

PM 2022-06

Thomas A. Parham, Ph.D.

December 1, 2022

UNIVERSITY SPACE COMMITTEE POLICY

This policy establishes the protocol and procedural guidelines regarding the use and management of space and utilization on campus. The University Space Committee (USC), an administrative committee reporting to the President, will be responsible for reviewing specific requests and proposals for space assignments and provide recommendations to the President and Cabinet.

1.0 SCOPE

This policy applies to all areas and individuals seeking the allocation and utilization of all California State University, Dominguez Hills (CSUDH) owned, controlled, and operated space. Auxiliary owned, controlled, and operated space is not included in this policy; however, these entities partner with the CSUDH when space needs are reviewed.

For minor design campus changes to the outdoor environment (e.g., banners, benches, signage, murals, etc.), the [Campus Art Advisory Committee](#) is tasked with reviewing proposals and making recommendations to the President for approval, in accordance with the guidance of the committee. For space and redesign of instructional and academic spaces, the Academic Affairs Facilities & Space Committee (AAFSC) is tasked with reviewing proposals and making recommendations to this committee to inform a cohesive space and utilization plan for the University.

2.0 ADMINISTRATION

The University, not any group, division, college, department or individual, is the owner of its physical campus grounds and buildings. To ensure that all university space is subject to the assignment and reassignment for the common good of the University, the USC will review policies and proposals affecting the University's physical environment and make recommendations to the President. Final authority on the allocation and utilization of all University facilities rests with the President and Cabinet.

3.0 RESPONSIBILITIES

The Committee shall serve to advise the President and Cabinet on matters concerning space and the utilization of space on campus—including, physical spaces such as interior and exterior public spaces:

- Complete a comprehensive space assessment and inventory matrix of all current spaces on the campus
- Make recommendations regarding the utilization of space on the campus

- Propose a short and long-term funding model for space requests and redesigns
- Consider the institutional mission, vision and values when considering space and utilization needs of the campus community ensuring that the appropriate engagement with the University is accomplished
- Meet collaboratively with the Campus Art Advisory Committee and the Academic Affairs Facilities & Space Committee (AAFSC) as needed to ensure that recommendations are made in accordance with the mission of the University.
- Consult with the Strategic Planning Committee and pertinent planning committees of the campus to ensure a comprehensive review of space and utilization are consistent with the current and future needs of the University
- Review and make recommendations on proposals for new space requests
- Ensure meaningful and extensive collaboration with responsible university offices, including colleagues in Facilities, Environmental Health and Safety, and Advancement, to ensure that proper maintenance, safety concerns, ADA regulations, and donor stewardship are addressed and considered
- Develop and provide an ongoing review of the procedures for submission and review by the committee and invited panelists
- Engage campus units and communities impacted by and invested in specific space proposals by creating a campus community feedback mechanism to ensure the diverse voices of students, faculty and staff inform evaluations and decisions
- Operate in a transparent manner that is inclusive and collaborative, balancing the needs and desires of campus stakeholders with independent evaluation
- Establish a web presence to ensure transparency and keep the campus community abreast of requests for space and utilization and ensure that meeting minutes are recorded and accessible via the website
- Ensure consistent communication with the campus community through web presence and Town Halls (at least once per academic year) for the sharing of information

The responsibilities of space planning shall fall under the jurisdiction of the USC. The committee will review and process requests in accordance with the USC procedures. USC membership shall be comprised of constituent representation from the campus and the Chief of Staff, as voting members. Other members, such as the Americans with Disabilities Act (ADA) Coordinator, may be added as non-voting members.

3.1 PROCEDURES

If a Committee action surpasses a financial threshold of fifty thousand dollars (\$50,000) and it requires one-time funding from the university's central reserve, USC shall require consultation with the University Budget Committee (UBC) and Presidential approval before acting. If the Committee action of \$50,000 or more does not require one-time funding from the university central reserve, then it will only require Presidential and Cabinet approval before acting.

