

Action Team Project

Progress Report
X Final Report

Project Title: Space Management Team **Date** 6-20-2007

The presentation to the Steering Committee will be 5-15 minutes in length and include the following:

- ✓ Updated Gantt Chart
- ✓ Copy of Steering Committee Feedback Form i.e. all approved recommendations
- ✓ Status of approved recommendations

- ✓ A brief description of how the Action Team Recommendations have been implemented and how they are becoming a part of the standard college processes and operations. Including results so far: (so instance report on the following)
 - Time saved –
 - Money saved –
 - Student Satisfaction improvement –
 - Employee Satisfaction improvement –
 - New processes created –
 - Improved existing process, how, how much, etc..
 - Teaching/Learning improvement –
 - Valuing of people improvement –
 - Cooperation improvement –
 - Communication improvement –
 - Other positive improvements –

Department Responsible for Continuing This Work:

Space Management + planning Committee

Person Responsible for Monitoring Ongoing Improvements

Copy : Tom Perin, Sarah Metzger, Stan Jensen and entire Steering Committee (approx. 30 copies)

SPACE MANAGEMENT PROGRAM
Process Management Team

Final Report
June 2007

As part of the initial series of process management teams, in the Fall of 2005 the Space Management Team was empanelled to review and develop a systematic approach for the prudent use of facility resources.

Members of the Team included:

John Aleksander
Jim Mahaney
Julee Cope
Pat Jezak
Tim Keller
Rose Kuceyeski
Alan Bethea
Tom Horrall

Project Statement: To improve the process of space management by establishing procedures to assign, move and renovate space through qualitative facility measures and development of control measures.

Once the Team had developed and agreed upon an effective project statement, their next responsibility was to define the objectives of the Team that would help define the content of their recommendations.

Objectives:

- Maintain a safe and secure environment for the students, faculty and employees of Owens Community College.
- Minimize the number of moves (churn rate) so as to reduce costs and avoid adverse impact upon operations.
- To identify the financial impact (both Capital and Operational) of requested moves.
- To better understand and plan for the trickle down effect of multiple moves and to make certain that moves are accomplished in the most cost effective manner.
- To create a clearing house for move activity so as to coordinate all moves.
- To assist moving departments by offering a systematic design to moves and thereby increasing effectiveness and reducing problems and/or interruptions of service.
- To assure that space is assigned in a manner that offers customers and employees the most productive, effective and comfortable accommodations
- To assure the space assignment remains sensitive to community and customer impact, both in function and aesthetics.

Throughout the Fall of 2005 the Team, reviewed processes, trends and industry data to accurately assess the impact of the problem. To fully understand the dynamics within the problem, the Team utilized the analytical tools provided by Dr. Jensen, included a Relations Diagram and a Force Field Analysis. The Team quickly recognized that the College has experienced a significant increase in student and campus activity, resulting in increased demands upon the facility resources of the campus. While campus activity grows in a steady and linear trend, increases in our space resources are more measured and incremental. It thereby becomes increasingly important to offer a planned and systematic approach to the review and assignment of space resources. As space is a significant capital resource, the review of spatial issues will assure the optimal use of these resources and that such use is consistent with Vision and Mission of Owens Community College.

The recommendations offered by the Team provide a comprehensive framework for the assignment of facility resources in a systematic manner. Responsibility for these principles and the equitable and optimum use of Owens Community College facility resources is distributed among the President's Council, Office of Business Affairs, Building and Grounds Department and the Capital Planning Department.

After careful consideration, the Team offered to the Steering Committee the following recommendations:

<i>Team Recommendation</i>	<i>Steering Committee Decision</i>	<i>Status, 6/20/07</i>
Orient and train employees of the space management program guidelines and processes that will allow for the effective utilization of space resources in support of the strategic direction of the College.	Yes.	Done and on-going
Formalize and expand the space planning and allocation management committee, under the direction of the Institutional Research Planner, to review and provide professional input on requested moves and renovations through the approval process.	Yes.	Done and on-going
Develop and maintain a database of CAD drawings of every room detailing utilities, furniture, ceiling, and room structure components.	Yes, continue what is currently being done. Refer to President's Council for further discussion of additional position.	President's Council elected not to create this new support position.
Utilize forms and obtain approval signatures for requested moves and renovations.	Yes.	Done and on-going

Develop a concise, written, program of requirements, that will provide requestor's rationale, project scope, funding sources, timeline, as well as, a record to track churn rate, costs, space assignments, etc.	Yes.	Done and on-going
Develop a webpage for the space management program.	Yes.	In process – to be aligned with Capital Planning department
Conduct approved moves and renovations in a timely and orderly manner while minimizing disruption to services or operations.	Yes (endorsement of goal.)	Done and on-going
Allocate human resources (CAD Technician)	See above -- refer to President's Council for consideration of new position.	Not completed. See above.
Reduce churn rate	Yes (endorsement of goal.)	Done and on-going
Secure an endorsement through a Board resolution to support the need and value of implementing the Space Management Program.	No, not necessary.	

