

Space Utilization Committee Terms of Reference

1. Background

In November 2022, Selkirk College engaged a consultant to perform a space utilization study for all campuses and learning centres.

The scope of this study included site visits to key campuses to create as-built drawings and 3D virtual scans of each space, consultation sessions with senior staff, a review of existing college planning documents, a two-week occupancy study and a change management readiness assessment.

In June 2023, the finalized Selkirk College – Space Utilization Study was released to Selkirk College and highlights were shared at myselkirk.ca (see: [Making the Most of Space](#), outlining several recommendations for the college to consider achieving effective and consistent space utilization across all our facilities.

2. Mandate

The purpose of the Space Utilization Committee is to review, prioritize and implement the findings of the space utilization report, in a manner appropriate for the context of Selkirk College.

3. Membership and Operations

3.1 The Space Utilization Committee will comprise the following:

- Chair, Vice-President, College Services & CFO
- Chief Information Officer
- Associate Vice-President, Student Success
- Executive Director, Finance & Risk
- Director, Facilities & Business Services
- Dean, University Arts & Sciences, Academic Upgrading & Development, Mir Centre for Peace
- Dean, Industry Trades & Training, The Arts, Hospitality & Tourism
- Campus Manager
- Director, Communications & Public Engagement
- Manager, Capital Projects/Utilities
- People, Culture & Organizational Development Advisor

Resource persons to the Space Utilization Committee will consist of Selkirk College employees on an as-needed basis.

3.2 Decision will be made by consensus whenever possible. In the event of a vote, a majority of committee members is required to pass a motion. In the event of a tie, the chair may cast a second vote to break the tie.

3.3 A quorum will consist of the chair and four (4) committee members.

4. Duties and Responsibilities

4.1 Provide leadership and guidance on high-level space utilization project goals, objectives and constraints and ensure they align with the space utilization strategy and objectives.

4.2 Respond to recommendations outlined in the space utilization report's key findings (see Committee Strategic Initiatives).

4.3 Develop and implement a governance model to support decision-making related to usage of space at Selkirk College informed by policies.

4.4 Arbitrate and decide on space utilization decisions.

5. Accountability

5.1 The committee chair will call Space Utilization Committee meetings; provide direction as required to the membership regarding committee responsibilities; and, as required, request independent advice on various aspects of the project.

5.2 Review terms of reference annually or as needed.

6. Confidentiality Obligation

6.1 All members of the Space Utilization Committee acknowledge and agree that they have access to sensitive and confidential information related to the strategies, plans and discussions and shall maintain the confidentiality of all information shared during committee meetings, discussions and in any related documentation.

The president and both vice-presidents are considered ex-officio members of the committee permitting access to all committee information.

7. Meetings

The committee will have monthly meetings but may meet more or less frequently at the call of the chair. The schedule of meetings will be set in advance and adhered to.

Time and duration: One (1) hour

The executive assistant and vice-president, College Services & CFO, will be responsible for preparing the meeting agenda, drafting monthly minutes, and including relevant attachments for committee distribution.

Committee Strategic Initiatives

1. Optimize classroom usage by:
 - a) enabling and broadening access to classrooms across campuses;
 - b) implementing an effective and flexible classroom booking system; and
 - c) considering extending availability further by adjusting schedules into evenings and weekends to support program and enrolment growth as well as potential revenue/funding generation.
2. Engage the primary stakeholder group, namely students, regarding the current and target state student experience.
3. Review and enable operational resources to support the (re)defined usage of all space types.
4. Develop formal standards and policies to support the college's modernization efforts.
5. Innovate, centralize, and digitize key operational processes (e.g., facility requests, classroom scheduler, meeting room bookings).
6. Leverage experimentation and/or pilot opportunities where possible to permit the testing, feedback, validation and refinement of the space modernization principles and solutions.
7. Identify key performance indicators and undertake ongoing facility/space data collection in support of the college's mission and objectives.
8. Reconcile recommendations from the space utilization study with the *Campus Master Plan* and *Five-year Capital Plan* to (re)confirm priorities and sequencing.
9. Undertake a change management strategy and its implementation to ensure the gradual, successful execution of the college's transformation, with explicit and clear pathways to modernization.
10. Create a dedicated management and governance structure to oversee the planning and implementation of the college's modernization.