



<b>Title:</b>	Space Management and Assignment Policy
<b>Policy Contact:</b>	Winnie Kwofie, AVP of Facilities Development & Operations
<b>Effective date:</b>	September 27, 2021

## I. OVERVIEW

The following policies, principles and guidelines have been developed to address the assignment of existing building indoor space on the Hayward and Concord campuses. In other words, to review and resolve space requests within the context of the existing inventory of space on campus. In contrast, the evaluation and assignment of NEW space on campus (for example, a new building) is developed through a separate process – the capital outlay program - in coordination with the CSU Office of the Chancellor, and is based on numerous factors, including enrollment, capacity, and utilization.

Space is a central resource to the campus. The assignment of space is conducted in a consistent manner designed to optimize the use of this resource and to advance the mission and strategic priorities of the campus.

Space management at CSUEB is driven by the following principles:

- Space is a University resource. The physical facilities of the University, including General Fund and non-General Fund facilities are an enormous asset crucial to the operations of the campus. The number, type, and condition of University facilities help shape all aspects of campus programs and activities.
- Space is a University property that is assigned in a manner that best advances University priorities. No unit, department, or division "owns" the space that has been assigned to it. University space resources should be deployed in the most efficient and effective manner to best serve programmatic and strategic goals.
- The University values flexibility and recognizes changing curricula, programs, and technologies. Accordingly, space assignments can be changed to achieve optimal utilization and respond to current and emerging needs.
- University space needs are evaluated in the context of traditional quantitative and functional considerations. Space standards (e.g., CSU policy, etc.) will be used to gauge space needs. For example, course enrollments, contact hours, staffing levels, etc. are some of the factors used in space need assessments. General space standards exist for various types of space.

- With the exception of instructional capacity space (defined in Attachment 1, page 6), responsibility for assignment and reassignment of space will generally follow policies established by the Space Policy Committee, as well as divisional, college and departmental organizational hierarchies. While any and all space assignments are subject to change based on the authority of the President, the ability to assign and reassign space to the division, will generally follow the policy set by the Space Policy Committee, and is delegated to the head of the division<sup>1</sup>. This authority, which is contingent on compliance with applicable space guidelines and standards, provides flexibility to the Divisions, Deans and other managers to address the space needs of their respective units.

#### *SPACE POLICY COMMITTEE (SPC)*

The University Space Policy Committee shall create the space management and assignment principles. Members include representatives from each division and the Academic Senate:

Vice-President for Administration and Finance (Chair)

Vice-President for Student Affairs

Vice-President for University Advancement

Vice President for Academic Affairs/Provost

Academic Senate Chair

#### *ROLE OF THE SPACE POLICY COMMITTEE*

- Create the space management and assignment principles.
- Develop space policy and guidelines.
- Provide general policy recommendation on matters of space resource management.
- Render a decision on those space requests recommendations forwarded by the Space Advisory Committee.
- Convene at least annually to review space principles and guidelines, and make any changes, as necessary.

#### *SPACE ADVISORY COMMITTEE (SAC)*

The Space Advisory Committee shall review specific requests and proposals for space assignments. SAC Representatives shall serve for a period of one fiscal year, July 1 thru June 30. Appointment is renewable at the end of every fiscal year.

Members of the SAC are:

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<sup>1</sup> Division Heads include the Vice-President for Administration and Finance, the Vice-President for Student Affairs, the Vice-President for Academic Affairs/Provost, and the Vice-President for University Advancement.

Associate Vice President, Facilities Development & Operations (Chair)<sup>2</sup>

Representative from the Division of Administration and Finance

Representative from the Division of Academic Affairs

Representative from the Division of Student Affairs

Representative from University Advancement

Two representatives at large appointed by Associated Students, Inc.

Two representatives from Academic Senate (COBRA and CAPR) appointed by the Executive Committee

University Scheduler (non-voting member)

University Planner (staff to and non-voting member)

#### *ROLE OF THE SPACE ADVISORY COMMITTEE*

- Implement space management policy.
- Review, analyze, prioritize and render a recommendation on individual requests for space submitted to the Office of Planning, Design and Construction (PDC)
- Prepare and present ad hoc studies to improve space efficiencies and maximum space utilization, as necessary.
- Review and approve PDC procedures and forms to implement the space management policies.

#### *ROLE OF PLANNING, DESIGN & CONSTRUCTION*

Planning, Design & Construction – which is a department within Facilities Development & Operations - provides technical and staff support to both the SPC and the SAC.

