

June 26, 2020

To: College/Departments Unit Executive Officers

From: Andreas Cangellaris 
Vice Chancellor for Academic Affairs and Provost

Re: 2020 Campus Space Survey

Per federal, state, and local reporting requirements, the University is obligated to conduct a space survey (inventory) every year. This information is subject to the National Science Foundation Survey of Sciences and Engineering Research Facilities, the Clery Act, Illinois Board of Higher Education (IBHE), the Capital Resource Allocation and Management Program (RAMP), the Real Property Utilization Report, the Campus Profile, the Integrated and Value-Centered Budget Model (IVCB), the Higher Education Facilities Management Association, F&S daily operations and various other reporting entities for examination and inspection of the space information for reporting purposes.

This letter is to inform you that your unit will be participating in the 2020 Campus Wide Space Survey during the period of June 29 – August 31, 2020. The results of the survey will be recorded in ARCHIBUS, the University's official space inventory system. Additional information regarding the process is outlined in the "What to Expect – Space Survey Process" section of this letter. Your help with completing the space survey by **August 31, 2020** is very much appreciated.

I also want to take this opportunity to recap several campus initiatives regarding space stewardship. As you may be aware, the University of Illinois at Urbana-Champaign established the Illinois Climate Action Plan (iCAP) in May 2010 and updated the document in 2015. The document outlines strategies, initiatives, and targets toward meeting the stated goal of carbon neutrality by 2050. The targets and strategies detailed in the plan represent a series of commitments the University is making in order to achieve its sustainability goals, including the Net Zero Space Growth Policy as found in the CAM. I encourage you to review our commitments as outlined in the climate action plan and the Net Zero Space Growth Policy:

- <http://sustainability.illinois.edu/campus-sustainability/icap/>
- <http://cam.illinois.edu/policies/net-zero-space-growth/>

The Illinois Space Advisory Committee (ISAC) is the culmination of the work done over the past five years by the Instructional Space Advisory Committee and the Non-Instructional Space Task Force. These committees were a direct result of the *Stewarding Excellence @ Illinois* Space Utilization review. ISAC provides advice on appropriate guiding principles for the use of non-instructional and instructional space on campus. They determine standards for equipment within the instructional spaces based on current and innovative teaching and learning practices, as well as the development and review of policies, standards and best practices governing space utilization and allocation of

remaining spaces to promote efficient use of space.

The Office of the Provost has drafted a new budget model, known as the Integrated and Value-Centered Budgeting (IVCB), based on input from the Budgeting Reform Steering Committee, Budgeting Reform Implementation Committee, and working groups. The IVCB budget model will include direct cost assessments to campus units for buildings and space, utilities, and technology. The guiding principles for the budget reform are to develop and implement a system that allows for both campus strategic investments and individualized college financial plans. The goals should promote transparency, include components that allow for predictability, encourage wise stewardship, ensure accountability, enhance responsiveness to strategic goals and priorities, facilitate multi-year planning, and stimulate appropriate incentives. In order to fully realize these goals and accurately update this model, it is imperative to have accurate space use data from this survey.

The COVID-19 pandemic has caused a seismic shift in the way our Campus has had to manage our physical and human resources this year in order to safely ensure the continued delivery of our academic mission. As we transition back to campus for the Fall 2020 semester, there will be many safety guidelines in place to promote social distancing and safe working conditions. In many cases, this may significantly alter how our spaces will need to be utilized in the foreseeable future. The intent of the Campus Space Survey is to capture the “normal” operation of our facilities. As such, when completing the space survey this year, please indicate the *permanent* intended use and occupancy of your unit’s space, rather than any temporary working arrangements that are being made to combat this ongoing health concern.

WHAT TO EXPECT - SPACE SURVEY PROCESS

1. Facilities & Services, Facilities Information Resources Department will provide a 2020 Space Survey user guide for updating your space data through ARCHIBUS web portal “Web Central”.
2. Facility/Business managers from your unit, designated by you, should already have access to Web Central with “view and edit” permissions as part of your College’s ongoing review and space change request process. These existing Web Central accounts may be used to complete the Campus Space Survey.
3. Facility/Business managers from your unit shall update the location of all personnel to meet safety procedures. Facilities Information Resources Department will provide an ARCHIBUS Web Central user guide to assist with adding/updating your employee locations.
4. Upon completion of the survey, a “Space Survey Certification” form is required to be signed by the Dean and/or Department Head completing the survey and will be kept on record to fulfill auditing requirements.
5. Updates to the space inventory database system will be reflected in the Enterprise Data Warehouse.
6. A team of F&S staff and students will survey selected areas to validate the data collected.
7. There is a new process for relinquishing space. In addition to indicating that a particular space be relinquished in ARCHIBUS, units should complete the Space Release Request Form in the following link: <https://forms.illinois.edu/sec/9247603>. This request will be reviewed by Campus and, upon acceptance, shall be updated in the system.



We appreciate your assistance and collaboration with Facilities & Services in completing these important inventory surveys. Any questions can be addressed to Kimberly McLaughlin (kam9@illinois.edu or 300-0143) or Heather Shade (shade1@illinois.edu or 300-9151) in the Facilities Information Resources Department at Facilities & Services (333-0923).

- c: Kimberly McLaughlin, F&S Facilities Information Management Specialist
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