

## **Sanford Consortium Space Committee, 2018-19**

### Space Committee Membership

Adam Engler, 1st Floor Representative (through 9/30/19),  
Rob Wechsler-Reya, 2nd Floor Representative (through 9/30/21)  
Gene Yeo, 3rd Floor Representative (through 9/30/21)  
Mana Parast, 4th Floor Representative (through 9/30/20) and  
Space Committee Chair (through 9/30/19)

### 1. Summary of Committee Charge

Advisory to the Scientific Steering Committee, the Space Committee evaluates internal space use, recommends reallocation of space among resident investigators, and identifies opportunities for space to be allocated to non-resident researchers.

Space allocations at the Sanford Consortium should facilitate scientific progress and collaboration. Office, laboratory, core, and support space allocations in the Sanford Consortium are intended to respond to changing scientific priorities, space needs, and funding among members. Consequently, the Sanford Consortium Space Committee should regularly interact with investigators in the Sanford Consortium to understand and support their program objectives through appropriate space allocations.

### 2. Appointments

Each member of the Space Committee shall serve for a four-year period and represent one of the four floors in the building. During the last year of a member's service on the Committee, s/he shall be responsible for recruiting a successor. In addition, on a biennial basis, the Space Committee shall select one of its members to serve as Chair for a two-year period. In the event that a member resigns from the Committee prior to the completion of the four-year period, the Chair shall be responsible for recruiting a new member to fill the vacated position. All appointments to the Space Committee shall be endorsed by the Scientific Steering Committee.

### 3. Specific Responsibilities

- a) Provide space recommendations to the Scientific Steering Committee that include the location and amount of space recommended for reassignment, a summary of the current and proposed space use, and the estimated cost and funding source for any renovation associated with the reassignment (cost estimates should be coordinated with the Chief Operating Officer.)

- b) Meet four-to-six times per year, and perform annual reviews of space allocations on each floor. As needed, provide recommendations to: increase or decrease the amount of space allocated to individual investigators, allocate space to new initiatives, or alter the uses of shared or common space.
- c) Maintain guidelines for the use of offices, consistent with the priority of allocating balcony space to resident faculty overseeing laboratory activities in the Sanford Consortium building.
- d) Propose modifications to the committee membership and charge for consideration by the Scientific Steering Committee, as needed.

#### 4. General Space Guidelines

- a) Desks and benches are the primary units of space. Ordinarily one full-time lab researcher is entitled to one desk/bench in lab space.
- b) One module (two bays) is operationally defined as comprising eight desks and eight benches.
- c) Since each member institution has a contractual agreement to pay for defined amounts of space (including offices), proposed reallocations of laboratory space from one institution to another will require the agreement of the affected Governing Board members.
- d) Support space should be allocated and used to maximize sharing, productivity, and efficiency.
- e) Each member of the space committee should meet quarterly with the PI's on their respective floors to ensure effective space utilization, to minimize duplication of functions, and to identify common needs and associated opportunities to address those needs in shared space. Unassigned uses of kitchen and associated break rooms may occur so long as such uses are not objectionable to others using those spaces and also conform with standing Environment, Health, & Safety regulations. If concerns about such uses should arise, these should be addressed by the space committee member representing that floor and, if necessary, by the Space Committee.
- f) Space requests by Consortium faculty should be submitted in writing to the Space Committee chair, and should include a letter of endorsement from the faculty member's department chair (or equivalent.)

- g) Factors considered when evaluating space use include: effectiveness of use, degree of crowding, magnitude of extramural funding, and retention challenges.
- h) Space Committee floor representatives should not participate in the formulation of space reallocation recommendations pertaining to their respective floors.
- i) Exterior office pods shall be allocated according to the following priority order:
  - 1. Resident tenured track faculty or institutional equivalents;
  - 2. Resident non-tenure track faculty or institutional equivalents; and
  - 3. Senior research staff or non-resident faculty, including visiting scholars on sabbaticals, participating in collaborative projects.

Pod office allocations approved for individuals named in priority groups 2 and 3 above are considered to be temporary and are subject to reassignment if higher priority needs arise.

- j) Parties approved to occupy new space are responsible for funding all associated expenses, including, but not limited to, renovation, technology, infrastructure, moving and furniture costs (note that furniture purchases shall be processed according to the policies specifying approved vendors and acquisition procedures that are in place at each member's home institution.)

#### 5. Summary of Space Reassignment Process

- a) Space Committee evaluates proposed use, obtains estimated costs, if any, of associated renovation, technology, infrastructure, moving, electrical, etc. (including costs associated with both the reassigned space and the secondary effects of the reassignment that may arise if the common use is relocated) from the Chief Operating Officer, secures funding commitment from the proposing party, obtains letter of endorsement of the proposing party's department chair, and advances recommendations to the Scientific Steering Committee.
- b) Scientific Steering Committee acts on Space Committee recommendation and seeks concurrence from the Board of Directors.
- c) Chief Operating Officer prepares and reviews a revised statement of operating expenses with the chief financial administrators from the member institutions, specifies the effective invoice date, and informs the Consortium occupants of approved reassignments.