University Space Charge Program

Board of Trustees
Committee on Land and Buildings
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Project Goals

• Change mindset about cost and use of space
• Encourage more efficient use of space
• Empower the schools to manage space
• Provide tools for space management
• Keep it simple, fair and transparent
• Limit the cost of implementation and ongoing maintenance
Space Charge Challenges

• In academia, space may be a more limiting factor than money

• Older buildings are typically less efficiently configured than newer ones

• Differences among university units

• Sense of entitlement by faculty and staff

• Avoiding undesirable side effects
First Phase Project Scope

• Limit to office space only
• Limit to 7 budget units
• Charge for space at the budget unit (school) level
• Perform detailed space utilization studies for each unit
  - Walk every building
  - Classify and document use of every room
University Space Charge

Allocation and Charge Mechanism

First: School receives an incremental base general funds allocation to cover its space “entitlement”

Then: Annually, school is assessed a charge based on actual space usage
Setting the Baseline Allocation

- Pull employee counts from payroll system, and student counts from student system
- Generate initial baseline by applying counts to space guidelines at $33/square foot
- Develop policies to deal with visitors, and other people who are difficult to count
- Discuss issues with schools and make adjustments
# Office Allocations

<table>
<thead>
<tr>
<th>Office Category</th>
<th>Size (s.f.)</th>
<th>Buffer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>240</td>
<td>15%</td>
</tr>
<tr>
<td>Faculty</td>
<td>160</td>
<td>15%</td>
</tr>
<tr>
<td>Active Emeriti</td>
<td>160</td>
<td>15%</td>
</tr>
<tr>
<td>Other Teaching</td>
<td>80</td>
<td>15%</td>
</tr>
<tr>
<td>Regular Staff</td>
<td>100</td>
<td>5%</td>
</tr>
<tr>
<td>Casual Staff &amp; Postdocs</td>
<td>64</td>
<td>5%</td>
</tr>
<tr>
<td>Staff Directors</td>
<td>140</td>
<td>5%</td>
</tr>
<tr>
<td>RA/TA/Other PhD Students</td>
<td>52</td>
<td>0%</td>
</tr>
<tr>
<td>Visitors/Others</td>
<td>80</td>
<td>15%</td>
</tr>
</tbody>
</table>
Baseline Allocation Calculation

![Diagram]

People Count: 60 faculty

Guideline s.f.: 160 s.f.

Buffer: 1.15

Allocation Per s.f.: $33/s.f.

Unit Allocation: $364,320

\[ \text{People Count} \times \text{Guideline s.f.} \times \text{Buffer} \times \text{Allocation Per s.f.} = \text{Unit Allocation} \]
Findings

• Six of the seven units owe money - causes vary (space abhors a vacancy)
  ➢ One highly inefficient old building
  ➢ Excess student space (more spaces than students)
  ➢ Staff in faculty-sized offices

• Overall, space utilization was better than we had anticipated

• Problem areas were different than anticipated
Allocated vs Actual Utilization

- Earth Sci
- Educ
- Engin
- H&S
- Law
- VPUE
- DoR

- Vacancy
- Visitors/Other
- Graduate Students
- Staff
- Lecturers/Other Teaching
- Faculty
Impact of Space Charge

- New focus on cost of space
- Changes in space configurations
- More efficient office space planned for new construction
- Provost is now armed with key information about space usage by individual units
I WANT YOUR SECOND OFFICE