

University Space Committee

September 2016



North Carolina Agricultural and Technical State University



NC A&T State University Space Committee

▪ OBJECTIVE

- To insure that all external reported data is updated and accurate:
 1. Facilities Inventory & Utilization Study
 2. Institutional Profiles
 3. Fact Book Data
 4. Criteria for new construction and renovations.
- Benchmark assessment template to evaluate and measure the successful usage of campus research labs, teaching labs, classrooms, and office areas.
- Establish a committee review process that provides for effective utilization of campus assets.



NC A&T State University Space Committee

■ MISSION

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 chaired by the Provost and Vice Chancellor for Academic Affairs, approves all allocations of university space including off-campus rental space. Assignments are made after careful consideration of all relevant factors and consultation with the units involved. Each College and Division will establish a Local Space Committee to consider and prioritize local needs and discuss space requests to be made to the University Space Committee. The Local Space Committee will assure that all avenues to solve a space request within the college/division have been explored before forwarding a space recommendation to their respective Dean or Vice Chancellor.



NC A&T State University Space Committee

Members

09.01.2016

Dr. Joe B. Whitehead, Jr.	Provost and VC for Academic Affairs	Office of the Provost
Mr. Robert Pompey	VC for Business and Finance	Division of Business and Finance
Dr. Barry L. Burks	VC for Research and Economic Development	Division of Research and Economic Development
Mr. Andrew M. Perkins, Jr.	Associate VC for Business and Finance/Facilities	Division of Business and Finance
Dr. Sanjiv Sarin	Associate VC for Research The Graduate College	Office of the Provost



NC A&T State University Space Committee

09.01.2016

Support Staff

Mr. William J. Barlow, Jr.	Director of Design & Construction	Office of Facilities
Mr. Stephen A. Sutton	University Architect	Office of Facilities
Mr. James T. Griffin	Real Estate Purchasing Specialist	Office of Facilities
Dr. G. Scott Jenkins	Vice Provost for Academic Affairs and Undergraduate Programs	Office of the Provost
Dr. Muktha Jost	Vice Provost for Strategic Planning and Institutional Effectiveness	Office of the Provost
Mr. Alton Rucker	Social/Clinical Research Specialist	Office of the Provost
Mrs. Deborah Mayhand	Technical Support Technician	Registration and Records
Mr. Reggie Stewart	Facility Space Planner	Office of Facilities
Mr. Robert Johnson	Associate Director for University Event Center	Office Of Student Affairs



NC A&T State University Space Committee

Local Space Representatives

09.01.2016

College of Agriculture and Environmental Sciences -

Dr. Shirley Hymon-Parker (Interim Dean)

College of Business and Economics -

Dr. Beryl C. McEwen (Dean)

College of Education -

Dr. Anthony Graham (Dean)

College of Engineering -

Dr. Robin N. Coger (Dean)

College of Health & Human Sciences -

Dr. Lenora Campbell (Dean)

College of Humanities, Arts & Social Sciences -

Dr. Gloria Jones-Johnson (Dean)

College of Science & Technology -

Dr. Abdellah Ahmidouch (Dean)

The Graduate College -

Dr. Sanjiv Sarin (Dean)

Library Services -

Ms. Vicki Colman (Dean)

Recommend 2 or 3 people (e.g. Building Representative)



NC A&T State University Space Committee

Local Space Representatives

09.01.2016

Division of Academic Affairs -	Provost, Dr. Joe B. White Head
Division of Business and Finance-	Vice Chancellor, Mr. Robert Pompey
Division of Human Resources -	Vice Chancellor, Dr. Ericka Smith
Division of Information Technology -	Vice Chancellor & CIO, Dr. Darryl McGraw
Division of Research and Economic Development -	Vice Chancellor, Dr. Barry L. Burks
Division of Student Affairs -	Vice Chancellor, Dr. Melody C. Pierce
Division of University Advancement -	Vice Chancellor, Mr. Kenneth E. Sigmon, Jr.
Department of Intercollegiate Athletics -	Director, Mr. Earl Hilton
Division of University Legal Counsel	Vice Chancellor, Dr. J. Charles Waldrup

Recommend 2 or 3 people (e.g. Building Representative)



NC A&T State University Space Committee

▪ Space Goals

1. Responsibility: The University Space Committee makes all allocations of university space.
2. Transparency: Activities of the University Space Committee will be transparent. Meeting agendas, meeting minutes and the status of all requests will be available for review.
3. Local Space Committees: Each College and Division will establish a Local Space Committee to consider and prioritize local needs and discuss space requests to be made to the University Space Committee.
4. Making A Space Request: All requests for new space, reallocation of space, or change in use of space will be made by completion of a Space Request form and submission to the University Space Committee. Persons making requests may appear before the University Space Committee.



