

# LOUISIANA STATE UNIVERSITY

## COMPREHENSIVE & STRATEGIC CAMPUS MASTER PLAN

### APPENDIX C - Administrative & Support Space Study Findings



## LSU Final Report – Appendix C: Administration Space Study

As part of the master planning team, JMZ Architects and Planners, P.C. was engaged to evaluate the space needs of the University's administrative departments. JMZ had previously completed a space audit directly for LSU in April 2016 that included a field review of 3,982,136 NSF of academic space on the Baton Rouge Campus to verify its use. The University wisely decided to conduct the academic space audit in advance of this Facilities Master Plan. The resulting report and supporting data was shared with the master planning team to advance their understanding of LSU's academic space.

As the use of academic space was being considered by the planning team, JMZ conducted 25 meetings with over 40 individuals representing 32 administrative departments. These departments occupied 168,518 net square feet (NSF) in 11 buildings at the time.

Insert map created for section 3.2 of draft report here please

Department representatives received space-related and future staffing questions in advance. Discussions with the planning team focused on the adequacy of the existing space to support the current and future needs of each department. Interviewees were also asked to identify ideal adjacencies among their departments to work efficiently, share resources, and provide excellent service to the campus community. An overarching goal was established to identify the highest and best use of the existing buildings on the Baton Rouge campus.

The primary themes identified in administrative space programming sessions were:

### Staffing

- As the University seeks efficiency within its fiscal constraints, most administrative departments will not add staff in the coming years. While additional space may be needed to "right-size" administrative functions, very little space will be needed to accommodate staff growth.
- The entire University will be affected by the transition to Workday (software) and the streamlining of accounting and human resources processes. This will result in the reorganization of administrative personnel over the course of several years.

### Department Locations

- Several departments have utilized office space in multiple buildings and have become fragmented over time. They should be consolidated to improve workflow, efficiency, and access.
- Some administrative departments currently located in the academic core of campus should be moved to make prime space available for other functions. In contrast, the President's Office and associated departments would benefit from moving into the campus core to be geographically and philosophically closer to students and faculty.
- Facility Services' functions may need to be moved to a different location to allow for expansion of academic buildings into the southern zone of the campus.

- A new location should be identified for Strategic Communications/Public Affairs to enable the Lakeshore House to be converted back to its original function as a residence hall. This would support the University's desire to enhance student life along University Lake.
- The Student Health Center needs to expand to support the growing student population.
- Additional space is needed to house the LSU Police and the Emergency Operations Center. Their current location in the Public Safety Building makes it difficult for them to operate during athletic events. Their building is located next to the Stadium and event traffic can hinder their ability to respond to calls quickly. They would prefer to be located at the perimeter of campus.

Given the number of buildings in play and the need for administrative space to be relocated and consolidated, it became evident that administrative space shifts must be carefully coordinated with and enabled by moves of academic departments.

Using standardized office sizes, a detailed space program was developed to reflect each department's specific needs.

Detailed space programs for all administrative departments included in this study are provided on the following pages.

| Position                            | NASF |
|-------------------------------------|------|
| Vice Provost                        | 320  |
| Vice President                      | 280  |
| Executive Director                  | 220  |
| Associate/ Assistant Vice President | 180  |
| Director                            | 160  |
| Assoc./ Asst. Director              | 140  |
| Large Workstation                   | 80   |
| Medium Workstation                  | 65   |

| Department  | Existing NSF   | Projected NSF  | Delta           |
|---|----------------|----------------|-----------------|
| Academic Affairs (Jane Cassidy, Matthew Lee, and staff) | 2,857          | <b>2,857</b>   | <b>0</b>        |
| Budget & Planning                                       | 3,146          | <b>3,080</b>   | <b>66</b>       |
| Dean - Graduate School                                  | 5,406          | <b>6,973</b>   | <b>(1,567)</b>  |
| Disability Services                                     | 3,577          | <b>3,577</b>   | <b>0</b>        |
| Division of Strategic Communications                    | 11,653         | <b>10,460</b>  | <b>1,193</b>    |
| Emergency Operations Center                             | 0              | <b>620</b>     | <b>(620)</b>    |
| Enrollment Management                                   | 15,529         | <b>19,605</b>  | <b>(4,076)</b>  |
| Environmental Health & Safety                           | 3,660          | <b>3,660</b>   | <b>0</b>        |
| Executive Vice President & Provost of Academic Affairs  | 1,652          | <b>1,510</b>   | <b>142</b>      |
| Facility & Property Oversight                           | 39,483         | <b>40,483</b>  | <b>(1,000)</b>  |
| Financial Systems Services                              | 1,752          | <b>1,920</b>   | <b>(168)</b>    |
| First Year Experience                                   | 2,612          | <b>3,070</b>   | <b>(458)</b>    |
| Governmental Relations and Institutional Advancement    | 1,903          | <b>2,210</b>   | <b>(307)</b>    |
| Human Resource Management                               | 6,449          | <b>6,360</b>   | <b>89</b>       |
| Office of Accounting Services                           | 14,649         | <b>14,105</b>  | <b>544</b>      |
| Office of Board of Supervisors                          | 4,353          | <b>6,735</b>   | <b>(2,382)</b>  |
| Office of CIO (in D. Boyd)                              | 3,399          | <b>1,076</b>   | <b>2,323</b>    |
| Office of Diversity                                     | 2,255          | <b>2,245</b>   | <b>10</b>       |
| Office of General Counsel                               | 1,776          | <b>2,490</b>   | <b>(714)</b>    |
| Office of Internal Audit                                | 2,954          | <b>3,040</b>   | <b>(86)</b>     |
| Office of Sponsored Programs (OSP)                      | 2,854          | <b>4,230</b>   | <b>(1,376)</b>  |
| Office of the President                                 | 4,429          | <b>4,930</b>   | <b>(501)</b>    |
| Experience LSU  | 1,503          | <b>1,860</b>   | <b>(357)</b>    |
| Parking and Transportation Services                     | 2,623          | <b>3,150</b>   | <b>(527)</b>    |
| Police and Public Safety                                | 3,809          | <b>5,093</b>   | <b>(1,284)</b>  |
| Procurement & Property Management                       | 3,315          | <b>3,950</b>   | <b>(635)</b>    |
| Risk Management   | 1,948          | <b>2,270</b>   | <b>(322)</b>    |
| University Registrar                                    | 4,901          | <b>5,710</b>   | <b>(809)</b>    |
| User Support & Student IT Enablement                    | 4,912          | <b>4,912</b>   | <b>0</b>        |
| Vice Chancellor - Research                              | 3,056          | <b>3,042</b>   | <b>14</b>       |
| Vice President Finance & Administration/CFO             | 6,284          | <b>6,230</b>   | <b>54</b>       |
| Vice President for Student Affairs                      | 1,861          | <b>1,861</b>   | <b>0</b>        |
| VP of Human Resource Management & Risk Management       | 1,618          | <b>1,875</b>   | <b>(257)</b>    |
| <b>Total</b>  | <b>172,178</b> | <b>185,189</b> | <b>(13,011)</b> |

While 60 percent of the departments require some additional space to properly meet their future needs, especially Enrollment Management and the Office of Sponsored Programs, it represents only an eight percent increase (13,011 NSF) over existing net square footage. The following table summarizes the projected administrative space.

| Department   | Existing HC | Projected HC | Existing NSF | Projected Need NSF | Comments                               |
|--|-------------|--------------|--------------|--------------------|--|
| <b>Academic Affairs (Jane Cassidy, Matthew Lee, and staff)</b> |             |              |              |                    |  |
| Office   |             |              | 255          | 255                | T. Boyd 150; Maintain current location |
| Office   |             |              | 198          | 198                | T. Boyd 151                            |
| Office Service   |             |              | 148          | 148                | T. Boyd 152                            |
| Office   |             |              | 198          | 198                | T. Boyd 153                            |
| Office Service   |             |              | 157          | 157                | T. Boyd 154                            |
| Office   |             |              | 198          | 198                | T. Boyd 155                            |
| Office   |             |              | 408          | 408                | T. Boyd 156                            |
| Conference Room  |             |              | 289          | 289                | T.Boyd 156A                            |
| Office Service   |             |              | 10           | 10                 | T.Boyd 156B                            |
| Office Service   |             |              | 15           | 15                 | T.Boyd 156C                            |
| Office   |             |              | 150          | 150                | T.Boyd 156D                            |
| Office   |             |              | 523          | 523                | T.Boyd 156D1                           |
| Office   |             |              | 244          | 244                | T.Boyd 156D2                           |
| Office Service   |             |              | 24           | 24                 | T.Boyd 156D1A                          |
| Storage  |             |              | 40           | 40                 | T. Boyd 142                            |
| <b>Total</b>   | <b>0</b>    | <b>0</b>     | <b>2,857</b> | <b>2,857</b>       |  |
| <b>Budget &amp; Planning</b>                                   |             |              |              |                    |  |
| Open Plan Office Area  | 3           | 3            | 1,069        | 1,070              | T. Boyd 311                            |
| Office Service   |             |              | 116          | 120                | T. Boyd 311A                           |
| Director's Office  | 1           | 1            | 216          | 160                | T. Boyd 311B                           |
| Departmental Storage   |             |              | 32           | 35                 | T. Boyd 311B1                          |
| Office   | 1           | 1            | 190          | 120                | T. Boyd 311C                           |
| Associate Vice President & Vice Provost for Finance's Office   | 1           | 1            | 328          | 180                | T. Boyd 311D                           |
| Assistant Director's Office                                    | 1           | 1            | 193          | 140                | T. Boyd 311E                           |
| Manager's Office   | 1           | 1            | 189          | 140                | T. Boyd 311E1                          |
| Office   | 1           | 1            | 180          | 120                | T. Boyd 311F                           |
| Associate Director's Office                                    | 1           | 1            | 244          | 140                | T. Boyd 311G                           |
| Office Service   |             |              | 65           | 0                  | T. Boyd 311H                           |
| Office   | 1           | 1            | 102          | 120                | T. Boyd 311I                           |
| Departmental Storage   |             |              | 134          | 135                | T. Boyd 311J                           |
| Storage  |             |              | 32           | 30                 | T. Boyd 339; to be moved elsewhere     |
| Storage  |             |              | 56           | 50                 | T. Boyd 420; to be moved elsewhere     |
| Internal Office Circulation (20%)                              |             |              | 0            | 520                |  |
| <b>Total</b>   | <b>11</b>   | <b>11</b>    | <b>3,146</b> | <b>3,080</b>       |  |
| <b>Dean - Research and Economic Development</b>                |             |              |              |                    |  |
| Office Service   |             |              | 200          | 160                | D. Boyd 104                            |
| Staff Office   |             |              | 116          | 120                | D. Boyd 104A                           |
| Staff Office   |             |              | 98           | 120                | D. Boyd 106                            |
| Admissions/ Records Open Plan Office/ Reception                |             |              | 565          | 500                | D. Boyd 114                            |
| Record's Assistant Office                                      |             |              | 93           | 100                | D. Boyd 114A                           |
| Staff Office   |             |              | 228          | 230                | D. Boyd 114B                           |
| Office Service   |             |              | 190          | 200                | D. Boyd 114C                           |
| Staff Office   |             |              | 174          | 120                | D. Boyd 114D                           |
| Office   |             |              | 146          | 120                | D. Boyd 118                            |
| Staff Office   |             |              | 110          | 120                | D. Boyd 118A                           |
| Staff Office   |             |              | 113          | 120                | D. Boyd 118B                           |
| Staff Office   |             |              | 134          | 120                | D. Boyd 118C                           |
| Staff Office   |             |              | 123          | 120                | D. Boyd 118D                           |
| Graduate Student Office  |             |              | 317          | 300                | D. Boyd 119                            |
| Department Head Office   |             |              | 582          | 160                | D. Boyd 119A                           |
| Staff Office   |             |              | 134          | 120                | D. Boyd 119B                           |
| Office Service   |             |              | 74           | 75                 | D. Boyd 119B1                          |
| Staff Office   |             |              | 245          | 245                | D. Boyd 121                            |
| Staff Office   |             |              | 256          | 250                | D. Boyd 123                            |
| Office Service   |             |              | 347          | 300                | D. Boyd 203                            |
| Breakroom  |             |              | 248          | 240                | D. Boyd 203A                           |
| Conference Room  |             |              | 260          | 260                | D. Boyd 203B                           |
| Office Service   |             |              | 148          | 120                | D. Boyd 203C                           |
| Office   |             |              | 105          | 120                | D. Boyd 203D                           |
| Staff Office   |             |              | 244          | 240                | D. Boyd 203C1                          |
| Director of Economic Development's Office                      | 1           | 1            | 156          | 160                | Move from Himes 153 to D. Boyd         |
| Future Growth in D. Boyd                                       |             |              | 0            | 1,283              |  |
| Internal Office Circulation (20%)                              |             |              | 0            | 950                |  |
| <b>Total</b>   | <b>1</b>    | <b>1</b>     | <b>5,406</b> | <b>6,973</b>       |  |

