



Space Committee Minutes

June 03, 2024

In-Person: LSC Room 300

Space Committee Voting Members Present:

Brendan Hanlon, Lise Youngblade, Mark Paschke, Sue James, Ashraf Fouad, Melissa Reynolds

Ex Officio:

John Slack, Brandon Ates, Janey Monroe, Julia Murphy, Julia Innes, Gargi Duttgupta

1. Housekeeping & Goals

- Not seeing as many space requests for formal large space.
- Trying to streamline facility use agreements with OGC.
 - When people reach out to OGC, they loop Gargi in.
 - Recent e.g. from last week was regarding continued use of space at the Foothills campus in 'Factory B' bldg. allocated to CoE (Mechanical Engineering). Curable composites, a relatively new company has informally used space in that bldg. and were looking to formalize and agreement for the use of space. Since CoE is amenable to this use and agreement, there seems no need to bring it to the SC.
 - If the stakeholders agree generally space requests are not brought to Space Committee, except as informational.

2. Open Items

- SDC Space Request (Glover and BSB)
 - Discussed Student Disability Center (SDC) space request at the last meeting.
 - Option 1: There are the two vacant offices in BSB that are accessible. Hybrid employees could share the offices.
 - **PENDING ACTION ITEM:** Brendan Hanlon and Sue James to reach out to Psychology Dept to see if they are amenable to SDC using the offices, create agreement for coming year.
 - There may be new avenues in the future if the Virtual Accessibility Center goes through.
 - Option 2: Glover – The ramp is not accessible. It may require some expense to make upgrades to the ramp and vestibule. All the passageways inside the building, including the restroom, are accessible and have turning radii. The only location concern is the ramp and vestibule. There is accessible access from the other side of the building, but not at the entrance closest to the space.
 - Concerns expressed by Sue James and Ashraf Fouad about adding money to a building that that will be demolished in the future.
 - John Slacks agrees that the ramp is very steep and is not sure why it is humped up, but there may be data running under the sidewalk. May be a nonstarter to tear it up.
- FPI verbiage
 - **PENDING ACTION ITEM:** The modifications are forthcoming. As soon as approved by Ajay Menon, Janey M. will send them to Gargi D., and they will be finalized over email



by Space Committee. Brendan H. and Dave Ryan will update the web to reflect the changes once approved.

3. Updates:

- Leases: STRATA
 - Housing and Dining is terminating at the end of 12/31 at 2479 International Unit D.
 - Parking Services is up for renewal at the Prospect Plaza Apts. They are offered one initial term and two one-year autorenewal terms, pending some work STRATA is doing with Prospect Plaza.
 - Poudre Heritage lease at Coors Pavilion is coming up for expiration on 10/31 – intending to extend their stay? If so, for how long? Want to reclaim the space in any capacity?
 - Gargi D.– Would be good to know if there is interest in renewing the lease. Nobody has shown interest for the Coors Pavilion space because it so far from main campus.
 - Mark P. – would additional space become attractive to a larger group?
 - Lise Y. – asks about HABIC.
 - Janey M. believes they are in the central receiving portion of International Blvd.
 - Gargi D. – would (HABIC) they have a long-term interest in Coors Pavilion?
 - Lise Y. – They just renovated and are happy, so probably not interested.
 - **ACTION ITEM:** Janey M. to gauge interest of Poudre Heritage in lease renewal and will follow up with Gargi.
- Space allocation rubric
 - Didn't receive feedback beyond Melissa Reynolds who thought it was fine.
 - Can revisit with Space Committee at any time.
- Virtual Accessibility Center
 - Campus Planning put together a space program and a level of cost associated with the space program from the perspective of the ideal, full program with all functions co-located (ATRC, SDC, limited from TILT, and new functions to be integrated).
 - Need was approx. 7,200 sq ft. including all the building spaces.
 - Looked at all the options, including existing furniture and other furniture needs. The cost range was from \$690,000 (depending on space – if mechanical, electrical, plumbing systems upgrades need to be done, also depending on occupancy change) on up.
 - New parameters and information shared when Gargi met with Karen Estlund, such as a desire to reallocate and repurpose where ATRC sits. Gargi will rework the space program with updated information. SDC would be part of the program.
 - Sue James clarifies that it's about accessibility to the virtual world, but it would need actual space. It seems like it will take longer, and it ties into the SDC/TILT bldg. piece.
 - ATRC would merge in the long run with the Virtual Accessibility Center; would not be a separate entity in the future.
- Space Utilization
 - Peer Institution Outreach in progress – Campus Planning has been talking to peer institutions across the nation: Penn State, New Hampshire, Oregon State, CU Boulder, CU Denver, CU Anschutz, and Kansas State.
 - Will put together some kind of report.
 - These universities want to hear what we learn as well.
 - AiM space survey pilot - in VPR's court / May need new survey sent out.
 - **ACTION ITEM:** Mike Shortall will work with Melissa Reynolds on this.



