
University Space Charge Program

Board of Trustees Committee on Land and Buildings

June 13, 2007

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Project Goals

- Change mindset about cost and use of space
- Encourage more efficient use of space
- Empower the schools to manage space
- Provide tools for space management
- Keep it simple, fair and transparent
- Limit the cost of implementation and ongoing maintenance

Space Charge Challenges

- In academia, space may be a more limiting factor than money
- Older buildings are typically less efficiently configured than newer ones
- Differences among university units
- Sense of entitlement by faculty and staff
- Avoiding undesirable side effects

First Phase Project Scope

- Limit to office space only
- Limit to 7 budget units
- Charge for space at the budget unit (school) level
- Perform detailed space utilization studies for each unit
 - Walk every building
 - Classify and document use of every room

University Space Charge

Allocation and Charge Mechanism

- First: School receives an incremental base general funds allocation to cover its space “entitlement”
- Then: Annually, school is assessed a charge based on actual space usage

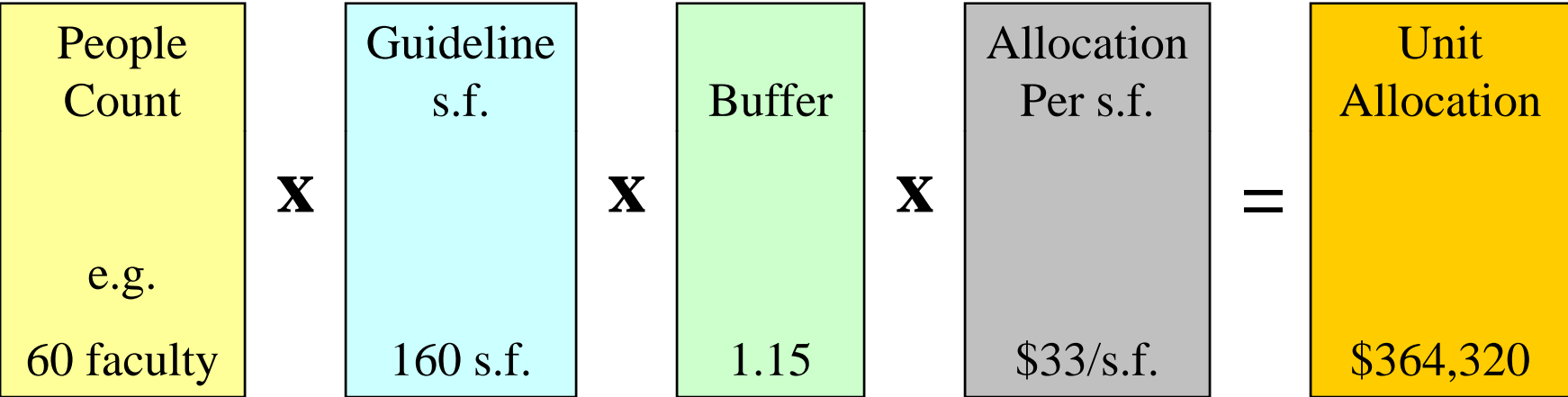
Setting the Baseline Allocation

- Pull employee counts from payroll system, and student counts from student system
- Generate initial baseline by applying counts to space guidelines at \$33/square foot
- Develop policies to deal with visitors, and other people who are difficult to count
- Discuss issues with schools and make adjustments

Office Allocations

	<u>Size (s.f.)</u>	<u>Buffer</u>
Dean	240	15%
Faculty	160	15%
Active Emeriti	160	15%
Other Teaching	80	15%
Regular Staff	100	5%
Casual Staff & Postdocs	64	5%
Staff Directors	140	5%
RA/TA/Other PhD Students	52	0%
Visitors/Others	80	15%

