

NMSU Boards and Committees

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# Space Committee

## CONTACT INFORMATION

For the person completing this report.

Name Carla Anaya

Email [canaya@nmsu.edu](mailto:canaya@nmsu.edu)

## INFORMATION ABOUT THE BOARD

Official Name of the Board Space Committee

Effective date of establishment 05/2013

<b>Authorized by</b>	Provost
<b>Board Reports To (if applicable)</b>	President
<b>Scope of Impact</b>	Campus
<b>Type of Board</b>	Standing
<b>Purpose</b>	<p>All University buildings and land belong to the University as a whole and are subject to assignment and reassignment to meet the institution's overall priorities and needs. The University Space Committee, which is co-chaired by representatives for the Office of the Provost and Executive Vice President and from Facilities and Services, approves all allocations of university space. Assignments are made after careful consideration of all relevant factors and consultation with the units involved.</p> <p>The Space Committee is a University Board and the activities of the Committee will include:</p> <ul style="list-style-type: none"> <li>-- Review annual space utilization statistics (All space classifications are defined by the Postsecondary Education Facilities Inventory and Classification Manual (FICM)).</li> <li>-- Analyze space utilization and establish space standards for all space categories.</li> <li>-- Provide oversight and make recommendations to the President on specific space change requests.</li> <li>-- Assist in the development of systematic long range plans to prioritize and implement facility renovations, upgrades, and technology improvements.</li> <li>-- Consult with various constituents regarding space allocations (Facilities and Services custodial and maintenance staff, Facilities and Services Project Development departmental staff, faculty, students and community college</li> </ul>

campus staff and faculty as appropriate).

-- Consult with the Campus Planning Committee, the President's Council and / or University Budget Committee as needed.

#### SPECIAL CHARGE FOR INITIAL TASKS

The first order of business for this committee shall be:

-- Establish an Executive Committee capable of making recommendations to the larger body.

-- Review and modify the membership list as needed for equitable representation.

-- Establish a rotation for the members so that 1/3 of the terms expire in any given year.

-- Develop operational procedures and exceptions in recognition of the fact that large areas of Auxiliary Space are connected to specific income streams and bond obligations and that many other facilities have requirements that will preclude oversight by this committee; these would include but not be limited to animal care, specialized research activities, foodservice and athletic event venues.

#### 2015 NOTES:

The Office of Space Planning (Facilities & Services) prepared a Space Guidelines (standard), flow charts for space requests and other procedural standards and guidelines, which were presented to the full committee for its feedback and eventual adoption. The standards were accepted as a draft, with more work to be done by specific task forces formed from the committee. A space request procedure was formalized in March 2015, whereby all space changes (including moves, new personnel, new spaces, remodels, change of use, etc.) must be reviewed and approved by the Space Committee prior to any project to remodel or physical move can take place. This process has been working for several months now.

#### 2016 NOTES:

The Chancellor asked the Space Committee, when revising space proposals, to consider a hold on all office and conference room proposals until such time as the budget reduction process is complete. Also, we are evaluating the demolition of Regents Row as an additional savings measure, and will need offices across campus.

The committee may still review requests for exceptions and present them if there is a very real need.

The Classroom Committee was closed this year and consolidated with the Space Committee. Standards for utilization will be a goal for 2017-2018.

#### 2017 NOTES:

The past year Transforming NMSU into the 21st Century University driven moves for Team 4 (Finance Service) for the centralized finance shared service center model were shared with the Space Committee as information items and feedback. Subsequent moves for the English Department and Special Education & Communication Disorders (SPED) were required. Highlights from the year include the NMDA Management and Operational Efficiency space identified at Anderson Hall (PSL); Environmental Education Center relocation to Guthrie Hall; and Engineering Complex III, Suite 300 repurposed for the Learning Community of Engineers.

The space process begins with the submittal of a Space Request. Space Planning and the committee have continued to work towards all requests, beyond a simple move in the same administrative unit, follow this standard process.

#### 2018 Notes:

The Classroom Committee has been consolidated within the Space Committee. Increasing the number of centrally scheduled classrooms/labs, and improving utilization rates will be a goal for 2018-2019. The Classroom Conditions Assessment process is completed through Facilities and Services in early 2019. This classroom list will be used for identifying the classroom renovation for BRR funds annually.

