

COLUMBUS CENTER SPACE POLICY

I. PURPOSE FOR POLICY

This space policy is intended to provide the basis for equitable allocation and efficient utilization of all space in the Columbus Center to accommodate critical needs, advance strategic priorities, to facilitate sharing of space in a synergistic environment and to ensure that the Columbus Center operations remain financially sustainable.

II. APPLICABILITY AND IMPACT STATEMENT

Space in the Columbus Center is allocated per Memoranda of Understanding dated 12/22/09 for the Institute of Marine & Environmental Technology (IMET) and the Institute of Fluorescence (IoF) and dated 6/19/09 for the Towson University (TU). Requests for additional space are as approved by the Governing Council. Space in the Columbus Center is not owned by the units, departments, centers, research groups, or individuals. Space is allocated according to demonstrated need in a manner that best advances the University System's priorities as approved by the Governing Council. This policy applies to all space owned and leased in the Columbus Center.

III. CONTACTS

Direct any general questions about this Policy first to your unit's administrative office. If you have specific questions, call the following offices:

Subject	Contact	Telephone
Policy Clarification	Columbus Center Administrative Director	410-234-8814

IV. POLICY

A. Use:

1. Consistent with the Memoranda of Understanding that govern the institutes and programs at the Columbus Center, the Governing Council has overall responsibility for the allocation and reallocation of space within the Columbus Center.
2. *Columbus Center Space Guidelines* as approved by the Governing Council will be used for space allocation and management. These guidelines will be subject to periodic review to align them with current best practices and evolving critical requirements.

Space allocation protocols within each unit shall be established by each unit occupying the Columbus Center. The protocols for space shall be implemented by the applicable Responsible Unit Administrator and subject to the following general principles:

- Contribution to the applicable program and productivity will be the principal factors in determining future space allocations.
- Space standards consistent with national benchmarks and state standards shall be followed to the extent feasible.

- Building occupants will be expected to contribute to the cost of space*as defined in the applicable Columbus Center MOU approved by the USM Board of Regents.

*Does not apply to occupants associated with the operation and management of the Columbus Center (UMBC staff), office staff of the IMET Director and central IMET administrative staff for each partner institution.

3. Responsible Unit Administrators (RUA) have the authority to reallocate space within their current assigned space. Such reallocations shall be reported to the Governing Council and the Columbus Center Administrative Director.
4. Units are required to adhere to the established *Columbus Center Space Guidelines* and Responsible Unit Administrators are responsible for ensuring that spaces allocated for their use remain in compliance with approved space assignments and the *Columbus Center Space Guidelines*. Such responsibility transfers with the reallocation of space from one unit to another. Changes in room configuration, redesign of areas, and reallocation of space within a unit will be consistent with the established *Columbus Center Space Guidelines*.
5. A Columbus Center Space Committee (“CC Space Committee”) shall be established with the following composition:

1	Responsible Unit Administrator (RUA) - IMET Director or representative
2	Responsible Unit Administrator (RUA) - TU Dean of Jess & Mildred Fisher College of Science and Math or representative
3	Responsible Unit Administrator (RUA) - UMBC Dean of the College of Natural and Mathematical Sciences or representative
4	IMET – UMB faculty member
5	IMET - UMCES faculty member
6	IMET - UMBC faculty member
7	Towson University representative
8	Institute of Fluorescence representative
9	UMBC Sr. AVP for Administrative Services or representative
10	Columbus Center Administrative Director (Non-Voting; Committee Chair)
11	Columbus Center Facilities Director (Non-Voting)

The CC Space Committee will review all space requests that are outside of the assigned space of the Responsible Unit Administrator and make recommendations to the Governing Council for their review and action. These include requests for reallocation of space between units and use of unassigned space.

6. Before any changes can be made to existing space allocations across units, a space request must be submitted in accordance with the *Columbus Center Procedure for Space Requests*.

7. When space becomes vacant (due to situations such as unit elimination, unit downsizing, relocation of a unit or part of a unit to another building), the space becomes available for reallocation through the space request procedure.
8. Space requirements and requests will be considered based on current and imminent needs. The criteria for consideration of new space requests will include (i) compliance by the requesting unit with the Columbus Center Space Guidelines, (ii) achievement of utilization targets per the space guidelines, as applicable, (iii) prior space improvements initiated to share or shed space in the unit, and (iv) prior investments made by other unit(s) in the same space.
9. Units that plan to change their activity or resource levels shall include in their plans how these changes can be accommodated within their current space allocation. If units determine that a planned change cannot be accommodated within their current space allocation, a space request must be initiated in accordance with the *Columbus Center Procedure for Space Requests*.
10. In many situations, the functions to be carried out in a given space require that such space be assigned to a single unit or user. However, in order to maximize the efficiency of space utilization and opportunities for collaboration, the sharing of space will be considered and encouraged whenever feasible. When reallocating or reconfiguring space that is shared by two or more units, all units sharing the space will be consulted when space decisions are being made.
11. Space requests of a minor nature can be handled directly by UMBC under its responsibility for the management and operation of the Columbus Center without Governing Council approval. Minor nature is defined to include space that is requested on a temporary basis not to exceed one year, space that is not available for personnel occupancy such as storage closets or file rooms, and space that does not exceed 100 square feet.
12. The Columbus Center Facilities Director is charged with maintaining an accurate and complete inventory on the assignment and utilization of interior spaces with sufficient data to confirm compliance with space guidelines, including achievement of utilization targets. The Columbus Center Facilities Director is charged with providing regular space inventory updates that include all space changes to UMBC's Assistant Director for Planning in Facilities Management.
13. Any disputes regarding the allocation of physical facilities may be brought to the USM Chancellor for resolution if not resolved by the Governing Council. Depending upon the magnitude and nature of the disputed matter, the Chancellor has the discretion to determine the process for its final resolution.