The divisional head for this policy is the Vice President for Administration & Finance/CFO. This policy shall be reviewed every three (3) years, or sooner, if necessary, by the following stakeholders:

1. Chief of Staff – Senior Reviewer
2. Vice Presidents
3. Facilities Management designee
4. Space Management representative
5. Risk Management representative
6. Budget Office representative for funding information
7. University Enterprises, Auxiliaries designee (non-voting)
8. (2) Students Representative
9. (2) Faculty Representatives

4.0 COMMITTEE MEMBERSHIP

Membership of the University Space Committee will consist of a broad cross-divisional, Enterprise and Auxiliary partners to ensure that review of space and utilization is collaborative, balancing the needs and desires of campus stakeholders with a mind toward opportunity costs, funding and cohesive and appropriate space for desired programming and activities.

The president shall appoint members of the committee in a manner consistent with campus policies and procedures regarding such appointments. The president shall appoint the chair of the council.

The membership of the University Space Committee will consist of the following, *or their respective designee*:

- Vice President for Administration and Finance/CFO
- (1) Campus Enterprise Representative – 2-year Term
- (1) Campus Auxiliary Representative – 2-year Term
- Academic Senate – 2 Representatives – 2-Year Terms (staggered)
- Dean of Undergraduate Studies
- Academic Affairs Representative from AAFSC – 1 Appointment – Appointed by the Provost
- Director, Parking and Transportation Services
- Associated Students Inc. (ASI) President – 1 year
- Student Representatives – 2 Appointments – Appointed by the President and ASI – 1-year
- MPP member from Student Life – Appointed by the Vice-President for Student Affairs
- Campus Space Analyst/Special Projects Coordinator – Appointed by the Vice President for Administration & Finance
- Staff member from Student Housing – 1 year – Appointed by the Vice President for Student Affairs
- Vice President and Chief Diversity, Equity, and Inclusion Officer (CDEIO)

- MPP member from Information Technology - Appointed by the Vice President for Information Technology
- MPP member from University Advancement – Appointed by the Vice President for University Advancement
- President’s Office Representative – Appointed by the President – 1-Year

Except for the Vice President for Administration & Finance, CDEIO representative, Director, Parking and Transportation Services, and Deans, members will serve, as designated for a one and two-year term to begin on staggered terms, with no more than 50% of the council members turning over in any given year.

5.0 COMMITTEE MEETINGS

The University Space Committee will meet at least once every other month to review specific requests and ensure that space assignments are made in accordance with desired programming and activities. The Committee Chair will have responsibility for scheduling the meetings and appointing a staff member to manage meeting minutes and updating website content as appropriate.

6.0 DEFINITIONS

Academic Affairs Facilities & Space Committee (AAFSC) – The Academic Affairs Facilities and Space Committee (AAFSC) was established in response to a Faculty Committee resolution (FPC 02-06) of the CSUDH Academic Senate (Senate) and the recommendations of the Academic Master Plan Council. Both suggested that the Division of Academic Affairs Establish a committee to make recommendations and take actions related to instructional space and facilities in the University.

Campus Art Advisory Committee - the standing committee tasked with reviewing proposals and making recommendations to the President regarding minor indoor and outdoor changes to the university environment.


Facility – any space, campus ground, or facility that is within the ownership of the University.

University Budget Committee (UBC) – the standing advisory committee to the President that provides advice and recommendations concerning University budgeting matters.

University Space Committee – (USC) - the standing working group to the President that provides advice and recommendations concerning University space and utilization matters.

7.0 AUTHORITY

Pursuant to [Section II of the Standing Orders of the Board of Trustees of the California State University](#) as further delegated by [Standing Delegations of Administrative Authority](#), the President shall establish this committee and may delegate authority and responsibility to other campus officials pursuant to [Section VI of the Standing Orders of the Board of Trustees of the California State University](#).

Approved:  _____ Date: 12/1/2022
Thomas A. Parham, Ph.D.
President

Policy Administrator: Vice President for Administration/CFO
Authority: CSU 9007 Development of Physical Master Plan and
CSU 9060 Standards for Campus Development

Effective Date: December 1, 2022