| Department                                  | Existing HC | Projected HC | Existing NSF  | Projected Need NSF | Comments                          |
|---|-------------|--------------|---------------|--------------------|-----------------------------------|
| <b>Disability Services</b>                  |             |              |               |                    |                                   |
| Existing Space in Johnston Hall             |             |              | 3,577         | 3,577              | Move to Pleasant Hall             |
| <b>Total</b>                                | <b>0</b>    | <b>0</b>     | <b>3,577</b>  | <b>3,577</b>       |                                   |
| <b>Division of Strategic Communications</b> |             |              |               |                    |                                   |
| Storage                                     |             |              | 50            | 50                 | T. Boyd 222, 224, 228, 230        |
| Entry Lobby/Welcome Desk                    | 1           | 1            | 497           | 200                | LKS 100                           |
| Office Service/Circulation/Waiting Area     |             |              | 585           | 200                | LKS 101                           |
| AVP's Office?                               | 1           | 1            | 182           | 180                | LKS 101A                          |
| Departmental Storage                        |             |              | 179           | 180                | LKS 101B                          |
| AVP's Office?                               | 1           | 1            | 186           | 180                | LKS 101C                          |
| Storage                                     |             |              | 24            | 25                 | LKS 101D                          |
| Kitchenette                                 |             |              | 139           | 100                | LKS 101F                          |
| Conference Room                             |             |              | 390           | 540                | LKS 101G; seating for 24 at table |
| Director's Office?                          | 1           | 1            | 163           | 160                | LKS 101H                          |
| Business Manager's Office                   | 1           | 1            | 165           | 160                | LKS 101J                          |
| Lounge                                      |             |              | 194           | 200                | LKS 103                           |
| Toilet Room                                 |             |              | 28            | 0                  | LKS 103A                          |
| Student Workers                             | 3           | 3            | 147           | 105                | LKS 105                           |
| Internal Circulation                        |             |              | 100           | 0                  | LKS 107                           |
| Conference Room                             |             |              | 256           | 260                | LKS 107A                          |
| Production Coordinator's Office?            | 1           | 1            | 197           | 140                | LKS 107B                          |
| Office Coordinator's Office                 | 1           | 1            | 200           | 140                | LKS 107C                          |
| Office                                      | 1           | 1            | 159           | 120                | LKS 107D                          |
| Storage                                     |             |              | 115           | 120                | LKS 110                           |
| Storage                                     |             |              | 16            | 0                  | LKS 110B                          |
| Conference Room                             |             |              | 154           | 160                | LKS 112                           |
| Office                                      | 1           | 1            | 148           | 120                | LKS 112A                          |
| VP's Assistant's Office?                    | 1           | 1            | 308           | 200                | LKS 114                           |
| VP's Office?                                | 1           | 1            | 454           | 280                | LKS 114A                          |
| Closet                                      |             |              | 5             | 0                  | LKS 114A1                         |
| Security                                    |             |              | 237           | 180                | LKS 201                           |
| Office                                      | 1           | 1            | 185           | 120                | LKS 201A                          |
| Student Workers                             | 2           | 2            | 150           | 70                 | LKS 202                           |
| Office                                      | 1           | 1            | 185           | 120                | LKS 203                           |
| Storage                                     |             |              | 102           | 100                | LKS 204                           |
| Office                                      | 1           | 1            | 185           | 120                | LKS 205                           |
| Office                                      | 1           | 1            | 185           | 120                | LKS 207                           |
| Office                                      | 1           | 1            | 189           | 120                | LKS 209                           |
| Office                                      | 1           | 1            | 185           | 120                | LKS 211                           |
| Office                                      | 1           | 1            | 185           | 120                | LKS 213                           |
| Film Room                                   |             |              | 198           | 200                | LKS 214                           |
| Office                                      | 1           | 1            | 185           | 120                | LKS 215                           |
| Editing Room                                |             |              | 154           | 140                | LKS 216                           |
| Office                                      | 1           | 1            | 185           | 120                | LKS 217                           |
| TV Studio                                   |             |              | 374           | 380                | LKS 218                           |
| Storage                                     |             |              | 21            | 0                  | LKS 219                           |
| Storage                                     |             |              | 21            | 0                  | LKS 221                           |
| Editing Room                                |             |              | 165           | 140                | LKS 223                           |
| Office                                      | 1           | 1            | 160           | 120                | LKS 301A                          |
| Storage                                     |             |              | 111           | 100                | LKS 301B                          |
| Office                                      | 1           | 1            | 175           | 120                | LKS 301C                          |
| Office                                      | 1           | 1            | 160           | 120                | LKS 302                           |
| Office                                      | 1           | 1            | 172           | 120                | LKS 303                           |
| Office                                      | 1           | 1            | 165           | 120                | LKS 304                           |
| Conference Room                             |             |              | 185           | 180                | LKS 305                           |
| Conference Room Service                     |             |              | 175           | 0                  | LKS 305A                          |
| Office                                      | 1           | 1            | 190           | 120                | LKS 307                           |
| Office Service                              |             |              | 154           | 80                 | LKS 308                           |
| Office                                      | 1           | 1            | 185           | 120                | LKS 309                           |
| Storage                                     |             |              | 195           | 180                | LKS 310                           |
| Office                                      | 1           | 1            | 185           | 120                | LKS 311                           |
| Photo Studio                                |             |              | 193           | 200                | LKS 312                           |
| Office                                      | 1           | 1            | 185           | 120                | LKS 313                           |
| Photo Studio                                |             |              | 320           | 320                | LKS 314                           |
| Office                                      | 1           | 1            | 159           | 120                | LKS 314A                          |
| Media Production Service                    |             |              | 56            | 60                 | LKS 314B                          |
| Office                                      | 1           | 1            | 185           | 120                | LKS 315                           |
| Storage                                     |             |              | 24            | 0                  | LKS 317                           |
| Storage                                     |             |              | 22            | 0                  | LKS 319                           |
| Workroom                                    |             |              | 165           | 160                | LKS 321                           |
| Internal Office Circulation (20%)           |             |              | 0             | 1,750              |                                   |
| <b>Total</b>                                | <b>36</b>   | <b>36</b>    | <b>11,653</b> | <b>10,460</b>      |                                   |

| Department  | Existing HC | Projected HC | Existing NSF  | Projected Need NASF | Comments   |
|---|-------------|--------------|---------------|---------------------|--|
| <b>Emergency Operations Center (EOC)</b>  |             |              |               |                     |  |
| Director's Office   | 1           | 1            | 0             | 160                 | Locate in UAB  |
| Office  | 1           | 1            | 0             | 120                 |  |
| Open Office Area  | 0           | 2            | 0             | 160                 |  |
| Workroom  |             |              | 0             | 70                  |  |
| Internal Office Circulation (20%)   |             |              | 0             | 110                 |  |
| <b>Total</b>  | <b>2</b>    | <b>4</b>     | <b>0</b>      | <b>620</b>          |  |
| <b>Enrollment Management</b>  |             |              |               |                     |  |
| Existing Space in Pleasant Hall   |             |              | 15,529        | 15,529              | Pleasant Hall  |
| Open Office Area for Admissions Staff and Recruiters  |             |              | 0             | 4,076               | Move Admissions Staff and Recruiters into space vacated by Math Lab  |
| Repurpose existing space vacated by staff moving into former Math Lab:                      |             |              | 0             | 0                   |  |
| Conference rooms for meeting with students and their families                               |             |              | 0             | 0                   |  |
| Storage space for publications  |             |              | 0             | 0                   |  |
| Conference Room for 12  |             |              | 0             | 0                   |  |
| Additional private office space   |             |              | 0             | 0                   |  |
| <b>Total</b>  | <b>0</b>    | <b>0</b>     | <b>15,529</b> | <b>19,605</b>       |  |
| <b>Executive Vice President &amp; Provost of Academic Affairs (Rick Koubek &amp; Reeve)</b> |             |              |               |                     |  |
| Coordinator/Open Plan Office Area   | 1           | 1            | 447           | 450                 | UAB 115 - Lecompe  |
| Assoc. Vice Pres. for Institute Effectiveness/ Academic Planning                            | 1           | 1            | 350           | 280                 | UAB 115B - Reeve   |
| Assistant to Assoc. VP for Institutional Effectiveness                                      | 1           | 1            | 174           | 160                 | UAB 115C - Franks  |
| Executive VP & Provost Office   | 1           | 1            | 363           | 320                 | UAB 115D - Koubek  |
| Assistant to Assoc. VP for Academic Planning  | 1           | 1            | 205           | 180                 | UAB 115E - Newham  |
| Workroom  |             |              | 113           | 120                 | UAB 115A   |
| Internal Office Circulation (10%)   |             |              | 0             | 160                 |  |
| <b>Total</b>  | <b>5</b>    | <b>5</b>     | <b>1,652</b>  | <b>1,510</b>        |  |
| <b>Facility Services</b>  |             |              |               |                     |  |
| <b>Administration</b>   |             |              |               |                     |  |
|   |             |              |               |                     | Moved from UAB (1,225 NSF) to Facilities Services Building Suite 110 |
| Conference Room   |             |              | 224           | 220                 | FSB 110A1  |
| Emily Smith, Asst. to AVP/Reception/Waiting   | 1           | 1            | 210           | 210                 | FSB 110B   |
| Tony Lombardo, AVP  | 1           | 1            | 178           | 180                 | FSB 110A   |
| Workroom  |             |              | 119           | 120                 | FSB 110C   |
| Office Service  |             |              | 84            | 0                   | Circulation  |
| Internal Office Circulation (20%)   |             |              | 0             | 150                 |  |
| <b>Subtotal</b>   | <b>2</b>    | <b>2</b>     | <b>815</b>    | <b>880</b>          |  |
| <b>Planning, Design &amp; Construction</b>  |             |              |               |                     |  |
| Office  | 1           | 1            | 114           | 120                 | FSB 129  |
| Office Service  |             |              | 116           | 0                   | FSB 130  |
| Office  | 1           | 1            | 163           | 160                 | FSB 130A   |
| Office  | 1           | 1            | 95            | 120                 | FSB 130B   |
| Office Service  |             |              | 86            | 0                   | FSB 130C   |
| Office  | 1           | 1            | 112           | 120                 | FSB 130D   |
| Office  | 1           | 1            | 117           | 120                 | FSB 130E   |
| Office  | 1           | 1            | 79            | 120                 | FSB 130F   |
| Conference Room   |             |              | 93            | 0                   | FSB 130G   |
| Office  | 1           | 1            | 107           | 120                 | FSB 136  |
| Office  | 1           | 1            | 157           | 140                 | FSB 201  |
| Office  | 1           | 1            | 260           | 180                 | FSB 202  |
| Office  | 1           | 1            | 165           | 140                 | FSB 203  |
| Office  | 1           | 1            | 172           | 140                 | FSB 204  |
| Office  | 1           | 1            | 165           | 140                 | FSB 205  |
| Office  | 1           | 1            | 159           | 140                 | FSB 206  |
| Office Service  |             |              | 25            | 0                   | FSB 207  |
| Office Service  |             |              | 22            | 0                   | FSB 208  |
| Office  | 1           | 1            | 165           | 140                 | FSB 209  |
| Office  | 1           | 1            | 159           | 140                 | FSB 210  |
| Office  | 1           | 1            | 127           | 140                 | FSB 211  |
| Office  | 1           | 1            | 172           | 140                 | FSB 212  |
| Office  | 1           | 1            | 127           | 140                 | FSB 213  |
| Office Service  |             |              | 247           | 0                   | FSB 214  |
| Departmental Storage  |             |              | 58            | 0                   | FSB 215  |
| Office  | 1           | 1            | 68            | 120                 | FSB 216  |
| Office  | 1           | 1            | 209           | 140                 | FSB 221  |

| Department                                     | Existing HC | Projected HC | Existing NSF  | Projected Need NSF | Comments                                      |
|--|-------------|--------------|---------------|--------------------|---|
| Central Computer/Telecommunications            |             |              | 115           | 0                  | FSB 222                                       |
| Office   | 1           | 1            | 193           | 140                | FSB 223                                       |
| Office Service                                 |             |              | 143           | 0                  | FSB 224                                       |
| Office   | 1           | 1            | 118           | 120                | FSB 225                                       |
| Office   | 1           | 1            | 118           | 120                | FSB 227                                       |
| Office   | 1           | 1            | 118           | 120                | FSB 229                                       |
| Office Service                                 |             |              | 92            | 650                | FSB 229A                                      |
| Internal Office Circulation (20%)              |             |              | 0             | 780                |   |
| <b>Subtotal</b>                                | <b>24</b>   | <b>24</b>    | <b>4,436</b>  | <b>4,650</b>       |   |
| Facility Services                              |             |              |               |                    |   |
| Remaining space in Facilities Service Building |             |              | 26,886        | 27,000             |   |
| <b>Subtotal</b>                                |             |              | <b>26,886</b> | <b>27,000</b>      |   |
| Finance & Accounting                           |             |              |               |                    |   |
| Office Service                                 |             |              | 663           | 660                | FSA 100B                                      |
| Office   | 1           | 1            | 136           | 120                | FSA 100B1                                     |
| Office   | 1           | 1            | 125           | 120                | FSA 100B2                                     |
| Director's Office                              | 1           | 1            | 125           | 160                | FSA 100B3                                     |
| Office   | 1           | 1            | 135           | 120                | FSA 100B4                                     |
| Office   | 1           | 1            | 130           | 120                | FSA 100B5                                     |
| Office   | 1           | 1            | 130           | 120                | FSA 100B6                                     |
| Office   | 1           | 1            | 90            | 120                | FSA 100B7                                     |
| Office   | 1           | 1            | 90            | 120                | FSA 100B8                                     |
| Office   | 1           | 1            | 90            | 120                | FSA 100B9                                     |
| Internal Office Circulation (10%)              |             |              | 0             | 180                |   |
| <b>Subtotal</b>                                | <b>9</b>    | <b>9</b>     | <b>1,714</b>  | <b>1,960</b>       |   |
| Building Services                              |             |              |               |                    |   |
| Open Plan Work Area                            | 5           | 5            | 1,794         | 1,800              | FSA 100                                       |
| Open Laboratory                                |             |              | 294           | 300                | FSA 100C                                      |
| Office   | 1           | 1            | 145           | 140                | FSA 100D                                      |
| Office   | 1           | 1            | 152           | 140                | FSA 101                                       |
| Office   | 1           | 1            | 152           | 140                | FSA 102                                       |
| Office Service                                 |             |              | 148           | 140                | FSA 103                                       |
| Meeting Room                                   |             |              | 820           | 820                | FSA 104                                       |
| Office   | 1           | 1            | 172           | 140                | FSA 105                                       |
| Office   | 1           | 1            | 152           | 140                | FSA 106                                       |
| Office   | 1           | 1            | 152           | 140                | FSA 107                                       |
| Office   | 1           | 1            | 148           | 140                | FSA 108                                       |
| Conference Room                                |             |              | 252           | 260                | FSA 109                                       |
| Conference Room Service                        |             |              | 28            | 30                 | FSA 109A                                      |
| Internal Office Circulation (10%)              |             |              | 0             | 440                |   |
| <b>Subtotal</b>                                | <b>12</b>   | <b>21</b>    | <b>4,409</b>  | <b>4,770</b>       |   |
| Facilities Maintenance Storage                 |             |              |               |                    |   |
| Facilities Storage                             |             |              | 1,223         | 1,223              | Remains in existing location in Pleasant Hall |
| <b>Subtotal</b>                                | <b>16</b>   | <b>25</b>    | <b>1,223</b>  | <b>1,223</b>       |   |
| <b>Total</b>                                   |             |              | <b>39,483</b> | <b>40,483</b>      |   |
| Financial Systems Services                     |             |              |               |                    |   |
| Office   | 1           | 1            | 139           | 120                | T. Boyd 216A                                  |
| Office   | 1           | 1            | 102           | 120                | T. Boyd 216B                                  |
| Office   | 1           | 1            | 136           | 120                | T. Boyd 216C                                  |
| Office   | 1           | 1            | 115           | 120                | T. Boyd 216D                                  |
| Telecommunications Room                        |             |              | 65            | 65                 | T. Boyd 216E                                  |
| Office   | 1           | 1            | 147           | 120                | T. Boyd 216F                                  |
| Director's Office                              | 1           | 1            | 233           | 160                | T. Boyd 216G                                  |
| Office Service                                 |             |              | 44            | 45                 | T. Boyd 216H                                  |
| Telecommunications Room                        |             |              | 59            | 60                 | T. Boyd 216J                                  |
| Work Area                                      |             |              | 442           | 440                | T. Boyd 216K                                  |
| Conference Room                                |             |              | 0             | 140                |   |
| Storage (Remote)                               |             |              | 270           | 250                | T. Boyd 419A                                  |
| Internal Office Circulation (10%)              |             |              | 0             | 160                |   |
| <b>Total</b>                                   | <b>6</b>    | <b>6</b>     | <b>1,752</b>  | <b>1,920</b>       |   |



