT, the space inventory and its assigned equipment (tables/chairs and A/V inventory) is updated annually and vacant space is identified. Facilities Operations is an available resource to use in providing planning assistance that may be needed.

Information Technology (IT) is responsible for oversight and inventory of campus technology in all classrooms, multipurpose, and conference spaces, including audio/visual equipment and software. IT's early intervention with requests for technology changes and upgrades ensure systems are reliable, secure, and current to meet constituents' needs of today and in the future.

University Advancement has the responsibility to reach acceptable terms of usage for named space prior to the donor's contribution and to notify the BAEC and Facilities Operations of any space that is to be named as a result of a donor's contribution. University Advancement should make this notification early in the process of working with the donor, so the University can appropriately plan and advise, if needed. University Advancement is encouraged to develop terms for alternative use of restricted space prior to donor contributions when feasible and should maintain records of acceptable present and future uses of space restricted as a result of donor contributions.

D. DEFINITIONS (if applicable)

- 1. Allocation:** The distribution of space. All usable floor space, measured in square feet of buildings.
- 2. Assignment:** To give primary jurisdiction over use of a space to a specific department for an extended period of time.
- 3. Building or facility:** Describes all structures and open areas on the campus or in areas under the control of the University.
- 4. General Purpose Classroom:** Classroom space that is available for scheduling by Registration and Records as needed for academic courses, events, and other University needs to maximize efficiency of use of the classroom inventory. Some classrooms may be scheduled with priority given to specific colleges or departments, but they remain available for general purpose use as needed.
- 5. Division/Department Heads:** Example of Titles includes: Vice President; Associate Vice President; Dean; Executive Director.
- 6. Department:** Any office identified on the University's organizational chart.

7. Relocation: The process whereby a person, department, or activity is moved from one location to another. It includes associated activities such as space reassignment if necessary, modification of space or spaces to suit the new user/use, changeover of IT and telephone systems, and physical movement of room contents.

8. Renovation: Physical changes to space to improve and/or modernize it, including accessibility upgrades, movement of doors or walls, the addition of technology, HVAC, etc., and which may also involve changing the use or type of space.

9. Space: An area, usually defined by some form of constructed boundary, structure or building. This can also include University outdoor or green spaces.

10. Space management inventory databases: Operations' catalog of University spaces and architectural to-scale renderings. Butler Arts & Events Center software-based space management system, which is a comprehensive and user-based inventory of occupied and bookable University spaces.

11. Space reassignment: The process whereby primary jurisdiction of space is transferred from one user to another in the University space management inventory database.

12. Space request records: A record of space requests maintained by the Butler Arts & Events Center (BAEC).

13. Unit: Any individual, or group of individuals, that occupies space that is owned or leased by the University.

E. PROCEDURES

1. Timetable for Space Requests

The BAEC accepts and reviews space requests on a rolling basis.

Note: Major moves and the relocation of offices may require significant time, as well as substantial administrative and physical resources. Scope and timeline of projects are determined in collaboration with the requesting division under the supervision of the BAEC and Operations.

2. Process for Requesting Space

Step 1:

Director/Unit Leaders must complete the [Butler University Request for Space Form](#) in collaboration with college or department. The form is signed and is then forwarded to their Division Head for final confirmation and signature.

Step 2:

The completed [Request for Space Form](#) will be reviewed by the BAEC based on the following criteria:

- **Utilization of Space:** An assessment as to whether existing space occupied by the requesting unit is being used efficiently will be measured using existing space inventory data and current Butler space planning standards.
- **Justification:** Each department or college needs to clearly explain why their program cannot be accommodated within the existing occupied space.
- **Mission-Fit:** The space is needed for a department or college to grow in directions that are consistent with stated goals of the University and unit strategic planning.
- **Special Circumstances:** A change in circumstances exists which warrants special consideration.
- **Economic Benefit:** How the space can/will be utilized to generate revenue for the University.

Step 3:

The BAEC will review in a timely fashion and notify the requester of the final decision. The CSMC will review significant items with material impact.

F. TYPES OF SPACE ISSUES

Space issues and requests dealing with the space changes listed below must be submitted following the process described above prior to any modification of the space.

1. Reassignment within a Department

When space is to be reassigned within a department, the BAEC must be notified of the change made via the [Request for Space form](#) in order to document the changes in space reassignment, and for the BAEC to assess facility updates and standards.

Example: Two faculty within the same department request to switch offices.

Note: *When space has been vacated due to the operations/department in that space being given new and adequate operational space, or if space is vacated due to a program reduction, the space reverts to the University's space inventory.*

2. Relinquishing Space

Notify the BAEC via the [Request for Space form](#) when a department wants to relinquish space. If a department has excess space, the surplus space can be relinquished and reassigned by the BAEC. The space will be recorded in the space management inventory database.

3. Requests for Additional Space

When additional space is needed, and departmental space is unavailable, the space request process must be followed. These requests will be reviewed by the BAEC. Resolution of additional space requests will be based on appropriate space as it becomes available.

4. **Requests to change purpose or use of General Purpose Classrooms**

When there is interest in changing the structure or equipment of a general purpose classroom such as type of furniture, equipment, technology, etc. such that it changes the type of use for that space, a space request is required.

Examples include: Changing a standard lecture classroom to a computer lab; changing a standard lecture classroom with moveable table and chairs to a classroom with furniture that is fixed in place.

5. **Vacated Space**

Vacated space is defined as space that becomes available due to lack of internal space action by the respective Division Head.

Examples include: Reduction in departmental requirements, or operations relocated to new space.

Vacated space is not available for internal reassignment unless the Division Head is managing their currently allocated space, in which case BAEC needs to be notified. The space will become part of the University space management inventory. Reassignment of the space must be requested following the space request process.

If the space vacated is located in non-University leased space or occupied under an agreement, the renewal and continuance of the lease or agreement must be recommended by the BAEC before any occupancy or new negotiations can take place.

6. **Obtaining Spaces from Other Sources**

The University is the only entity legally capable of entering into agreements such as purchase contracts or leases to acquire space, or to occupy space owned by others.