



## University Space Committee

Thursday, September 16, 2021

4:00pm – 5:00pm

<https://usc.ucr.edu/>

Zoom: <https://ucengage.zoom.us/j/7473353146>

1 669 900 6833 US Meeting ID: 747 335 3146

### MEETING AGENDA

1. Review space request process
2. Review history of Business space request in Olmsted
3. Review Space Requests and Proposed Targets document

#### Meeting Materials:

Process Summary for UCR Space request (s) - Interior Assignable Space

<https://usc.ucr.edu/sites/g/files/rcwecm1446/files/2019-09/USC%20Space%20Request%20Process9-19-19.pdf>

Guidelines for presentation of space requests or materials

<https://usc.ucr.edu/sites/g/files/rcwecm1446/files/2021-03/Guidelines%20for%20presentation%20of%20space%20requests%20or%20materials%203-9-2021.pdf>

Business request in Olmsted (attached)

Meeting notes on Business request (attached)

Space Requests and Proposed Targets document (attached)

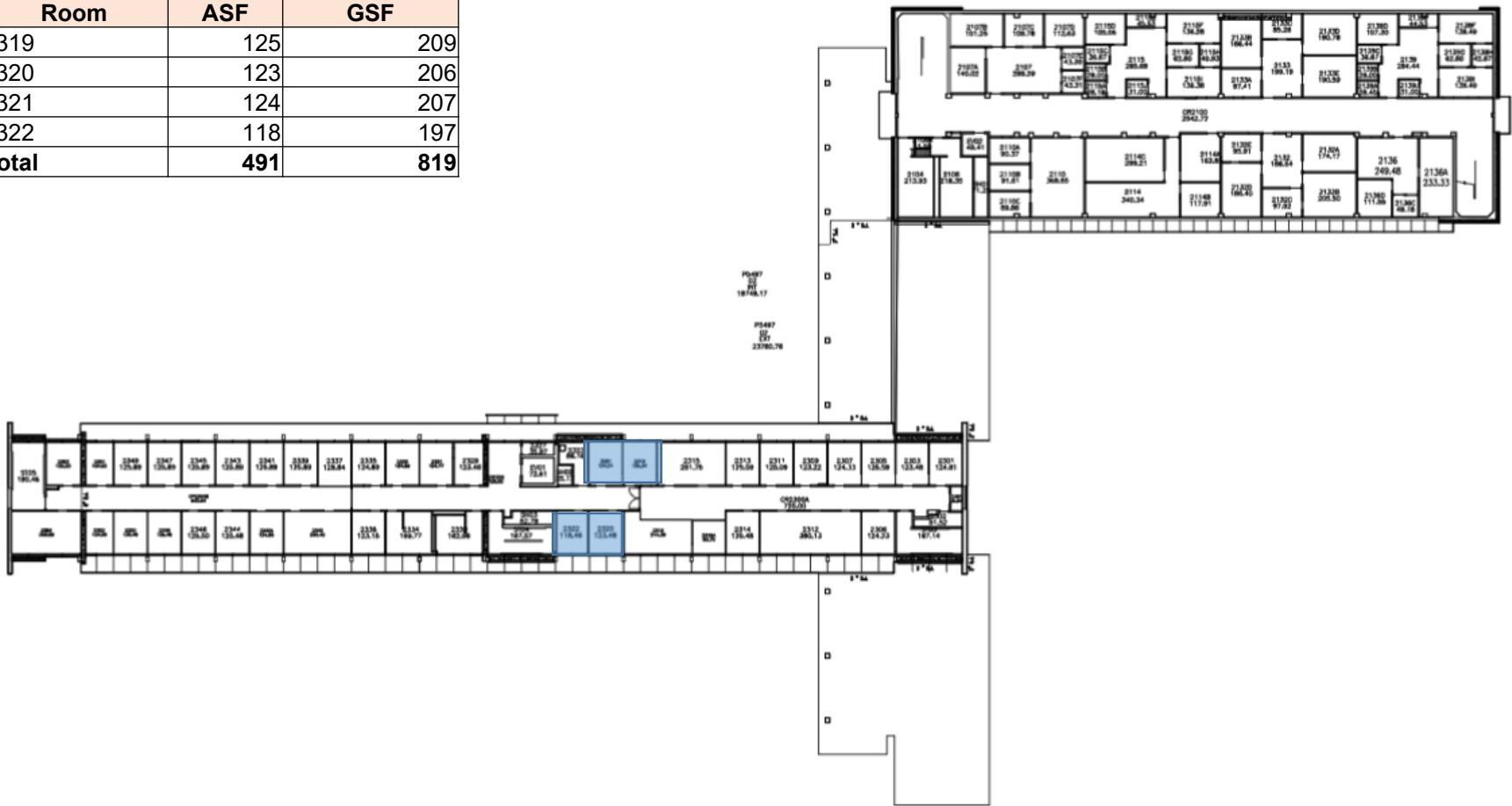
Committee Staff Contacts:

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## Business Request in Olmsted

These spaces are currently assigned to multiple CHASS departments. The surrounding space on the floor is assigned to Business.

