

Space Planning & Management Committee



5/6/2017 / PD Presentation - Wurster

Inspiring every day.



- **Who we are**
- **What we do**
- **Why we were formed**
- **When we work**
- **How this impacts you**

Who we are:

Paul Emerick, Associate Professor, Biology

Ginny Geer-Mentry, Executive Director, MCC Association

Terry Keys, AVP, Instructional Services

Matt O'Connor, AVP, EDIWS

Diane Shoger, Executive Director, MCC Foundation

Kim McKinsey-Mabry, Dean, Academic Services

Paul Wurster, AVP, Facilities (Chair)

Bob Cunningham, Director, Academic Services (Advisor)

You are represented, composition of SP&MC

Transparency, Feedback, and Communication

New/Next Facilities Master Plan (Steering Committee) – will expand the table

What we do (Charge):

- ✓ Space represents a finite resource that the College must seek to use as efficiently and effectively as possible.
- ✓ SP&MC is charged with the responsibility and authority for reviewing and approving all space requests across all MCC locations (including leased space).
- ✓ This group is also tasked with developing campus-wide space plans that reflect input from shared governance stakeholders.
- ✓ The work of the Space Planning and Management Committee will occur within the guiding context of both MCC's Strategic Plan and Master Plan.

The Space Planning and Management Committee has the following scope of responsibility and work:

- Develop space management practices to provide a consistent framework to (1) allocate space, (2) plan for future space needs of the organization, and (3) manage College space effectively and efficiently.
- Develop a process for reallocation of space that engenders trust and transparency for space transactions.
- Familiarize itself with State University Construction Fund's Facility Programming Guidelines and other current best practices in higher education related to the size of spaces, utilization rates, and building/space type efficiencies.
- Review and respond to all requests for space from individuals or units.
Adhere to the College Strategic and Master Plans for all decisions on space requests.

Why we were formed:

Existing MCC-owned space must be utilized as effectively as possible in order to support desired change and student success.

A space request form(s) shall be submitted when space in addition to current the Division holdings is required (see Space Request Forms section herein for more information).

Created space obligates the College to significant, on-going operations and maintenance expenses. Integrated space planning is a vital prerequisite of effective Capital Planning and implementation of the Campus Master Plan.

A robust program is necessary to provide adequate and appropriate program space during this capital constrained period when the College can no longer rely on newly constructed space to meet changing/emerging needs. The College intends to manage space in a systematic, purposeful manner, designed to optimize the use of this resource (space) and to advance the Mission and Strategic Priorities.



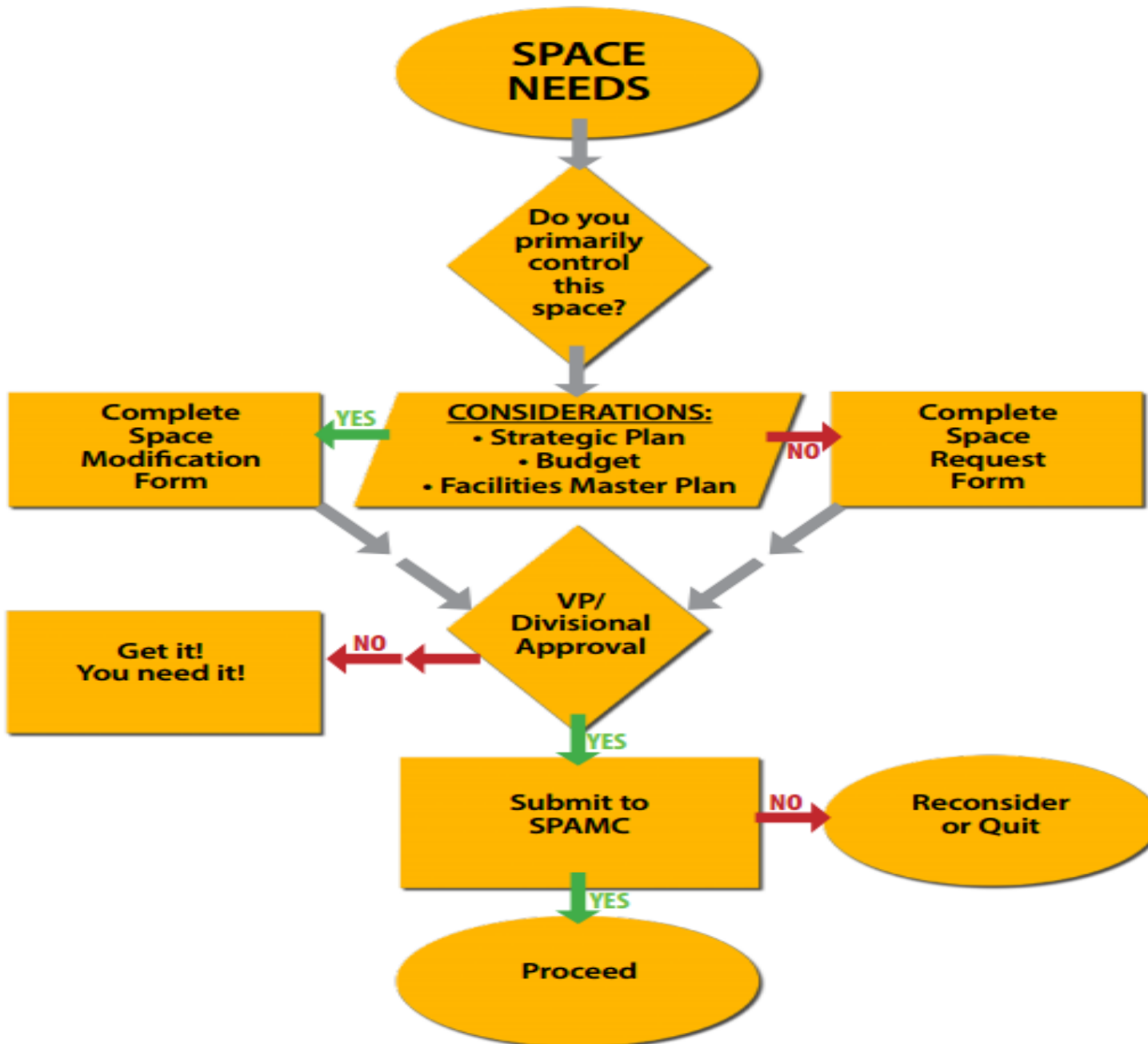
When we work:

