University of California, Merced
Space Advisory Committee Update

April 30, 2014
Background
Space Advisory Committee

- Created in its current form in September 2012
- Advisory to the Provost
- Meets Monthly

Membership:
- Chair: Vice Chancellor for Budget and Planning
- Vice Chancellor for Business and Administrative Services
- Vice Chancellor for Research
- Vice Chancellor for Student Affairs
- Vice Chancellor for Development and Alumni Relations
- Representative from the Chancellor’s Office
- Assistant Vice Chancellor for Capital Finance
Space related websites
Consolidation Approach

spacemoves.ucmerced.edu
capital.ucmerced.edu

opb.ucmerced.edu/sac
Space Advisory Website
http://opb.ucmerced.edu/sac
Planning facilities for UC Merced's future

The Real Estate Services Group provides modern, sustainable facilities for the benefit of students, faculty and staff.

Welcome to the Division of Planning and Budget

The Division of Planning and Budget develops operating and capital budgets, space planning guidance, conducts long range forecasting and provides real estate services to support UC Merced's teaching, research and public service mission.

Our team is comprised of talented professionals who oversee Institutional Research and Decision Support, the Campus Budget Office, Capital Finance, Physical and Environmental Planning and Academic Facilities Planning.

What's New

2020 Project RFQ set for Spring 2014

Enrollment up 8 percent from 2012 (PDF)

Message from the Vice Chancellor: Budget Advisory Committees Announced

Message from the Vice Chancellor: Division of Planning and Budget Reorganization

UCOP releases 2013-23 Capital Financial Plan

Central Plant Upgrade Committee (PDF)

FY 2014-15 Budget Process Details (PDF)

Current Initiatives

UC Merced 2020 Project

2013 Long Range Enrollment Plan (PDF)
Welcome to the Division of Planning and Budget

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Current Initiatives

- UC Merced 2020 Project
- 2013 Long Range Enrollment Plan (PDF)
Space Approval Process

Space Management at UC Merced is part of the Real Estate Services Group in the Division of Planning and Budget. Space Management’s major functions are:

- Space administration (Policy; allocation procedures)
- Space inventory (Suitability—count, category, condition, configuration, and adjacencies; spatial representation; special places; annual audit)
- Space planning (Standards; ratios and trends; pedagogy; capital renewal)
- Space utilization (Metrics; optimize; best use; efficiencies)

What to expect

Space Management Staff will be your partner as guiding your space request through campus administrative procedures in concert with UC Merced’s Space Management Policy.
Resources for the Campus Community

- Space Request Form
- Space Process Flowchart
- Campus Space Policy
- Contact information
- Agendas and Minutes from meetings

Space Request Form

Directions for Completing This Form: Requestor completes this form by inserting supporting text into the comment box provided after each inquiry. Responses for each inquiry may use additional space as needed. Please note that space management staff are available to personally meet with you, to assist you in completing this form, and respond to any questions you may have regarding this form. Ramona Daire may be reached at 209.228.2918 or rdaire@ucmerced.edu.

Directions for Processing This Form: Requestor provides the completed Space Request Form to their unit Vice Chancellor for discussion, review and signature approval. Requestor then forwards the Vice Chancellor signature approved copy of the form to rdaire@ucmerced.edu for additional processing and consideration by the Space Advisory Committee.

Part I: Requestor/Department Contact Information
Name(s): __________________________
Department(s): ______________________
Phone(s): ____________________________
Email(s): ____________________________
Location(s): _________________________
Date of Request: _____________________
Unit Head Endorsement: _______________
How soon do you require the requested space? ________________

Part II: Space Need Explanation
A. Provide a description of the department or program requesting space. Please include a general program or mission statement and a problem statement; faculty FTE, staff FTE, and staff headcount; program operations and staff functional responsibilities; and any other information that describes how the department or program uses space to support the campus mission.

