FACILITIES PLANNING ADVISORY COMMITTEE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	A. General
Parent Policy:	A37
Approval Date:	February 9, 2024
Effective Date:	February 9, 2024
Procedure Owner:	Director, Campus Development & Facilities Registrar & Director, Student Services

Overview:	Olds College of Agriculture & Technology (the "College") is committed to the efficient and strategic allocation of limited campus space and resources. As a key institutional priority, this procedure outlines the governing bodies and guiding principles to allocate space on campus.
Procedures:	**Facilities Planning Advisory Committee (FPAC)** The College delegates space utilization and planning to the Facilities Planning Advisory Committee (FPAC). The FPAC Terms of Reference is reviewed annually by the FPAC membership and endorsed by the Executive Leadership Team (ELT). **College Space Utilization and Allocation Guiding Principles** The FPAC adheres to the following principles for College space allocation, utilization and management: - All space is College-owned and will be treated as a common, shareable resource. - Space is a valuable limited resource and optimization is essential. - Improvements to College-owned space must be approved. All approvals will be required to demonstrate fiscal responsibility including a budget. - Space will be planned and developed for future flexibility and adaptability. - The College may re-assign, decommision or re-purpose space. - Space allocation for instructional and learning purposes will take priority over other uses. - Furniture placement, room layouts and seating capacity will be set up to meet Alberta Building and Fire Code legislation. **Allocation of Space by Category** Learning Spaces: Academic spaces are set up to support program schedules. FPAC forecasts and supports the assignment of learning space to ensure efficient allocation and utilization.

Employee Workspace and Department Space: are allocated through the associated Workspace & Department Space Allocation procedures.

Meeting Rooms: are allocated/booked using the Campus Resource Management System.

Space for Events: are allocated/booked on an ad hoc basis through the Campus Resource Management System in conjunction with the appropriate organizing department (e.g., Conference and Event Services, Internal Bookings).

Facility Rentals (Classrooms, Labs, Meeting Rooms): Are allocated/booked via a rental agreement through Conference and Event Services and logged in the Campus Resource Management System.

Ancillary Spaces: are allocated through the approved coordinating committee or subcommittee in alignment with the Facilities Planning Advisory Committee. Ancillary spaces are considered spaces that are not categorized as employee or department workspace, or other academic spaces on campus.

Learning Space Allocation Procedures
Learning space is considered a space or facility that is utilized for academic course delivery.

Learning spaces will receive a designation that will be recorded in the Campus Resource Management System that will include but is not limited to the defined room setup.

Learning space setups are reviewed and approved by FPAC. Modifications are not permitted to a room setup or designation unless approved by FPAC.

The Office of the Registrar is responsible for managing a centralized booking/scheduling system which includes the timetabling of academic space, and scheduling of supporting space in accordance with Policy D34.

The Office of the Registrar will provide an annual report on the utilization of academic learning spaces to the Facilities Planning Advisory Committee for short and long term planning.

Information Technology Services is responsible for managing the technology infrastructure. Within the scope of responsibilities:
1. Manage end user equipment such as computers, tablets, projectors, and other classroom technology.
2. Maintain an asset management plan for learning spaces. The asset management plan will be reviewed annually by the FPAC to recommend technology updates and projects for future consideration.

Employee Workspace and Service Space Allocation Procedures
All workspaces are the property of the College and are assigned according to the Workspace & Department Space Allocation procedure.

A functional area may require additional workspaces than what can be accommodated within a common space. In these cases, a workspace may be assigned to an alternative location.

	Employees are required to vacate their assigned workspace if they go on long term leave or upon a significant role change. Upon returning after an absence the individual will be assigned a workspace.
Definitions:	**Campus Resource Management System:** The system and tools used to track, assign and manage campus spaces.
Related Information:	FPAC Decision Matrix Facilities Planning Advisory Committee Terms of Reference
Review Period:	3 years
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