(2) Formal meetings per year, (1) per academic semester (Spring & Fall).

How this impacts you:

See next slide...

SPACE Flow Chart





Monroe Community College
STATE UNIVERSITY OF NEW YORK

Space Request Form

Project Name: _____
(To Be Completed by Space Planning Advisor)

Project Number: _____
(To Be Completed by Space Planning Advisor)

Space Request Form – used for all new/additional space requests, including requests for new lease space)

NOTE: If this request requires any modification(s) to the space(s) currently in existing Divisional portfolio, use the Space Modification Form.

Existing, MCC-owned space must be utilized as effectively as possible in order to support desired growth. Any endeavors that require additional space should be addressed first within a unit's current allocation, then within the unit's divisional portfolio. **This form documents an expected or impending need for space (ie: this form should not be used for a building renovation).** A unit should complete this form as soon as it identifies the potential need to occupy new space and direct it to the Space Planning Advisor (SPA) and then directed to the Space Planning & Management Committee (SP&MC) for final review, comment, and decisional action.

Directions for Completing Form: Respond to the requested information by inserting supporting text for each inquiry. Needs vary tremendously and a one-size-fits-all form will not work perfectly in all situations. Not every question may apply to every situation, and some questions may have a question. The unit completing the form understands the need best, so do your best to record the need, and call for assistance if you have a question.

Send the completed form and any relevant attachments to: SPMC@monroecollege.edu

Part I: Requestor Contact Information

Name: _____
Department/Division: _____

Part II: Desired Space

Request is for: (check all that apply)

Monroe Community College
STATE UNIVERSITY OF NEW YORK

Space Modification Form

Project Name: _____
(To Be Completed by Space Planning Advisor)

Project Number: _____
(To Be Completed by Space Planning Advisor)

Space Modification Form – used for all existing space requests currently in divisional portfolio)

NOTE: If this request is for a space(s) not currently in existing Divisional portfolio, use the Space Request Form.

Existing, MCC-owned space must be utilized as effectively as possible in order to support desired growth. Any endeavors that require additional space should be addressed first within a unit's current allocation, then within the unit's divisional portfolio. **This form documents an expected or impending need to modify (renovate) existing space.** A unit should complete this form as soon as it identifies the potential need to modify existing space. This request will be reviewed by the Space Planning & Management Committee (SP&MC) for final review, comment, and decisional action.

Directions for Completing Form: Respond to the requested information by inserting supporting text after each inquiry. Needs vary tremendously and a one-size-fits-all form will not work perfectly in all situations. Not every question may apply to every situation, and some questions require longer responses than others. The unit completing the form understands the need best, so do your best to record the need, and call for assistance if you have a question.

Send the completed form and any relevant attachments to: SPMC@monroecollege.edu

Part I: Requestor Contact Information

Name: _____
Department/Division: _____

Part II: Space Modifications (Minor Renovations)

Phone: _____
Email: _____
(Person who should serve as primary contact for SPA)



Rollout Plan

- ✓ Briefing with VP Simmons
- ✓ Briefing with the President
- ✓ Presentation to the President's Cabinet (today)
- Presentation to Faculty Senate
- Presentations to Divisional Staff Meetings
- Presentations to SGA and SEGA (Student Governments)
- Chairs Network
- CSEA Group (SS Planning Council)
- Shared Leadership Council
- Others??



QUESTIONS?