



Facilities

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Purpose Space Administration Committee  
 Date 20 November 2019  
 Time 2:00 – 3:00 PM  
 Location Merten 3300

Present Kissal, Carol – Senior Vice President, Co-Chair  
 Crawford, Deb – VP Research, Innovation, Econ Impact (via phone)  
 Guilford, Renate – Assoc Provost, Academic Administration  
 Pascarell, Rose - VP, University Life  
 Stewart O’Neal, Rene – AVP, Strategic Planning & Budgeting  
 Dickenson, Deb – VP for Finance/Controller  
 Dracos, Bill – AVP, Business Services  
 Kinney, Andre – Real Estate Office Specialist  
 Strike, Frank – VP, Facilities  
 Lipscomb, Doug – AVP, Planning, Design, Construction

Not Present Wu, David – Provost, Co-Chair  
 Manno, Laura - Director, Strategic Acad/Rsch Space Planning

Prepared Staulcup, Joy – Assoc Director, Space Management

**Meeting Minutes**

Item No.	Agenda Item	Responsible
2019.11.01	<b>Space Charge Model Study Discussion</b>	J. Staulcup D. Crawford

**Recommendation:** *Committee recommended that University should not proceed with full implementation of a space charge model due to the administrative effort required to implement/manage that process. Committee also agreed that a space charge model would likely not be effective enough in encouraging more efficient use of space by units. Committee noted that a space charge for research space and office space could be effective in creating better utilization/management strategies for those two categories of space and proposed that further considerations should be given to space charge models in these areas.*

- Reviewed final report of the Kennedy and Company classroom utilization study, space benchmarking study, and proposed space charge model with committee members.
- Committee agreed that potential charge for research space and office space could be useful, but various approaches such as enforcement of existing space guidelines/policies and support by SAC for recommended reassignments of underutilized space will also be needed.
- Deb Crawford’s Research Space subcommittee will continue to investigate the development of productivity metrics for assignment/continued assignment of research space and

will propose space charge options that could be applicable for research space. Those options will be presented to SAC for feedback when available.

- SVP indicated that data/visualization material to better inform committee as to how units are using office space, and how they may/may not comply with our space guidelines would be helpful as we continue the discussion of how to meet growth needs for additional faculty/staff, particularly at Fairfax. Space Management will develop data/material to be reviewed at January 29<sup>th</sup> SAC meeting.

**Risks/Issues:** We will not be able to meet space needs to accommodate growth and meet strategic goals unless we develop alternate ways to encourage units to be more efficient with their existing assigned space.

2019.11.02 **Introduction of Future Strategic SAC Discussion Topics**

D. Lipscomb  
J. Staulcup

- List of future strategic level topics that will be reviewed at future SAC meetings was introduced.
- Committee agreed that the first topic of Aux vs E&G building definitions and how use of space in those buildings may change the categorization over time would be helpful to review. Facilities/Space Management will develop information/presentation to show building definition categories and space assignments (E&G vs Aux) to review at the January 29<sup>th</sup> SAC meeting.

*The items above convey the understanding of the issues discussed. Please notify Facilities if you have any questions or comments. If no comments are received, these minutes will be considered an accurate record of the meeting and the Recommendations included within are considered to have been adopted.*