

# UCSC Silicon Valley Campus Space Management Principles, FY15-16

## Overview

The purpose of this document is to highlight space management policies for allocation of space at the UCSC Silicon Valley Campus (SVC) at 3175 Bowers, in keeping with Campus Space Management Principles (Nov. 2011) and with specific guidance from the CP/EVC.

## Campus Space Management Principles

Consistent with Space Management Principles, section 3.3, VCR Scott Brandt, as SVC Director, has been given authority for campus (non-UNEX) Silicon Valley Space as Space Control Officer. As such, OR/SVC is “the division” to which space has been allocated by the CP/EVC, and all space principles applicable to divisional space control officers also apply to administrative unit space control officers (vice provosts, vice chancellors, librarian).

## SVC Space Control Officer

Per Space Management Principles, section 5.1.3, the SVC Space Control Officer is responsible for the allocation of space to departments, units, and sub-units within SVC, as well as to other divisions for specific purposes under voluntary Temporary Transfer Agreements (section 5.4.3).

## TTAs (Temporary Transfer Agreements)

SVC supports campus strategic goals in Silicon Valley, in some cases, through temporary transfers of space to other campus units. The intent of these transfers is to enable UCSC expansion in Silicon Valley through sponsored research collaborations and the establishment of new academic programs that serve the needs of the valley. SVC TTAs will by default be year to year and the criteria for renewal may vary. For example, academic program performance as reported by the cognizant Dean would be a basis for renewal of academic program space. The amount of space allocated each year will be based on current justifications of need (which may be as simple as “No change requested.”).

Space allocated under a TTA may not be re-allocated by the receiving unit. Those to whom space has been allocated under a TTA may determine specific office assignments within that space consistent with the allocated purpose. Except for access to designated hotel offices, assignments of space to new personnel must be approved by the SVC space control officer. Applications for extramural funding requiring SVC space must also be approved by the SVC space control officer.

SVC will provide all signed TTAs to Capital Planning Space Management (CPSM) and is the sole authority for updating the Facilities Link Database in relation to SVC space.

## Office Furnishings

SVC allocated office space comes as is with basic office furniture. Units desiring alternative furniture configurations are responsible for providing it themselves or through their divisional resources, and

must store SVC provided furniture and return it to its original configuration upon release of space, unless an alternative formal arrangement is reached with SVC.

### **Faculty/Academic Office Space**

Per Space Principles, section 4.3.4, individuals shall not be assigned more than one academic office, with secondary office needs addressed via shared space assignments. Because Silicon Valley programs may enact staffing models that differ significantly from those on the main campus, it is possible that adjunct faculty in Silicon Valley may have primary office space there, while regular faculty needing secondary space may be in shared space. Irrespective of rank, the primary criteria for SVC space allocation will be i) designation of primary office, ii) frequency and amount of use, and iii) type of use. Secondary private offices may be allocated where a specific need exists. Postdocs and PhD students may be allocated shared space. Master's students may be allocated first come, first served bullpen/hotel space. Users who plan to be in the space less than two days per week will be provided hotel space.

### **Common Areas and Amenities**

SVC intends that all personnel allocated space through an SVC temporary transfer agreement shall have access to designated common areas, shared services, and building amenities.

### **Alterations, Renovations, or Improvements**

No recipient of allocated space through TTA may initiate space changes (alterations, renovations or improvements) without formal approval from SVC. Activities of this sort require a number of levels of campus approvals and must be conducted in a compliant fashion. SVC is the point of contact for both approval and management of these processes.

### **Third Party Uses**

SVC may grant space to close UC partners/collaborators as part of an allocation to a unit, consistent with the principles above. Per campus policy, we do not provide space to third parties per se, except on an appropriate lease or sub-lease basis, as determined via Purchasing and/or Real Estate.

Space affiliates may have guests in their space or common building spaces during working hours without restriction, or after hours under affiliate escort. Unescorted after-hours access will be based on campus policy.