Comprehensive Facilities Planning, Inc.

Columbus State Community College
MASTER PLANNING
EXECUTIVE SUMMARY - CURRENT OFFICE SPACE NEEDS

Introduction

Office space and personnel data for the Columbus and Delaware Campuses and the five Regional Learning Centers (Westerville, Southwest, Dublin, Southeast and Gahanna) were collected and verified for Autumn Quarter 2011. Marysville, Pickaway, Tolles, and Southwestern (Grove City) Regional Learning Centers are not included in this analysis as they do not have dedicated office space.

The process used to calculate the office and office support space needs incorporates the current inventory and personnel data files and compares this to the calculated need. The office space need is calculated by multiplying the number or percentage of authorized positions by an appropriate office module size. The office module sizes applied in the model are based on common industry standards which are intended to provide a functional office space to accommodate the responsibilities of the positions being housed. The office calculation is compared to the current office inventory to identify the square footage difference (deficits or surplus) by type of office space. Assignable Square Feet (ASF) is the total floor or surface area of a room assigned to or available for use, including every type of space functionally usable by an occupant or user.

The office support space is calculated by providing an allowance of space for reception areas, waiting, file and copy areas, storage, work rooms, lounges, and conference rooms. The allowances are identified in the space planning assumptions outlined in the full report. The office support square footage is added to the office calculation to determine the total office space need.

Summary of Findings

The analysis of the office and office support space illustrates the following major findings:

1. Table 1 identifies the current office and office support space by location and compares this to the calculated need. Based on the office formulas used in the modeling process, the calculated need identifies an office net deficit of 19,434 ASF for all locations. The shortage represents a combination of office (8,214 ASF) and office support space (11,220 ASF).

<table>
<thead>
<tr>
<th>College Location</th>
<th>Current Office Space (ASF)</th>
<th>Number of Rooms</th>
<th>Calculated Office Space Need (ASF)</th>
<th>Difference From Current Office Space (ASF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbus Campus</td>
<td>178,050</td>
<td>1,078</td>
<td>198,756</td>
<td>-20,706</td>
</tr>
<tr>
<td>Delaware Campus</td>
<td>8,093</td>
<td>41</td>
<td>6,510</td>
<td>1,583</td>
</tr>
<tr>
<td>Westerville Center (1)</td>
<td>1,537</td>
<td>8</td>
<td>1,515</td>
<td>22</td>
</tr>
<tr>
<td>Dublin Center (1)</td>
<td>794</td>
<td>4</td>
<td>813</td>
<td>-19</td>
</tr>
<tr>
<td>Southwest Center (Bolton)</td>
<td>1,334</td>
<td>9</td>
<td>966</td>
<td>368</td>
</tr>
<tr>
<td>Gahanna Center (1)</td>
<td>500</td>
<td>5</td>
<td>954</td>
<td>-454</td>
</tr>
<tr>
<td>Southeast Center @Groveport (1)</td>
<td>374</td>
<td>1</td>
<td>602</td>
<td>-228</td>
</tr>
<tr>
<td><strong>Total Office ASF (2)</strong></td>
<td><strong>190,682</strong></td>
<td><strong>1,146</strong></td>
<td><strong>210,116</strong></td>
<td><strong>-19,434</strong></td>
</tr>
</tbody>
</table>

(1) Leased space
(2) ASF: assignable square feet

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2. The Delaware campus and the 5 Regional Learning Centers: Westerville, Dublin, Southwest (Bolton Field), Gahanna, and Southeast (Groveport) have sufficient office and office support space to accommodate the full time faculty and staff. Square footage deficits, identified in Table 1, reflect an allocation of 250 ASF that was included in the calculation for adjunct faculty as shared office space at each the Regional Learning Centers.

3. The existing office sizes by position demonstrate the inconsistencies relative to the recommended office planning modules for faculty and staff. In several cases, faculty offices in particular, were found to be much smaller than the recommended size. The 1,441 ASF space deficit for faculty offices is in part a calculated shortfall based on the smaller average office size versus the planning module of 120 ASF. With many existing offices located in a number of older facilities, the original design of these spaces may be inconsistent with the functional intent of the planning modules.

4. Senior administration positions are adequately housed based on the number of current staff to current number of offices.

5. Full time staff and clerical staff positions are housed in office areas that in many cases are shared with part-time staff and student workers. Although this may be acceptable based on the actual job responsibilities, when calculating a shared office allocation to accommodate the part-time positions, some shortages were noted.

6. Adjunct faculty offices are not provided uniformly across the College. Several departments provide office space, while others do not. Based on the assumption that 25% of the adjunct faculty are on campus at any one time, and require office space, providing an allocation of office space for adjunct faculty would increase the current office space need by about 4,000 ASF.

7. The calculated ASF need does not account for any new positions that may require an office in the near future. Those needs will be included in the projected office needs report.

8. The Columbus Campus is deficient in office support space by 12,399 square feet, with over 41% of this shortfall in the office service categories (e.g., file rooms, copy rooms, work areas, long term storage). The equitable provision within the model of office lounge and conferencing space for all departments represents the balance of the net deficit.

9. Based on the findings, the College does not appear to have any full time faculty or staff without a dedicated space to work. This is due to shared office space (room used by more than one person), smaller office modules than the recommended module, and use of leased space. However, the analysis does suggest that the College is at full capacity, and future growth in personnel cannot be accommodated without modifying the current office sizes and locations.
Recommendations

The following recommendations are offered to better manage the College resources in the future.

1. The College should determine whether offices that are smaller than the recommended office modules have a negative impact on the functional use of the room for the occupant. If some staff or faculty are in office spaces that do not meet their functional job responsibilities, the College can address these needs on a case-by-case basis. In addition, the College can review offices that show excess square footage based on the applied module and determine whether functional job responsibilities would allow the shared use of these offices or if the space should be renovated to accommodate the additional staff.

2. In order to help the College better monitor and address office needs, we recommend implementing a process to periodically update the space inventory and maintain the detailed office room type classifications and assignments that have been used in this analysis. These detailed classifications will provide a more accurate profile of office use. A crosswalk can be developed for consolidating these detailed classifications into the common categories that are required for state reporting. The office detail will be useful for future decisions relative to office assignments and space management.

3. The College may want to develop and formally adopt a written policy for the allocation of office space. This policy should outline the guidelines regarding office size and the allocation of space (shared or private) by position type. Furthermore, this policy should specify the square footage of offices by type, such as those module sizes used in this report. These offices sizes should be used as guidelines for future decision-making particularly as capital projects are implemented. This policy may also address the procedure(s) that will be used in re-distribution of office space among departments and divisions, based on program changes and new initiatives.

4. Underutilized offices resulting from personnel vacancies or program changes may be difficult to recapture and reassign to another department due to location and affinity issues. In some cases, reassigning unused or underutilized space will require a renovation of the space. The policy level decisions are therefore critical, and must be tied to existing condition assessments to generate renovation strategies based on available capital.

5. Because of the scope of the calculated deficit, the College should consider developing a priority ranking of need by type of space, such as making the student worker office areas, conferencing and office lounge needs secondary priorities.