

POLICY TITLE	SS-15 AYAMDIGUT CAMPUS SPACE ALLOCATION
POLICY HOLDER	Director, Student & Infrastructure Support
ORIGINAL DATE	September 2015
REVIEW DATE	September 23, 2015
REVISED DATE	September 23, 2015
NEXT REVIEW	September 2018

POLICY

Space within Ayamdigut Campus will be allocated in a manner that recognizes student learning and instruction as the primary focus of the institution, as well as the requirement to provide students, staff and faculty with the space they need to carry out their work. Instructional and non-instructional space will be assigned in accordance with this policy, in order to maintain a healthy campus environment for students, faculty and staff.

Approval Statement

With the unanimous consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the 23 day of September, 2015.



 President, Yukon College

September 23, 2015

 Date

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1.0 PURPOSE

In order to address existing and future space needs, the College must effectively analyze and evaluate space-related requests, and must follow a transparent and equitable decision-making process. These procedural documents are included as appendices to this policy.

2.0 BOARD GOVERNING POLICES

Board of Governors Policy #3: Yukon College President Responsibilities.

“The President shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics or in contravention of our statement of ends.”

3.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Yukon College Act
Yukon College Strategic Directions
Administrative Services Policies
College Relations Policies
Yukon College Research Policies
Yukon College Master Land Use Plan
Yukon College Space Standards and Allocation Guidelines

4.0 SCOPE

This policy applies to all members of the College Community, including staff, faculty students and visiting contractors.

5.0 DEFINITIONS

See Appendix A for a list of terms and definitions used in this policy.

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6.0 GUIDING PRINCIPLES

Space-related decisions will be made in accordance with the procedural documents attached as Appendices to this policy, and in accordance with the guiding principles below:

1. Yukon College seeks to provide collaborative and flexible spaces required to:
 - a. provide high quality teaching, learning and research environments;
 - b. deliver high quality administrative and support services;
 - c. enhance student experience and learning outcomes;
 - d. achieve space optimization; and
 - e. maximize space utilization
2. Space is a finite resource. All spaces in the College are held in common trust and will be allocated and reallocated to best meet the changing needs of the institution.
3. No department or individual will hold ownership of space within the institution. However, the advantages of assigning continuous space for accreditation requirements and/or program needs will be taken into account.
4. Space will be allocated in keeping with the College’s Strategic Plan and Master Land Use Plan.
5. The Space Committee will be the decision-making body in matters related to space, except when a proposal is of such magnitude or potential public or political impact that it requires the input of the Senior Executive Committee. See *Appendix B – Terms of Reference for the Space Committee*.
6. In exceptional circumstances, the President may reallocate space that is underutilized or required to address an important institutional priority or strategic goal, without prior consultation with the Space Committee.
7. When assigning or reassigning space, primary consideration will be given to the learning needs of students.

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8. Yukon College will research and apply best practice planning processes in order to be able to anticipate and accommodate future growth, and to take advantage of unforeseen opportunities.
9. Space-related proposals and decisions will be communicated clearly and expeditiously to all affected departments and individuals in accordance with *Appendix B - Terms of Reference for the Space Committee* and *Appendix C - Space Committee Planning and Communication Model*. Consultation with affected individuals will occur prior to decision-making.
10. Sessional faculty, casual and adjunct staff do not have an entitlement for a dedicated workspace. However, workstations will be made available for use by sessional faculty, casual and adjunct staff on a rotational shared basis.
11. As per AP-01 Emeritus Faculty Appointments 'Emeritus award recipients are not entitled to office space or telephones.'
12. No staff member will be allocated more than one dedicated workspace, irrespective of the number of roles performed.
13. Upon retirement or resignation, staff must relinquish allocated space. Retired staff do not have an entitlement to space. If a member of staff retires, the Dean or Director of that area shall bring a proposal forward to the Space Committee for reallocation of that space. In non-academic areas this will usually be the successor for that position.
14. If a Dean or Director wishes to move specific individuals between spaces within their department, without having a budget, space or personnel impact on any other department, this will be brought to the Space Committee prior to the move as an information item only and will usually pass without dispute.
15. When making decisions on allocating space, consideration will be given to the above guidelines, as well as to the following criteria:
 - a. Yukon College Space Standards and Allocation Guidelines
 - b. Demonstrated number of hours for which space is required. Part-time staff may be required to share a workstation.
 - c. Accessibility requirements.
 - d. Nature of work performed by staff member, e.g. private counseling, online instruction.
 - e. Specific work or functions performed in that space (e.g. Trades/CNIM/YRC).

