

Space Utilization

SE@I Projects	Lead Administrator	Committee(s)	Implementation	Anticipated Outcome
Improve and maintain an accurate record of space usage	Executive Director of Facilities and Services Jack Dempsey and Director of Planning and Design Helen Coleman	NA	Ongoing	Improved ability to make decisions and establish priorities regarding use of space
Continue to review off-campus leases	University Office of Real Estate Planning and Services Director Bruce Walden	NA	Ongoing	Reduce the use of off-campus leases or renegotiate leases for a more favorable terms resulting in annual savings
Create Master Plans for all units and review them every other year	Executive Director of Facilities and Services Jack Dempsey and Director of Planning and Design Helen Coleman	NA	Ongoing	Improved ability to make decisions and establish priorities regarding use of space
Continue the Classroom Improvement Initiative	Office of the Provost, Facilities and Services and CITES	NA	Ongoing	Improved instructional technology and increase the number of classrooms available for general use with updated instructional technology
Appoint the Instructional Space Advisory Committee	Vice Chancellor for Academic Affairs and Provost Richard Wheeler	NA	Summer 2011	Oversight committee for use of instructional space will help establish priorities and policies for use of instructional space

<p>Appoint an advisory committee for use of non-instructional space</p>	<p>Executive Director of Facilities and Services Jack Dempsey and Director of Planning and Design Helen Coleman</p>	<p>NA</p>	<p>Summer 2011</p>	<p>Oversight committee for use of non-instructional space will help establish priorities and policies for use of non-instructional space</p>
<p>Identify space used for records storage and design a plan for reducing physical space devoted to records storage</p>	<p>Vice Chancellor for Academic Affairs and Provost Richard Wheeler, Executive Director of Facilities and Services Jack Dempsey and Director of Planning and Design Helen Coleman</p>	<p>Establish a working group for this task and coordinate plans and strategy with the University Archivist William Maher</p>	<p>Begin Summer 2011</p>	<p>Reduce the amount of physical space devoted to records storage, identify areas for potential reuse and dispose of records in keeping with laws and policies</p>