| Department  | Existing HC | Projected HC | Existing NSF | Projected Need NSF | Comments   |
|---|-------------|--------------|--------------|--------------------|--|
| <b>First Year Experience</b>                                |             |              |              |                    |  |
| Office Service  |             |              | 14           | 0                  | Johnston 100   |
| Office  |             |              | 161          | 160                | Johnston 120   |
| Office  |             |              | 169          | 160                | Johnston 121   |
| Graduate Student Office                                     |             |              | 353          | 350                | Johnston 122   |
| Conference Room   |             |              | 353          | 350                | Johnston 124   |
| Office  |             |              | 285          | 280                | Johnston 126   |
| Office  |             |              | 274          | 280                | Johnston 128   |
| Office Service  |             |              | 148          | 160                | Johnston 129   |
| Office Service  |             |              | 108          | 120                | Johnston 130   |
| Office  |             |              | 178          | 180                | Johnston 131   |
| Office  |             |              | 185          | 180                | Johnston 132   |
| Departmental Storage  |             |              | 384          | 400                | Johnston 2   |
| Internal Office Circulation (20%)                           |             |              | 0            | 450                |  |
| <b>Total</b>  | <b>0</b>    | <b>0</b>     | <b>2,612</b> | <b>3,070</b>       |  |
| <b>Governmental Relations and Institutional Advancement</b> |             |              |              |                    |  |
| Office  |             |              | 215          | 220                | UAB 111  |
| Office Service  |             |              | 98           | 100                | UAB 111A   |
| Office  |             |              | 347          | 340                | UAB 111B   |
| Office  |             |              | 287          | 280                | UAB 111C   |
| Executive Director's Office                                 |             |              | 175          | 220                | UAB 111C1  |
| Executive Director's Office                                 |             |              | 172          | 220                | UAB 111C2  |
| Office  |             |              | 152          | 140                | UAB 111C3  |
| Office  |             |              | 152          | 140                | UAB 111C4  |
| Circulation Space   |             |              | 105          | 0                  | UAB 114  |
| Office  |             |              | 200          | 180                | UAB 114A   |
| Internal Office Circulation (20%)                           |             |              | 0            | 370                |  |
| <b>Total</b>  | <b>0</b>    | <b>0</b>     | <b>1,903</b> | <b>2,210</b>       |  |
| <b>Human Resource Management</b>                            |             |              |              |                    |  |
| Office Work Area  |             |              | 757          | 760                | T. Boyd 103; 8 Employment staff could be located in a Visitor's Center at the edge of campus if location was easy to find and had accessible parking. Only need 6 workstations because recruiters are out of the office. |
| Office  |             |              | 537          | 540                | T. Boyd 110; staff located in open office areas should have cubicles with doors, per AG.   |
| Office  |             |              | 156          | 140                | T. Boyd 110D   |
| Office  |             |              | 156          | 140                | T. Boyd 110E   |
| Office  |             |              | 156          | 140                | T. Boyd 110F   |
| Office  |             |              | 143          | 140                | T. Boyd 110G   |
| Office  |             |              | 156          | 140                | T. Boyd 110H   |
| Office  |             |              | 194          | 200                | T. Boyd 110I   |
| Office  |             |              | 156          | 140                | T. Boyd 110J   |
| Office  |             |              | 162          | 140                | T. Boyd 110K   |
| Office  |             |              | 148          | 140                | T. Boyd 110L   |
| Office  |             |              | 149          | 140                | T. Boyd 110M   |
| Reception   |             |              | 320          | 320                | T. Boyd 304  |
| Office  |             |              | 141          | 140                | T. Boyd 304A   |
| Office  |             |              | 142          | 140                | T. Boyd 304B   |
| Office  |             |              | 163          | 160                | T. Boyd 304C   |
| Office Service  |             |              | 126          | 120                | T. Boyd 304D   |
| Conference Room   |             |              | 297          | 300                | T. Boyd 304D1  |
| Office  |             |              | 175          | 180                | T. Boyd 304D2  |
| Department Head Office                                      |             |              | 229          | 220                | T. Boyd 304D3  |
| Office  |             |              | 126          | 120                | T. Boyd 304E   |
| Office  |             |              | 95           | 120                | T. Boyd 304E1  |
| Office  |             |              | 117          | 120                | T. Boyd 304E2  |
| Office  |             |              | 124          | 120                | T. Boyd 304E3  |
| Office Service  |             |              | 124          | 120                | T. Boyd 304E4  |
| Office  |             |              | 256          | 240                | T. Boyd 304F   |
| Office Service  |             |              | 102          | 120                | T. Boyd 304G   |
| Office  |             |              | 120          | 120                | T. Boyd 304G1  |
| Office  |             |              | 116          | 120                | T. Boyd 304G2  |
| Office Service  |             |              | 320          | 320                | T. Boyd 304G3  |
| Office  |             |              | 117          | 120                | T. Boyd 304G4  |
| Office  |             |              | 105          | 120                | T. Boyd 304G5  |
| Office  |             |              | 140          | 140                | T. Boyd 304G6  |
| Storage   |             |              | 124          | 120                | T. Boyd 420  |
| Internal Office Circulation (10%)                           |             |              | 0            | 0                  |  |
| <b>Total</b>  | <b>0</b>    | <b>0</b>     | <b>6,449</b> | <b>6,360</b>       |  |

| Department  | Existing HC | Projected HC | Existing NSF  | Projected Need NSF | Comments   |
|---|-------------|--------------|---------------|--------------------|--|
| <b>Office of Accounting Services</b>                  |             |              |               |                    |  |
| Accounting Administration                             |             |              | 5,831         |                    | Also have 1,241 NSF of storage space in South Stadium              |
| AVP Private Office                                    | 1           | 1            |               | 180                |  |
| Business Manager Private Office                       | 1           | 1            |               | 140                | Vacant Position  |
| Workstation Cubicles                                  | 2           | 2            |               | 160                |  |
| Open Workstations                                     | 4           | 4            |               | 260                |  |
| Payroll   |             |              |               |                    |  |
| Director Private Office                               | 1           | 1            |               | 160                |  |
| Associate/ Assistant Director Private Office          | 3           | 3            |               | 420                |  |
| Workstation Cubicles                                  | 2           | 2            |               | 160                |  |
| Open Workstations                                     | 11          | 11           |               | 715                |  |
| Financial Accounting & Reporting                      |             |              |               |                    |  |
| Director Private Office                               | 1           | 1            |               | 160                |  |
| Associate/ Assistant Director Private Office          | 2           | 2            |               | 280                |  |
| Open Workstations                                     | 4           | 4            |               | 260                |  |
| Shared Break Room                                     |             |              |               | 120                |  |
| Shared Document Imaging                               |             |              |               | 400                |  |
| Shared Workroom                                       |             |              |               | 140                |  |
| Shared Small Meeting Room                             |             |              |               | 80                 | 4 Seats  |
| Shared Conference Room                                |             |              |               | 440                | 20 seats   |
| Shared Waiting Area                                   |             |              |               | 200                |  |
| Storage/ Files  |             |              |               | 400                |  |
| Internal Office Circulation (20%)                     |             |              |               | 940                |  |
| Accounting Admin./ Payroll/ Acct.. Reporting Subtotal | 32          | 32           | 5,831         | 5,615              |  |
| Accounts Payable & Travel                             |             |              | 1,764         |                    |  |
| Director Private Office                               | 1           | 1            |               | 160                |  |
| Assistant Director Private Office                     | 2           | 2            |               | 280                |  |
| Workstation Cubicles                                  | 4           | 4            |               | 320                |  |
| Open Workstations                                     | 10          | 10           |               | 650                |  |
| Small Meeting Room                                    |             |              |               | 80                 | 4 Seats  |
| Workroom  |             |              |               | 120                |  |
| Coffee Nook   |             |              |               | 30                 |  |
| Waiting Area  |             |              |               | 80                 |  |
| Internal Office Circulation (20%)                     |             |              |               | 350                |  |
| Accounts Payable & Travel Subtotal                    | 17          | 17           | 1,764         | 2,070              |  |
| Sponsored Program Accounting                          |             |              | 3,467         |                    | Department in two locations in T. Boyd; should be                  |
| Director Private Office                               | 2           | 2            |               | 320                |  |
| Manager Private Office                                | 2           | 2            |               | 280                |  |
| Account Analyst Private Office                        | 9           | 9            |               | 1,080              |  |
| Workstation Cubicles                                  | 1           | 1            |               | 80                 |  |
| Open Workstations                                     | 2           | 2            |               | 130                |  |
| Student Workstations                                  | 3           | 3            |               | 90                 |  |
| Reception/ Waiting                                    | 1           | 1            |               | 160                |  |
| Small Meeting Room                                    |             |              |               | 100                | Also used by Auditors 12 weeks/year                                |
| Storage   |             |              |               | 120                |  |
| Workroom  |             |              |               | 120                |  |
| Coffee Nook   |             |              |               | 30                 |  |
| Internal Office Circulation (20%)                     |             |              |               | 510                |  |
| Subtotal  | 20          | 20           | 3,467         | 3,020              |  |
| Bursar  |             |              | 2,905         | 0                  |  |
| Private Office (Director)                             | 1           | 1            |               | 160                |  |
| Private Offices (Assistant Directors)                 | 2           | 2            |               | 280                |  |
| Private Offices (Managers)                            | 2           | 2            |               | 240                | Three workers currently located in lobby area require more privacy |
| Workstation Cubicles                                  | 3           | 3            |               | 240                |  |
| Open Workstations                                     | 10          | 10           |               | 650                |  |
| Storage/ Vault  |             |              |               | 200                |  |
| Workroom  |             |              |               | 120                |  |
| Conference Room                                       |             |              |               | 140                | Six seats  |
| Coffee Nook   |             |              |               | 30                 |  |
| Waiting Area  |             |              |               | 200                |  |
| Internal Office Circulation (20%)                     |             |              | 0             | 460                |  |
| Bursar Subtotal                                       | 18          | 18           | 2,905         | 2,720              |  |
| Auditors  | 4           | 4            | 472           | 480                | T. Boyd Room 411   |
| Storage   |             |              | 210           | 200                | T. Boyd Room 420   |
| Subtotal  | 4           | 4            | 682           | 680                |  |
| <b>Total</b>  | <b>91</b>   | <b>91</b>    | <b>14,649</b> | <b>14,105</b>      |  |

| Department                            | Existing HC | Projected HC | Existing NSF | Projected Need NSF | Comments  |
|---------------------------------------|-------------|--------------|--------------|--------------------|---|
| <b>Office of Board of Supervisors</b> |             |              |              |                    |   |
| Board Room                            |             |              | 3,045        | 3,650              | UAB 101   |
| Committee Room (Two at 320 NSF each)  |             |              | 0            | 640                | New   |
| Meeting Room                          |             |              | 393          | 400                | UAB 104A  |
| Office Service                        |             |              | 100          | 100                | UAB 104B1   |
| Office                                |             |              | 280          | 280                | UAB 104B2   |
| Office                                |             |              | 280          | 280                | UAB 104B2A  |
| Office Service                        |             |              | 85           | 85                 | UAB 104B2B  |
| Meeting Room                          |             |              | 170          | 170                | UAB 105A1   |
| Internal Office Circulation (20%)     |             |              | 0            | 1,130              |   |
| <b>Total</b>                          | <b>0</b>    | <b>0</b>     | <b>4,353</b> | <b>6,735</b>       |   |
| <b>Office of CIO (in D. Boyd)</b>     |             |              |              |                    |   |
| Office                                |             |              | 516          | 520                | D. Boyd 204 - move to Frye; Space in Frye is reportedly adequate for future needs |
| Office                                |             |              | 126          | 120                | D. Boyd 204A - move to Frye   |
| Central Computer/Telecommunications   |             |              | 1,400        | 200                | D. Boyd 205   |
| Central Computer/Telecommunications   |             |              | 1,117        | 0                  | D. Boyd 205A  |
| Telecommunications Room               |             |              | 85           | 85                 |   |
| Telecommunications Room               |             |              | 31           | 31                 |   |
| Office                                |             |              | 124          | 120                | D. Boyd 205C- move to Frye  |
| <b>Total</b>                          | <b>0</b>    | <b>0</b>     | <b>3,399</b> | <b>1,076</b>       |   |
| <b>Office of Diversity</b>            |             |              |              |                    |   |
| Reception/Waiting                     |             |              | 437          | 435                | T. Boyd 135   |
| Office                                | 1           | 1            | 125          | 120                | T. Boyd 135D  |
| Vice Provost's Office                 | 1           | 1            | 236          | 320                | T. Boyd 135E  |
| Conference Room                       |             |              | 606          | 600                | T. Boyd 135F  |
| Office                                | 1           | 1            | 175          | 120                | T. Boyd 135G  |
| Office                                | 1           | 1            | 236          | 120                | T. Boyd 135G1   |
| Office                                | 1           | 1            | 220          | 120                | T. Boyd 135H  |
| Office                                | 1           | 1            | 220          | 220                | T. Boyd 135H  |
| Internal Office Circulation (10%)     |             |              | 0            | 190                |   |
| <b>Total</b>                          | <b>6</b>    | <b>6</b>     | <b>2,255</b> | <b>2,245</b>       |   |
| <b>Office of General Counsel</b>      |             |              |              |                    |   |
| General Counsel Private Office        | 1           | 1            | 218          | 180                | President wants 10 F/T attorneys in office by 2026.                               |
| Private Office                        | 1           | 1            | 345          | 140                |   |
| Private Office                        | 1           | 1            | 172          | 140                | Title IX Coordinator should be located near but not in GC office suite            |
| Private Office                        | 1           | 1            | 172          | 140                |   |
| Private Office                        | 1           | 1            | 208          | 140                |   |
| Private Office                        | 0           | 5            | 0            | 700                | To support five additional full-time lawyers in the department, per President     |
| Open Plan Office Area                 | 1           | 1            | 547          | 380                | Administrative Assistant  |
| Workroom                              |             |              | 114          | 120                |   |
| Coffee Nook                           |             |              | 0            | 30                 |   |
| Storage                               |             |              | 0            | 100                |   |
| Internal Office Circulation (20%)     |             |              | 0            | 420                |   |
| <b>Total</b>                          | <b>6</b>    | <b>11</b>    | <b>1,776</b> | <b>2,490</b>       |   |
| <b>Office of Internal Audit</b>       |             |              |              |                    |   |
| Office                                | 1           | 1            | 154          | 160                | MSRF 146A   |
| Office                                | 1           | 1            | 129          | 140                | MSRF 146B   |
| Office                                | 1           | 1            | 171          | 140                | MSRF 146C   |
| Office                                | 1           | 1            | 92           | 140                | MSRF 146D   |
| Office                                | 0           | 1            | 177          | 140                | MSRF 146E   |
| Office                                | 0           | 0            | 137          | 0                  | MSRF 146F   |
| Office                                | 0           | 0            | 137          | 0                  | MSRF 146G   |
| Office                                | 0           | 0            | 140          | 0                  | MSRF 146H   |
| Storage                               |             |              | 68           | 80                 | MSRF 146J   |
| Conference Room                       |             |              | 273          | 280                | MSRF 140; provide access to 12-seat conference room                               |
| Conference Room Service               |             |              | 15           | 20                 | MRSF 140A   |
| Open Plan Office Area                 |             |              | 270          | 270                | UAB 122   |
| Director's Office                     | 1           | 1            | 250          | 160                | UAB 122A  |
| Private Office                        | 1           | 1            | 250          | 140                | UAB 122B  |
| Private Office                        | 1           | 1            | 255          | 140                | UAB 122C  |
| Private Office                        | 1           | 1            | 170          | 140                | UAB 122D  |
| Private Office                        | 1           | 1            | 100          | 140                | UAB 122E  |
| Private Office                        | 1           | 1            | 117          | 140                | UAB 122F  |
| Workroom                              |             |              | 49           | 140                | UAB 122G  |
| Reception/Waiting                     |             |              | 0            | 160                |   |
| Internal Office Circulation (20%)     |             |              | 0            | 510                |   |
| <b>Total</b>                          | <b>10</b>   | <b>11</b>    | <b>2,954</b> | <b>3,040</b>       |   |