Room	ASF	GSF
2319	125	209
2320	123	206
2321	124	207
2322	118	197
<b>Total</b>	<b>491</b>	<b>819</b>



## **Business Request Justification**

Request four office spaces in Olmsted Hall - rooms 2319, 2319, 2320 and 2322. Due to new faculty hires in the School of Business, there is no more allocable space in Anderson Hall. This request would allow faculty to have dedicated offices and allow student better access.

The School of Business request for additional office space is due to new faculty hires, but also is related to staff hires. As the school continues to grow, space is limited in Olmsted and Anderson Hall. The school accurately planned for space for approved hires of three ladder rank and three adjunct positions. The school did not anticipate a new faculty starting this past January, nor a faculty member not leaving. The school also allocated an office to an HR analyst due to FERPA related work.

The offices in Olmsted will allow Business School faculty dedicated offices, better student access and increased visibility to our growing student population. The space is ideal since the School of Business has undergraduate academic affairs and advising on half the floor and graduate admissions and international relations on the other half. All efforts to engage students will be viewed positively by the students and increase learning outcomes.

Our school continues to grow and make an impact on the campus. We appreciate the committee's review and consideration on this space request.

## CHASS Justification

These rooms were assigned to CHASS in 2017. The space is being used as the following and was reconfirmed as listed below with the departments. We would like to continue these assignments as we have no other space to assign for these purposes.

2319 – Anthropology Lecture office. Shows two lecturers (Duong, Placentia). Lecturer usage confirmed with Anthropology

2321 – Was a Video Library office for a faculty member in Dance who retired this past year. This is now assigned as a TA space for Political Science because Dr. Kelechi Kalu is stepping down from his position and will be returning to the faculty in Political Science. The office they could provide Dr. Kalu is currently a TA office and they have no other space left in the department so the TAs are being located in this 2321 Olmsted Office. We are in the middle of preparing the office for the TA use.

2322 – Labor Studies Office (occupied by Ellen Reese from Sociology)

2320 – Anthropology Lecture office. Shows three lecturers in there (Gust, Hickey, Oh) Lecturer usage confirmed with Anthropology

## MEETING NOTES

<b>PROJECT</b>	<b>University Space Committee (USC)</b>	<b>MEETING DATE</b>	February 20, 2020
<b>LOCATION</b>	Hinderaker 0154	<b>AUTHORS</b>	Sharyl Murdock / Liz Perez Space Management
<b>ATTENDEES</b>			
<b>Members</b>	Veronica Ruiz	Chief Financial Administrative Officer Representative	
	Maggie Souder	College Facility Manager Representative	
	Deborah McWilliams	CNAS Liason	
	Susan Marshburn	Facilities Services Representative	
	Jose Wudka	Faculty Representative 1	
	Rodolfo Torres	VCRed Representative	
	Jacqueline Shea Murphy	Faculty Representative 3	
	Cathy Eckman	Designee for Student Affairs	
<b>Staff</b>	Sharyl Murdock	Space Management	
	Elizabeth Perez	Space Management	
<b>DID NOT ATTEND</b>			
<b>Members</b>	Gerry Bomotti (co-chair)	Vice Chancellor for Planning and Budget	
	Thomas M. Smith (co-chair)	Interim Provost and Executive Vice Chancellor	
	Georgianne Carlson	Business Administrative Services /Auxiliary Services	
	Jane Ward	Faculty Representative 2	

1. **Introduction of Call Letter Presentations:** - documentation provided by requestors was sent to committee for review prior to the meeting. Represented units were given time to provide additional information and answer questions from the committee.
  - a) **Business:** Kennett Lai (Asst Dean & CFAO)
    - i. Business requested space in Olmsted Rooms 2319, 2320, 2321, & 2322. Business is assigned to all of the space surrounding these four rooms.
    - ii. Kennett had questions on how often these rooms were utilized and wanted to bring it to USC to find out if these offices could become available for his department.
    - iii. Business anticipates (3) July 1<sup>st</sup> hires and will potentially have another (3) coming soon.
    - iv. In the Business organization there are associate deans working in small offices with no windows and staff working in the basements.