B. Documentation:

Any new space assignments and/or changes are required to be documented and sent to the Columbus Center Administrative Director who will report these to UMBC's Assistant Director for Planning in Facilities Management and the Columbus Center Director of Facilities.

V. DEFINITIONS

Columbus Center Space Guidelines	A set of principles, square footage recommendations, and utilization targets established to aid in planning, allocating, and managing space in the Columbus Center in an equitable, consistent and financially sustainable manner. Space guidelines may address the major categories of room use separately, such as offices, research labs, and classrooms.
Columbus Center Space Inventory	A detailed and itemized listing of all of the Columbus Center's interior building spaces with room attributes such as size, function, and assigned occupant recorded. The inventory will contain sufficient data to confirm compliance with Columbus Center Space Guidelines, including achievement of utilization targets.
Columbus Center Space Committee	A committee to review space requests that are outside of the authority of the Responsible Unit Administrator. This Committee reports to the Governing Council.
Governing Council	The USM Chancellor and the Presidents of the partner institutions of the Institute of Marine & Environmental Technology (IMET) which are the University of Maryland, Baltimore, the University of Maryland, Baltimore County and the University of Maryland Center for Environmental Science.
Responsible Unit Administrator (RUA)	Person associated with each unit charged with the responsibility for creating, implementing, updating and enforcing Columbus Center Policies as required in his/her area of administrative authority. Includes the IMET Director, TU Dean of the Jess & Mildred Fisher College of Science and Mathematics, UMBC Senior AVP, and UMBC Dean of the College of Natural and Mathematical Sciences.
Responsible Department or Office	The Columbus Center Administrative Director will be responsible for the overall administration of the approved space policy and associated procedures.
Unit	An entity operating in the Columbus Center with some level of autonomy. Includes IMET; Towson University, UMBC CC Shared Services including CC Facilities Administration and IT; and the UMBC Institute of Fluorescence.

VI. APPROVAL AND PROCEDURES

A. Pre-approval: Requests for reallocation of space that is currently assigned to a unit and/or new space requires the pre-approval of the Responsible Unit Administrator prior to submission to the CC Space Committee, if applicable, and the Governing Council.

B. Approval:

1. All space changes within a unit require the approval of that unit's RUA.
2. All space changes outside a single unit require the approval of the Governing Council. The Governing Council approval is required for (i) a reallocation of space between units' currently assigned space or (ii) a request for new/additional space.

C. Procedures:

1. The *Columbus Center Procedure for Space Requests* outlines the specific steps required for the request and approval of changes to existing space allocations. The procedure includes the following mandatory elements:
 - a. A request for a change in space allocation requires the submission of a space request form and supporting documentation.
 - b. The procedures for the management of space within the particular unit are as determined by the applicable Responsible Unit Administrator.
 - c. All space allocations and reallocations must comply with the established *Columbus Center Space Guidelines* approved by the Governing Council.
 - d. For all space requests that require Governing Council approval, the Columbus Center Facilities Director will review the space request with the requestor, conduct an analysis of existing space utilization, assess compliance with space guidelines, develop options and estimated costs, and submit this information with recommendations to the Columbus Center Space Committee.
 - e. The Columbus Center Space Committee will review space allocation requests that are outside of the assigned space of the Responsible Unit Administrators. This Committee will determine what action it will take; that is, request some refinements, deny or make a recommendation to approve a space request. Requests that are denied will be reported to the Governing Council. Requests that are recommended for approval will be submitted to the Governing Council for its review and action.
2. The procedures for new Columbus Center space requests are in accordance with the space procedures and will be available on the IMET website.
3. The Columbus Center space guidelines for classrooms, office and research spaces are available on the IMET website at <http://www.umbc.edu/imet/about/CCSpacePolicies.html>

VII. DOCUMENTATION:

1. Any new space assignments and/or changes are required to be documented by the Columbus Center Facilities Director, and reported to UMBC's Assistant Director of Planning in Facilities Management in accordance with the procedures identified in VII, C.2.
2. This documentation is required for all space allocations and reallocations whether within the authority of the Responsible Unit Administrators or not.

VIII. RESTRICTIONS AND EXCLUSIONS: None

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:

Columbus Center Procedure for Space Requests

Columbus Center Space Guidelines

Policy Number:	VI-4.10.01
Policy Section:	VI – General Administration
Responsible Administrator:	UMBC's Columbus Center Administrative Director
Responsible Office:	UMBC's Columbus Center Administration Office
Date Submitted for Approval:	January 30, 2013
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Revisions: CC Space Guidelines link added on 5/9/14 by Terry Cook.