The responsibility of maintaining the above program and associated recommendations will fall upon the Space Planning and Management Committee.

This team experience has brought real value to the College through a process that has served to formalize space planning. Throughout the process our team members remained engaged and committed to the success of the project. All members have related to a positive experience through their involvement. When asked, the Team members related to the following Pro's and Con's of the program.

Pro's

- Right people at the right time in the right place – included those with a vested interest
- Visibility of the issue
- Fresh new – cross disciplinary forum
- Addressed not just process but culture –science and art of space management

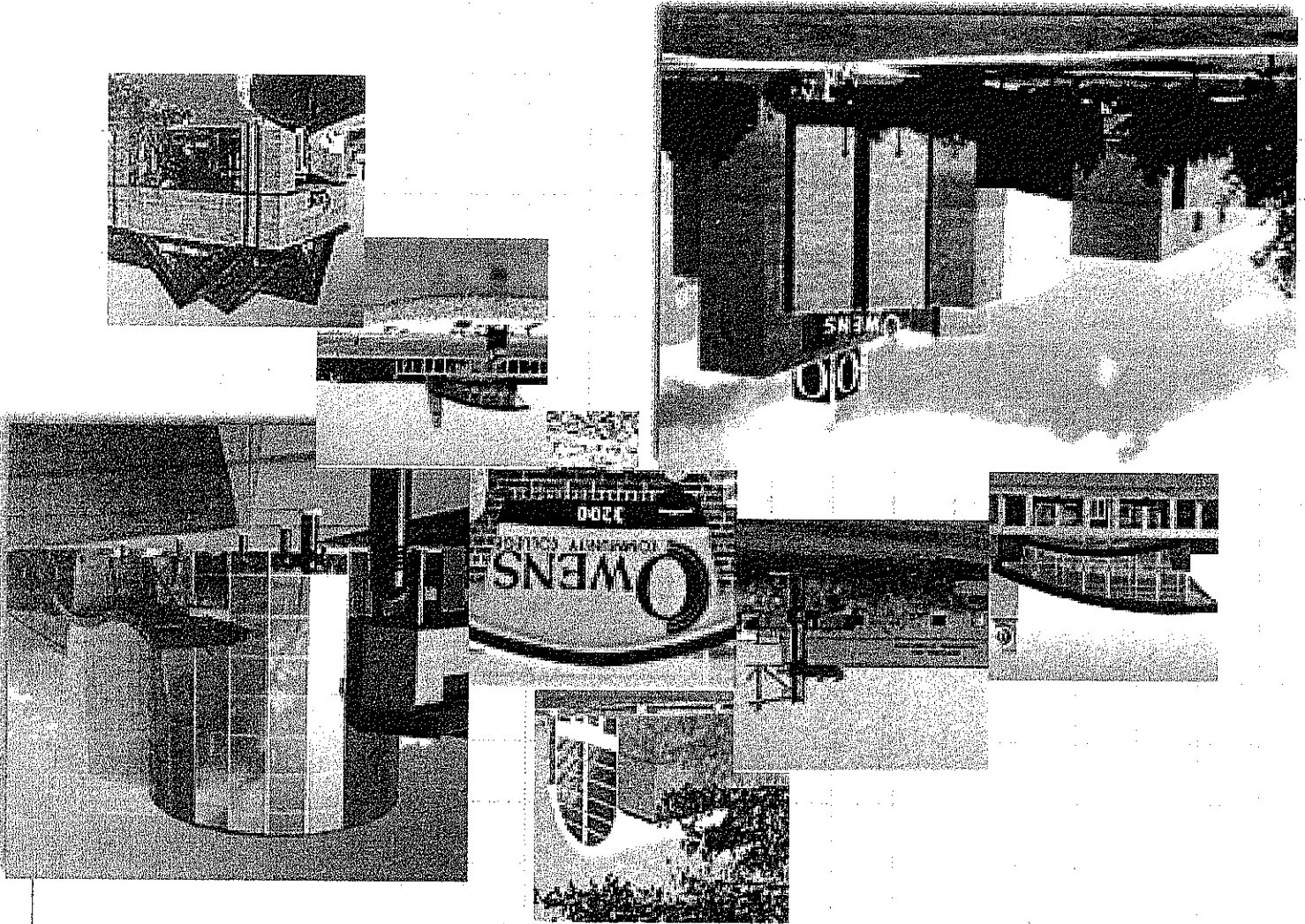
Con's

- Rapid response meant limited time resources
- Budget issues – needs to be linked with budget – helps to validate

The Team remains proud of their work and the value of their recommendations and accordingly asks the Steering Committee to accept their final report.

