Non-Instructional Space Task Force
Matthew Tomaszewski, Associate Provost for Capital Planning, Chair
Lori Beeson, Senior Facilities Planner, Technology Services at Illinois
Tammy Collins, Facilities Manager, College of Education
Michal Delorenzo, Associate Chancellor, Office of the Chancellor
Rob Fritz, Director of Facilities, Beckman Institute for Advanced Science and Technology
Tom Johnson, Professor, Geology, College of Liberal Arts and Sciences
Jennifer Jorstad, Assistant Dean for Administration, College of Media
Greg Larson, Director of Facilities, College of Engineering
*Jennifer Otto, Assistant Director, Government Costing, OBFS
Derek Fultz, Director of Facilities, College of Liberal Arts and Sciences
Doug Wolters, Director of Operations, College of Agricultural, Consumer, and Environmental Sciences
Chad Kupferschmid, Facilities Information Management Coordinator, Facilities & Services, Ex Officio
Jill A. Maxey, Associate Director for Space Analysis, Division of Management Information, Ex Officio

Dear Colleagues,

You have been nominated to serve on a task force entitled the “Non-Instructional Space Task Force” to continue to provide advice on non-instructional space utilization at the Urbana campus for the academic year 2015 – 2016. This task force began in December 2012 based on the recommendation by the Stewarding Excellence @ Illinois Space Utilization review and now continues into its third year. The major responsibilities of this task force include:

a. Develop policies governing the assignment of space to promote the most efficient use of one of the University’s most valuable and limited resource, e.g., the assignment of research labs, multiple lab spaces, corridors, storage and/or options for shared use space.
b. Develop a formal space request process.
c. Develop a formal variance request process.
d. Investigate and pursue implementation of People in Space, Change Requests, and the online Space Survey through ARCHIBUS/Web Central.
e. Monitor space allocations and Provost Space Bank.
f. Continue to generate guiding principles for use, condition, and amenities of non-instructional space for inclusion in the campus-wide space management plan.
g. In concert with the Office of the Provost, develop communication plans to share information with faculty, staff, and students and to receive feedback from them as well.

I hope that you will accept this assignment to serve on this task force for the campus. Matthew Tomaszewski has agreed to chair the task force and Rebecca Nash will schedule the meetings. The first meeting will be used to further discuss this charge, answer any questions, and to establish a timeline for accomplishing the objectives of the task force. I’m grateful for your willingness to serve on this important endeavor.

Sincerely,

[Signature]
Edward J. Feser
Interim Vice Chancellor for Academic Affairs and Provost Designate