NC A&T State University Space Committee

▪ Space Goals

5. Compact Plans: Each unit's Compact Plan should identify future space needs.
6. Capital Improvements: All capital improvement proposals which create new space or change use of existing space will be reviewed by the University Space Committee prior to consideration by the Executive Officers.
7. Sponsored Programs: All proposals for external funding must resolve space needs prior to the implementation of an award.
8. Assessing Space Requests: The process for reviewing space requests at the local and university levels will be guided by:
 - 8.1 Space should support the overall educational mission of the university and unit.
 - 8.2 UNC-OP space standards will be used as the benchmark for assessing type and quantity of all space allocated.



NC A&T State University Space Committee

North Carolina A&T State University
Space Request Form

North Carolina A&T State University
Space Request Form

I. Requester:

Department _____ College/Division _____

II. This request reflects a need for:

Change in the use of existing space

Building: _____ Room No. _____

Current Use: _____ Proposed Use: _____

Allocation of additional space

Existing Space will be vacated if this request is approved.

Building: _____ Room No. _____

III. Type/Quantity of Space Needed: Please provide information on the type(s) of space being requested and the number of people to be supported. The amount of space required to meet the request will be calculated based on the UNC system space standards.

Classroom: How many student seats? _____
Preferred seating type? Fixed Moveable
Preferred seating layout? Auditorium Tables/chairs
 Tablet armchairs

Teaching Lab: Complete Attachment A

Research Lab: Complete Attachment A

Office:

Type of Position	Number of rooms	Number of People
Director/Administrator	_____	_____
Faculty	_____	_____
Technical/Clerical	_____	_____
Graduate Assistants	_____	_____
Student Workers	_____	_____

Office Service (copier, files, mail boxes)

Conference Room: seating capacity? _____

Storage/Warehouse Conditioned Unconditioned _____ Sq. Ft.

Other _____ Sq. Ft.

IV. Time Frame: The requested space is needed:

Temporarily beginning _____ and ending _____.

Permanently beginning _____.

V. Request Details: Attach a detailed narrative that follows the below format:

- Description:** Provide a succinct description of your space request. What is being requested and why? Indicate whether this is being driven by a new program, a research grant, inadequate space to provide current program, and/or other reasons.
- Compact Plan:** How does this request relate to your Compact Plan?
- Proximity:** Indicate other departments, organizations, programs, or functions which should be in proximity to the requested space and why.
- Location:** Indicate any location(s) you want considered in filling this space request.
- Options explored:** Provide assurance that all avenues to solve this space requirement within existing space have been explored. For example, has the department/college considered maximizing under utilized space to solve this need? Has the department and college re-evaluated the space assigned to lower priority initiatives? What possibilities for shared space have been explored?
- Timing:** Describe any programmatic issues affecting the timing of your move such as the need to move during a class break, at the end of a semester, during summer months, coincident with another activity, etc.
- Parking/Transportation:** Describe any special parking and transportation access needs. It is assumed that standard University parking and transit service levels will be needed for faculty, staff and students.
- Funding:** Provide funding details for any request that requires the expenditure of funds. Rental space requests should include the lease duration, square footage, annual cost, and financial account information.
- Other:** Any other information that will support or better defines this space request.

Submitted/Endorsed by:	Name of Department/Unit Contact Person
Signature of Dept/Unit Head (date)	Campus address: _____
Signature of College Dean or Vice Chancellor (date)	
Signature of College Facilities Coordinator (date)	Phone: _____
	Fax: _____
	E-mail: _____
Unsigned request will not be considered.	

Submit request to the University Space Committee Representatives, c/o Facilities/Space Planner
Questions: call Reggie Stewart, Space Planner, rmstewar@ncat.edu, (336) 285-4504

Space Request Form
Rev. 09/01/2011

Submit request to the University Space Committee Representatives, c/o Facilities/Space Planner
Questions: Call Reggie Stewart, Space Planner, rmstewar@ncat.edu, (336) 285-4504

Space Request Form
Rev. 09/01/2011



NC A&T State University Space Committee

North Carolina A&T State University Space Request Form – Attachment A

Teaching Lab Number of student seats? _____ Number of computers? _____

Lab type? Wet Dry

Hazards: List all chemical and physical hazards, such as lasers, corrosives, drill press, etc. Attach a separate list, if necessary.

Chemicals (list) _____

Processes and specific hazards (list) _____

Fumes Hoods: Number/Size _____

Waste (specify) Liquid Dry Biohazard Radioactive

Amount (volume/week) _____

Are operations covered by an existing safety plan? Yes No Approval # _____

Research Lab Number of workstations? _____ Lab type? Wet Dry

Hazards: List all chemical and physical hazards, such as lasers, corrosives, drill press, etc. Attach a separate list, if necessary.

Chemicals (list) _____

Processes and specific hazards (list) _____

Fumes Hoods: Number/Size _____

Waste (specify) Liquid Dry Biohazard Radioactive

Amount (volume/week) _____

Are operations covered by an existing safety plan? Yes No Approval # _____

 Research Contract or Grant Number Contract/Grant Effective Dates Total \$ Amt. of Agreement