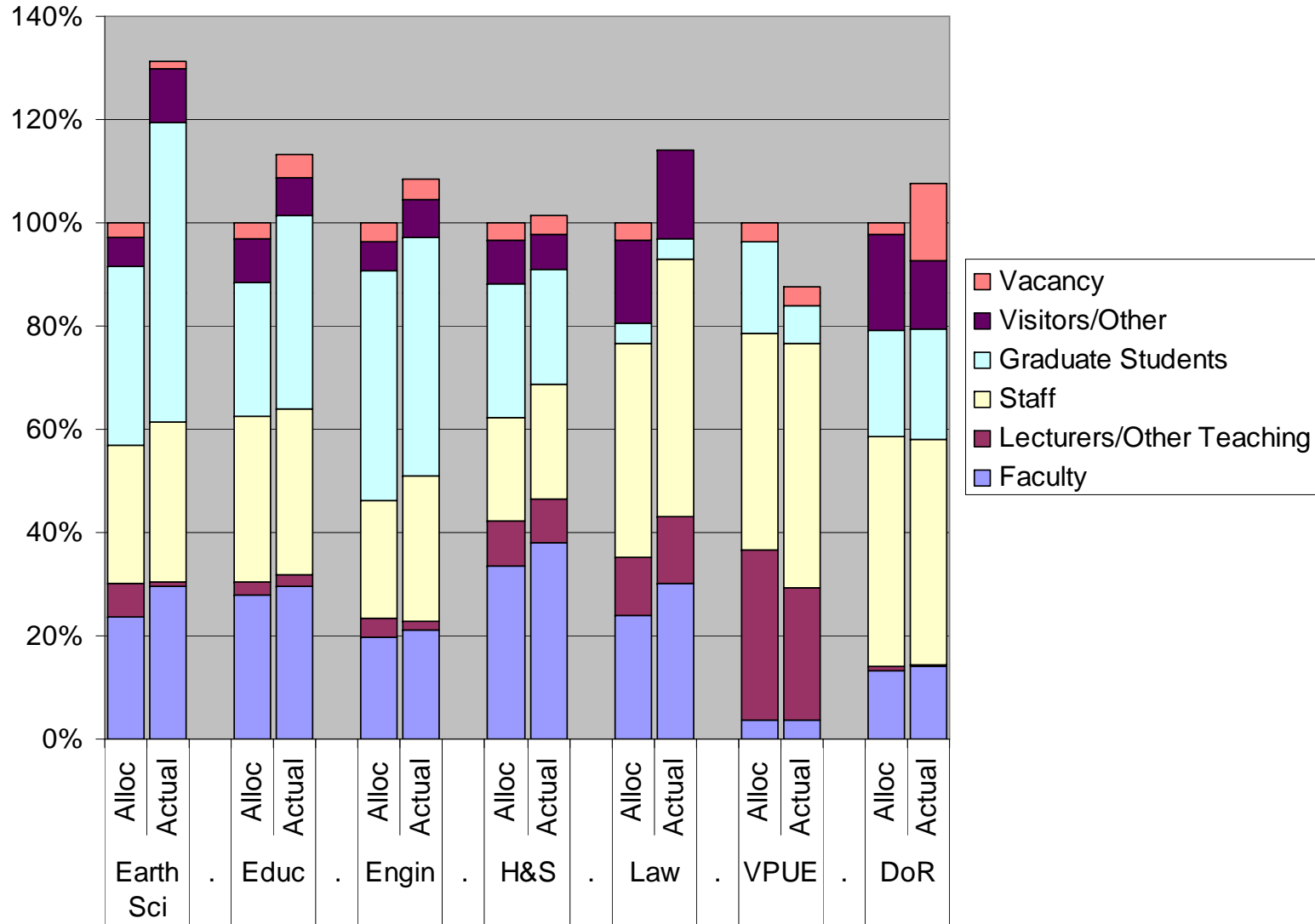
Baseline Allocation Calculation



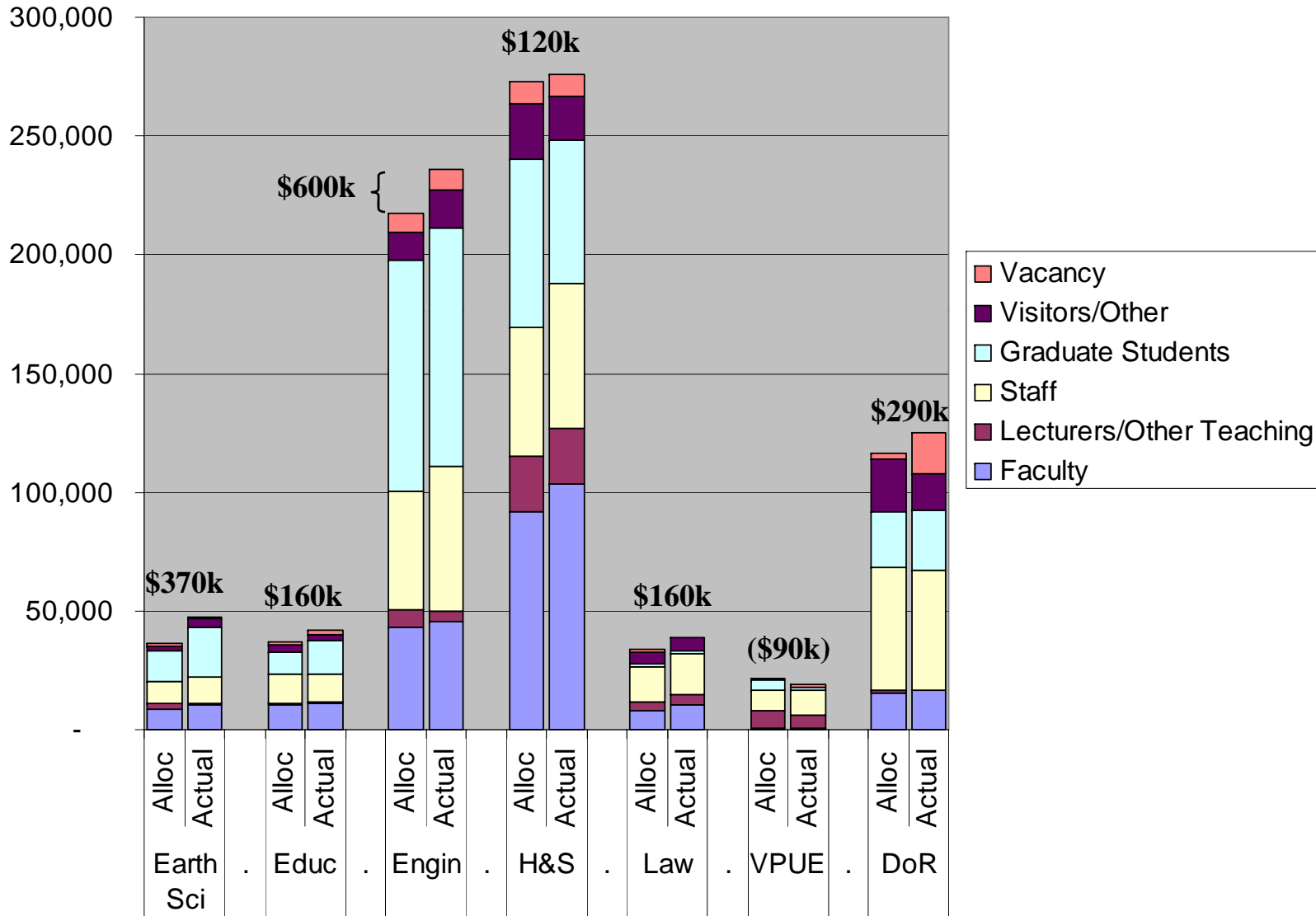
Findings

- Six of the seven units owe money - causes vary (space abhors a vacancy)
 - One highly inefficient old building
 - Excess student space (more spaces than students)
 - Staff in faculty-sized offices
- Overall, space utilization was better than we had anticipated
- Problem areas were different than anticipated

Allocated vs Actual Utilization



Square Footage by Category



Impact of Space Charge

- New focus on cost of space
- Changes in space configurations
- More efficient office space planned for new construction
- Provost is now armed with key information about space usage by individual units



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SECOND OFFICE**