- v. Plan B would be to move more staff out of offices and create more cubicle spaces by converting a conference room. This does not fully solve the problem.
- b) **CHASS:** Milagros Pena (Dean), Cindy Williams (Asst Dean & CFAO), Sang-Hee Lee (Associate Dean), Kiril Tomoff (Associate Dean of Arts & Humanities)
  - i. Olmsted Rooms 2319, 2320, 2321, & 2322 were assigned to CHASS in 2017. Three rooms are occupied by Anthropology, Sociology, and Dance departments, and the fourth is in transition to allow VP Kalu an office in the Political Science department as he is stepping down from his VP appointment.
  - ii. There is a crunch for space at CHASS and they have split offices to add cubicles. If space is taken away from CHASS, they will come back to committee to request space next month.
- c) **Discussion on USC Recommendations to the UCR Provost**
  - i. The CHASS spaces in Olmsted were a temporary assignment by previous Provost Larive. This decision was made with the anticipation of future growth for Business and their need for space. This temporary space allocation did not have a specific deadline. The assignment letter stated in part: *"The rooms are assigned as-is and are available immediately. Please note this is a temporary assignment and the space may be reassigned as part of a future space reallocation to create better adjacencies."*
  - ii. When comparing CHASS and Business in the Space Data for Fall 2019 report, Space Management noted that they are both very similar when it comes average asf / station in most categories.
  - iii. The committee noted that departments should identify available spaces prior to hiring. The Budget Call Letter does have a line item now that addresses space needs. Departments should not request space because they failed to plan for their needs.
  - iv. Members suggested one option is for the campus to lease more space to accommodate people who don't need to be on core campus, although this may not be financially feasible.
  - v. Committee agreed to hold off on making a decision until they walk both spaces from Business and CHASS to get a better understanding of their current space utilization and potential options.

**2. Next Meeting** – the next meeting is scheduled for March 19, 2020.

**3. Future Meeting Topics:**

- i. Discuss potential criteria for future space recommendations.

- ii. Discuss GO Bond results and what it means for UCR

Campus Space Requests and Proposed Targets - Updated 9/13/21

Target	Requirements / Notes	Date Requested	Status
School of Business	Business has requested 4 private offices in Olmsted. These offices are assigned to CHASS but are surrounded by Business offices. Business has a new building in the design phase, anticipated to be completed 2024. Once the building is complete, they will vacate all space in Olmsted.	1/6/2020	Originally discussed at February 2020 USC meeting. Per Paul Richardson in September 2021 CHASS is reviewing their space with the new Dean to see what they can accommodate.
Ombuds Office	Ombudsman has requested to move out of Skye Hall where they currently occupy 2 offices. They would like space near the center of campus, in a low traffic area with a discreet entrance out of sight of compliance and senior administrative offices. They would like a suite with a reception area, waiting area, 1-3 confidential offices, conference room for 10+, and an alternate exit for safety.	1/3/2020	On hold. No space identified.
Athletics Department	Athletics would like a space to use as a study hall since the one that is being utilized right now is for about 34 students and they have around 300 student athletes. They are requesting to have a space that increases their capacity from 34 seats to about 55-60 seats.	6/23/2019	On hold
CHASS / Psychology	Laboratory - Changes in research -- Need dry lab for Social Psychology in the department of Sociology. Occupant of Space: Rengin Farat	6/25/2019	On hold
CHASS / Latin American Studies	Other Research Office -Space needed for Center for Latin American Studies. Occupant of Space: Alfonso Gonzales	6/25/2019	On hold
CHASS / Center for Global Studies	Other Research Office - Space needed for the Center for Global Studies. Occupant of Space: Bronwyn Anne Leebaw	6/25/2019	On hold
CHASS / Political Science	Faculty Office - Need space for faculty offices to accommodate growth in the departments. Space needed: ASAP	6/25/2019	On hold
Compliance offices in Skye	Campus is transferring positions from HR to Compliance and they are requesting to co-locate the staff with other Compliance staff in Skye. They are looking for 3 private offices.	4/9/2019	On hold
Batchelor Hall	Space to accommodate 1/4 of the building in phases over a 2 year period (through 2023)	n/a	Information item only
Shared human research studies space	Anticipated by departments as core space; large conference room; hoteling desks; various sizes testing rooms; 2,500 - 3,000 total asf; waiting area; office for staff. This was requested by a faculty member but there is not currently a plan to support this request.	11/15/2018	On hold
Reuse of MRB released space	Use space to help address campus needs. Some of our current buildings, such as Chapman, can no longer support a high level of research.	n/a	On hold
Relocate Chapman, Boyden, SPI faculty	Anticipate some reassignments from MRB and/or SOMR 1st floor released space	n/a	On hold
Reuse of Olmsted (Business released space)	Once Olmsted is released by Business the space can be reassigned. Currently approximately 5,100 asf of office and support space	n/a	On hold