

Idaho State UNIVERSITY

College of Technology

Space Allocation Policy

I. Introduction

The university allocates space to programs and departments, hereafter referred to as “units”, within the College of Technology (COT), to allow the units to accomplish their teaching, training, administrative, and support services. The COT supports the role and mission of Facilities Services and works collaboratively with the university in the allocation of space. This policy is intended to complement the university’s Space Planning Guidelines provided by Facilities Services.

The COT is sensitive to the wishes of donors funding space renovations. Units within the COT are responsible for informing the dean of donor issues associated with campus space. The dean will work with the Office of the Provost, University Advancement, and Facilities Services on donor matters.

The administration of the COT has the responsibility for the allocation of space among its units, and must authorize and approve any reallocation of assigned space within the COT. Space requirements will be considered based on current needs and not on historical grounds. Department chairs and program directors may make minor assignments and re-assignments within the unit’s allocated space. Significant changes involving remodeling or repurposing must be submitted to the dean for approval. Space utilization and needs will be reviewed annually by the unit administration and the dean.

This policy promotes efficient use of space and equipment. Therefore, units are encouraged to share and collaborate on use of space and equipment to the fullest extent possible.

II. Assignment/Allocation of Space

The university allocates space to the COT according to approved Space Planning Guidelines developed by Facilities Services. The dean works with Facilities Services and the COT units to allocate space within the college.

III. New Space Needs

Faculty and staff identify a need for new space in accordance with strategic planning, input from advisory committees, and changes within industry.

A. Process for requesting new/additional space:

1. Faculty and staff initiate a request for new space by submitting the Project and Space Request (PSR) form located at <http://www.isu.edu/facilities/Project-Space-Request-Form-A.pdf> to the unit administrator. All physical conditions such as electrical, plumbing, HVAC, IT, and ADA considerations and associated costs must be addressed.
2. Complete and submit Attachment A from this policy along with PSR form to Unit Administrator.
3. Unit administrators will first attempt to identify available space within the unit.
4. All requests will be routed to the dean for approval regardless whether space is identified within the unit or not.
5. If space is not identified within the unit, the dean may elect to bring the issue forward in a meeting with the unit administrators.
6. If necessary, the dean will submit the PSR for review and approval.

IV. Change in Space Usage

When a program wishes to convert the usage of a space from one category to another (e.g., classroom to lab space), the unit head will follow the procedures listed in item IV.A.

A. Process for requesting change in space usage:

1. Faculty and staff initiate a request to change space usage by submitting the Project and Space Request (PSR) form located at <http://www.isu.edu/facilities/Project-Space-Request-Form-A.pdf> to the unit administrator. All physical conditions such as electrical, plumbing, HVAC, IT, and ADA considerations and associated costs must be addressed.
2. Complete and submit Attachment A from this policy along with PSR form to Unit Administrator.
3. All requests will be routed to the dean for approval.
4. The dean may elect to bring the issue forward in a meeting with the unit administration.
5. If necessary, the dean will submit the PSR for review and approval.

V. Responsibility for Usage of Space

A. Maintenance

Faculty and staff are responsible for reporting maintenance and repair problems to Facilities Services as appropriate.

B. Inventory

It is the responsibility of faculty and staff to ensure that inventories of furniture and equipment are accounted for and reported according to university policies and procedures.

C. Compliance

Faculty and staff are expected to comply with security and workplace safety policies, including fire code, HIPAA, FERPA, ADA and other established policies. Individuals are responsible to abide by EEO/AA laws and regulations and uphold the university's respectful workplace environment.

D. Specialized Equipment within Teaching Space

Some teaching spaces have a specific purpose that require unique structures or specialized equipment. Utilization of the specialized equipment may be under the control of a specific COT program or unit. Specialized equipment shall be maintained and upgraded by the responsible unit/s. Each unit is expected to develop a policy to cover the usage of and potential charges for specialized equipment by other entities within and outside of COT.