- Receive and analyze requests for additional space.
- Maintain and update the University's space inventory (Space & Facilities Database, also known as "SFDB"), the central database of space assignments.
- Conduct routine audits of selected buildings and divisions/units to verify the accuracy of the space inventory.
- Conduct routine analysis and reports of campus space needs at the department and divisional level and for selected space types such as classrooms, laboratories, and office space.
- Collaborate with the Office of University Scheduling for inventory, analysis and reports on campus instructional space.
- Prepare space entitlement reports.
- Provide input and analysis regarding space needs in new building construction and major renovations, as guided by the campus master plan.

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<sup>2</sup> The Associate Vice President for Facilities Development & Operations shall serve as a non-voting member to the Space Advisory Committee unless the committee needs to break a tie.

- Provide space planning and budgeting related to Capital Outlay project phasing and departmental relocations.  
Provide ad hoc studies and space management recommendations to the Space Advisory Committee and the Space Policy Committee.

## II. GUIDELINES

- A. Cal State East Bay's space planning and management guiding principle is based on the understanding that the University owns the space. The space is assigned to a division/department. However, space that is deemed to be underutilized and/or required to address a campus priority or strategic need may be reassigned. In such cases, the Space Advisory Committee will develop a plan for the reassignment of the space.
- B. Vice-Presidents are accountable for utilization of spaces assigned to them and may reassign occupancy of space within the division, with the exception of instructional capacity space, which includes lecture and teaching laboratory. Vice-Presidents may not change the use of any university space, unless the change in use is temporary, without review and approval by the Space Advisory Committee. For purposes of this document, "temporary" is defined as six months or less.
- C. Departmental space requests shall be directed to the Vice-Presidents or their designees. Such requests shall be forwarded to PDC for analysis and recommendation to SAC. Departments shall utilize the "Space Assignment Change Request" form, referenced in this document as Attachment 2.
  1. Change in the use of instructional capacity space that is designated as lecture or teaching laboratory, is normally not permitted unless an equivalent space that replaces it is identified. Requests related to academic space shall go thru Academic Affairs/Provost's Office via Deans, and shall require analysis from PDC, and subsequent approval by SAC. The change in academic space designation is not final until approved by the Chancellor's Office.
- D. Faculty office and faculty/administrative office assignments shall be delegated to the Deans or their designee, based on the annual 'Assigned vs Entitlement' report for fall term, prepared by PDC. This report compares the amount of space currently assigned to a department versus the amount of space a department is entitled to. It is based on the Chancellor's Office space standards and is driven by the number of full-time equivalent students and full-time employees.
- E. Reassignment of space should conform to the designated space use and applicable utilization standard.
- F. Prior to their occurrence, PDC shall be consulted and advised of all proposed changes in the use of space which require reclassification.

- G. All approved space reassignments and space requests that necessitate a physical move or renovation shall be initiated and coordinated by the requesting department. The requesting department shall be responsible for initiating work orders and coordinating with the support departments such as Facilities Development & Operations (FD&O), Information Technology Services (ITS), PDC is responsible for documenting such space approvals but not the activities associated with move coordination and renovation.
- H. Each request for space reclassification or space reassignment with concomitant reclassification which cannot be resolved between a division vice president and PDC will be presented to the Space Advisory Committee.
- I. Units may propose space trades for review and approval by the SAC.
- J. Vacated space returns to the University's central pool for new assignment consideration. It is the responsibility of the Vice-President to report to PDC any vacated space using the "Space Assignment Change Request" form, referenced in this document as Attachment 2.
- K. Programs displaced by demolition of old space may or may not occupy the new space which replaces it. Among options to be considered are: assignment to other new space, assignment to existing space vacated by other programs, or assignment to the replacement space.
- L. The addition of space to an existing facility or the design of new space for a particular purpose does not mean that such space remains indefinitely under control of the program center for which the addition or design was made. Space use is a subject of continuing review to ensure optimum utilization.
- M. Spaces that are primarily used for very short periods of time, usually less than a full day, are referred to as "hoteling" space or time-shared space. Such space may be assigned to a particular organizational unit to handle reservations and scheduling, but time-shared spaces can be reserved and used for particular purposes by any organizational unit. Examples include time-shared offices; almost all large conference rooms; and small, fully enclosed conference rooms when privacy/confidentiality is required for meetings of two or three people.

