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Mission

The mission of the University Space Committee (USC) is to provide strategic advice to the Chancellor on the allocation of campus space to serve the mission and goals of the university. USC will be responsible for: 1) Developing and recommending space utilization guidelines and processes to help communicate standards for space reviews and assignments, 2) Reviewing and making recommendations on opportunities for space use and/or reallocation of space at all UCSC locations including but not limited to the residential campus, Westside Research Park, Coastal Science Campus, Scotts Valley Center, Silicon Valley Campus, and MBEST, 3) Helping to assure all space standards and management activities are transparent and disclosed to the campus community.

Background

Space is a critical resource at UCSC. All space is the property of the UC Regents and managed by the Chancellor. Responsibility for space management within a building or area may be delegated to a principal officer, particularly when the space is primarily occupied by a single unit or division.

Charge

USC membership is appointed by the Chancellor and the committee serves as advisor to the Chancellor. USC will be co-chaired by the CP/EVC or their designee and the Vice Chancellor for the Division of Finance, Operations and Administration. Capital Planning and Space Management staff will provide administrative support for USC.

USC advice and recommendations may include considerations such as:

- Review of a unit or program's space need(s)
- Re-evaluation of space type uses (i.e., conversion of outdated wet labs with insufficient building infrastructure into a dry lab, office, conference room, or other less-intensive use)
- Re-assignment of space to accommodate multifunctional use between organizations that share crosscutting university activities
- priority.

USC Composition

The membership of the University Space Committee will include faculty, staff and a student representative. In evaluating a space request, USC may gather additional information, for example input from administrative or academic leaders and unit supervisors currently housing the space in question, before making a recommendation to the Chancellor.

USC composition seeks to create a knowledgeable body of subject-matter expertise across a wide spectrum of different space types. Appointments will focus on empowering USC with a diverse set of space type experts. Half of the initial membership terms will be for 1 year and the other half will be 2 years. At the conclusion of each member’s initial term, all appointments or reappointments will be for two years. A term is defined as one academic year.

Membership of the University Space Committee will include representatives from the faculty and administrative units. The composition of the USC will include the following:

	Title
1.	Co-Chair - Campus Provost/Executive Vice Chancellor
2.	Co-Chair - Vice Chancellor for the Division of Finance, Operations and Administration
3.	Faculty Representative 1
4.	Faculty Representative 2
5.	Vice Chancellor for Research
6.	Vice Chancellor for Student Affairs and Success
7.	Vice Chancellor for Information Technology
8.	Academic Dean
9.	Academic Dean
10.	Academic Unit Facility Manager Representative
11.	Academic Unit Facility Manager Representative
12.	Student Representative (alternates between undergrad and grad)
13.	Committee of Planning and Budget Representative
14.	Director of Capital Planning and Space Management
15.	University Architect

MEETINGS

Agenda and Meeting Minutes

Link to [USC Meeting Agenda and Meeting Minutes](#)

RESOURCES

Space Requests

- [Space Request Process](#)
- [Space Request Form](#)

Interim Space Guidelines

Link to [Space Guidelines](#)

Space Management

Link to the [Space Management](#)

Contact

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