| Department  | Existing HC | Projected HC | Existing NSF | Projected Need NASF | Comments   |
|---|-------------|--------------|--------------|---------------------|--|
| <b>Office of Sponsored Programs (OSP)</b>                                 |             |              |              |                     |  |
| Open Office Area/ Grant/ Contract Specialists and Operations Coordinators | 9           | 9            | 1,301        | 720                 | Himes 202; Total of 18 FT staff including vacant Director position and new approved Grants position. |
| Future Required Offices   | 0           | 7            | 0            | 840                 | Darla anticipates need for space for 13 additional staff to support sponsored programs.              |
| Conference Room/ Breakroom  |             |              | 325          | 260                 | Himes 202A; space for 12   |
| Associate Director's Office   | 1           | 1            | 176          | 120                 | Himes 202B   |
| Executive Director's Office   | 1           | 1            | 221          | 220                 | Himes 202C   |
| Associate Director's Office   | 1           | 1            | 132          | 180                 | Himes 202D   |
| Operation's Manager Office  | 1           | 1            | 103          | 120                 | Himes 202E   |
| Grant/ Contract Manager's Office  | 1           | 1            | 101          | 120                 | Himes 202F   |
| Grant/ Contract Manager's Office  | 1           | 1            | 108          | 120                 | Himes 202G   |
| Workroom/ File Storage  |             |              | 99           | 140                 | Himes 202H   |
| Operations Coordinator's Office   | 2           | 2            | 143          | 240                 | Himes 202I   |
| Student Worker's Area   | 2           | 2            | 145          | 120                 | Himes 202  |
| Small Meeting Room  |             |              | 0            | 80                  | For small in-house meetings  |
| Kitchenette/ Breakroom  |             |              | 0            | 80                  |  |
| Reception/ Waiting  |             |              | 0            | 160                 | Waiting for up to 4  |
| Internal Office Circulation (20%)   |             |              | 0            | 710                 |  |
| <b>Total</b>  | <b>19</b>   | <b>26</b>    | <b>2,854</b> | <b>4,230</b>        |  |
| <b>Office of the President</b>  |             |              |              |                     |  |
| President's Office  | 1           | 1            | 517          | 520                 | UAB 107A   |
| Assistant to the President's Office/ Open Plan Area                       | 1           | 1            | 428          | 425                 | UAB 107  |
| Executive Secretary to the President                                      | 1           | 1            | 226          | 220                 | UAB 107C   |
| Workroom  |             |              | 55           | 60                  | UAB 107D   |
| Conference Room   |             |              | 380          | 400                 | UAB 107B   |
| Toilet Room   |             |              | 50           | 70                  | UAB 107A1  |
| Office Service  |             |              | 247          | 250                 | UAB 105A   |
| Office  |             |              | 170          | 170                 | UAB 106  |
| Office  |             |              | 246          | 250                 | UAB 106A   |
| Office Service  |             |              | 167          | 170                 | UAB 106B   |
| Office Service  |             |              | 46           | 50                  | UAB 106B1  |
| Office Service  |             |              | 88           | 90                  | UAB 108  |
| Office  |             |              | 161          | 160                 | UAB 110  |
| Conference Room   |             |              | 325          | 325                 | UAB 112  |
| Office Service  |             |              | 178          | 180                 | UAB 113  |
| Office Service  |             |              | 357          | 350                 | UAB 118  |
| Office  |             |              | 209          | 210                 | UAB 118A   |
| Storage   |             |              | 312          | 310                 | UAB 119  |
| Office Service  |             |              | 87           | 90                  | UAB 120  |
| Office  |             |              | 180          | 180                 | UAB 125  |
| Internal Office Circulation (10%)   |             |              | 0            | 450                 |  |
| <b>Total</b>  | <b>3</b>    | <b>3</b>     | <b>4,429</b> | <b>4,930</b>        |  |
| <b>Experience LSU</b>   |             |              |              |                     |  |
| Conference Room   |             |              | 190          | 200                 | Johnston 133   |
| Office  |             |              | 144          | 140                 | Johnston 134   |
| Departmental Storage  |             |              | 210          | 210                 | Johnston 134A  |
| Office Service  |             |              | 56           | 80                  | Johnston 134A1   |
| Office  |             |              | 177          | 180                 | Johnston 135   |
| Office  |             |              | 359          | 360                 | Johnston 137   |
| Office  |             |              | 192          | 200                 | Johnston 139   |
| Office  |             |              | 175          | 180                 | Johnston 140   |
| Internal Office Circulation (20%)   |             |              | 0            | 310                 |  |
| <b>Total</b>  | <b>0</b>    | <b>0</b>     | <b>1,503</b> | <b>1,860</b>        |  |

| Department   | Existing HC | Projected HC | Existing NSF | Projected Need NSF | Comments  |
|--|-------------|--------------|--------------|--------------------|---|
| <b>Parking and Transportation Services</b>                 |             |              |              |                    |   |
| Copy Room  |             |              | 74           | 74                 | UPS 107 - Require a covered, fenced area to store bicycles  |
| Storage Room   |             |              | 117          | 117                | UPS 107A  |
| TCO Room   |             |              | 185          | 185                | UPS 119   |
| Food Facilities  |             |              | 304          | 304                | UPS 120   |
| Workroom/ File Room  |             |              | 189          | 188                | UPS 127   |
| Payroll  |             |              | 208          | 208                | UPS 128   |
| Registration   |             |              | 240          | 240                | UPS 129   |
| Registration   |             |              | 195          | 195                | UPS 129A  |
| Assistant Director's Office                                |             |              | 134          | 134                | UPS 130   |
| Open Plan Office Area                                      |             |              | 234          | 234                | UPS 131   |
| Associate Director's Office                                |             |              | 178          | 178                | UPS 131A  |
| Administrative Secretary's Office                          |             |              | 185          | 185                | UPS 131B  |
| Parking Director's Office                                  |             |              | 218          | 218                | UPS 131B1   |
| Assistant to Director's Office                             |             |              | 162          | 160                | UPS 131C  |
| Reception/Waiting  |             |              | 0            | 200                | Department requires a reception area  |
| Private Office   |             |              | 0            | 120                | Reportedly require one additional office  |
| Student Worker Work Area                                   |             |              | 0            | 210                | 6 to 7 student workers in office at one time  |
| <b>Total</b>   | <b>0</b>    | <b>0</b>     | <b>2,623</b> | <b>3,150</b>       |   |
| <b>Police and Public Safety</b>                            |             |              |              |                    |   |
| Lobby (Portion)  |             |              | 91           | 91                 | UPS 100   |
| Open Plan Office (Records Sergeant)                        | 1           | 1            | 298          | 298                | UPS 101   |
| Major's Office   | 1           | 1            | 156          | 156                | UPS 101A  |
| Chief's Office   | 1           | 1            | 259          | 259                | UPS 101B  |
| PIO Captain's Office                                       | 1           | 1            | 163          | 163                | UPS 101C  |
| Uniform Patrol Captain's Office                            | 1           | 1            | 117          | 117                | UPS 101D  |
| Records Room   | 0           | 1            | 144          | 144                | UPS 101E - Turn into office/provide space for Records elsewhere   |
| Police Communications                                      |             |              | 224          | 224                | UPS 102   |
| Clerical/Administration (Two Unclassified Workers)         | 2           | 2            | 147          | 147                | UPS 105   |
| Sargent's Office (also One IT Civilian)                    | 2           | 2            | 117          | 117                | UPS 106   |
| Uniform Lieutenants (Three)                                | 3           | 3            | 189          | 189                | UPS 108   |
| Investigations   | 5           | 7            | 416          | 560                | UPS 109   |
| Captain's Office (also One Lieutenant)                     | 2           | 2            | 185          | 185                | UPS 110 - Captain moves to 101E; Lieutenant moves to larger Investigations Room; Training Lieutenant and Night Captain move into 110. |
| Computer Server  |             |              | 193          | 193                | UPS 111   |
| Locker Room  |             |              | 138          | 138                | UPS 112   |
| Interview/ Prisoner Process Area                           |             |              | 149          | 149                | UPS 114   |
| Uniform Sergeants' Office (Six Work Shifts/ Two per Shift) | 12          | 12           | 152          | 152                | UPS 115   |
| Holding Room   |             |              | 48           | 48                 | UPS 116   |
| Holding Room   |             |              | 48           | 48                 | UPS 117   |
| Meeting Room   |             |              | 351          | 351                | UPS 122   |
| Conference Room  |             |              | 224          | 224                | UPS 125   |
| Records Room   |             |              | 0            | 140                |   |
| Office for Evidence Sergeant                               | 0           | 1            | 0            | 120                |   |
| Office for New Assistant Uniform                           | 0           | 1            | 0            | 120                |   |
| Office for PD Business Manager                             | 0           | 1            | 0            | 120                |   |
| Evidence Room  |             |              | 0            | 300                | Move over from River Road Annex   |
| Armory   |             |              | 0            | 240                |   |
| Interview Room   |             |              | 0            | 100                |   |
| <b>Total</b>   | <b>31</b>   | <b>37</b>    | <b>3,809</b> | <b>5,093</b>       |   |
| <b>Procurement &amp; Property Management</b>               |             |              |              |                    |   |
| Director Private Office                                    | 1           | 1            | 210          | 160                | T. Boyd 213C2   |
| Assistant Director's Private Office                        | 1           | 1            | 180          | 140                | T. Boyd 213B  |
| Associate Director's Private Office                        | 1           | 1            | 174          | 140                | T. Boyd 213C1   |
| Records  | 1           | 1            | 163          | 140                | T. Boyd 213A  |
| Private Office   | 0           | 1            | 0            | 120                |   |
| Workstation Cubicles                                       | 16          | 16           | 1,400        | 1,280              | T. Boyd 213C  |
| Reception/Waiting  | 1           | 1            | 176          | 180                | T. Boyd 213   |
| Bid Opening Room   |             |              | 183          | 280                | T. Boyd 213C4   |
| Workroom   |             |              | 154          | 140                | T. Boyd 213C3   |
| Break Room   |             |              | 0            | 120                |   |
| File Storage   |             |              | 115          | 120                | T. Boyd 213C5   |
| Remote Storage   |             |              | 560          | 560                | T. Boyd Room 420  |
| Internal Office Circulation (20%)                          |             |              |              | 570                |   |
| <b>Total</b>   | <b>21</b>   | <b>22</b>    | <b>3,315</b> | <b>3,950</b>       |   |

| Department                                      | Existing HC | Projected HC | Existing NSF | Projected Need NSF | Comments  |
|---|-------------|--------------|--------------|--------------------|---|
| <b>Risk Management</b>                          |             |              |              |                    |   |
| Risk Management                                 |             |              | 1,948        | 0                  | Previously located in UPS Building in Rooms 124 and 126. Temporary location in UAB - unknown amount of space. |
| Deputy CIO of Risk & Security                   | 1           | 1            |              | 200                | UPS Room 124B   |
| Director  | 1           | 1            |              | 160                |   |
| Assistant Director                              | 1           | 1            |              | 140                |   |
| Manager   | 1           | 1            |              | 140                |   |
| Claims Coordinator                              | 1           | 1            |              | 120                |   |
| Claims Coordinator                              | 1           | 1            |              | 120                |   |
| Risk Analyst                                    | 1           | 1            |              | 120                |   |
| Risk Analyst                                    | 1           | 1            |              | 120                |   |
| Graduate Assistant                              | 2           | 2            |              | 160                | Workstations (80 NSF each)  |
| Conference Room                                 |             |              |              | 260                |   |
| Waiting Area                                    |             |              |              | 80                 |   |
| Workroom  |             |              |              | 140                |   |
| Coffee Nook                                     |             |              |              | 30                 |   |
| Storage   |             |              |              | 120                |   |
| Internal Office Circulation (20%)               |             |              | 0            | 360                |   |
| <b>Total</b>                                    | <b>10</b>   | <b>10</b>    | <b>1,948</b> | <b>2,270</b>       |   |
| <b>University Registrar</b>                     |             |              |              |                    |   |
| Open Plan Office Area                           |             |              | 790          | 800                | T. Boyd 112; space reportedly works well if department doesn't grow   |
| Open Plan Office Area                           |             |              | 1,341        | 1,400              | T. Boyd 112A  |
| Office  |             |              | 188          | 180                | T. Boyd 112A1   |
| Office  |             |              | 142          | 140                | T. Boyd 112A2   |
| Lounge  |             |              | 126          | 120                | T. Boyd 112A3   |
| Office  |             |              | 98           | 120                | T. Boyd 112A4   |
| Office  |             |              | 115          | 120                | T. Boyd 112A5   |
| Office Service                                  |             |              | 403          | 400                | T. Boyd 112A6   |
| Office  |             |              | 101          | 120                | T. Boyd 112A7   |
| Office  |             |              | 134          | 120                | T. Boyd 112B  |
| Office  |             |              | 218          | 220                | T. Boyd 112C  |
| Office  |             |              | 280          | 280                | T. Boyd 112C1   |
| Office  |             |              | 467          | 460                | T. Boyd 112C1A  |
| Conference Room                                 |             |              | 230          | 230                | T. Boyd 112C2   |
| Office  |             |              | 108          | 120                | T. Boyd 112C3   |
| Office  |             |              | 160          | 160                | T. Boyd 112C3A  |
| Storage   |             |              | 0            | 200                |   |
| Internal Office Circulation (10%)               |             |              | 0            | 520                |   |
| <b>Total</b>                                    | <b>0</b>    | <b>0</b>     | <b>4,901</b> | <b>5,710</b>       |   |
| <b>User Support &amp; Student IT Enablement</b> |             |              |              |                    |   |
| Existing Space in Himes Hall                    |             |              | 4,912        | 4,912              | Media Production facilities - remain in building?   |
| <b>Total</b>                                    | <b>0</b>    | <b>0</b>     | <b>4,912</b> | <b>4,912</b>       |   |
| <b>Vice Chancellor - Research</b>               |             |              |              |                    |   |
| International Research UG Office                |             |              | 162          | 162                | D. Boyd 125   |
| Office  |             |              | 187          | 187                | D. Boyd 126   |
| Business  |             |              | 292          | 292                | D. Boyd 130   |
| Office  |             |              | 234          | 234                | D. Boyd 130B  |
| Compliance Office                               |             |              | 439          | 439                | D. Boyd 131   |
| Compliance Office                               |             |              | 144          | 144                | D. Boyd 131A  |
| Compliance Office                               |             |              | 146          | 146                | D. Boyd 131B  |
| Business  |             |              | 173          | 173                | D. Boyd 132   |
| Director's Assistant's Office                   |             |              | 160          | 160                | D. Boyd 134   |
| Vice President's Office                         |             |              | 224          | 224                | D. Boyd 134A  |
| Office Service                                  |             |              | 36           | 36                 | D. Boyd 137A  |
| AVP's Office                                    |             |              | 245          | 245                | D. Boyd 139   |
| Conference Room                                 |             |              | 614          | 600                | Currently in Himes; move to D. Boyd   |
| <b>Total</b>                                    | <b>0</b>    | <b>0</b>     | <b>3,056</b> | <b>3,042</b>       |   |

| Department   | Existing HC | Projected HC | Existing NSF   | Projected Need NASF | Comments  |
|--|-------------|--------------|----------------|---------------------|---|
| <b>Vice President Finance &amp; Administration/CFO</b>       |             |              |                |                     |   |
| Open Plan Office Area  |             |              | 1,277          | 1,000               | T. Boyd 330   |
| Office   |             |              | 189            | 180                 | T. Boyd 330B  |
| Office   |             |              | 129            | 120                 | T. Boyd 330C  |
| Office   |             |              | 129            | 120                 | T. Boyd 330D  |
| Office   |             |              | 141            | 140                 | T. Boyd 330E  |
| Office   |             |              | 214            | 180                 | T. Boyd 330F  |
| Conference Room  |             |              | 255            | 255                 | T. Boyd 330G  |
| Office   |             |              | 206            | 180                 | T. Boyd 330H  |
| Vice President for Finance and Administration/CFO Office     |             |              | 356            | 320                 | T. Boyd 330H1   |
| Office   |             |              | 173            | 180                 | T. Boyd 330J  |
| Conference Room  |             |              | 217            | 220                 | T. Boyd 330K  |
| Office   |             |              | 274            | 280                 | T. Boyd 330L  |
| Existing Storage Space                                       |             |              | 1,104          | 1,100               | T. Boyd Room 419; move to alternate location                      |
| Existing Storage Space                                       |             |              | 1,485          | 1,500               | T. Boyd Room 416; move to alternate location                      |
| Existing Storage Space                                       |             |              | 135            | 135                 | T. Boyd Room 420; move to alternate location                      |
| Internal Office Circulation (10%)                            |             |              | 0              | 320                 |   |
| <b>Total</b>   | <b>0</b>    | <b>0</b>     | <b>6,284</b>   | <b>6,230</b>        |   |
| <b>Vice President for Student Affairs</b>                    |             |              |                |                     |   |
| Office Service   |             |              | 51             | 51                  | T. Boyd 134   |
| Office   | 1           | 1            | 154            | 140                 | T. Boyd 135A  |
| Office   | 1           | 1            | 187            | 180                 | T. Boyd 146   |
| Vice President's Office                                      | 1           | 1            | 369            | 320                 | T. Boyd 146A  |
| Office   | 1           | 1            | 227            | 220                 | T. Boyd 146A1   |
| Office   | 1           | 1            | 227            | 220                 | T. Boyd 146A2   |
| Office   | 1           | 1            | 203            | 120                 | T. Boyd 146B  |
| Office   | 1           | 1            | 315            | 320                 | T. Boyd 146B1   |
| Department Storage   |             |              | 128            | 120                 | T. Boyd 101   |
| Internal Office Circulation (10%)                            |             |              | 0              | 170                 |   |
| <b>Total</b>   | <b>7</b>    | <b>7</b>     | <b>1,861</b>   | <b>1,861</b>        |   |
| <b>VP of Human Resource Management &amp; Risk Management</b> |             |              |                |                     |   |
| Office   |             |              | 390            | 390                 | UAB 123; reportedly no additional space required - may have moved |
| Conference Room  |             |              | 218            | 220                 | UAB 123B  |
| Office Service   |             |              | 49             | 50                  | UAB 123B1   |
| Office   |             |              | 235            | 235                 | UAB 123C  |
| Office   |             |              | 172            | 180                 | UAB 123D  |
| Office   |             |              | 227            | 220                 | UAB 123E  |
| Office Service   |             |              | 157            | 160                 | UAB 123F  |
| Office   |             |              | 170            | 170                 | UAB 123G  |
| Internal Office Circulation (20%)                            |             |              | 0              | 250                 |   |
| <b>Total</b>   | <b>0</b>    | <b>0</b>     | <b>1,618</b>   | <b>1,875</b>        |   |
| <b>SPACE PROGRAM TOTAL</b>                                   | <b>274</b>  | <b>327</b>   | <b>168,518</b> | <b>181,529</b>      | <b>(13,011)</b>   |

## **Administrative & Support Space Recommendations**

JMZ worked closely with Vice Provost Jane Cassidy, Associate Director of Physical Plant/Facility Services Mary Miles, and NBBJ to develop a detailed matrix that explored several options for the reallocation of administrative and support space on the Baton Rouge Campus. Academic space needs and the strategic goals of the University were guiding factors in the development of the options. The following summarizes the selected option for the relocation and right-sizing of administrative departments.