### **III. Spaces not covered under this policy**

- A. University spaces that are leased to non-General Fund units, including grant/research space, or to outside groups
- B. Outdoor spaces
- C. University-leased spaces from outside entities (Ex. Oakland Center)

## Attachment 1

### Instructional Capacity Space Definitions and Descriptions

In the California State University, instructional space is defined as lecture (or classrooms) and teaching laboratories. The following instructional capacity spaces are defined and described as per the CSU Space Standards:

#### 1. Lecture

Definition: *“A room used and scheduled for classes that do not require special purpose equipment for student use.”*

Description: *“A lecture room may be equipped with tablet armchairs (fixed to floor, joined together in groups or flexible in arrangement), tables and chairs, or similar types of seating. This space is regarded as shared classroom space and is therefore not assigned to a specific discipline. Space designated as lecture is scheduled exclusively thru the Office of University Scheduling.”*

*“This category does NOT include conference rooms or auditoriums”.*

#### 2. Teaching Laboratory

Definition: *“A room primarily used by regularly scheduled classes which require special-purpose equipment or treatment for student participation, experimentation, observation or practice in a field of study.”*

Description: *“A teaching laboratory is designed and/or furnished with specialized equipment to serve the needs of a specific discipline for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally preclude its use for other areas of study. Space designated as teaching lab is assigned to and scheduled by individual departments. CSUEB further interprets the definition of teaching laboratory to be an instructional space that houses **equipment** unique to instruction in a particular discipline. Such equipment may include specialized computing equipment, **if** it is unique to the discipline, and applications, **only if** they cannot be virtualized.”*

*“This category does NOT include laboratory rooms that serve as individual (or independent) study rooms. It does NOT include laboratories used for group instruction that are informally or irregularly scheduled. This category does NOT include rooms generally referred to as research laboratories. It does NOT include gymnasiums, pools, or drill halls.”*

### Other Space Definitions and Descriptions

Non-instructional space includes all other spaces with the exception of those that are classified as lecture or teaching laboratory. The following non-instructional spaces are defined and described per the CSU space standards:

#### 1. Research Space

Definition: *“A room used primarily by informally scheduled classes or for special or independent study by faculty, graduate or advanced undergraduate students. Research space contains special purpose equipment for student participation, experimentation, observation or practice in a field of study.”*

Description: *“Research space is designed for and/or furnished with equipment to serve the needs of a particular area of study that normally limits or precludes its use for other areas of study. Note that the criteria for differentiating a teaching laboratory and research space are the nature of its scheduling and usage. “*

## 2. Computer Lab

Definition: *“Space used to house student access workstations that are used for self-instruction purposes.”*

Description: *“Such space provides students access to the computing resources necessary for completion of their academic program requirements. This includes study activities, drills, exercises, research, analysis and development projects, individual and team assignments, case studies, written reports, and other assignments that can be performed at computer-based workstations.*

*Computer labs are scheduled centrally as they are generally not discipline specific in that the **hardware** conforms with a campus standard (e.g., for PC’s or Macs). Instruction that requires specialized **software** can be accommodated through centralized servers, web-based access, or other virtual technology. Similarly, specialized **auxiliary equipment**, such as large-scale plotters or specialized printers can be accommodated via networks in space ancillary to general purposed computer labs. “*

Limitations: *“This category does NOT include rooms used primarily as teaching laboratories even though such rooms house computer-based workstations which are an integral part of the instructional program, i.e., computer science classes. It does NOT include space where computers are used for specialized purposes, such as measurement, monitoring, and control systems, or student support systems, such as career guidance computer applications. It does NOT include library workstations (Library Telecommunication Computer Workstations) that are used primarily to provide interactive access to local and remote on-line catalogs and to perform search and retrieval functions on a variety of databases.”*

## 3. Special Instruction

Definition: *“Spaces required as the normal part of any college’s instructional program, but not readily classifiable under other categories of instructional capacity space.”*

**Description:** *“Such space supports instruction but is not scheduled for classes. This category does NOT include spaces such as auditoriums, theaters, and music halls inventoried as instructional-support.”*

## 4. Office

This space can fall under one of the three categories: a) Faculty Office; b) Faculty/Administration Office; c) Administrative Office.

### a. Faculty Office

Definition: *“A space for desks, office stations, etc., of faculty members. “*

Description: *“One office space consists of an office station within a single academic discipline. A faculty office space is not inherently limited to one station, and an office*

*with several stations in the same discipline will require only a single space description. This category includes not only the offices of full-time regular faculty, but also those of part-time faculty, teaching assistants, and graduate students with teaching responsibilities. A room shared by faculty members from different disciplines can be described as a single interdisciplinary office space. "*

b. Faculty/Administration Office

*Definition: "An office assigned to faculty members with administrative responsibilities. Also, space assigned to administrative officers with responsibilities related to the instructional program. "*

