

**Policy:** **Space Assignment**  
**Department:** Facilities, Management, and Planning  
**Contact:** Director of Facilities, Management, and Planning  
**Facilities Council approval:** (date)  
**College Council approval:** (date)

### **Background**

Space is a limited resource. The space needs of departments are constantly changing. New initiatives, changing curricula or instructional methods, staff changes, remodeling or construction projects, or shifting enrollment patterns can all affect the need for space.

### **Purpose**

The purpose of this policy is to ensure that space resources are assigned appropriately and used efficiently to accomplish the work of the College.

### **Scope**

This policy applies to all interior and exterior College-managed spaces. The policy is intended to guide space assignment, not space scheduling. Space scheduling is the responsibility of the Scheduling Office.

This policy is not meant to preclude alternative prudent or necessary space allocation solutions. However, exceptions to this policy may be made only in extraordinary circumstances, the need for doing so must be clearly demonstrated, and space allocation solutions must still adhere to standard College procedures.

### **Principles**

Space will be assigned and used according to these principles, subject to the availability of assignable space:

- Space assignments, like all College actions, are grounded in the College mission, core values and strategic directions.
- All space is owned by the College and assigned for a particular work-related need.
- Space no longer used for its original or intended purpose reverts to the College for reassignment when the original need changes.
- Each work group and instructional program will have sufficient space to carry out its mission.
- Assigned space is adequate and appropriate for the intended function or proposed use. Space is suitable in terms of size, quality, and location.
- Space is used efficiently. Duplication is avoided; sharing of support space is encouraged.
- Space assignments will be based on functional space needs and relationships.
- Some space allocations will promote interdisciplinary communities; others will promote discipline-specific communities of practice. Decisions about which outcome to promote in particular instructional- and support-space assignments will be based on evaluation of the needs and potentials of the individual situation.
- Space assignments will be made as closely as possible to current college-wide space standards.

- Space assignments will be made with full attention to health, safety and accessibility issues.
- Space will be assigned to functions in the following priority order: 1) instruction; 2) student services; 3) operations; 4) administration; and 5) community uses, unless a necessary exception can be clearly identified and thoroughly evaluated.
- The College will maintain a regularly-updated space inventory and a regularly-updated conditions survey of all its spaces.
- All administrators of units impacted by a potential space assignment, especially those in proximity to the space to be assigned, will be given written notice and consulted before space is assigned. They will receive ample time to study the impact and to submit statements to their respective administrator.
- Written notice of pending space assignments will include a mechanism for dispute resolution.
- A clear and transparent procedure for assigning space in a fair and equitable manner, and representing the interests of diverse campus stakeholder groups, shall be developed and implemented. A Space Assignment Advisory Team (SAAT) will be formed and participation modified for each space assignment request that affects instructional spaces and/or other adjacent spaces. SAAT will meet regularly. SAAT will review the requests for space and make recommendations to the Executive Team. SAAT will develop a charter which will be submitted to the Facilities Council for review, will report to the Executive Team, and will submit annual reports to the Facilities Council and the Executive Team. The SAAT will develop criteria for decision-making; they will develop criteria for identifying exigencies which necessitate quick decision-making and allow bypassing the SAAT process; and they will develop criteria for determining scope, since some decisions are too small and local to require advisory team-work, and some decisions involving space are not space assignment but are space planning related to capital projects. Core members of SAAT will include the Director of Facilities Management and Planning (or designee), the FMP Project Coordinator assigned to work on the project, a member from the safety committee, a member from disability services, a member of IRAP (scheduling), a Learning Council designee, and other subject matter experts as needed for each space assignment.
- Space assignment policy will be evaluated on a recurring basis and will be revised as needed to ensure alignment with its stated purpose.

#### **Related Procedures**

- The College space assignment process is found at <http://www.lanecc.edu/facilities/spaceassignrequests.html>.
- Space assignment requests will include quantified benefits and measurable goals including increase in FTE, revenue, and consistency with Lane's vision, mission, core values and strategic directions.
- Final decisions regarding space allocation are the responsibility of the Executive Team.

#### **Definitions**

**Exterior space:** Space not enclosed or space used in support of maintenance of a building.

**Interior space:** Enclosed space that can be occupied.

**SAAT:** Space Assignment Advisory Team

**Space:** A contiguous area that accommodates a single use. The word 'space' can refer to interior or to exterior space.

**Space allocation, space assignment:** The apportioning or allotting of a campus space for a particular function, for a finite duration of time. The words 'allocation' and 'assignment' are considered to be synonymous, and are used interchangeably in this policy.

**Space planning standards:** Quantitative guidelines used for strategic and capital budget planning. Space planning standards are often measured in assignable square feet per station. Space planning is outside the scope of this policy.

**Space scheduling:** Temporary assignment of space which is acknowledged to be needed for accomplishing a limited task or set of tasks.

**Space utilization:** A quantitative measure of the productivity of room use. Space utilization is often measured with two elements: Room Use, in number of hours per week in use or percentage of hours available; and Station Occupancy Rate, in average percentage of seats occupied during scheduled classes.

**Stakeholder:** A person directly associated with the space affected by the space assignment and/or an adjacent space.