### **Thomas Boyd, David Boyd, and Himes Hall for Key Administrative Offices**

- Thomas Boyd will house Academic Affairs, Accounting Services, Auditors, Budget & Planning, Financial Systems Services, the Office of Diversity, Finance & Administration, Risk Management, and Student Affairs. Storage currently located in Thomas Boyd will be moved to the River Road Annex, or a new remote storage facility, which will free up space for administrative offices.
- David Boyd will be dedicated to Research & Economic Development, Graduate School, and the Vice Chancellor of Research.
- Himes Hall will be used to accommodate the Office of Sponsored Programs, Testing, the Faculty and Staff Senate, Research (ORED), Graduate School, and other administrative departments growth needs.

### **Pleasant Hall for Student Services Departments**

Continuing Education and the NCBRT will move out of Pleasant Hall, providing space for the following student-focused departments to be collocated for improved efficiency and ease of access:

- Bursar
- Disability Services
- Enrollment Management
- First-Year Experience
- Experience LSU
- University Registrar

### **Foster Hall for President and Related Departments/Functions**

The President's Office will be relocated to Foster Hall, the symbolic head of the academic quad. Other related departments to be relocated to Foster Hall include:

- Board of Supervisors offices, meeting rooms, and Board Room
- General Council
- Governmental Relations & Institutional Advancement
- Strategic Communications/Public Affairs
- Vice President of Human Resources Management & Risk Management

### **University Administration Building (UAB) for Non-Campus Core Departments**

Several departments that have a need for public access and convenient parking will be moved to the UAB once the President moves to Foster Hall:

- Human Resource Management
- Procurement



- The Emergency Operations Center (The nearby Lod Cook Conference Center will be used in emergencies to house first responders and other essential personnel associated with the EOC.)

### **New Buildings**

- New Support Facilities Buildings will be constructed south of Gourrier Lane. This will provide an opportunity to consolidate support facilities and will free up their current location for new academic and research space.
- Relocate University Public Safety, preferably to the edge of the campus will provide a more efficient facility for the Police & Public Safety and Parking & Transportation departments. Moving Police & Public Safety out of the core of campus will also shift them away from the stadium and game day traffic, thus facilitating their ability to respond to duty calls.

Proposed department moves and space reallocations are captured in the following table.

| Proposed Building                  | Department   | Existing Building          |
|------------------------------------|--|----------------------------|
| David Boyd                         | Dean - Graduate School                             | David Boyd                 |
|                                    | Director of Economic Development's Office          | Himes                      |
|                                    | Vice Chancellor - Research                         | David Boyd                 |
|                                    | Vice Chancellor - Research                         | Himes                      |
| Fred Frey                          | Office of CIO/Telecommunications                   | David Boyd                 |
| Foster Hall                        | Board of Supervisors                               | UAB                        |
|                                    | General Council                                    | UAB                        |
|                                    | Governmental Relations & Institutional Advancement | UAB                        |
|                                    | President's Office                                 | UAB                        |
|                                    | Strategic Communications/Public Affairs            | Lakeshore House            |
|                                    | VP Human Resources Management & Risk Management    | UAB                        |
| Himes Hall                         | Office of Sponsored Programs                       | Himes                      |
|                                    | User Support & Student IT Enablement               | Himes                      |
| Support Facilities Buildings       | Administration                                     | Facility Services Building |
|                                    | Building Services                                  | Facility Services Annex    |
|                                    | Environmental Health & Safety                      | Copy & Mail                |
|                                    | Facilities Planning & Facilities Maintenance       | Facility Services Building |
|                                    | Facilities Finance & Accounting                    | Facility Services Annex    |
|                                    | Planning, Design, & Construction                   | Facility Services Building |
| New Parking Garage                 | Parking & Transport                                | University Public Safety   |
| New Public Safety Building         | Police & Public Safety                             | University Public Safety   |
| Pleasant Hall                      | Bursar   | Thomas Boyd                |
|                                    | Disability Services                                | Johnston Hall              |
|                                    | Enrollment Management                              | Pleasant Hall              |
|                                    | Facilities Maintenance (Storage)                   | Pleasant Hall              |
|                                    | First Year Experience                              | Johnston Hall              |
|                                    | Experience LSU                                     | Johnston Hall              |
|                                    | University Registrar                               | Thomas Boyd                |
| Support Facilities Building        | Financial Systems Services (Storage)               | Thomas Boyd                |
|                                    | Procurement Storage                                | Thomas Boyd                |
|                                    | VP Finance - Administrative Storage                | Thomas Boyd                |
| Thomas Boyd                        | Academic Affairs                                   | Thomas Boyd                |
|                                    | Accounting Services                                | Thomas Boyd                |
|                                    | Budget & Planning                                  | Thomas Boyd                |
|                                    | Executive VP & Provost of Academic Affairs         | UAB                        |
|                                    | Financial Systems Services                         | Thomas Boyd                |
|                                    | Internal Audit                                     | MSRF and UAB               |
|                                    | Office of Diversity                                | Thomas Boyd                |
|                                    | Risk Management                                    | University Public Safety   |
|                                    | VP Finance & Administration/ CFO                   | Thomas Boyd                |
|                                    | VP for Student Affairs                             | Thomas Boyd                |
| University Administration Building | Emergency Operations Center (EOC)                  | University Public Safety   |
|                                    | Human Resource Management                          | Thomas Boyd                |
|                                    | Procurement  | Thomas Boyd                |

## LSU FMP Interview Notes

March 17-18, 2016

### Office of Sponsored Programs (OSP) – Darya Courville

- Reports to VP for Research & Economic Development.
- Located in Himes.
- 18 FT staff including vacant director and new approved position (Grants). Minimum 8 private offices required (12 in future?). Not enough administration or support space.
- Space needs:
  - 80 SF small room for meeting with faculty
  - Larger workroom and file storage
  - Research incubator space
  - Waiting area for 3-4
  - Larger conference room for 12
  - Two student workstations
- As research grows at the University, the department grows.
- Student couriers transport files between OSP and SPA (located in Thomas Boyd).
- Would like to combine OSP and SPA in same location; share files.
- Students in the building are disruptive; would like classrooms moved out of building.
- Move 200-station testing center out of basement; maybe to student center. Basement is not accessible (no elevator in building). Basement occasionally floods and students line up outside at times, even in poor weather.
- Would like to be located closer to research schools in area with more parking; but works closely with SPA.

### Sponsored Program Accounting (SPA) – Janet Parks and Donna Torres

- Reports to VP for Finance & Administration (Dan Layzell).
- In two distantly located suites in T. Boyd. Need to bring department together.
- NCURA report indicated department is short staffed.
- Donna says SPA does not need to be collocated with OSP; more important to be located with other accounting services.
- University System Integration will result in centralization of HR and Finance functions. Finance functions will likely have stayed embedded in Colleges; HR staff may be consolidated but there is no space to locate them now. Dan Layzell will make final decision about consolidation method.
- Workday software; less efficient data entry will necessitate adding staff but there is a hiring freeze.
- 17 FT staff needs minimum 5 private offices (Director, Assistant Director, and 3 Managers). 11 analysts require quiet work space (ideally private offices) but could be in cubicles with a guest chair. 1 20-hour graduate assistant; 3 undergrad workers that share 2 workstations.
- More room for files. Must maintain 10 years of files: current year in office; 2nd year in Donna's office; 3-5 years in attic; 6-10 in stadium (these will go away).
- Auditors at SPA 12 weeks/year; dedicate 100 SF for them.
- Need 20-seat conference room 24/7.

- Require workroom with work area.
- Minimum 5 people per day pick up LSU credit cards (Lacarte) from office.
- Accounting Services doesn't need to be in center of campus but must be easily accessible.
- Accounting Services:
- Travel Accounting works with rest of accounting units. With Workday, will merge with Accounts Payable.
- Accounts Payable and Payroll work closely.
- Synergies between Procurement and Accounts Payable.
- Additional staff needs:
- Clerical staff; clerical-type work currently being done by professional staff due to lack of staff.
- Have requested 8 additional professional staff for SPA alone (because of Workday software); another 5 professional staff – one for each of the other accounting units. Minimum cubicles required that provides some level of enclosure for staff.
- NCURA Report:
- Role equity across research entities needs to be improved (OSP, SPA, AG Center & Pennington).
- Training and professional development opportunities are inadequate/inconsistent across OSA, SPA and units).
- Redundant and complex procedures should be streamlined.
- Unease among central office staff about future.
- Workday – “Assure ample resources to support implementation.”
- Charge Letter: Should OSP and SPA be combined? Fix existing problems before attempting to combine departments. May not need to in the long run.

### **Auxiliary Services – Margot Carroll**

- Union, Faculty Club, Child Care Center, Theater, Food Service (Manage Contract). Warehouse should go back to Central Service.
- Mail and Copy Services moving out of River Road Building into the Union. Will result in congestion at loading dock that is also used by retail dining.
- Food Service will stay within existing footprint.
- Student Life wants to renovate space in Union; configuration of offices could be improved. Amount of space is good and location is good.
- Faculty Club – second floor is not really used (upgrades required; it's not accessible). Would cost \$2-3 million to renovate space. Historic building - University administration will want to have a say about its use. Would like to keep as a function space.
- Child Care Center; 187 child capacity. Will only occur if vendor wants to pay for an expansion.
- “Food Deserts:” around Dairy Store; near Athletics (Stadium, etc.).
- Nicholson Development – 1,600 beds.

**Biggest Master Plan issues:** Union loading dock; food deserts (housing growth will be a big driver of need); art gallery to be used by Art School (art gallery was left out of programming for Studio Arts Building. Art Gallery in Foster Hall will become museum space.

### **Procurement – Sally McKechnie**

- Located in T. Boyd Hall; at capacity.

- 20 staff; need 5 additional staff in office and more data tech staff to “cleanse” electronic equipment that is being decommissioned.
- Legislature requiring Procurement to show cost savings of \$2.5 million this year so they can maintain autonomy. Currently \$250 million in contracts on main campus – plan to save money by consolidating University contracts.
- Interact with Accounts Payable but could be moved out of core of campus – work with other units electronically. Basically autonomous; no need to be in T. Boyd. Mostly vendors come to office.

Space needs:

- 4 private offices now; ideally would have one additional private office.
- Workstations for 4 future staff (2 for contracts); a private office for 1 future staff.
- Need larger bid opening room.
- Property Management at River Road building. When Copy/Mail moves to the Union, Property Management could use some of the vacated space. Require space for “cleansing” of all electronic equipment to remove data. Warehouse is “crammed” with equipment waiting to be “cleansed.”

#### **Student Health Center – D’Ann Morris**

- About 35,000 SF now; want to expand by 42,000 SF to accommodate current need and projected enrollment. Funding would require fee increase of \$50/student for some time; probably will not happen within the next 10 years.
- Expansion of Mental Health is an issue.
- Will outsource pharmacy in future.
- Band Hall could become Student Health Center if Music doesn’t need space.
- House Psychology Intern program and LSU Social Work Internships.
- Master plan should reflect Mental Health issues and associated need for space.

Space needs:

- 6 additional exam rooms
- 4 to 5 additional Mental Health Spaces @ 160 SF each
- Conference room
- No not require additional offices for medical professionals or for administration.
- Require more storage for equipment, not files. Basement sometimes floods; need dry storage. Storage of items on carts and shelving; require 3 times existing amount of storage space.
- Want to change waiting room into a lecture space.
- Six entrances/exits present a security problem.

#### **Emergency Operations Center (EOC)**

- Located in center of Public Safety Building, along with Risk Management, Parking, and LSU Police.
- Bed requirements: without police, need 20 beds (2 beds per room). With police, need 70 beds – more important to provide sleeping accommodations for LSU Police in times of emergency because they work 12 hour shifts. Currently use 15 rooms elsewhere on campus.
- Ideally provide separate EOC building with bunking space and food service. Could be used for other functions when not in use for emergencies.

- Manager of the EOC is a new position. Small staff; would like to add some entry level positions. Should be located with EOC, near Environmental Health & Safety (Mike Hooks group). Would like the second floor of the CMC Building.

### **LSU Police – Bart Thompson and Marshall Walters**

- Currently 74 staff; 10 vacant lines so by 2025 could have a maximum of 84 staff. Some are located at satellite locations but come on campus for training and football games. Will not add administrative positions, just patrol staff.
- Located in center of Public Safety Building, along with Risk Management, Parking, and EOC. Not a good mix of functions; should be separated.
- Visitors include representatives from outside agencies and crime victims. Require accessible parking.
- Police could easily occupy entire building; need more space.
- Difficult to get in and out of office area during events because building is next to Stadium. EOC had to move out of the building to another location during a football game.
- Short-term fix for overcrowding: move EOC and Risk Management (office functions) to a different location. LSU Police and parking could remain in building with minor modifications to separate two functions. Long-term: relocate to another location.
- Potential option: locate in Efferson Hall (currently Admin. Office for Ag Center). Building could house Police and EOC. Leave Parking in current location.
- Campus issues the master plan team should look at include dead end sidewalks and the lack of crosswalks, and the need for a dedicated bus lane to facilitate movement of mass transit, especially during events like football games. A bike study is underway.
- **Space needs:**
  - More office space (one office designed for 5 serving 7).
  - Staff room for roll call up to 10 officers; also used for writing up reports and other meetings.
  - Armory is currently located in a storage room in Mansfield, which is slated for demolition. Will require new armory space.
  - Require small interview room for meeting with victims.
  - Administrators in offices with officers.
  - Some staff located in Manship; night Captain and motorcycle training staff.
  - Evidence custodian at River Road Annex; only a unisex toilet in that building so cannot have other staff located there. Would prefer to have Evidence Room with main offices. Sargent in charge of evidence currently spends a lot of time traveling back and forth between locations.

### **Enrollment Management – Trée George and Charlotte Tullis (via phone)**

- Located in Pleasant Hall, which is a good location. The building reportedly needs approximately \$5 million in renovation work.
- Mac Lab (occupies 4,000 NSF on first floor and 4,000 NSF in basement will be moving out of the building in May 2016. Space vacated on the first floor could be renovated to accommodate Enrollment Management space needs. Admissions staff and recruiters could move into first floor area. Existing recruiter's offices could be used for private meetings.