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- f. Proximity to required resources.
- g. Impact on student learning space and/or other departments/individuals.
- h. Budgetary/capital planning impact.

8.0 FORMS

Space Committee Briefing Note Template
Space Committee Project Plan Template
Landline Request Form

9.0 APPENDICES

Appendix A – Definition of Terms
Appendix B – Space Committee Terms of Reference
Appendix C – Space Committee Planning and Communication Model

10.0 ADDENDUMS

Addendum A – Policy Communication Checklist

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APPENDIX A – DEFINITION OF TERMS:

Policy Holder: A member of staff (normally senior management) with responsibility for an administrative or operational policy.

Administrative and Operational Policies: Those policies approved by the President, which provide the parameters within which the Board Policies are to be implemented. The Board of Governors has delegated this approval authority to the President.

Board Policy: These are the policies created by the Yukon College Board of Governors to define the mission, goals and objectives of the College. They also: 1. Place limitations upon the President and staff 2. Define the manner in which the Board connects with staff, and 3. Define the governing processes of the Board itself. The work of the Board has the authority of the College Act.

Senior Executive Committee: The President, the Vice-Presidents, Deans, Directors and Registrar.

Space Committee Lead: The Space Committee member who is bringing a proposal or recommendation forward, and who is responsible for prior consultation, as well as communication of the decision and any action required as a result of that decision.

Master Land Use Plan: This is a document identifying potential future growth and development for Ayamdigut Campus, based on the long-term institutional goals and priorities as outlined in the Strategic Plan for Yukon College.

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APPENDIX B – TERMS OF REFERENCE FOR THE SPACE COMMITTEE

Purpose

The Space Committee will operate under the guiding principles as contained in the *Space Allocation Policy* to oversee planning and allocation of space at Yukon College, and shall ensure that decisions are responsive to immediate and long-term requirements of the institution.

Composition

- Director, Student & Infrastructure Support (Chair)
- Integrated Business Manager, Student & Infrastructure Support (Secretary)
- Dean, Applied Arts
- Dean, Applied Science and Management
- Director, First Nations Initiatives
- Executive Director, Centre for Northern Innovation in Mining/Trades
- Director, Office of Research Services
- Information Technology Learning Commons representative
- Facilities representative
- Registrar

Members are appointed by the Director, Student & Infrastructure Support in the role of Chair. Members may review and amend the composition of the committee with a consensus decision.

All members will participate in consensus-based decision making, and will undertake open and transparent communication and consultation.

The Chair holds ultimate decision-making capability in matters where a consensus is unable to be reached, or where it is deemed that full committee participation in a decision is not required (see decision-making process below).

The Chair of the Space Committee has the power to form sub-committees for special projects, who will bring forward recommendations to the larger committee.

The Space Committee may invite guests to its meetings, with the approval of the Chair.

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Meetings

The Space Committee shall meet at least 8 times per year, usually on the second Friday of the month, with additional special meetings to be called by the Chair should the need arise.

Meetings must be held with quorum, which equates to a majority of current members being present, either in person or via remote connection.

Meeting packages will be made available at least one week in advance of a regular meeting, in order to provide ample review time for the agenda and proposals to be reviewed.

Responsibilities

The Space Committee as a group will:

- be responsive to the space requirements of students, faculty and staff to ensure the business of the College is supported
- oversee the planning and operational issues concerning space management
- recognize and be mindful of the revenue and cost impacts of space allocation decisions
- review space proposals in consultation with stakeholders and make space allocation decisions in accordance with the guiding principles outlined in the *Space Allocation Policy*
- give consideration for planning future space needs with reference to College priorities and the strategic plan
- plan strategically for the maintenance and reallocation of space through refurbishment and renovation proposals
- conduct its operations with due consideration to open and transparent process and consultation and communication with the individuals/groups involved, as well as the nature or content of the change required – see 'Decision-Making Process' and 'Communication Process' sections below for more details
- maintain a Space Allocation spreadsheet listing all available and used space within Ayamdigut Campus
- develop and maintain an annual planning cycle that includes both short and long-term space considerations in order to better inform decision-making

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Space Committee members hold individual responsibility for:

- being always mindful of the guiding principles for space allocation as per the *Space Allocation Policy* when reviewing proposals and making decisions on space
- reviewing meeting packages and seeking clarification where needed, ahead of time if possible, in order that fully informed and confident decisions can be made at each meeting
- bringing forward proposals for space allocation that are carefully considered and that include evidence of consultation and support from all affected individuals and/or groups – see ‘Communication Process’ below for more details
- communicating decisions clearly and expeditiously with affected individuals that fall within their department(s) - see ‘Communication Process’ below for more details
- ensuring that the Space Allocation spreadsheet is accurate at all times with regards to their own department(s)
- taking the opportunity, when desired, to provide feedback and/or input for decisions to be made at meetings that they are unable to attend, via email to the Chair or Integrated Business Manager; this feedback must be received prior to the meeting in question

Procedures

Proposal development

1. Space Committee member identifies, or is informed about, an existing or upcoming space requirement
2. Information and data is gathered by the Space Committee member in order to support the need for a proposal to be brought forward
3. Potential solutions are identified by the Space Committee member bringing forward the proposal, in consultation with those affected, and with attention given to the following:
 - a. budget and cost implications
 - b. existing information on space allocation and utilization
 - c. potential for conflict – internal/external politics, interpersonal relationships, alternative proposals
 - d. potential future growth and development
 - e. guiding principles for space allocation (see *Space Allocation Policy*)
4. A briefing note template will be completed by the Space Committee member bringing forward the proposal, which includes all of the above considerations and makes either (a) a recommendation for discussion prior to moving into

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the proposal stage, to be used when a project has the potential for conflict, involves multiple areas, or has significant budgetary or planning impacts, or (b) a full proposal recommending a final decision to be made.

Decision-making process

1. It is the responsibility of the Space Committee member bringing forward a proposal (hereafter the 'Space Committee lead') to ensure that all necessary consultation and approval has been sought from affected individuals prior to the Space Committee being asked for a decision, and that all relevant information in order to make an informed decision is made available to the Space Committee in the form of a briefing note, with supporting documentation where required.
2. Space Committee will review and discuss the briefing note and supporting documentation in order to make a decision or recommendation. A site visit may be necessary.
3. Proposals will be evaluated and decisions made with consideration to the guiding principles contained within the *Space Allocation Policy*.
4. Decisions will be made through reaching consensus of present members where possible. Where a consensus is unable to be reached, the Chair holds the deciding vote.
5. Space Committee members who are absent for a meeting will recognize that decisions will be made in their absence and that these are final decisions. Input from absent members will be tabled if provided ahead of time (see *Responsibilities* above).
6. In the case of projects or proposals that have significant impact in terms of potential conflict, capital or budget implications or institutional planning, the Space Committee will make a recommendation that will be passed to the Senior Executive Committee for input and final decision.

Communication process

1. The Space Committee lead is responsible for the communication and consultation with affected individuals/groups as per Decision-Making Process.
2. The agenda for each meeting will be posted on the Space Committee portal page in order that all staff can see the items that are being brought forward for discussion/decision, along with the name of the Space Committee representative that can be approached for feedback and/or questions relating to each item.
3. The Space Committee lead (or designate) will make every effort to communicate space allocation decisions back to the affected

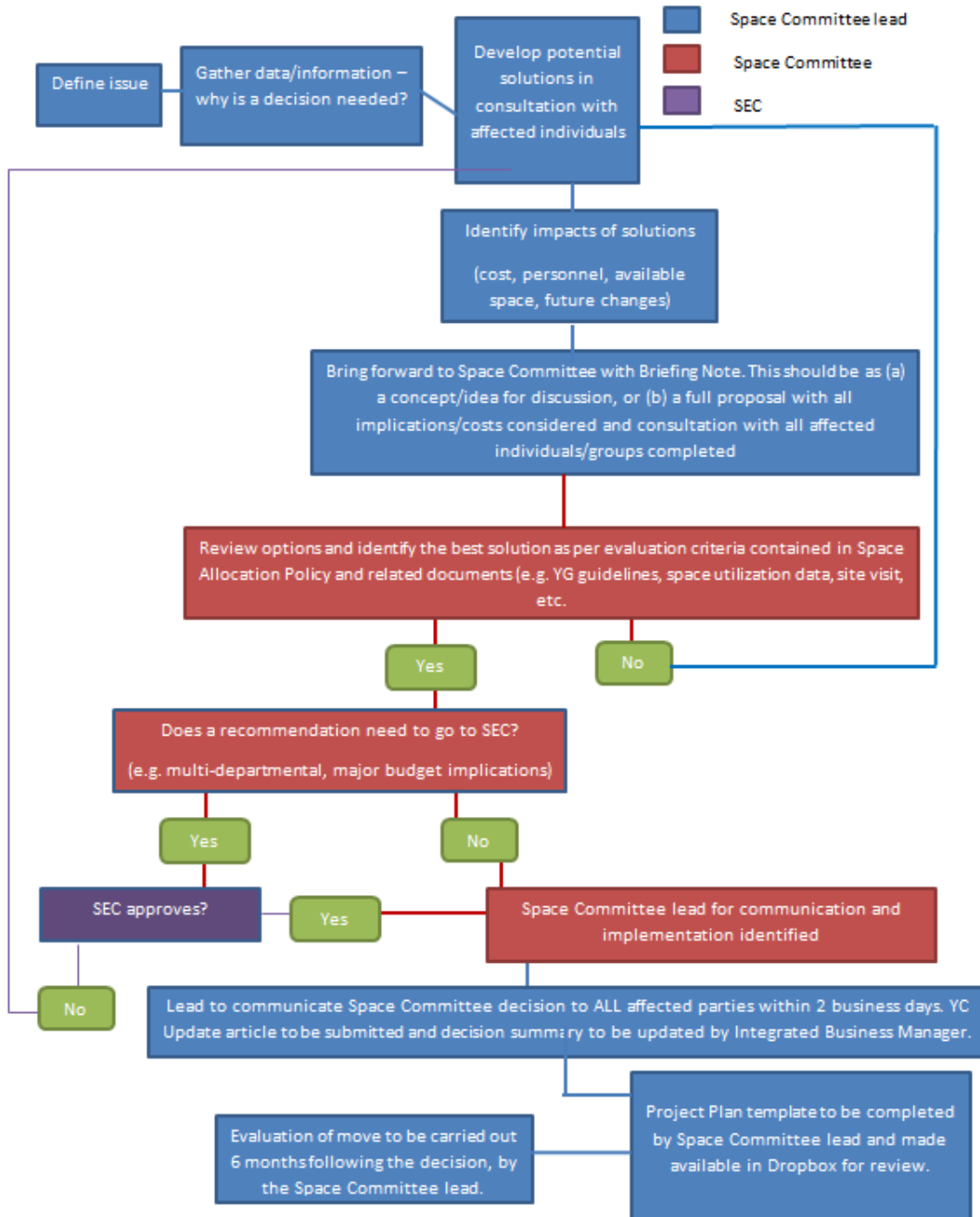
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individuals/groups within 48 hours of the meeting at which the decision was made.

4. Arrangements will be made for moves through the use of the *Help Desk* work order request system, where applicable (<http://help.yukoncollege.yk.ca/>). This ensures that all relevant parties (facilities, IT services, phone administrator) are able to coordinate a smooth transition.
5. An up to date 'Summary of Decisions' document will be available on the Space Committee portal page – this document will be maintained by the Integrated Business Manager.
6. The Space Committee lead will create and maintain a Project Plan, using the Project Plan template, for larger space allocation moves, refurbishments or renovations. This will be made available to all Space Committee members for regular review until project completion.
7. An article will be placed in YC Update following Space Committee meetings, giving a summary of recent space allocation decisions and directing interested parties to the Space Committee portal page for further information on decisions and processes followed.

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APPENDIX C – SPACE COMMITTEE PLANNING & COMMUNICATION MODEL



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ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Space Allocation
 Number: SS-15
 Submitted by: Colleen Wirth

List those consulted with in preparation of this policy:

Name	Department	Date
Space Committee	Multiple	14 August 2015
SEC	Multiple	2 September 2015

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback(*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC	September 2015		
Student Union	N/A		
Employee’s Union	September 2015		
Occupational Health and Safety	September 2015		
Academic Council	N/A		
Board or a Board subcommittee	N/A		
YC Staff	September 2015		
Space Committee following feedback	October 2015		
SEC for Final Review	October 2015		

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