Memorandum

From: Dan Kain, Vice Provost for Academic Personnel

To: [To be filled]

Subject: Temporary Space Assignment with Faculty Services Building

Date: March 5, 2012

The University Space Committee has reviewed your space request for office space for the Cumbus. The committee has recommended, and the President has approved, a temporary assignment of office space within Faculty Services Building. This temporary assignment will remain in effect until further notice. The committee understands that you requested office space that is accessible to faculty but not in a high-traffic area. At this time there is no office space available on north campus to assign to the office. The committee will contact you when an area on north campus or the smaller office within faculty becomes available.

cc: Space Committee Members

Liz Cribb

The office 132 C is now vacated and the Cumbus operation can proceed with move-in.

Cumbus Operations

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Liz Cribb
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<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Description</th>
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<td>1/10/12</td>
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**Routing**

- Are Hobbes Available? Yes [X] No [ ]
- Are Renovations Needed? Yes [X] No [ ]
  
**Research Program/Center**

- Research program/center: [ ]
- Area of emphasis: [ ]
- Estimated enrollment: [ ]
-if applicable, estimated enrollment: [ ]
- Estimated budget: [ ]
- Estimated space needed: [ ]
- Proposed space needed: [ ]

**Space Required**

- Type of space: [ ]
- Additional space: [ ]
- Special requirements: [ ]
- Special equipment: [ ]

**Location**

- Location on the campus: [ ]
- Specific building and area: [ ]
- Office space for members: [ ]
- Office space for non-members: [ ]
- Office space for community use: [ ]

**Requests Required**

- Approval of proposal: [ ]
- Approval of budget: [ ]
- Approval of space: [ ]

**Notes**

- Any other special needs: [ ]
- Any other comments: [ ]

**Other**

- Lab station capacity: [ ]
- Seating capacity: [ ]
- Size of the area: [ ]

**List the Space Needed**

- Campus Unit: [ ]
- Office or Lab: [ ]
- Office or Lab space: [ ]

**Date**

- 1/10/11
- Approval Date: [ ]

**Request for Space Reallocation**

Space Planning and Space Utilization Committee
while enhancing accessibility of the ombuds services.

Campus, this request represents our attempt to accommodate the needs of the SBS programs, for the ombuds program to locate it on north campus, given the number of faculty at that end of campus. This has created a need for this space. At the same time, these may be advantages that were not anticipated. However, the growth of the ombuds program in SBS West, the ombudsman’s office is inadequate. Currently housed in SBS- West, The ombudsman provides a confidential service for faculty and administrators.

A justification based on the university strategic priorities, personal needs, projected growth of programs and other relevant factors must accompany this form.

REQUEST FOR SPACE REALLOCATION

SPACE PLANNING AND SPACE UTILIZATION COMMITTEE