- National Center for Biomedical Research & Training (NCBRT) occupies approximately 20,000 NSF of space in the building, mostly on the third floor. The department could be located elsewhere on the campus. Federally funded.
- Enrollment Management Staff: 10 recruiters (two per office); 2 administrators (require private offices); 8-9 admissions staff (who do not meet with people so they could be located in open plan area). May add one additional recruiter.
- Financial Aid staff: 14-15 positions; all have private offices due to confidential nature of their work. Currently space needs are met.
- Business Unit: 2 staff that require private offices.
- Athletic compliance: 2 staff that require private offices.
- Second floor: Communications & Events (7 FT staff); IT (5 FT staff - do all imaging for department); one admissions staff; classified employees/graduate assistants/student workers (mail room). Space is currently sufficient.
- Space needs:
  - Need one more private office and more open office space.
  - Quality, private conference rooms to meet with students and their families
  - Storage space for publications (approximately 40 boxes of prospect cards and many additional boxes of publications). Needs to be in humidity controlled area so basement currently is not a good location due to occasional flooding. Storage currently in Kirby-Smith and Himes; will need to be removed from those locations.
  - Conference room for 12.

#### **Registrar – Robert Doolos and Clay Benton**

- Located on first floor of T. Boyd Hall. Space is currently adequate – renovated four months ago so now is good. Have five private offices that still require refurbishment. Staff is happy.
- Plan to add one additional employee in next year or two; will divide an existing office to provide the space needed.
- If Registrar's Office takes over all classroom scheduling on the campus, would require three additional staff to handle load.
- Student information systems: Workday software being used at satellite campuses. When software goes system-wide, may need additional staff to oversee work.
- Law Center has its own Registrar (2 staff). If merged with LSU system, those staff will need to be assimilated into Registrar office.
- Need to be collocated with Bursar. Works closely with Academic Affairs, Provost, Admissions, and Financial Aid.
- Have sufficient storage; use cage area on 4<sup>th</sup> floor (attic).
- If Registrar had to expand, HR could be moved out of building (HR should be consolidated).
- There has been a "...general erosion of the classroom stock from poachers."
- Trend toward larger section sizes; need larger classrooms (up to 360 seats).

#### **Budget & Planning – Tom Smith**



- Located on third floor of T. Boyd. Current space works well. Should stay located near Provost and VP of Finance.
- Staff: 5 in IR; 5 on budget side; and Tom (Director). Two positions are currently vacant. Use students for secretary/receptionist work.
- Share kitchenette with SPA.
- Wants to shift data in "library" to electronic files.
- Workday software will require additional staff; need to fill vacant positions.
- Not many outside visitors come to office-mostly students. Mostly receive phone queries.
- Enrollment: growth will be online and through LSU Global (hope to go from 100 students to 700). Provost is considering becoming more selective. There are no official 10-year enrollment projections.

## IT – Ric Simmons

- Administrative space located in Frey, D. Boyd, Himes, and Coates (just an equipment room).
- Frey: No additional personnel long-term unless responsibilities grow at other campuses. Space is working well in terms of quantity; Sitelines is analyzing quality of space. Data Center will require less space as data is transferred to the Cloud.
- D. Boyd (second floor): Lots of telephone cables in 205. Would cost approximately \$5 million to move system out of building. Over next ten years, shift to VoIP will mean a reduction in the amount of copper cable so could reduce space. Would still require at least 200 NSF in the building for the system.
- Himes: Photography studio and space in basement. Reports to IT? Doesn't need to be in Himes-but needs to be in core of campus.
- T. Boyd: Financial Service Systems: Will require additional space, especially with the implementation of Workday

## Environmental Health & Safety – Michael Hooks

- 10 staff (one vacant position). Once position is filled, will be short of office space.
- Second floor of Copy and Mail Building is shared with Food Service.
- Good location. Work with Facilities and scientific research core (teaching safety in labs).
- There is a training room and break room. Freight elevator, not a passenger elevator in the building.
- Hazmat storage is in Public Safety Building (?). Good location at fringe of campus. Store for 90 days then shipped out. Roof of building is leaking.
- South Stadium holds the "oldest" campus records. Need a storage facility to take the place of the South Stadium.
- Ideally locate with the EOC and Risk Management; near Facilities and the scientific research core. Hazmat storage could be there too.
- Have two vehicles; need parking for people coming for training classes.

## Administrative Adjacencies Meeting

**Attendees:** Jane Cassidy, Senior Vice Provost Academic Affairs

Ryan Landry, Assistant to Vice Provost

Stephen Beck, Associate VP Research & Economic Development

Brian Antie, Associate Registrar

Tony Lombardo, Associate VP Facilities & Property Oversight

Roger Husser, Director PDC

Tammy Millican, Assistant Director, PDC

Mary Miles, Associate Director PDC

Candace Vallery, Manager, PDC

Derrick Angelloz, Manager, PDC

- **President's Office:** President would like to move to core of campus from UAB but budget issues may make it difficult. When the President's Office does move, the following positions/staff should be located nearby:

- Vice President for Finance and Administration & CFO (Dan Layzell); Associate Vice President for Operations (Sandi Gillilan); plus, three associated staff.
- Academic Affairs Interim Executive Vice President & Provost (Richard Koubek)
  - Academic Affairs Senior Vice Provost (Jane Cassidy)
  - Academic Affairs Vice Provost (Matthew Lee)
  - 12 associated staff
- Strategic Communications Vice President (position is currently vacant)
- General Counsel (Thomas Skinner) and associated staff (4, including Title 9 group).
- Jason Droddy, Vice President President's Office and his staff
- Board of Supervisor's Meeting Room
- **Vice Provost and Associate Vice President for Finance:** Report to Vice President of Finance & Administration so should be in same building with CFO.
- **Vice Provost of Diversity:** Current six offices are sufficient. Needs to be in core of campus; light foot traffic. Good location would be next to VP of Student Life & Enrollment.
- **Vice President of Student Life & Enrollment:** Locate near the President and the Vice Provost of Diversity.
- **Internal Audit:** Currently in two locations; should be together but does not have to be near President.
- **Office of Research & Economic Development (ORED):** It would be beneficial, but not necessary, for the Vice President of Research & Economic Development to be adjacent to the President.
  - Tech Transfer and the Business Incubator should stay where they are.
  - It would be beneficial if Research, the Office of Sponsored Programs, and Sponsored Program Accounting were collocated. These units should be centrally located to best serve the faculty. Require some parking.
  - ORED worked with all Colleges; Vice President reports directly to the Provost.
  - Would like a Research Incubator on campus, located in the Tech Transfer zone. Create an identity for Research on campus.
- Accounting Services:
  - Bursar is the only function that needs to remain in the center of campus; could be located separately from rest of Accounting. All other Accounting units need to be located together.
  - Lots of visitors to accounts payable and travel to pick up credit cards; location is not critical.
  - SPA does not need to be with OSP. SPA is located in two different locations; need to get them into one contiguous space.
  - Procurement could be located in UAB, but does have a relationship with Accounts Payable.
- **Vice President for Academic Programs:** Locate near Provost. Works closely with deans. Responsible for 10 departments:
  - Continuing Education: Good location in Pleasant Hall.
  - LSU Online: Located upstairs in T. Boyd.
  - Registrar: Needs to be centrally located.

- Academics for Student Athletes (Cox Center): Good location.
- University College: In Allen; needs to be in campus core. Needs additional space.
- Residential Colleges/Res Life: Both okay.
- Cane Center for Stem Literacy: In Prescott – good space.
- McNear Research Scholars Program: Hatcher Hall location okay.
- International Programs: Lots of international students. Occupies approximately one-half of Hatcher Hall. Needs to be in core of campus.
- LSU Global/LSU & Shorelight (?) Education Partnership: Will be located in Union.
- **Human Resources:** Proximity of HR to faculty and staff is more important than for them to be near President.
- **Legislative Auditors:** In T. Boyd on fourth floor near storage cages. 4 positions; are good where they are.
- **Facilities:** PDC stays on campus. Remainder can be located near Landscape Services. Have already “defragged” division from within so adjacencies have been corrected. Only further growth of Engineering or the College of Coast and Environment could result in PDC moving from current location.

## **Buildings in Play**

### **Himes**

Office of Sponsored Programs

No elevator

200-station testing center in basement – move out, maybe to Student Center?

History taught in building? Move out to create more professional atmosphere.

### **Thomas Boyd**

Sponsored Program Accounting; could move out of center of campus but should remain near other accounting units.

### **Public Safety Building**

LSU Police, Risk Management, Parking, and EOC all in same building. It's too small and it's a bad mix of people, e.g. holding cells adjacent to public toilet rooms.

## **LSU Comprehensive & Strategic Master Plan – Administrative Programming Meetings**

### **LSU Attendees:**

Stephen Beck, Associate Vice President, Office of Research & Economic Development

Chad Brackin, Chief Auditor, Office of Internal Audit

Jeff Campbell, Senior Director (via phone) and Damien Rubin, Assistant Director Customer Relations & Parking Services, Office of Parking & Transportation Services

Jane Cassidy, Senior Vice Provost, Office of Academic Affairs

Holly Cullen, Assistant vice President Marketing & Creative Services and Kristine Sanders, Assistant Vice President Communications, Strategic Communications

Roger Husser, Director Planning, Design & Construction and Dave Maharrey, Associate Executive Director Facility & Utility Operations, Facility Services

Matt Lee, Vice Provost for Academic Programs & Support Services, Office of Academic Affairs

AG Monaco, Associate Vice Chancellor, Human Resources Management

Ed Nobles, Director, Administrative Services & Risk Management

Tom Skinner, General Counsel, Office of General Counsel

Justin Thornton, Director and Lisa Gillen, Assistant Director, Financial Systems Services

Donna Torres, Associate Vice Chancellor, Office of Accounting Services

**LSU PDC Attendees in all sessions:** Mary Miles and Candace Vallery

**JMZ Attendees in all sessions:** Tenée Casaccio and Jean Stark

**Date:** May 4 and 5, 2016

**The purpose of the interviews was to discuss space needs, relationships, and potential locations for administrative functions.**

### **NOTES**

- It was reported that the President does not want to be located in the core of the campus because his constituents must have easy access to his office without passing through secure gates to get to him. (This is a significant change from prior planning assumptions.)
- The Office of the General Council must remain near the President, along with the CFO and the Board of Supervisor's Office. It was reported that the President would like to utilize more in-house counsel in the future so the department may add up to seven additional attorneys in next ten years.
- Strategic Communications should be moved out of the Lakeshore House (poor HVAC) and be closer to the President.

- The Office of Internal Audit works with the CFO and General Council so it should be located near those offices and have easy access to the President. The office does not need to be in the core of campus.
- The Bursar should be located with the Registrar, either in T. Boyd or another convenient core location. The remainder of Accounting Services does not need to be in the core of the campus. Accounting Services, including SPA, Procurement, Internal Audit, Legislative Audit, Human Resources, Payroll, and Financial Systems Services can all be located away from the campus core.
- Financial Systems Services (FSS) has 10 staff and will soon add five more as the Workday software transition is implemented, so more space will be needed. FSS provides service to Human Resources Management (HRM), Accounting Services, and Budget & Planning, and are also currently responsible for the general IT needs of the occupants of T. Boyd and some in D. Boyd.
- HRM should be located near Academic Affairs, but it does not have to be in the core of the campus in its entirety. The Employment arm of HRM (5 to 6 people; including some staff that are on the road a lot) could be located in a Visitor Center on the edge of campus so individuals applying for a job at LSU could avoid having to drive into and park on campus.
- As Workday is implemented, personnel will likely be shifted from departments to dean's offices and a new ERP group of approximately 25 will be formed. Some attrition of staff is anticipated. Space needs to be found for this group.
- Continuing Education may merge with On-Line Education. They could potentially move out of Pleasant Hall and away from the campus core.
- If the Middleton Library is demolished, Foster Hall will take on even greater significance due to its location at the "top" of the historic quad. The building could become an excellent location for the President's Office due to its proximity to Thomas Boyd - home to the VP of Finance and Budget & Planning.
- The Natural Sciences Museum and archive/research functions in Foster could be moved into an addition to the Hill Memorial Library. The Human Ecology Building or Coates Hall would also be good locations for the museum/research functions, as they would be closer to related academic units.
- The administrative arm of NCBRT currently located in Pleasant and Johnston Halls has no student interaction; they are a completely external unit. (NCBRT provides one-third of LSU's grant funding by providing disaster management and anti-terrorist training.) They should be moved out of Pleasant and Johnston Halls perhaps to the South Campus, or at least out of the core of the campus. A potential temporary move location would be Kirby-Smith to free up space in Pleasant Hall. They need to be right-sized in a new location.
- Risk Management should be moved out of the Public Safety Building, possibly to the UAB. The space they current occupy would be reconfigured to provide much needed additional space for the Office of Parking & Transportation Services and the LSU Police. Parking Services also requires continued use of the permanent trailer located in the Impound Lot to house three staff. Eventually, Parking & Transportation Services would like to have dedicated space on the lower

level of a new parking garage, if one is constructed. Space for impounded cars and bikes would be needed where ever they are located.

- The English Language Orientation Program (ELOP) should be moved out of the Energy Center and closer to International Programs.
- LSU Global will grow from approximately 100 to 800 students in five years. Must be located in easy walking distance to the core of the campus; administrative offices will be located in the Student Union. Will require dedicated small classrooms (15 students).
- The Office of Research & Economic Development (ORED) gets little foot traffic and could be moved from D. Boyd to a non-core location. Office of Sponsored Programs (OSP), located in Himes Hall, could also be moved to remain close to ORED. The new location needs to be convenient to faculty but, perhaps more importantly, located near research functions. ORED administration would like a new Interdisciplinary Research facility that would include maker spaces, team collaboration space, and areas for faculty/student research. The top floor of the Digital Media Center (if it ever becomes available) would be a good location for ORED, OSP, and the Alabama International Trade Center (ITC); collocating the three groups is a top priority for ORED.
- The master plan should plan for a new Facility Services building near Landscape Services. An exterior yard is needed for equipment, supplies, and staff parking (at least 200 spaces). PDC should stay at or near its current location unless there is a need for future academic or research space in that location.
- Existing shell space should be renovated to accommodate growth on campus before new buildings are constructed. Shell space is not reflected in the FAC. Reported locations include the following (but should be verified):
  - 5<sup>th</sup> floor of the Chemistry & Materials Building (+/- 16,000 SF). **Note:** FAC does not show any vacant space in this building. (Best use for space may be for growth in Chemistry.)
  - Ag Chem Building, top floor (13,000 SF).
  - Stadium South – shell space is in South End Zone Expansion (storage). Athletics wants to abate and demolish storage area to capture space for a larger general concourse.
- Efferson may become available for repurposing if the Ag Center administration is folded into LSU administration. This would be a major strategic shift but it could happen.
- Graduate School (now in 2-story D. Boyd) should be closer to Enrollment Management (now in Pleasant Hall).

#### Discussion Items:

- Explore the idea of presenting one scenario that moves the President's Office to the core of the campus. Be ready to preempt questions about access and parking for his constituents.

#### Action Items/Next Steps:

- Set date for meeting with NBBJ, JMZ, Art, Jane and Mary in Boston prior to August meeting to develop potential move scenarios.



January 21, 2016

## Instructional Space Utilization Study – Strategy Meeting

LSU: Danny Mahaffey, Roger Husser, Tammy Millican, Mary Miles, Candace Vallery, Dr. Jane Cassidy, Brian Antie, Patrick Steib

JMZ: Tenée Casaccio

NBBJ: Kim, Dennis, Megha, Patrick.

