# Space Management and Allocation Committee

## Overview:

The State University of New York at Old Westbury is home to over a dozen academic/administration buildings and 14 residence halls. The value of College’s buildings, approximately 1 million gross square feet, is roughly $1.3 billion dollars. All spaces, facilities, buildings, and land (“Space”) controlled by the State University of New York at Old Westbury (“SUNY OW”) is the property of the people of the State of New York and is subject to assignment and reassignment to meet the College’s Mission[[1]](#footnote-1) and Institutional Priorities[[2]](#footnote-2), and needs in a manner that aids equity, adequacy, efficiency, and productivity.

The successful managing, utilization, and assignment of the Space controlled by SUNY OW requires reasonable and strategic oversight. To this end, the President is the final authority on all decisions regarding utilization of Space in SUNY OW. The Space Management and Allocation Committee (“Space MAC”) is a standing committee that serves in an advisory capacity to the President and is charged with making recommendations for the successful management, utilization, and assignment of campus Space. The committee makes recommendations on the best use of campus Space to meet the Institutional Priorities and Mission of the College. The committee also makes Space related policy recommendations through the Presidential Cabinet.

## Purpose:

The Space MAC is responsible for strategic and long-term Space utilization management and planning and is responsible for the allocation and assignment of all non-residential College facilities. The Director of Residence Life is responsible for Space scheduling and assignment of all residential facilities.

Space MAC is tasked with reviewing all current use of Space at SUNY OW to ensure that Space is utilized in a strategic and cost-effective manner in alignment with the Mission and Institutional Priorities of the College. The Space MAC will review all functional Space change requests, e.g., from office usage to classroom usage, and assess their feasibility and compatibility with the overall campus Space needs using the appropriate campus planning guidelines. Requests may be approved as requested, returned for review of suggested alternatives, or rejected. The Space MAC must be notified of all renovations, rehabs or construction requests before funds are requested through the capital budget process.

## Procedures:

The Space MAC is charged with:

* Supporting the academic, research, and administrative Mission and Institutional Priorities of the College by engaging in appropriate discussions about existing Space needs and future growth opportunities.
* Serving as the authoritative unit responsible for providing recommendations regarding Space to the President and the Presidential Cabinet.
* Reviewing all requests for Space change of use.
* Developing effective policies and operational procedures, processes, and organizational structures for Space management, allocation, and utilization.
* Providing input on the most effective use of the College’s Space (new Space, temporary use of Space, and repurposed Space) considering the current Master Plan and Institutional Priorities.
* Providing an accurate and comprehensive source of information to support Capital Planning and management, including maintaining an inventory of the College’s Space (for internal and external reporting purposes.
* In coordination with the Office of Capital Planning, regularly reviewing a complete list of ongoing capital projects as well as proposed facilities improvements.
* Recognizing and considering revenue and cost impacts in making recommendations.

The Space MAC will meet on an *ad hoc* basis, but no less than twice every semester.

## Assumptions and Guiding Principles:

* Space is a key and valuable College asset, and effective utilization of this asset is critical to the success of the College’s Mission and Institutional Priorities.
* Space must be actively managed and Space assignments must be made consistent with College’s priorities, both academic and strategic.
* Members of the committee will work in the best interest of the College and in close alignment with the College’s Mission and Institutional Priorities.
* Reassignment or reallocation of Space will be a collaborative process with the current users or occupants of the relevant Space.
* All Space and utilization decisions shall be made with the Mission and Institutional Priorities as guiding and defining principles but will be constrained by the financial implications of any changes.
* Cost for Space reallocation or reassignment that have been identified as part of a capital project are funded by the capital budget. Costs associated with request for Space or alterations to Space outside capital projects are assigned to department or other funding source approved by the Vice President for Finance and Administration.
* Space utilization is to be guided using SCUP[[3]](#footnote-3) standards, and in accordance with the New York State Building and Fire Codes.

## Membership:

The Space Management Committee is a standing committee chaired by the Vice President for Business, Finance and Administration. It shall consist of no more than twelve members. The committee will appoint a standing subcommittee on Academic Affairs Space (Learning Spaces Subcommittee) and a standing subcommittee on Enrollment and Student Affairs Space (Co-Curricular Subcommittee), responsible of reviewing issues and requests related to Academic Affairs and Enrollment and Student Affairs, respectively.

### **Space MAC Standing Committee and Subcommittee Members**

### Space Management Standing Committee:

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| **Name** | **Position** | **Represents** |
| Martha Santana | Chair | VP for Business, Finance and Administration |
| Monica Calzolari (interim) | Subcommittee Co-Chair | VP for Enrollment |
| Claudia Marin Andrade (interim) | Subcommittee Co-Chair | VP for Student Affairs |
| Duncan Quarless | Subcommittee Co-Chair | Provost and VP for Academic Affairs |
| Michael Dolan | Member | Director of Facilities Rentals |
| Evan Kobolakis | Member | Chief Information Officer |
| Timothy McGarry | Member | Director of Facilities |
| Ray Maggiore | Member | Assistant Vice President of Capital Planning |

### Learning Spaces Sub Committee

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| **Name** | **Position** | **Represents** |
| Duncan Quarless | Subcommittee Chair | Provost and Senior VP for Academic Affairs |
| Thomas Lilly (interim) | Member | Dean of the School of Arts and Science |
| Shalei Simms | Member | Dean of the School of Business |
| Diana Sukhram | Member | Dean of the School of Education |
| TBD | Member | Faculty Representative |
| Evan Kobolakis | Member | Chief Information Officer |
| Ray Maggiore | Member | Director of Capital Planning |
| Timothy McGarry | Member | Director of Facilities |

### Co-Curricular Sub Committee

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| **Name** | **Position** | **Represents** |
| Monica Calzolari (interim) | Subcommittee Co-Chair | VP for Enrollment |
| Claudia Marin Andrade (interim) | Subcommittee Co-Chair | VP for Student Affairs |
| Carol Kaunitz | Member | Executive Director of ASC |
| Evan Kobolakis | Member | Chief Information Officer |
| Ray Maggiore | Member | Director of Capital Planning |
| Timothy McGarry | Member | Director of Facilities |
| Gareth Shumack | Member | Director of Residence Life |
| Lenore Walsh | Member | Director of Athletics |
| TBD | Member | Student Representative |

1. [Mission & Vision | SUNY Old Westbury](https://www.oldwestbury.edu/about-us/mission-vision) [↑](#footnote-ref-1)
2. [Institutional Priorities 2022-2023 | SUNY Old Westbury](https://www.oldwestbury.edu/office-president/presidential-initiatives/performance-planning/institutional-priorities-2022-2023) [↑](#footnote-ref-2)
3. The Society for College and University Planning [↑](#footnote-ref-3)