- [Hybrid offices are a Necessary Future for Universities Facing the Squeeze for Campus Space | APPA](#)
- Melissa gave update on some space that will be freed up this summer.
- Space related policies
 - Space allocation and telework still seem to be on hold.
- 4. Space Strategy (identify focus areas & priorities)
 - Benchmarking report data
 - Lise Y. observes that 12,714 student FTE is remarkably lower than headcount, was surprised.
 - Gargi D. – it may be that there are a lot of students with less than full time credit hours (headcount vs FTE).
 - Student headcount 33,600 includes Semester at Sea, employees, guests, and online. 27,833 = undergraduate, graduate, and professional RI students.
 - Gargi D. just stayed with instructional space from the report rather than getting into specialized spaces for colleges, depts, and research space. There may be less FTE, but high head counts. If they are classified as classrooms in the 100 series, they will be part of what is included in this presentation, as well as 210 series (classroom labs) and 220 (open labs).
 - **ACTION ITEM:** Gargi to ask Heather to come to speak to the background data (from IPEDS) – how our data compares to the other universities and why.
 - Office Space – On average was 147 ASF in 2018; is 173 ASF in 2024.
 - Departmental classrooms are not scheduled by Julia Murphy.
 - How do we better utilize classroom space and the seats available? How to change the paradigm of discussion so that departmental classrooms are better utilized?
 - Gargi D. shares that Kansas State University targets 80% utilization of their classrooms; utilization is considered 42 hours, full week. Post pandemic they have not been hitting this utilization target as easily, but pre-pandemic they were.
 - Need to consider, is there a better way to schedule the classrooms, including departmental classrooms? Space standards say that any classroom over 900 sq ft should be a GA classroom. 27 of the dept classrooms are over 900 sq ft.
 - Do we know what our utilization rate is?
 - GA Classroom utilization for prime time (9 a.m. – 3 p.m. i.e., 30 hour-week.) we are over 80% but closer to 90%.
 - Dept classrooms historically are around 35%, but Julia Murphy is only looking at classes (other activities occur in these spaces, but we are not capturing that utilization).
 - At 8 a.m. there is a lot of capacity, as well as after 3 p.m.
 - Julia M. agrees we need policy around spreading classes across hours of day and days of the week.
 - Brendan H. asks about the efficiency of use – how many seats are being filled? We aim for 67% seating utilization. We are higher than that, approx. 70% or higher for seat utilization.
 - Actual enrollment is much lower than the anticipated enrollment. Julia builds the class schedule based on what the depts say it will be, but it's much lower. Need to bring actual enrollment in line with historical enrollments.



FACILITIES MANAGEMENT

COLORADO STATE UNIVERSITY

- Julia M. – Have considered converting department classrooms to GA classroom. The challenge is the cost to bring dept classrooms up to the GA standards, which includes technology, seating, and needing the facilities support to maintain the rooms going forward. The CRB budget is \$121,000 and that's what's being used to support GA rooms.
- Gargi D. – There may be opportunity to optimize and better utilize the departmental classrooms if we can track scheduling in EMS for dept classrooms.
 - Julia M. – IT is considering moving EMS to the cloud and integrating with Outlook. Most depts use Outlook to schedule their departmental space. If that integration happens, we could do more reporting with that data.
 - **ACTION ITEM:** Gargi will consider inviting someone from IT for information about how to better track scheduling of dept classrooms.
 - Sue J. asks – Should we be investing in tools like that? Or do we have those tools?
 - Brendan H. – We need data infrastructure on a more routine basis to allow the calibration to happen. Operating from a data deficit.
 - Julia M. – There is no connection between EMS and AiM.
- Discussion re classrooms utilization (how do we get the data and what do we want to do?) and potential next steps.
 - CSU uses 30 hours per week for classroom utilization. Explore expanding hours of use to 40?
 - EMS is tracking scheduling data but how will the dept classrooms get tracked so we can see how often it is booked? Dept to share scheduling data?
 - Brandon A. observes that utilization rate will go down if you expand more hours.
 - Gargi D. – We pay the same for space that is operational 24/7 (paying on utilities and maintenance). It's not free space. Higher utilization in terms of higher occupancy and higher hours helps with the cost.
 - Julia M. – We need space for relocations. Aim for 65%. Facilities and core services struggle to get into rooms for maintenance. When all classes are scheduled at prime times, students struggle to get the classes they need to graduate.
 - Ashraf F. suggests having a strategic academic plan to inform space utilization.
 - Sue J. – Size of classes is discussed in conversations about the new budget model – need to integrate that in.
- Gargi D. asks for feedback on workshopping the ideas.
 - John S. agrees that suggestions laid out are logical, for the Space Committee to come up with a list of recommendations.
 - Julia M. – keep in mind cultural aspect of dept rooms and expanding classrooms.
- Storage (data provided for storage on Main campus only, east of Meridian)
 - Why is VP Operations so high? Why is the office of budgets percentage total so high?
 - Facilities Management falls within VP Operations (e.g., custodial supply closets).
 - Ashraf F. – Could target specific groups to understand how the storage is being used.
 - Mark P. – What is the capacity of International Blvd. storage?
 - It is 37,500. 14,000 sq ft just opened and is available.
 - Provide incentive for depts to free up space, moving storage to International Blvd.?
 - **ACTION ITEM:** Gargi D. to parse out more information about storage on main campus.