December 14, 2012

TO: Chancellor Leland, Provost & Executive Vice Chancellor Peterson, Vice Chancellor Traina, Vice Chancellor Miller, Vice Chancellor Lawrence, Acting Vice Chancellor Feitelberg, Dean Aldenderfer, Dean Meza, Dean Hirleman, Interim University Librarian Barclay, Interim CIO Gorham

FROM: Vice Chancellor Kyle D. Hoffman, Chair, Space Advisory Committee

CC: Annette Garcia, Assistant Chancellor & Chief of Staff
    John White, Assistant Vice Chancellor, Capital Development

RE: Phase 2 of Campus Non-Academic Space Assessment

Earlier this year, Chancellor Leland formed the Space Advisory Committee that has been charged with making recommendations to her and to the Provost about the best and most efficient use of non-academic space at UC Merced. This assessment will exclude research, lab, instructional, and faculty office space and will be inclusive of owned and leased space.

Additionally, as a result of the implementation of the Phase 1 process, a number of staff have already been moved off-campus and the full results of the Phase 1 survey are available for review here. However, space continues to be a scarce commodity on campus and will continue to be a challenge even after the occupancy of the Student Services Building in early 2014 and Science and Engineering 2 in Fall 2014.

The Committee’s work is founded on the Principles articulated by the Chancellor in Fall 2011:
(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 faculty 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 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 Committee has begun discussions about immediate and short-term (2-3 years) space needs. Among our priorities are the following three tasks: (1) identify immediate (now and through the end of the academic year) space needs, (2) determine which staff or units might be eligible to move off campus in coming year(s) and, (3) develop an on-going process to address unanticipated space needs as they arise. Among our future goals is to develop a process whereby units, as part of the campus budget process, will request space at the same time that they request new positions.
In order to accomplish these goals, I would like to request your participation in Phase 2 of the Campus Space Assessment. The assessment will provide the committee with the necessary information to address both immediate, unmet space needs, as well as future short-term on-campus space needs.

Your unit’s individualized assessment will be distributed early next week by the Office of Capital Planning and Space Management. Working with your appropriate staff, please complete the survey no later than Thursday, January 31, 2013.

If you have questions about this request or the work of the committee, please do not hesitate to contact me at khoffman@ucmerced.edu or 209-228-4401.