VI. Vacating Space

Individuals vacating space are responsible for organizing efforts to remove all items from the space. Individuals are responsible for removing equipment, supplies, and furniture from a vacated space. Items will be appropriately disposed of, moved, or securely stored upon vacating the space.

VII. Categories of Space

A. Teaching Space

1. General Purpose Classrooms

General purpose classroom space is assigned by the dean of the College of Technology. General purpose classrooms are allocated to individual units who are responsible for the usage and scheduling of the space. Other units within COT may request the classroom space if available. Upkeep and maintenance of general purpose classrooms will be maintained following Facilities Services guidelines

2. Laboratories

Laboratory space typically requires a significant customization which may include HVAC, electrical, plumbing, and other mechanical or physical structures. Due to the nature of specialized lab space, these facilities are dedicated to specific programs. Space is assigned to programs actively engaged in teaching practical application that can only be accomplished in a lab setting. Most COT programs require lab or shop space to conduct training. Maintenance and upgrade of specialized training equipment is the responsibility of the program under the direction of the unit administrator.

3. Distance Learning Classrooms (DL)

In most cases Distance Learning classrooms are owned, maintained, and scheduled by the university. However, units may establish unique DL space if approved by the dean and must follow IT Services protocol. When a unit purchases DL equipment, the unit is expected to cover the cost of maintaining and replacing the equipment.

B. Office Space

Office space is allocated to COT faculty, administrators, and support services staff in accordance with university policy. It may not be possible to allocate office space in the immediate proximity of an individual's unit. Part-time/adjunct instructors may be assigned office space if available.

C. Clinical Space

COT programs operating clinics are expected to maintain HIPAA compliant physical space including student work space. Programs are responsible for maintaining specialized equipment and supplies needed for the clinic to operate. Care should be taken to assure that areas used for clinical services are organized to maintain appropriate confidentiality. All clinics should set HIPAA compliant policies.

E. Conference/Lecture Rooms

Conference rooms located in proximity to individual programs are to be considered shared resources. The individual units are responsible for scheduling the utilization of these rooms. The Dean's Office is responsible for scheduling the main conference room and lecture rooms.

F. Faculty and Staff Break Rooms

Break rooms may be available for faculty and staff as space is available. Purchases for appliances and supplies are generally not provided by the COT, and must be approved by the dean. Cleanliness of these rooms is the responsibility of those individuals who use the room and appliances.

G. Student Space (e.g. Study Areas, Lounges, and Lockers)

Where feasible, students may be provided a designated space for study and collaboration. Cleanliness of this space is the responsibility of the students who use the space. Student lockers may be provided for storage of school related items or personal protective equipment (PPE) used in labs or shops. Students are responsible for securing their lockers and keeping PPE items clean and serviceable.

Attachment A:

Space Allocation Request Questionnaire

Validity: Does the program really need more room?

1. Student-to-teacher ratios, square feet to training station standards, safety, demand from industry, industry support, and placement.
2. Wages.
3. Career progression or dead end?

Compatibility: How compatible is the space being requested to actual needs?

1. HVAC
2. ADA
3. DEQ
4. EPA
5. Physical condition of the space:
 - i. Floor considerations (e.g., level enough for sensitive equipment, strong enough, and surface in good repair to preclude accidents)
 - ii. Lighting
 - iii. Electrical (e.g., 3-phase, outlets, and other accommodations to fill requirements)
 - iv. Fire code (e.g., egress, fire suppression, and extinguishers)
 - v. Plumbing
 - vi. Compressed air for tool operation
 - vii. Storage: shelf stock items and ancillary
 - viii. Parking and who maintains it
 - ix. Doors/windows
 - x. Faculty office space
 - xi. Rest rooms: male, female, and ADA

Computer support

1. Bandwidth
2. Computer lab or multiple terminals
3. Wireless
4. Norviel v. COT
5. Gaines v. COT

Classroom considerations:

1. Whiteboards
2. A/V
3. Lab areas
4. On line area v. traditional classroom set up

Moving expenses

Higher headquarters approval. M & O, and costs incurred from engineering any changes

Cost of remodeling