

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	A. General
SUBJECT:	Space Utilization
POLICY NUMBER:	A37
CROSS REFERENCE:	A36 Office and Department Moves
NEW \ REVISED	
Administrative Services Committee	Academic Council
April 18, 2016	

POLICY STATEMENT

The policy and procedure guidelines outlined here are intended to ensure that Olds College space is allocated in an equitable and efficient manner on the basis of measurable, operational requirements, and approved standards of allocation. The usage of all space must support the goals and objectives of Olds College.

SPECIFIC GUIDELINES

All Olds College space is the property of Olds College. This includes but is not limited to: land, buildings and all other facilities. Campus Facilities will:

- With the exceptions outlined below, manage use of space at all Olds College campuses
- Allocate space to academic staff, administrative staff, students and external partners as appropriate to support the outcomes of the Comprehensive Institutional Plan
- Base allocations of space on current needs of the institution and not on historical use
- Identify appropriate blocks of space for schools and service units for their use and management
- Require that all users have a responsibility to manage the use of dedicated space in a manner that responds to changing needs and demands
- Reclaim and reallocate space at its discretion to meet changing needs and address institutional priorities
- Periodically review utilization to ensure space optimization
- Annually define/confirm space allocations to Academic Areas and Departments

This policy will operate in conjunction with existing policies of our partners. This only applies to space where Olds College owns the land but not the buildings or to space where a joint venture partnership exists.

Specifically for the CLC:

- “The Community Learning Campus Joint Venture Agreement”
- “The Community Learning Campus Facility Use Agreement”
- Use of CLC Facilities - Policy 2.3 , Category: Operations

Must be in conjunction with all other partners and any corresponding space policies for:

- Pomeroy Inn & Suites at Olds College
- Centennial Village and College Courts (CHOC)
- Any privately owned buildings on land leased from Olds College

Campus Facilities duties:

- Review requests for assignment and reassignment of physical space in all campus facilities.
- Periodically review overall facility utilization including;
 - Transfers between assigned departments and the organizational impact
 - Major changes in space usage (decommissioning areas, repurposing space)
 - Renovations that involve major capital outlay
 - Program needs and efficiency of current utilization
- Identify opportunities to increase utilization (efficiency and effectiveness) of current space.

Any renovations required as a result of an allocation of space, and where funding has been approved, must be undertaken under the direct supervision of Campus Facilities regardless of project cost, to ensure compliance with regulatory requirements and College standards.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Vice President, Student and Support Services in conjunction with the Director of Campus Facilities and Sustainability. This policy will be reviewed at least every three (3) years.

OLDS COLLEGE PROCEDURES

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SUBJECT AND POLICY NUMBER	A37 Space Utilization
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NEW \ REVISED

Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
April 18, 2016		

SPACE REQUEST PROCESS

Internal Requests

Step 1: Completion of the Space Request Form

For all requests for reassignment, renovation of space or release of space, [a Space Request Form](#) must be completed and submitted to the Dean/Director of the program area or department involved.

Requests must include:

- Justification for the additional space
- Description of any special requests
- The number of personnel requiring accommodations
- Identification of funding for any capital improvements that may be necessary to accommodate the request and subsequent capital request/approval

Step 2: Submission of the Space Request Form

Requests are submitted by the Dean/Director responsible for the area or program, to the Director of Campus Facilities and Sustainability. The Director of Campus Facilities and Sustainability will evaluate all requests based on the following prioritized criteria:

- Health and Safety Requirements
- Security of Confidential Information
- Funding Availability
- Meeting Student Needs
- Cost/Benefit
- Core Space Requirements for Programs
- Functionality/Utility/Efficiency of Space
- Faculty/Staff Recruitment and/or Retention

If funding is required, the request will be forwarded to the appropriate Vice President for review prior to approval.

External Requests (Long Term Leased Space)

Request for space from external users must be submitted to Campus Facilities through the Vice-President, Student and Support Services. The request will be evaluated based on available space and appropriateness of the commercial enterprise. Space allocated to external users shall be subject to specific financial arrangements within a lease agreement to be developed by the CFO and Director of Campus Facilities.

Space Utilization Analysis

For usage reviews in allocated spaces, reports may be required to be submitted to Campus Facilities from department representatives. These reports will be clearly defined.

Requirements pertaining to these reports include:

- Specific requests and projects
- Space inventory updates and usage (i.e. storage, academic functions)
- Counts, contact information and office location of staff and faculty
- FLE's enrolled in programs within the department
- Inefficient uses, such as vacancies
- Adverse conditions (Note: Hazardous conditions that may cause harm or injury to any individual on Campus must immediately be reported to the Health and Safety Consultant, as well as, Campus Facilities.)

General Space

In the planning and management of Olds College space, all indoor and outdoor spaces are considered allocable resources.

- Minor allocation/reallocation of space allotted annually to a faculty/program is managed by the Deans and Directors with emphasis on ensuring maximum utilization. All space allocation and reallocation is to be reported to Campus Facilities
- The use of all existing facilities will be evaluated before new space is constructed, acquired or leased.
- Facilities are allocated to units for a specific purpose. When that purpose is no longer required the space is identified for future reassignment.
- The allocation of facilities shall be flexible in order to allow shared/multi-use of space and must accommodate changes in building users and technology.
- Whenever possible, clustering programs with teaching interests, and specifically common courses should be considered.
- General support space (copy rooms, lounge, etc.) will be assigned based on need and space availability.

Instructional Space

In the interest of achieving maximum efficiency in the use of space, the following practices and procedures apply to the assignment and use of classrooms and other instructional spaces.

1. Classroom space including program specific laboratories/shops will only be assigned centrally through the Office of the Registrar during the academic year and Conference Services in the non-academic year and will not be assigned directly to a specific program or unit.
2. For changes to any instructional space, the appropriate academic division must submit a Space Request Form to Campus Facilities to begin the review process.

Faculty and Staff Office Space (Define Size)

The College recognizes the need for suitable office space for faculty and staff members. The following general procedures apply:

1. To the extent space is available, all full time faculty members and other faculty or staff whose duties create a need for privacy will be assigned appropriate solutions.
2. For further information regarding Office Space allocations, please refer to Policy A36 Office and Departmental Moves.

Laboratory and Research Space

1. Each faculty member engaged in research should have access to appropriate space for conducting his/her research.
2. Research requirements and funding should be declared on the *Space Request Form*.

Sports Facilities

The sports facilities at Olds College and the Community Learning Campus, were constructed and are maintained primarily for academic instruction, intercollegiate athletics and recreational sports. These facilities may be utilized by unaffiliated groups as time and space permit.

1. Academic classes, intercollegiate athletics, recreational sports and College sanctioned activities have priority over other programs in the use of sports facilities.