COMMITTEE TITLE: Space Management

A. Background and Definitions

The College is committed to ensuring that members and guests of the College community have access to safe, comfortable and appropriately equipped and furnished spaces in which to teach, learn, research, study and work.

Space is a limited campus resource and the College is obliged to ensure that the physical facilities and space at the College are apportioned and used in the most effective manner.

Scheduling: refers to the planning and arranging of all college classes and is managed by the Office of the Registrar.

Space Planning: refers to the process and act of laying out and designing a space for a purpose taking into consideration location, environment, furniture, equipment, and usage, in harmony with the surrounding space and the functions of those spaces.

B. Purpose

The Space Management Committee is a forum to facilitate the efficient and effective use of College space for employees, students and services at all Niagara College locations. This committee is in place to implement the related requirements of the College’s Space Management policy.

C. Statements

1. Duties and Responsibilities:
   a) The Committee decides if, how and when requested moves or renovations shall occur.
   b) As part of the decision making process the committee will consult with all impacted stakeholders to ensure the effective use of space. This consultation shall include; the individuals/departments moving, those directly and indirectly impacted by the decision, and individuals or departments that may provide insight or alternatives that would benefit the process.
COMMITTEE TITLE: Space Management

c) Moves or renovations that have significant impact (i.e. require capital funding or costs more than $100,000) shall be recommended to the Vice President, Corporate Services.
d) Decisions on the acquisition, modification or usage of space will be made wherever possible, within a long-term context consistent with the College’s Strategic Plan, as applicable.
e) Space related decision-making shall be made insofar as it is possible, in concert with and in light of available resources.

2. Membership: The Space Management Committee shall consist of:
   • Director, Facilities Management Services (Chair)
   • Vice President, Academic
   • Chief Technology Officer
   • Associate Director, Financial Services
   • Associate Registrar, Reporting and Systems
   Non-Voting Members:
   • Project Manager & Contract Administrator, Facilities Management Services
   • Manager, Ancillary Services

3. Quorum: 50% + 1 (3 voting members)

4. Meeting Procedures:
   a) The Committee will review requests, giving consideration to college-wide priorities; cost; efficient use of space; and, long term planning.
   b) Decision-making will be by consensus, and when consensus is not reached, a vote will be taken.
   c) The Committee Chair will advise the requestor and respective Vice-President of the Committee’s decision.
   d) Semi-annual requests for moves or changes to space shall be submitted to the Divisional Assistant, Facilities Management Services (FMS) in December and August. Requests outside of the regular cycle will be considered on an as-needed basis. Requests require signoff from the respective Vice President.
   e) The Divisional Assistant, FMS will fulfill the secretariat function of creating agendas; recording and distribution of minutes.
   f) Meetings shall occur monthly with additional meetings scheduled as needed.
COMMITTEE TITLE: Space Management

5. **Reporting**: The Committee reports to the Vice President, College Operations.

D. **Related Documents**

- Policies: NC100 Space Management
- Forms: Project Request Form