Space & Facility

Planning



Project Status

Forms

Committee

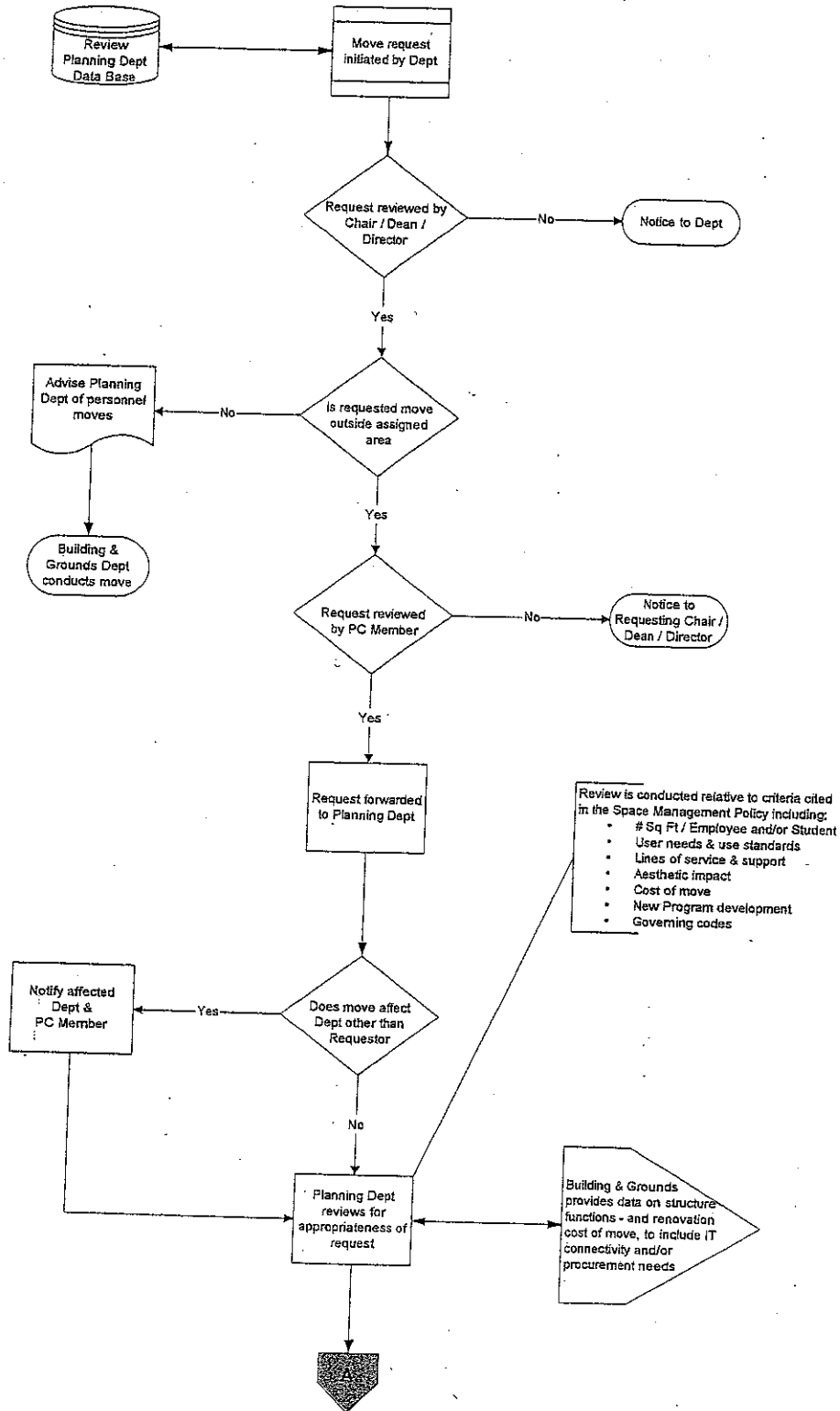
Process

Objectives

Current State

Illustration 2

Space Management Process Move Request



Space Management Process Move Request