*Description: "This category includes the offices of deans, department and division chairs."*

c. Administration Office

*Definition: "An office space which serves as the primary work area of any person assigned as an administrative position including organized activities, student services and staff benefits, maintenance and operation of plant, and general administration."*

*Description: "This category includes non-academic, non-faculty administrative and clerical functions."*



## Space Assignment Change Request

Facilities Planning, Design and Construction

<b>Date:</b> <b>Contact:</b> <b>Phone:</b>	<b>Division:</b> <b>Department:</b> <b>Email:</b>
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Please fill-out the appropriate section; use additional sheet if necessary.  
 Email the signed form to [anne.leung@csueastbay.edu](mailto:anne.leung@csueastbay.edu)

### Space Vacancy

*For a vacated space, please complete this portion only.*  
**ALL VACATED SPACES WILL GO BACK TO THE CAMPUS SPACE INVENTORY.**

Building Acronym	Room No.	Department	Reason for vacating	If space to be vacated will be temporary, please indicate duration (no. of months)

### Request to Change Space Type/Room Function

*Fill out this section if you wish to repurpose the room. (Example: Change from Faculty Office to Department Support Office; Change from Storage to Admin Office, etc.). Refer to the most recent [Space & Facilities Database](#) to indicate appropriate Space Type.*  
[http://www.calstate.edu/cpdc/Facilities\\_Planning/Space\\_Mgmt/Reports/campus\\_sfdb.shtml](http://www.calstate.edu/cpdc/Facilities_Planning/Space_Mgmt/Reports/campus_sfdb.shtml)

Building Acronym	Room No.	Existing		Proposed		Justification
		Space Type	Department	Space Type	Department	

## Space Assignment Change Request

Facilities Planning, Design and Construction

### Request for New/Additional Space

**Existing space must be utilized as effectively as possible in order to support programmatic needs. Any endeavors that require additional space should be addressed within a Department's current allocation, then within the Department's lead College or Division.**

**In some instances, the possible space solution lies in another College's or Division's space allocation. Before submitting the request to PDC, it is highly recommended that the requesting Department discuss the proposed solution with the College or Division potentially affected to see if an agreement can be made.**

**This section documents an expected or impending need for space that cannot be met within the existing College or Division allocation. The request will be reviewed by PDC and then forwarded to the Space Advisory Committee for action.**

New/Additional Space Request #	Space Type	No. of Stations (if applicable)	Proposed Occupant(s)	Occupant's Job Title & Category	Current Location (if applicable)	Justification
1						
2						
3						

**For each request for new and/or additional space indicated above, answer the following questions below.**

#### **New Space Request # 1**

In what way is the current space inadequate for the departmental operations?

List any special requirements of the space requested (e.g. location; access; equipment; adjacencies; private or open office; etc)

If approved, do you anticipate any remodeling or enhancements to accommodate your proposed use? (Please describe)

## Space Assignment Change Request

Facilities Planning, Design and Construction

Provide assurance that all avenues to solve this space requirement within existing space allocated to the department or division have been explored. List specific solutions explored and reason(s) for insufficiency. For example, has the department or division considered maximizing underutilized space to solve this need? Has the department or division re-evaluated the space assigned to lower priority initiatives? What possibilities for shared space have been explored?

Comments (Indicate additional information not addressed above)

### New Space Request # 2

In what way is the current space inadequate for the departmental operations?

List any special requirements of the space requested (e.g. location; access; equipment; adjacencies; private or open office; etc)

If approved, do you anticipate any remodeling or enhancements to accommodate your proposed use? (Please describe)

Provide assurance that all avenues to solve this space requirement within existing space allocated to the department or division have been explored. List specific solutions explored and reason(s) for insufficiency. For example, has the department or division considered maximizing underutilized space to solve this need? Has the department or division re-evaluated the space assigned to lower priority initiatives? What possibilities for shared space have been explored?

Comments (Indicate additional information not addressed above)

## Space Assignment Change Request

Facilities Planning, Design and Construction

### New Space Request # 3

In what way is the current space inadequate for the departmental operations?

List any special requirements of the space requested (e.g. location; access; equipment; adjacencies; private or open office; etc)

If approved, do you anticipate any remodeling or enhancements to accommodate your proposed use? (Please describe)

Provide assurance that all avenues to solve this space requirement within existing space allocated to the department or division have been explored. List specific solutions explored and reason(s) for insufficiency. For example, has the department or division considered maximizing underutilized space to solve this need? Has the department or division re-evaluated the space assigned to lower priority initiatives? What possibilities for shared space have been explored?

Comments (Indicate additional information not addressed above)

### Signatures

**Dean or Department  
Head**

Date:

**President /Vice-  
President**

Date: