



Lincoln University Space Committee (LUSC) Operating Guidelines

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A. Purpose and Scope

All University buildings, land, and facilities belong to Lincoln University and are subject to allocation and reassignment to meet the institution's overall priorities and needs, incorporating emerging industry trends and strategic innovations in space utilization and management.

The Lincoln University Space Committee (LUSC) functions as the steward for all main campus and additional location facilities. The LUSC is tasked with decisions regarding the use, renovation, and allocation of space, and planning for future allocation needs, with an emphasis on sustainable and innovative solutions.

The AVP Director of Facilities and Program Management (FPM), in consultation with the LUSC, is responsible for allocating all university space, including rental spaces at additional locations. Decisions are made after thorough consideration of all relevant factors, which include adherence to the master plan, compatibility with the existing use of space, university strategic priority, cost, and alignment with modern industry practices such as adaptive reuse and smart building technologies. FPM oversees budget planning for construction projects irrespective of the funding source.

B. Charge

- 1) Develop principles, policies, and procedures for allocating and reallocating space, integrating current industry best practices and innovations.
- 2) Review all plans and proposals for allocating and reallocating space, including but not limited to:
 - a) Transferring space between divisions
 - b) Changing the current use of space
 - c) Proposing structural changes
 - d) Reallocating vacated space
 - e) Providing space for new programs or positions
 - f) Planning new facilities
- 3) Consult with areas affected by a space request to reach a finalized space allocation agreement.
- 4) Develop and maintain a comprehensive Master Space Inventory.
 - a) Request audits of space allocation as necessary to determine current usage.
 - b) Produce reports for the President.

C. Making a Space Request

- 1) Requests for new non-academic space, reallocation of space, or change in use of space must be submitted to the LUSC using the designated [space request form](#), signed by the appropriate Vice

President. Similar space requests from academic units must be approved by the Dean of the Faculty and all requestors must appear before the LUSC.

D. Space Committee Guiding Principles

- 1) **Responsibility:** The LUSC makes all allocations of university space, both on the main campus and at additional locations, taking into account the latest trends in space management, such as flexible workspaces and collaborative environments.
- 2) **ADA Compliance:** All newly constructed University buildings and renovations will be reviewed and evaluated for ADA Guidelines to ensure accessibility and usability by individuals with disabilities.
- 3) **Transparency:** Activities of the LUSC will be fully transparent. Meeting agendas, minutes, and the status of all requests will be available for review by the university community.
- 4) **University Cohesion:** Decisions by the LUSC will aim to create a cohesive campus environment that aligns with the strategic and master plans of Lincoln University, along with fostering community and collaboration among stakeholders.

E. Space Planning Principles

- 1) **Mission Support:** The utilization of space should uphold Lincoln University's mission: To educate and empower students to lead their communities and change the world, as the nation's first degree-granting Historically Black College and University (HBCU).
- 2) **Strategic Planning:** Each division's strategic plan should include long-range space planning initiatives that integrate modern innovations in space utilization.
- 3) **Project Approval:** Before starting projects that create new space, reallocate space, or change the use of existing space, [a space request form](#) must be submitted and approved by the LUSC. For capital project requests for renovations or alterations, which may or may not include furniture, Fixtures, & Equipment (FF&E), a [Capital Project & FF&E Request form](#) must be submitted to the [Department of Facilities and Program Management](#) for review and approval.
- 4) **External Funding Review:** All proposals submitted to the [Office of Sponsored Programs](#) for external funding involving space allocation or usage changes will be reviewed by the AVP Director of Facilities and Program Management and reported to the LUSC.
- 5) **Maximized Use:** Wherever feasible, space use and assignment should be optimized for multiple functions. For example, classrooms not in use should be repurposed for departmental meetings or collaborative workspaces.

F. Priorities for Assessing Space Requests

- 1) **Teaching Space:** The highest priority is the availability of safe and accessible teaching spaces to meet course offerings and curricular needs.
- 2) **Student Experience:** The next priority is ensuring safe and accessible spaces to support a transformative student experience, including student activities and support services.

- 3) **Operational Support:** The subsequent priority focuses on providing safe and accessible spaces to support university operations and staff efficiency.
- 4) **Programmatic Co-location:** Higher priority will be given to the co-location of programmatically related activities to foster collaboration and efficiency.
- 5) **Funded Requests:** Priority consideration will be given to space requests linked to approved funding sources.
- 6) **Private Offices:** Each full-time faculty member should have access to a private office to ensure a conducive working environment.
- 7) **Privacy Over Size:** The need for privacy in office spaces is prioritized over the size of the space.
- 8) **Proximity of Supervision:** Department heads or supervisors should be located in proximity to the staff they supervise to enhance oversight and communication.

Incorporating these principles ensures that Lincoln University maintains a dynamic, functional, and forward-thinking campus environment.

G. Industry Trends and Innovations Considerations

- 1) **Sustainability:** Incorporation of sustainable practices in space planning and construction, emphasizing energy efficiency, use of renewable resources, and reduction of carbon footprint.
- 2) **Technology Integration:** Adoption of smart building technologies, including IoT (Internet of Things) for efficient space management and enhanced user experience, such as automated lighting and HVAC systems, and digital room scheduling.
- 3) **Flexibility and Adaptability:** Design and allocation of spaces that are flexible and adaptable to various needs, supporting hybrid learning and working models, shared workspaces, and collaborative environments.
- 4) **Health and Safety:** Ensuring all facilities comply with the latest health and safety guidelines, including those related to the COVID-19 pandemic, such as improved ventilation systems, touchless technologies, and social distancing accommodations.
- 5) **Inclusivity and Accessibility:** Beyond ADA compliance, spaces should be designed to be inclusive and accessible to all, considering diverse user needs and promoting universal design principles.
- 6) **Community Engagement:** Spaces should facilitate engagement with the local community and external partners, supporting outreach programs, community services, and partnerships that enrich the student experience and enhance the university's role in the broader community.