## Authority

Established by the Executive Vice President and Provost

## MEMBERSHIP

### What is the process for selecting a chair?

Co-chaired by representatives for the Office of the Provost and Executive Vice President and from Facilities and Services will always serve as co-chairs.

## Chair for 2018-19 Academic Year

Name Heather Watenpaugh

Email [hzw@nmsu.edu](mailto:hzw@nmsu.edu)

## Co-Chair for 2018-19 Academic Year

Co-chair Name Greg Fant

Co-chair Email [gfant@nmsu.edu](mailto:gfant@nmsu.edu)

## Additional Membership Details

Members are appointed by By Position

Committee members are selected on the basis of one or more of the following:

- a. The specific responsibilities related to their position (ex officio);
- b. Their particular expertise, knowledge, or interest relating to the responsibilities of the committee and/or the campus in general; or,
- c. To represent the interests of a particular constituent group.

**Position appointment description**

In recognition of the importance of NMSU's commitment to shared governance, participative governance processes actively solicit input, advice, and perspective from all campus constituencies to inform the institution's administrative leadership regarding campus issues, policies, and procedures that impact the direction of the institution.

Therefore, in addition to the active participation in committee activities by each member, the responsibilities of committee members who represent a constituent group, and particularly those who represent an NMSU governance body (e.g., Faculty Senate, ASNMSU), include regular, timely reports to their governance body and dissemination of appropriate and relevant information to their constituents, as well as reciprocal solicitation of constituent group input regarding issues before for the committee.

**Are terms staggered?**

No

**Are members subject to reappointment?**

No

## What is the process for filling vacant positions?

Committee members are selected on the basis of one or more of the following:

- a. The specific responsibilities related to their position (ex officio);
- b. Their particular expertise, knowledge, or interest relating to the responsibilities of the committee and/or the campus in general; or,
- c. To represent the interests of a particular constituent group.

## Member List

Name	Title	Member Type
Greg Fant	Provost	Voting Member
Heather Watenpaugh	University Architect	Voting Member
Scott Eschenbrenner	Special Asst to President	Voting Member
Becky Corran	CC Dept Chair	Voting Member
Steve Loring	Asst Dir, AES	Voting Member
James Murphy	Assc Dean, A&S	Voting Member

<b>Name</b>	<b>Title</b>	<b>Member Type</b>
Kathy Brook	Assc Dean	Voting Member
Gabe Garcia	Assc Professor	Voting Member
Juanita Hannan	Dir, Research & Budgeting	Voting Member
Alyce Kolenovsky	Acad Advisor	Voting Member
Elizabeth Titus	Dean	Voting Member
Dacia Sedillo	University Registrar	Voting Member
Ophelia Watkins	Dir, Aux Operations	Voting Member
Alton Looney	Interim AVP Facilities and Services	Voting Member
Norma Grijalva	CIO, ICT	Voting Member



<b>Name</b>	<b>Title</b>	<b>Member Type</b>
Ross Justus	Assc Controller	Voting Member
Tina Byford	Chief Oper Officer, Foundation	Voting Member
Alisha Giron	Exec Dir, Research Admin	Voting Member
Anthony Parra	Deputy Dir/Secretary, NMDA	Voting Member
Herb Taylor	Asst Dir Fac Ops, Athletics	Voting Member
Scott Field	Asst General Counsel	Voting Member
Jose Loera	Asst Dir, PDE	Voting Member
Suzanne Montes	Space Planning, Mgr	Non-voting Member

# MEETINGS & ADMINISTRATIVE SUPPORT

What university office/function provides administrative support to this board?

Facilities and Services / Senior Administrative Assistant

What are the requirements for the number of meetings to be held annually?

Meetings are scheduled for the second Monday of each month, when there are items for the agenda.

Was the requirement for the number of meetings met?

Yes

List of Meeting Dates

July 9, 2018 (Fast-track items) March 11, 2019  
September 12, 2018 (Fast-track item)  
January 4, 2019 (Fast-track item)  
April 9, 2019 (Information item)

## Major Accomplishments

The Classroom Committee has been consolidated within the Space Committee. Increasing the number of centrally scheduled classrooms/labs, and improving utilization rates will be a goal for 2018-2019. The Classroom Conditions Assessment process is completed through Facilities and Services in early 2019. This classroom list will be used for identifying the classroom renovation for BRR funds annually.

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