B. Provide describe the requested space. Is the space need temporary or permanent? Does this space address only current space needs or out into the future (how far)? Is this a request for new space, loan of space, or swap of space? Include the number and types of spaces required (for example, instructional, research, office, or other).

Revised 3/27/2014
Decision Process

Space Request to Provost from VC or Chancellor → Space Call from Provost to VC and Chancellor → Unit fills out Space Request Form and identifies funding source → Vice Chancellor or Chancellor’s Office signs Proponent’s Space Request Form → Space Request Form submitted to Real Estate Services Group, Space Management

Real Estate Services Group presents request at Space Advisory Committee's (SAC) monthly meeting → Real Estate Services Group works with proponent to ensure all information is complete.

Real Estate Services Group acknowledges receipt of Request Form within 5 business days

SAC makes recommendation to Provost

SAC Request for more Information

Provost makes final determination by explanatory letter to denied applicants followed by letter to grantee

Space Request Denied?

Space Request Granted?

Space Request archived by Space Management for recordkeeping

Project Initiation
Space Move Resources

UC MERCED - Facilities Management
GUIDELINES FOR MANAGING A MOVE

Documents to do in managing a move, as applicable:
- Coordinator's Form
- Phone Move Template
- 20 Key Phone Template
- Letter of Notification
- Flow Chart

Guidelines:
- Utilize the coordinator's
- This is designed to guide
- Complete as applicable

Fundamentals:
- Use the provided "Typical Project Costs for Budgeting" to assist with budgeting.
- Projects requiring a PO and are for new buildings or those not managed by the Project Manager.

Understanding:
- Understand the tasks
- When furniture resides

Submit a copy of this
Mark Lutz: mlutz@
John Winter: jwinter@
Ramona Davis: rdavis@
Pablita Elizondo: pelizondo@

Once move has
Notification to
For more information

UC MERCED - Facilities Management
TYPICAL PROJECT COSTS FOR BUDGETING

The costs provided below are for budgeting only. Costs can differ on a project by project basis. Final costs will be provided by the Project Manager when the time comes.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Est. Cost</th>
<th>Lead Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISDN</td>
<td>$650 per person</td>
<td>15 business days</td>
</tr>
<tr>
<td>Analog</td>
<td>$1200 per reader</td>
<td>5 business days</td>
</tr>
<tr>
<td>Soft Costs (5 - 10%)</td>
<td>$200 per clock</td>
<td></td>
</tr>
<tr>
<td>Standard Data Drop: 2 data/1 phone</td>
<td>$1500 per drop</td>
<td></td>
</tr>
<tr>
<td>Egress Map</td>
<td>$200 per holder</td>
<td></td>
</tr>
<tr>
<td>Clocks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Card Reader Installation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moving 8 or fewer staff members schedule through FM Help: Moving and Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moving 8 or more staff members schedule through (insert vendor name here): Chipman Moving/United Van Lines</td>
<td>$650 per person</td>
<td>15 business days</td>
</tr>
</tbody>
</table>

A Practical Overview of Space Move Resources and Logistics Management

In any organizational or educational setting, efficient space management is crucial. This document outlines guidelines for managing a move, ensuring that all necessary steps are covered. The typical project costs for budgeting, including ISDN, analog services, and soft costs, are specified to aid in planning.

For more information, contact Mark Lutz at mlutz@ucmerced.edu, John Winter at jwinter@ucmerced.edu, Ramona Davis at rdavis@ucmerced.edu, or Pablita Elizondo at pelizondo@ucmerced.edu.

The move process involves creating a list of documents to guide the coordinator through the steps, ensuring that all tasks are completed as applicable. This includes preparing forms, templates, and letters of notification to facilitate a smooth transition.

Understanding the fundamentals of project management is essential, especially when dealing with POs and new buildings. The costs provided for budgeting purposes can vary, and final costs will be determined by the Project Manager once the move is notified.

By following the guidelines and budgeting for the typical project costs, organizations can effectively manage space moves, ensuring a seamless transition for all involved parties.