

January 10, 2018

MEMORANDUM

TO: State Board of Regents

FROM: David L. Buhler

SUBJECT: USHE – Space Utilization Project Status Update

Issue

In 2017, the Board engaged in a series of discussions regarding higher education buildings in the state. These discussions included a review of existing buildings, associated locations, and anticipated space needs based on population growth estimates. As a result of these discussions, the Board asked that the Office of the Commissioner conduct a utilization study of classroom and laboratory spaces for the system. This memo provides the Board with a brief status update of the space utilization project. The final report will be presented to the Board during the March 2018 meeting.

Background

Regent policy R751, *Capital Facilities Space Scheduling and Assignment* requires USHE institutions to develop policies addressing space utilization on campus. Over the last several months, the Office of the Commissioner has worked with the USHE institutions to identify and define appropriate utilization metrics for classrooms and laboratories consistent with industry standards.

The measures of utilization for classrooms and laboratories for USHE institutions will be:

- Room Utilization Rate (RUR) – how often a room is scheduled for use
- Station Occupancy Rate (SOR) – how many stations/seats are used of the total capacity

To ensure that institutions consistently reported similar data, Commissioner's staff met with the institutions late fall to develop a reporting standard including the identification of data elements and data definitions to provide guidance for facility utilization reporting.

Institutions are now in the process of gathering the relevant data and have been asked to submit utilization metrics to the Office in mid-January 2018. These data will be used to compile a report on institutional classroom and laboratory utilization to be presented at the March 2018 Regent meeting.

In the course of this project, the Commissioner's staff will be recommending that the Board amend policy R751 to require an annual report from each USHE institution on the utilization of classroom and laboratory facilities and will bring forward a revised policy for adoption in the March 2018 Board meeting.

Commissioner's Recommendation

This is an information item only; no action is required.

David L. Buhler
Commissioner of Higher Education

DLB/KLH/RPA