

**Associate Deans and Support Unit Administrators (AD-SUA)  
Space and Projects Working Group**

**Mission Statement and Principles of Operation**

**Mission Statement:**

Efficiently manage, utilize, and assign academic space in order to support student success at California State University, Chico.

We will accomplish this by:

- Combining the goals and ideals found in the:
  - *President's Strategic Plan* (May 2016 – currently under revision);
  - *Academic Plan 2015-2020* (May 2015); and,
  - *Campus Master Plan* (2005 – currently under revision).
- Working collaboratively within Academic Affairs (AA) units, we will gather information regarding programmatic and technological needs and provide analytics and recommendations for appropriate and efficient management, utilization, and assignment of academic space.

**Members:**

Associate Deans, Support Unit Administrators – members will meet at least once a month, or as frequently as necessary.

**Charge:**

Assist with the management, utilization, and assignment of academic space working within CSU and campus guidelines. It is generally recognized within the CSU system that space does not belong to any specific college, unit or department. Keeping that in mind, Associate Deans and Support Unit Administrators (AD-SUA) will fairly and equitably assign space to the best of their ability working within the following Principles of Operation.

**Principles of Operation:**

Process flowcharts are attached as Exhibit A.

Working with, and under the direction of, the Provost and Vice President for Academic Affairs, the Associate Deans and Support Unit Administrators (AD-SUA) will perform the following:

- Space Data Collection and Management
  - Manage FacilitiesLink (FL) database information.
  - Collaborate with all Academic Affairs (AA) departments to ensure space data in FacilitiesLink (FL) is as up to date as possible.
    - Provide email reminders prior to the beginning of each semester to all Academic Affairs (AA) personnel who update office occupant's data.
    - Notification of intent to change space type will be entered in FacilitiesLink (FL) via the Space Request interface.
  - Collaborate with Planning, Design and Construction to ensure that space data in FacilitiesLink (FL) is sufficient to provide Space and Facilities Database (SFDB) data to the chancellor's office per their annual request for information.
- Principles of Space Request Criteria, Analysis and Recommendations
  - FERP faculty will be expected to share office space.
  - Departments can designate one space to be shared by all emeriti in the College.
  - Faculty appointed to an alternate position will hold only one office.
  - Generally, office assignments will be based on FTE, with the goal of 1.0 FTE in each.
  - Deans (or designee) have authority to deal with swaps within their college. Please ensure FacilitiesLink (FL) office occupancy information is regularly updated.
  - Consider space needs and funding before making commitments for hiring.
  - Vacated space is allocated back to the campus for strategic reallocation.

- Assignment and reassignment will generally follow organizational hierarchies.
- Process for Space Request Criteria, Analysis and Recommendations
  - Review requests for new and additional space from Academic Affairs (AA).
    - Submit space requests via the FacilitiesLink (FL) link at <http://www.csuchico.edu/aaspace/>.
    - Associate Deans and Support Unit Administrators (AD-SUA) may require additional information and or supporting documentation.
    - Impacts will be assessed.
    - Associate Deans and Support Unit Administrators (AD-SUA) will design and implement an annual Academic Affairs (AA) space planning survey to gather information about space needs.
    - Provost and Vice President for Academic Affairs has the final approval authority for Academic Affairs (AA) space requests.
    - Other Vice Presidents will define their respective divisional processes and procedures, blending them into the overall campus processes and procedures. The campus Space Advisory Committee is the overall governing body.
- Financial Management
  - Establish an annual budget and identify the source funds for furniture needs, smart classroom technology, space refresh and renovation.
    - Financial augmentation from other campus units and departments is encouraged and will be managed by Academic Affairs (AA) space and facilities personnel.
    - Each year the division will establish a space budget; past years amount \$170,000.
    - Finances will be reviewed and reconciled by Academic Affairs (AA) space and facilities personnel.
- Furniture Purchase, Smart Classroom Technology, Space Refresh and Renovation Project Requests

- All requests for Academic Affairs (AA) classroom and lab furniture, smart classroom technology, and space refresh and renovation should come to the Associate Deans and Support Unit Administrators (AD-SUA) via a project request via the FacilitiesLink (FL) link at <http://www.csuchico.edu/aaspace/>.
- Academic Affairs (AA) space and facilities personnel will review and work with the requester and campus procurement for purchases of classroom and lab furniture and smart classroom technology.
- Academic Affairs (AA) space and facilities personnel will review and work with the requester to gather all pertinent information needed for space refreshes and renovations.
- On behalf of the Academic Affairs (AA) Division, Associate Deans and Support Unit Administrators (AD-SUA) will provide an annual list of requests for smart classroom technology and space refresh and renovation with all pertinent information included, to Facilities Management and Services for inclusion in their next project cycle (typically 12-18 months out).
- Academic Affairs (AA) space and facilities personnel will notify requesters as to their project(s) status and act as liaison with Facilities Management and Services throughout the project process, until final paperwork is completed. Therefore, Academic Affairs (AA) space and facilities personnel is a requester's first and main point of contact for project related issues.

It is not the intent of the Associate Deans and Support Unit Administrators (AD-SUA) to be confused with the space management and planning responsibilities of other campus divisions and or departments, including:

- Vice President for Business and Finance
  - Planning, Design and Construction
  - Facilities Management and Services
- Vice President for Student Affairs
- Vice President for University Advancement

Associate Deans and Support Unit Administrators (AD-SUA) will work closely with the appropriate departments to communicate the needs of Academic Affairs to ensure an end result that is in accordance with CSU system-wide space management policies and procedures and all applicable laws and regulations.

EXHIBIT A - Academic Affairs Space & Project Request Process

