

NMSU Boards

Space Committee

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Official Name: Space Committee

Board website (if applicable): <https://architect.nmsu.edu/space>

Authoring Body or Official: Provost

Board Reports to: President

Scope of Impact: Campus

Type of Board: Standing

Purpose: 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.

The Space Committee is a University Board and the activities of the Committee will include:

- Review annual space utilization statistics (All space classifications are defined by the
 - Postsecondary Education Facilities Inventory and Classification Manual (FICM)).
 - Analyze space utilization and establish space standards for all space categories.
 - Provide oversight and make recommendations to the President on specific space
 - change requests.
 - Assist in the development of systematic long range plans to prioritize and implement facility renovations, upgrades, and technology improvements.
 - 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 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

Authority (e.g. advisory to; decision-making; etc): Established by the Executive Vice President and Provost

Name and e-mail of Chair or Co-Chairs for FY21: 2018/2019 Co-Chairs - Provost Office (Provost Carol Parker through 5/21/21, replaced by Rebecca Campbell (rjpc@nmsu.edu), Associate Provost Academic Admin., and Heather Zack Watenpaugh (hzw@nmsu.edu), University Architect

Name and e-mail of Chair or Co-Chairs for FY22: Heather Zack Watenpaugh (hzw@nmsu.edu), University Architect

REPORTING PERIOD: FY20/21 (July 1, 2020 - June 30, 2021) Membership: Provide name and title of each member: Rebecca Campbell Assc Provost ,Academic Admin Provost Office
Voting Member

Heather Watenpaugh	University Architect	Voting Member
Scott Eschenbrenner	Office of the President	Voting Member
Ermelinda Quintela	Vice Chancellor/Strategic Chief Financial Office	Voting Member
Steve Stochaj	Faculty Senate	Voting Member
Leslie Edgar	Assc. Dean, AG Agricultural Experiment Station	Voting Member
James Murphy	Assc. Dean, Arts & Sciences	Voting Member
Mary Jo Billiot	Interim Assc. Dean, Finance Business College	Voting Member
Gabe Garcia	Assc. Prof Mechanical Engineering	Voting Member
Juanita Hannan	Co Dir, Research & Budgeting Education	Voting Member
Terry Keller	Assc. Dean, Health and Social Services	Voting Member
Kate Terpis	Assc. Dean, Library & Info Sci Library	Voting Member
Dacia Sedillo Member	University Registrar University Student Records Office	Voting
Julie Hughes	Dir, Aux Operations Corbett Center	Voting Member
Luis Campos	AVP Facilities & Services	Voting Member
Dianna Frye	Business Affairs Officer ICT Financial Operations	Voting Member
Ross Justus	Assc. Controller Accounting and Finance	Voting Member
Kristin B. Ludwig	Sr Assc. VP, Univ Adv Ops & Dev Univ Advancement VP Office	Voting Member
Alisha Giron	Asst. VP, Research Admin Research Administration	Voting Member
Anthony Parra	Deputy Dir/Secretary of NMDA New Mexico Dept. of Agriculture	Voting Member
Herb Taylor	Assc. AD Facs Ops Athletics	Voting Member
Robert Herrera	Exec Dir, PD&E	Voting Member
Orasa Vaught	Facilities Space Manager	Non-voting Member
Edelmira Estrada O.	Space Planner	Non-voting Member

Was the requirement for the number of meetings met? Yes

Major Accomplishments: Established Return to Campus Space Use Worksheet and Post-Pandemic Space Usage. Included requirement for Alternative Work Arrangement plans for all new Space Requests to be reviewed by the Space Committee. Used the Classroom Committee Conditions Assessment from 2018 for the ICT Classroom Technology upgrade plan. Initiated the Space Cabinet (President's Executive Team, representative from Faculty Senate and Vice Chancellor) for final space decisions.