The Executive Space Planning Group is charged with overseeing and advising the president on all matters related to space planning and space use as it relates to Kennesaw State University’s strategic priorities. The group will use the following principles to guide their decisions:

- Space is a limited and shared resource and will be efficiently utilized to serve the University as a whole.
- Student success and the impact on student outcomes should be a primary consideration for all space planning decisions.
- Effective space planning will support Kennesaw State University's Strategic Plan and Campus Master Plan. Any decisions regarding use of space that do not support the strategic plan or campus master plan must be approved by the president.
- Effective space management is logical, transparent, and data-informed. Units requesting additional space will be expected to demonstrate they are using current space to its maximum efficiency.
- Instructional facilities and student support will be given highest priority at the center of each campus. To the extent feasible, non-academic administrative units shall be located on the perimeter of each campus.
- Reuse and adaptation of existing space is encouraged over new construction or major renovation.
- The University will prioritize living/learning environments to enhance the academic mission in places where students live and interact.
- Synergies created by placing like groups and functions in close proximity will be considered.
- The University’s impact on and ability to share resources with the community will be considered.
- Primary occupants of University space will be university units as opposed to outside entities.
- The University will reserve adequate swing space for construction projects, program growth expansion, and unexpected or emergency needs.

The committee is strategic in nature and will advise the president on matters regarding:

- Multi-pronged moves
- Renovations of 50,000 square feet or more space
- Projects over $250,000
- Whole department moves
- Changes in use of space (academic to operational and vice versa)
- Options to lease or rent space
- Use of student fees
- Any working group decisions that are being disputed

To facilitate this process, the committee will receive:

- Priority lists for project work
- Space utilization data
- Small and large capital project proposals
Members:

1) Chief Administrative Officer (Co-Chair)
2) Provost (Co-Chair)
3) Chief Information Officer
4) Chief Research Officer
5) Chief Business Officer
6) Vice President for Student Affairs
7) Vice President of Enrollment Services
8) Dean of a College (rotated annually)

Ex-officio members will be the AVP for Facilities and the Director of Planning, Design and Construction (and other specialty members to provide information as needed).

*Ad hoc working groups may be established as needed to solve any issue that require assistance across departments with specialty knowledge and can be formed by the Executive Group for a set period of time.*

The **Space and Project Working Group** will be responsible for overseeing and advising the chief administrative officer on changes in space purpose or office moves outside of department area as well as recommendations to the Executive Committee on larger space requests that come into the centralized request portal.

Additionally, the working group will be responsible for the review and approval of projects up to $50,000, while giving recommendations to the Executive Group for any project requests over this limit.

This is an operational group that would meet monthly and develop the annual report of space management and project activity on campus.

**Representatives are as follows:**

1) Senior Director of Planning, Design & Construction (Chair)
2) AVP Facilities
3) Campus Services representative
4) Student Affairs representative
5) Senior AVP for Academic Affairs
6) Academic Fiscal Affairs Office
7) Director of Budget Operations
8) Enrollment Services representative
9) Associate Dean of a College (rotated annually)

Ex-Officio members will be Campus Planner, Assistant Director for Planning, and Director of Real Estate as well as any person who can provide specialty information on an as-needed basis.