DLM: Art Lidsky

- Roger kicked off the meeting by thanking everyone in attendance. He then turned it over to Mary who explained that the intention of the meeting is to understand the JMZ space study and how LSU's policies might be changed in the future to improve utilization of classroom and class lab space.
- Tenée gave a brief overview of the findings of JMZ's work to date.

### Phase 1 Space Verification Audit:

- Some space was "found" in the audit process. It was being used but had not been previously captured in LSU's space inventory (FAC).
- Furniture in classrooms is dated (162 of the 296 classrooms in the audit have tablet arm chairs). JMZ recommended that LSU consider changing the furnishings and right-sizing the rooms to reflect contemporary learning standards.
- Functionally inadequate space was tagged at 1% (i.e., columns in middle of classrooms, etc.)
- Visual observation of interior furnishings found that 82% of the audited academic space was deemed to be in excellent or good condition.
- The space inventory now provides an accurate representation of LSU's academic space.
- While the audit was limited to academic space, JMZ toured all spaces within buildings that contain academic functions. Some departmental storage space was incorrectly tagged as central storage. The master planning team will want to explore how much departmental storage is necessary and determine if some of the current storage space near the core of campus can be put to better use.
- Phase II Instructional Space Utilization Study:
  - LSU is scheduling courses appropriately by day of week and time of day.
  - There were many rooms "offline" in fall 2014, such as the spaces in Patrick F. Taylor that were under renovation. A list of classrooms and class labs not scheduled is included in the appendix of JMZ's report. There were also several areas of the University that schedule their space separately, like Vet. Med, which was primarily excluded from this study.
  - 60% of LSU's 100-coded classroom space is controlled by Academic Affairs. Since these rooms were better utilized than rooms controlled by individual colleges, a discussion ensued about the potential to assign more of LSU's classroom space to Academic Affairs where it can be centrally scheduled. Pg. 7 of Phase 1 report captured the non-scheduled use of space. **Most class labs are controlled by individual colleges.**

- There has to be institutional will and faculty buy-in to change the current space policies. A presentation of the utilization study to the Faculty Senate was recommended.
- The Registrar's office is concerned about the cost of keeping their classroom furnishings and technology up to date. The Louisiana Board of Regents holds LSU to 15 sf/station in classrooms, which is an antiquated standard. Coupled with the fact that LSU fills up all seats, rooms are likely to feel very tight to students.
- In JMZ's room-by-room tables in the appendix of their report, seat fill for classrooms was considered good if it fell between 60 and 90 percent.
- A lengthy discussion as held around the possibility of right sizing classrooms.
  - Increase classroom station size from 15 sf to 20-25 sf per station. This will reduce seating capacity and increase hourly room utilization since more sections will have to be offered to teach the same number of students
  - Larger classrooms are getting better utilization on this campus for lecture, but there is still a need for smaller rooms for breakout sessions with GAs.
  - The number of faculty and ideal section sizes will influence the future classroom space needs. The planning team will need a better understanding of the future trend and what LSU wants. For example, is active learning a top down mandate or is it embraced by faculty?
- Colleges that have lowest in utilization – see page 11 of the report.
  - School of Coastal & Environment
  - Humanities and Social Sciences
  - Others
  - Discussion – is that low number because their spaces are not maintained as well as the Registrar-controlled classrooms and hence may not be desirable teaching venues?
- JMZ audited 40% of all space on the Baton Rouge campus; the rest of the space was merged with the audited data and will be available soon.
- 
- –If there is an increase in online delivery of lectures and students coming on campus for the active learning portion (flipped model), there will be increased need for smaller active learning style classrooms. Half of LSU's classrooms (pg. 15) are in the smaller size range, so with furniture/technology improvements, these could become active classrooms.

January 21, 2016

#### Administrative Space Needs

LSU: Tenee, Danny, Roger, Tammy, Mary Miles, Dr. Jane Cassidy

NBBJ: Kim, Dennis, Megha, EDR: Mary Grace. DLM: Art

- Roger explained that there has been a complete reorganization of the State university system – previous Chancellor and President are now one position and has oversight of the entire system.
- Art Lidsky will be responsible for projecting the academic space needs.
- JMZ will be projecting LSU's administrative space needs. Space codes 500 and up will be guided by LSU's previous planning efforts.
- Dr. Cassidy described LSU's most recent administrative organizational structure.

University Administration Building (UAB): Internal audit and general counsel are there now along with the President, but the current President would like to be in the heart of the campus near the students. If he moves, the others could remain at UAB.

- There are several administrative functions in buildings in the heart of campus that could move out to the edge, such as Accounting, Procurement, and HR. Registrar and Bursar could also move out of the core if their new location has good student access.
- Office of Sponsored Programs (OSP) is on the second floor of Himes Hall but could also move to UAB if Accounting moves. (Himes is in bad shape and needs to be renovated.) Then the entire research administrative suite (now located in D. Boyd) could move into their vacated space.
- Academic Affairs/Provost was moved into the previous Chancellor's space.
- Could consider moving the Board Room out of UAB (room used primarily used one day every six weeks)
  - During Board Meeting days, President would need his office/a satellite office nearby.
  - Board Room must seat 100 people, needs to be accessible, good parking.
  - Faculty Club or Student Union were discussed as possible locations to hold Board Meetings.
- Strategic Communications should also be close to President.
- Enrollment is projected to grow to 35,000 FTEs.
- History is in D. Boyd but the space is not well utilized. Building has needs to be renovated. There is no need for History to stay in that building.
- T. Boyd /Himes/David Boyd could form an administrative quadrangle.
- Graduate School won't grow that much but they already have serious space needs.
- Dr. Cassidy and Mary Miles will work with JMZ on an administrative ideal adjacency diagram.

## LSU Comprehensive & Strategic Master Plan – JMZ Administrative Programming Interviews

**LSU Attendees:** Jane Cassidy, Senior Vice Provost Academic Affairs  
Ryan Landry, Assistant to Vice Provost  
Stephen Beck, Associate VP Research & Economic Development  
Tony Lombardo, Associate VP Facilities & Property Oversight  
Roger Husser, Director PDC  
Tammy Millican, Assistant Director, PDC  
Mary Miles, Associate Director PDC  
Candace Vallery, Manager, PDC  
Derrick Angelloz, Manager, PDC

**JMZ Attendees:** Tenée Casaccio and Jean Stark

**Date:** March 17, 2016

**The purpose of the interviews was to discuss administrative department adjacencies.**

### NOTES

- **President's Office:** President would like to move to core of campus with his staff. The following positions/staff should be located in close proximity:
  - Vice President for Finance and Administration & CFO (Dan Layzell); Associate Vice President for Operations (Sandi Gillilan); plus, three associated staff.
  - Vice President for Strategic Communications (position is currently vacant)
  - Interim Vice President for Strategic Communications and Executive Director of Policy & External Affairs (Jason Droddy)
  - General Counsel (Thomas Skinner) and associated staff (4, including Title 9 group).
- **Board of Supervisor's Meeting Room:** Currently located in the UAB, but could be moved to another suitable location on campus. Needs good access and parking. Does not need to be near the President's office.
- **Academic Affairs Interim Executive Vice President & Provost:** (Richard Koubek) Academic Affairs should have independent presence, preferably within walking distance of the President's office.
  - Academic Affairs Senior Vice Provost (Jane Cassidy)
  - Academic Affairs Vice Provost (Matthew Lee)
  - 12 associated staff
- **Vice Provost and Associate Vice President for Finance:** Reports to Vice President of Finance & Administration but should be located with Academic Affairs.
- **Vice Provost of Diversity:** Current six offices are sufficient. Needs to be in core of campus; light foot traffic. Good location would be next to VP of Student Life & Enrollment.
- **Vice President of Student Life & Enrollment:** Locate near the President and the Vice Provost of Diversity.
- **Internal Audit:** Currently in two locations; should be together but does not have to be near President.
- **Office of Research & Economic Development (ORED):** It would be beneficial, but not necessary, for the Vice President of Research & Economic Development to be near the President.
  - ORED works with all Colleges; Vice President reports directly to the Provost.

- It would be beneficial if Research, the Office of Sponsored Programs (OSP), and Sponsored Program Accounting (SPA) were collocated. (Note: The leadership of Accounting Services feels that, since SPA's role is post-award, they have more synergies with other accounting functions than with OSP or ORED. See notes below under Accounting Services.) These units should be located to best serve the faculty. Require some parking.
- Tech Transfer and the Business Incubator should stay where they are.
- Would like a Research Incubator on campus, located in the Tech Transfer zone. Create an identity for research on campus.
- **Accounting Services:**
  - Bursar is the only function that needs to remain in the center of campus for student convenience; could be located separately from rest of Accounting. All other Accounting units should be collocated.
  - Lots of visitors to Accounts Payable/Travel to pick up credit cards; location is not critical as long as it is convenient.
  - SPA does not need to be with OSP. SPA is located in two different locations in T. Boyd; need to get them into one contiguous space.
  - Procurement could be located in UAB or another non-academic core building; no relationship with Accounts Payable.
- **Vice President for Academic Programs:** Locate near Provost. Works closely with deans. Responsible for 10 departments:
  - Continuing Education: Good location in Pleasant Hall.
  - LSU Online: Located upstairs in T. Boyd.
  - Registrar: Needs to be centrally located.
  - Academics for Student Athletes (Cox Center): Good location.
  - University College: In Allen Hall; needs to be in campus core. Needs additional space.
  - Residential Colleges/Res Life: Both okay.
  - Cain Center for STEM Literacy: In Prescott – good space.
  - McNair Research Scholars Program: Hatcher Hall location okay.
  - International Programs: Lots of international students. Occupies approximately one-half of Hatcher Hall first floor. Does not need to be in campus core.
  - LSU Global/LSU & Shorelight Education Partnership: Will be located in Union but may not be enough space to accommodate entire group.
- **Human Resources:** Proximity of HR to faculty and staff is more important than for them to be near President.
- **Legislative Auditors:** In T. Boyd on fourth floor near storage cages. Four positions; are good where they are unless Accounting moves out of T. Boyd. Auditors do not need premier space.
- **Facilities:** PDC offices need to stay on campus, but remainder can be located near Landscape Services. Have already “defragged” division from within so adjacencies have been corrected. Further growth of Engineering or the College of Coast and Environment could result in PDC having to move from current location.

#### Action Items/Next Steps:

- Prepare adjacencies diagram to review with Mary Miles before issuing to all.
- Set up remaining administrative programming interviews; in process with Tammy.

## LSU Comprehensive & Strategic Master Plan – JMZ Programming Interviews

**LSU Attendees:** Office of Sponsored Programs, Sponsored Program Accounting, Auxiliary Services, Budget and Planning, Procurement, Student Health Center, Enrollment Management, LSU Police, Registrar's Office, Accounting Services, IT, and Environmental Health & Safety (15). For Facilities: Mary Miles and Candace Vallery. Administrative Adjacencies Meeting Attendees: Roger Husser, Mary Miles, Donna Torres, Sandi Gillilan, Matt Lee and Tammy Millican.

**JMZ Attendees:** Tenée Casaccio and Jean Stark

**Date:** March 17-18, 2016

**The purpose of the interviews was to collect space needs data for administrative departments.**

### NOTES

- University System Integration will result in HR and Finance functions being centralized. This may not have a large impact on Finance as teams embedded within Colleges will probably remain in place but it is unclear the impact this will have on HR and other departments.
- Sponsored Program Accounting (SPA): Located in two separated office suites in Thomas Boyd; needs to be combined and given additional space. NCURA report indicates department is understaffed.
- Office of Sponsored Research (OSP): Requires additional private offices, open plan work space, and support space. Would like to be collocated with SPA.
- Auxiliary Services: Copy and Mail functions moving from River Road facility to Union. This will cause significant congestion at the loading dock (which is already a problem area) because it will be shared with retail dining. There are "food deserts" around the campus; additional food venues are needed. Art gallery will be used by Art School.
- Procurement: Require additional staff and office space to accommodate staff; need additional office support space. Department is basically autonomous so it does not need to be in the core of the campus. Require more storage space (potentially at River Road facility) to warehouse electronic equipment that needs to be "cleansed" before it is decommissioned.
- Student Health Center: Planned to construct a 42,000 SF addition to address space needs but due to funding the project may not be realized within next 10 years. Need more exam rooms and offices for mental health counselors. Require three times current amount of storage space, a classroom (may convert existing waiting room for this purpose), and improved building security.
- Emergency Operations Center (EOC): Currently located in Public Safety Building. Want a dedicated building with 70 beds (35 rooms) for emergency teams and LSU Police; should have food service. Building could be used for other functions when not needed for emergencies. Locate out of core of campus.

- LSU Police: Located in Public Safety Building; want to be at edge of campus to facilitate movement during events and in emergencies. Current location makes it difficult for them to respond to emergencies when roads are packed with traffic (e.g. – during football games). Require additional office and support space. Synergies with EOC.
- Enrollment Management: Located in Pleasant Hall, which is a good location. Need additional space for offices and meeting rooms. Math Lab moving out of building and vacating 4,000 NSF on first floor that Enrollment Management can use to offset their space deficit.
- Registrar: Space in T. Boyd renovated four months ago. Space is currently sufficient. If there is a need to expand in future due to department taking on scheduling of all classrooms and/or assimilating Law Center Registrar Office in the future, could expand into HR Office on same floor. HR could be moved elsewhere.
- Budget & Planning: Current space works well for department. Need to stay near Provost and VP of Finance.
- IT: Space in multiple buildings. Frey: space works well but may need to be renovated. D. Boyd: Telephone facility will require less space as University shifts to VoIP, but will still need around 200 SF in the building. Himes: Space could be moved out of building but should remain in core of campus. T. Boyd: Financial Service Systems will require additional space, especially with implementation of Workday software.
- Environmental Health & Safety: Like their location in the CMC building but would like to be collocated with EOC and Risk Management. Locate near Facilities (PDC) and the scientific research core. Need storage facility to take the place of the South Stadium.

## LSU Comprehensive & Strategic Master Plan – JMZ Administrative Programming Interviews

**LSU Attendees:** Office of Sponsored Programs, Sponsored Program Accounting, Auxiliary Services, Budget and Planning, Procurement, Student Health Center, Enrollment Management, LSU Police, Registrar's Office, Accounting Services, IT, and Environmental Health & Safety (15). For Facilities: Mary Miles and Candace Vallery

**JMZ Attendees:** Tenée Casaccio and Jean Stark

**Date:** March 17 and 18, 2016

**The purpose of the interviews was to collect space needs data for administrative departments.**

### NOTES

- General:
  - University System Integration will result in HR and Finance functions being centralized. This may not have a large impact on Finance, as teams embedded within Colleges will probably remain in place, but it is unclear the impact this will have on HR and other departments.
  - LSU has adopted a new software platform called Workday so that HR, Payroll and Accounting functions can “talk” to each other. While time savings are contemplated for HR and Payroll with increased functionality for employees, Accounting has requested 13 additional staff to handle the more time consuming processes associated with Workday.
  - South Stadium is the “catch all” for storage for the entire campus, which may not be a sustainable solution. People reportedly just send their old stuff there because they can.
  - There were several departments that reported a need for additional staff but very few felt they would actually get them given the current financial situation.
- Sponsored Program Accounting (SPA): Located in two separated office suites in T. Boyd; should be combined for greater efficiency and given additional space. NCURA report indicates department is understaffed, plus the transition to Workday is taking a substantial amount of additional staff time.
- Office of Sponsored Programs (OSP): Requires additional private offices, open plan work space, and support space. Would like to be collocated with SPA.
- Auxiliary Services: Copy and Mail functions will move from River Road facility to Union, which will free up space at River Road but will cause significant congestion at the Union loading dock (which is shared with retail dining and is already a problem area). Dining space needs are being captured by Brailsford & Dunlavey.
- Student Health Center: Planned to construct a 42,000 SF addition to address space needs but due to funding constraints the project may not be realized within next 10 years. Need more exam rooms and offices for mental health counselors. Require three times current amount of



storage space, a classroom (may convert existing waiting room for this purpose), and improved building security.

