MEMORANDUM

TO: Provost & EVC, Vice Chancellors, Assistant Vice Chancellor for Capital Planning & Space Management, Assistant Chancellor & Chief of Staff

FROM: Dorothy Leland, Chancellor

RE: Space Advisory Committee Composition and Charge

DATE: September 12, 2012

Currently and for the foreseeable future, space will be at a premium for UC Merced. Since availability of space is a challenge for the entire UC Merced community, and since solutions to space challenges benefit from consultation and collaboration across university divisions, I am authorizing certain changes to the UC Merced Space Advisory Committee, initially conceived and appointed by former Chancellor Steve Kang. These changes have been vetted with the university’s senior leadership team.

Guiding Principles

The Principles established for space allocation decisions in Fall 2011 provide the foundation for the Space Advisory Committee’s work.

1. The top priority for on-campus space will be given to faculty and other instructional personnel, to administrators and staff who directly support students in the on-campus environment and to administration and staff who directly support faculty, instructional personnel and research functions located on campus.

2. Priority for on-campus space also will be given to staff who must spend the majority of their time on campus for the direct care and maintenance of buildings and grounds, and for maintaining campus safety and security. All other persons, units and functions are candidates for off-campus relocation.

The 2011 criteria for making off-campus relocation decisions include the following:

1. Service delivery will be minimally compromised if delivered from an off-campus location.

2. There is suitable off-campus space for the person, unit or function.

3. Costs of off-campus relocation are low in comparison to the costs of relocating other persons, units or functions.
4. The frequency of need to commute to campus is low in comparison to the frequency of other persons, units or functions.

5. The importance of physical proximity to co-workers with respect to efficiency, effectiveness and collegiality will be taken into consideration when possible.

Committee Charge

The Space Advisory Committee is charged to do the following:

1. As necessary, review inventory of all current UC Merced property, owned or leased.
2. At least annually, analyze, with assistance from Institutional Planning and Analysis (IPA) and Capital Planning and Space Management (CPSM), short and long-term space needs including instruction, research, administrative, office, campus support and student space needs. Analyses should be in accordance with CPEC guidelines. A special focus will be on analyzing classrooms and teaching laboratories given that their availability links directly to our ability to meet our enrollment goals.
3. Recommend acquiring additional off-campus space as necessary and suggest which units should be located in off-campus space based on assessment of data.
4. Consult with CPSM and the Registrar to ensure that all offices, instructional space and other spaces are being efficiently and effectively used and their use conforms to campus policy, e.g., no more than one office per faculty/staff member, appropriate size of spaces, etc.
5. Communicate with the Building Advisory Committees as needed regarding any issues involving the use of new building space.
6. Review all requests for new space from individuals or units and make recommendations on space allocation based on published principles and criteria.
8. Share reports and recommendations with the broader campus community.

The Committee will report to the Provost and Executive Vice Chancellor, who will ensure that meetings are held on at least a quarterly basis and who will give the Chancellor regular updates on the Committee’s work and recommendations. Until the position of Vice Chancellor for Budget and Planning is filled, the Provost and Executive Vice Chancellor will appoint one of the committee’s permanent members as committee chair.

Committee Membership

Permanent Members:
- Vice Chancellor for Budget and Planning or designee (chair)
- Vice Chancellor for Administration or designee
- Vice Chancellor for Research or designee
- Vice Chancellor for Student Affairs or designee
- Vice Chancellor for Development and Alumni Relations or designee
- Representative from the Chancellor’s Office
- Assistant Vice Chancellor for Capital Planning and Space Management or designee

Staff to the Committee:
- Staff member to be designated by the Provost and Executive Vice Chancellor

Other staff will be invited to serve as staff to the committee depending upon the issue(s) involved, e.g., when discussing classroom space needs, a representative from the Registrar's Office or academic schools may be be invited to participate as appropriate.