**Charge**

Two years ago, the Planning and Budget Council charged three of its sub-committees, the Enrollment and Retention Management Committee, the Space and Facilities Committee and the Budget Committee to work on a joint project to examine issues related to our enrollment growth. The result was referred to unofficially as the “Triangle” report and covered analysis of section size, classroom utilization and scheduling, enrollment across majors, and budget.

At the request of Provost Toll, the ERMC was tasked to “re-cast” the triangle report with the latest fall numbers and project ahead 2-3 years. The committee will base the report at the strategic level. This year, in addition to updating last year’s report, the sub-committee will be looking to provide broad information on office space and staffing issues as the University continues to look at how best to manage our enrollment growth.

**Intent**

The ERMC is attempting to gather information about office/work space across campus. The University projects a five percent increase in student headcount each year for the next five years. As a result, the University is looking to maximize the space currently available and prepare for the anticipated growth in all areas.

The intent of the survey was to gather certain broad data as part of a series of reports being prepared by the Enrollment/Retention Management Committee. Of particular interest - current and potential office and work space vacancies, current and potential office and work space shortages and current and potential staffing issues relating to enrollment growth.

The survey will assist in assessing available space and space gained by reconfiguration.

**Survey Results**

The brief survey was sent on behalf of the Enrollment/Retention Management Committee (ERMC) to all Directors and Department heads on campus via email on Monday, March 3, 2014. There were a total of 68 respondents.

**Q - Anticipating your Fall 2014 hires, do you have any vacant faculty offices? If so, how many?**

A - Eight responses total approximately 11 vacant faculty offices, some of which are being utilized by adjunct instructors. One response was disregarded.

**Q - Do you currently have any vacant staff offices or workstations? If yes, how many offices? How many workstations?**

A - Of the 11 responses, a total of 13 office spaces were recognized, some of which are shared space by grants.
Q - Anticipating your Fall 2014 hires, will you be short faculty offices?

A – 20% responded that they will have no vacant faculty offices or workstations for the Fall 2014 anticipated hires.

Q - Anticipating your Fall 2014 hires, will you be short staff offices/workstations?

A – Of the 61 respondents, 31% replied that they will need additional staff offices/workstations.

Q - Are you currently working on reconfiguring your area for additional office space or workstations? If yes, how many additional work spaces/offices do you plan to gain?

A – There were 65 respondents; 72% answered that they are not reconfiguring their area. 28% responded they are reconfiguring their area for work spaces/offices. In total, approximately 40 additional work spaces/offices will be gained across the areas reconfiguring.

Q - Have you begun the process of remodeling through facilities planning?

A – 17 responded to this question, with 9 answering “No” and 8 answering “Yes”.

Q - Do you have any space available in your area to reconfigure for additional office space or work stations? If yes, please give a brief description of available space and the number of work spaces that could be gained.

A–11 responses indicated they had space available to reconfigure. Various examples of reconfigurations to increase office/workstation space were noted.

Q - Given the projected five percent growth rate, do you anticipate needing additional staff/support positions? If so, how many?

A – Of the 64 respondents, 64% responded that they anticipate needing additional staff/support positions. Respondents calculated approximately 96 projected staff/support positions.

Additional comments or suggestions.

- Colleges/Departments would like to “re-claim” space that was temporarily provided to other colleges/departments.
- Inequity in square footage of office space in regards to professional position.
- Possible non-compliance and accreditation space issues.
- Support-to-student ratios are inadequate.
- Provide off campus offices and training areas.
- Provide modular units to centralize department/divisions.
- Avoid and discourage shared office spaces for full-time positions and where confidentiality issues are a concern.