- Emergency Operations Center (EOC): Currently located in Public Safety Building. Need 70 beds (35 rooms) for emergency teams and LSU Police to shelter in place during emergencies; should also have food service. If the EOC were located in a separate building, it could be used for other functions when not needed for emergencies. Locate out of core of campus.
- LSU Police: Located in Public Safety Building. Want to bring Evidence Room and Officer in charge of evidence back to the building from the River Road facility. Require additional office and support space, but if Risk Management moved out of the building, there appears to be enough space for Police and Parking Management to coexist. Would ideally be located at the edge of campus to facilitate movement during events and in emergencies. Current location inside the gates makes it difficult for them to respond to emergencies when roads are packed with traffic (e.g. during football games). Synergies with EOC.
- Enrollment Management: Located in Pleasant Hall; good location but poor first impression (boarded up windows), which they feel puts them at a disadvantage compared to their peers. Need additional space for offices (want a dedicated Transfer Office), meeting rooms, and file storage. Math Lab moving out of building and vacating 4,000 NSF on first floor that Enrollment Management can use to satisfy their space needs.
- Registrar: Space in T. Boyd renovated four months ago. Space is currently sufficient. Would need to expand in future if they take on scheduling of all classrooms and/or assimilating Law Center Registrar Office; however, they could expand into HR Office on same floor and HR could be moved away from the core of campus. Registrar works closely with Provost, Academic Affairs, and Bursar.
- Budget & Planning: Current space works well for department, although they report being short staffed compared to their peers. Need to stay near Provost and VP of Finance. Not many outside visitors.
- Information Technology: Space in multiple buildings.
  - Frey: Space works well but may need to be refreshed.
  - D. Boyd: Telephone facility will require less space as University shifts to VoIP, but will still need around 200 SF in the building.
  - Himes: Space could be moved out of building but should remain in core of campus.
  - T. Boyd: Financial Systems Services (FSS) will require additional space, especially with implementation of Workday software.
- Environmental Health & Safety: Like their location in the CMC building but would like to be collocated with EOC and Risk Management. Locate near Facilities (PDC) and the scientific research core. Although reportedly undersized compared to its peers (Iowa State was referenced as ideal), they do not expect to grow given the current financial reality.
- Accounting Services:
  - In T. Boyd now, but many functions do not need to be in core of campus. Needs to be easy to get to and have good parking.

- Accounts Payable/Travel: Works closely with all accounting units especially Payroll and Procurement.
- Payroll: Current office/open area set-up in T. Boyd is ideal.
- Bursar: Needs to remain in core of campus for student convenience.
- Procurement: Requires five additional staff, associated offices, and support space including a larger bid opening room. Department is basically autonomous so it does not need to be in the core of the campus. Require more storage space (potentially at River Road facility) to warehouse electronic equipment that needs to be "cleansed" before it is decommissioned. Interacts with Accounts Payable now but could be done electronically in the future.

**Action Items/Next Steps:**

- Find out where Math Lab is moving to when it leaves Pleasant Hall (Art/Patrick?)
- Set up a separate meeting with FSS (Tammy working on)

### LSU Comprehensive & Strategic Master Plan – WebEx Meeting

**LSU Attendees:** Jane Cassidy, Senior Vice Provost Academic Affairs  
Ryan Landry, Assistant to Vice Provost  
Roger Husser, Director PDC (was he dialed in?)  
Mary Miles, Associate Director PDC  
Candace Vallery, Manager, PDC

**NBBJ Attendees:** Patrick Tedesco, Way Yi (sp?), Kim Way (thought he was on the call but didn't say anything)

**JMZ Attendees:** Tenée Casaccio and Jean Stark

**Dober Lidsky Mathey Attendees:** Art Lidsky

**Date:** June 27, 2016

**The purpose of the meeting was to discuss short-term and long-term strategies for reorganizing the campus.**

#### NOTES

- Art has all of the data he needs from the deans to complete his work. He will wrap up his space projections in the next few weeks. He has advanced the HSS study and has met with all of the department heads, but not the program heads. The sense is that there is sufficient classroom space but that it should be right-sized.
- The next new academic building will likely be a science facility, unless a donor is found for a new library.

#### Coates Hall:

- Move out:
  - Computer Science to Patrick F. Taylor; convert vacated space into classrooms to make up for classrooms that will be lost in Williams Hall when classrooms on the second floor in that building are converted into Chemistry Labs
  - School of Human Resources Education & Workforce Development (SHREWD – 2<sup>nd</sup> floor of Coates) to H. P. Long after the building is renovated
  - School of Library and Information Science (SLIS – 2<sup>nd</sup> floor of Coates) to H. P. Long after the building is renovated
  - Student Support services in the basement of Coates (Communication Across the Curriculum, the Center for Academic Success, etc.) to either a new library or a renovated Middleton Library
- Remaining (short- or long-term? Need to confirm):
  - Communication Studies
  - Philosophy & Religious Studies
- Move in (long-term plan):
  - Geography & Anthropology
  - Museum of Natural Science (from Foster)

**Howe-Russell Hall (Future home for Science; follow College of Science Master Plan):**

- Move out:
  - Coastal Studies to ECE Building
  - International Studies to ???
  - Museum of Natural Science staff to Foster Hall temporarily (eventually to permanent home in Coates)
  - Geography & Anthropology to Coates
- Remaining:
  - Geology & Geophysics
- Howe-Russell (long-term plan - STEM education programs):
  - Geology & Geophysics
  - Mathematics (moved from Lockett)
  - Math Lab (moved from Middleton Library)
  - Cain Center and GeauxTeach! (moved from Prescott Hall – Prescott will become vacant)
  - General Classrooms (primarily for Geology)

**Foster Hall:**

- Move out:
  - Studio Arts - Current project to renovate Studio Arts Building for Sculpture, Ceramics and Painting. Once it is complete, all Studio Arts except Printmaking will move out of Foster into Studio Arts Building. Printmaking will find a permanent home in Hatcher Hall (project currently underway).
- Remaining (short-term plan):
  - Museum of Natural Science takes over entire building (until Coates can be emptied)
- Enabling projects: Construction of a new Science Building and the renovation of H. P. Long will allow the long-term conversion of Foster Hall.
- Move in (long-term plan):
  - President (from UAB)
  - General Counsel (from UAB)
  - Board Room (from UAB) and smaller break-out/committee rooms; idea is for these spaces to be scheduled by the Registrar when Board/President is not using them. Good location near academic core.

**Lockett Hall:**

- Lockett will become swing space housing classrooms and offices once Mathematics moves to Howe-Russell.

**Williams Hall:**

- After Computer Science moves out of Coates Hall and their vacated space is converted into classrooms, convert the seven classrooms on the second floor of Williams Hall to Chemistry Labs.

**Patrick F. Taylor Hall:**

- Mary will check to see if the new spaces in the building have been coded so they can be incorporated into the FAC.

**Johnston Hall:**

- Move out:
  - University Press and Southern Review should be relocated elsewhere; there are no required adjacencies so the department could be located almost anywhere.
  - Orientation to Pleasant Hall
  - NCBRT Call Centers to South Campus to be with the administrative teams
- Remaining:
  - Psychology (in basement)
- Johnston Hall (long-term plan):
  - Psychology
  - Disability Services (move in)

**Faculty Club:**

- Was discussed as a potential location for University Press and Southern Review, but has former sleeping rooms on the second floor making it difficult to convert to other uses

**Pleasant Hall:**

The building will eventually become the Student Services hub.

- Move out:
  - National Center for Biomedical Research and Training (NCBRT – 22,870 NSF) to South Campus along with their two call centers from Johnston.
- Remaining:
  - Enrollment Management
  - Continuing Education (23,525 NSF) can stay in the building but if the space is needed for student services, it could be moved to the South Campus.
- Pleasant Hall (long-term plan):
  - Enrollment Management (bullpen-type offices on first floor; convert some of the existing Enrollment Management offices into meeting rooms)
  - Orientation (moved from Johnston Hall)
  - Registrar (moved from T. Boyd)
  - Bursar (moved from T. Boyd)
  - Basement will be used for Enrollment Management storage – has a loading dock; front half of basement may become a call center, perhaps Manship Call Center.

**Atkinson Hall:**

The building will eventually become a hub for Humanities & Social Sciences (HHS).

- Atkinson (long-term plan):
  - HHS Dean's Office
  - Interdisciplinary Studies
  - Humanities Center

**University Administration Building (UAB):**

- Move in (short term): Risk Management (1,948 NSF) from the University Public Safety Building into vacant office suite; eventually move to T. Boyd
- Move out:
  - President and related support spaces/offices (to Foster)
  - Board of Governors Meeting Room (to Foster)
  - General Counsel (to Foster)

- Auditors (to T. Boyd)
- UAB (long-term plan):
  - Human Resources (move in from T. Boyd)
  - Procurement (from T. Boyd) if there is sufficient space

**Lakeshore House:**

- Move Strategic Communications (or at least the high level admin offices) to Foster to be near President or to T. Boyd. The other production-oriented portion of the department could move to Pleasant Hall with Enrollment Management. An alternate move would be to locate all of Strategic Communications in Pleasant Hall.
- Transform back into a sorority

**Himes Hall:**

- Move out:
  - Testing Center in the basement to the new library or some other fully accessible location
  - Interdisciplinary Studies (to Atkinson Hall)
  - Women's & Gender Studies (to Atkinson Hall)
  - University College (to Hatcher Hall)
  - History (to Prescott Hall)
  - Office of Sponsored Programs (OSP) to T. Boyd to be closer to Accounting
- Himes Hall (long-term plan to become a Teaching/Learning Development Center):
  - Faculty Technology Center (from Middleton Library)
  - IT (to remain)
  - LSU-Online from the second floor of T. Boyd. Department is expected to grow; "LSU Unlimited" goal is to have 35,000 students on campus and 35,000 students online.
  - Faculty Senate (two offices) from Hatcher and Pleasant Halls
  - Graduate School (from D. Boyd); two offices for Admissions would move to Pleasant Hall to be with Enrollment Management. *See note below.*

**David Boyd:**

- Graduate School will move to second floor of D. Boyd once Telecommunications is no longer in building (once VoIP transition is complete). Graduate School may grow a bit. *(Grad School will eventually be in both Himes and D. Boyd? Need clarification.)*
- ORED (to remain in D. Boyd)

**Thomas Boyd:**

- Move out:
  - All storage in attic to an alternate location; renovate floor for occupancy
  - LSU-Online (to Himes)
  - Human Resources (to UAB)
  - Bursar and Registrar (to Pleasant Hall)
- T. Boyd (long-term plan):
  - Financial Administration Systems (FAS; already there)
  - Budget & Planning (already there)
  - Auditors (from UAB) and Legal Auditors (already there)
  - Procurement (only if they don't fit at UAB)
  - Accounting (already there)
  - OSP (from Himes)

- Financial Systems Services (already there)
- Academic Affairs (already there)
- Student Life (already there)
- Diversity (already there)
- Risk Management (from temporary space in UAB)

**College of Design:**

- A study to consolidate the College of Design is underway. A new Studio Building may be needed. Potential occupants of the new facility would include Architecture, Interior Design, and Landscape Architecture. Construction of the new building will allow all Studio Arts departments to be consolidated in one area of the campus. The College would like to vacate Hatcher (basement renovated for Printmaking now), Atkinson, and Dairy Science (the two-story portion of the building is being renovated as a temporary home/swing space for Painting.)

**Atkinson Hall – goal is to create a Humanities Center:**

- HSS Dean’s Office
- Interdisciplinary Studies (from Himes)
- Women’s & Gender Studies (from Himes)

**River Road Annex:**

- Police - motorcycles, bikes, impound area
- Property Management
- University storage

**Facilities Planning, Design and Construction:**

- Current site may eventually be needed for academic or research functions. If so, the administrative offices should stay near the campus core, but the remainder (shops, etc.) should move to a new building near Landscape Services.

**Demolish?**

- Coastal Studies Building
- Nuclear Science Building – this is a “hot” building so it will be difficult to renovate or demolish

## LSU Comprehensive & Strategic Master Plan – JoinMe Conference Call

**LSU Attendees:** Jane Cassidy, Senior Vice Provost Academic Affairs  
Roger Husser, Director PDC  
Mary Miles, Associate Director PDC  
Candace Vallery, Manager, PDC

**JMZ Attendees:** Tenée Casaccio and Jean Stark

**Date:** September 12, 2016

**The purpose of the meeting was to discuss right-sizing/move scenarios for administrative departments.**

### NOTES

- Tenée provided an overview of JMZ's strategy for projecting administrative space needs.
- Academic space needs and the overall physical plan for the campus will be the primary forces that shape the direction of the master plan.
- Dr. Cassidy said the Provost feels an option that moves the President to the core of the campus should be considered.
- JMZ is focusing on identifying synergies between departments and recommending strategies to improve departmental adjacencies and find the best and highest use for existing facilities. JMZ's recommendations will be fine-tuned once NBBJ and Art Lidsky finalize their recommendations.
- Tenée and Jean explained the format of the move options spreadsheet and then walked the LSU team through the two scenarios. The following narrative summarizes decisions and outstanding questions.
- The idea of moving ORED out of the campus core needs to be discussed with the Provost. There are three possible scenarios: leave ORED in the core of the campus; move to a facility in the research district of the campus; or move to the South Campus. For now, JMZ's scenarios should assume ORED stays in the campus core.
- Mary is drafting a list of departments whose space needs have not been assessed by the planning team because they are in a "gray zone" somewhat between academic and administrative areas. Examples include Continuing Education, LSU Online, and a deeper analysis of IT's space needs.

### D. Boyd

- Move IT offices to Frye. Maintain approximately 200 NSF for telecommunications equipment in D. Boyd.
- Provide more space in D. Boyd for Research in anticipation of the University's strategic goal to grow the enterprise.

### Facility Service Annex and Facility Services Building

- Mary will provide updated area information regarding moves that have occurred in the two buildings. PDC is now located entirely in the Facility Service Annex. Building Services and Finance & Accounting have moved to the Facility Services Building.
- PDC is good now with the 6,125 NSF they currently occupy. Overall, the department may grow by 10% to 15% in the next 10 years. Therefore, if the department needs to move from their current site to make room for academic expansion, PDC administrative offices should stay on the campus (10,000



NSF) and a new 34,000 NSF Facilities Building should be constructed near Landscape Services to accommodate the rest of the department.

#### Foster

- The 1,180 NSF University Auxiliary food service space (Subway) may not be needed if a new Library is constructed that includes food service space.

#### Himes

- Components of Assessment & Evaluation may move into several different buildings.
- User Support & Student IT Enablement (4,912 NSF) of Media Production space may remain in Himes.
- LSU Online will move into Himes. Additional data is required to prepare projections for the amount of space the department will need in order to realize the University's strategic goals.
- **Questions for LSU:**
  - **Please provide a breakdown explaining which Assessment & Evaluation positions/functions will remain in Himes, if any; where the basement testing facility (15,425 NSF) is slated to be moved; and where the remaining portions of the department will eventually be located.**
  - **With the projected increase in online courses, will additional testing facilities be required to accommodate online students who must take proctored exams?**
  - **Will the Media Production space remain in Himes? If not, where will it be relocated?**

#### Johnston Hall

- **Question for LSU: Did Psychology take over all of the 2,851 NSF formally occupied by the Honors College?**

#### Lakeshore House

- A new AVP will be hired for Strategic Communications. **The University will provide HR data for Strategic Communications/Public Affairs** (a list of all full-time and part-time positions in electronic format, preferably in Excel) so JMZ can prepare an accurate space program for the department.

#### Pleasant Hall

- Continuing Education should remain in Pleasant Hall because moving them to an alternate location would be difficult and expensive, and it is not a high priority. Continuing Education may not require all of the 23,525 NSF the department currently occupies in the building. Mary feels further examination of their space needs is warranted.

#### River Road Annex

- According to Mary, approximately one-half of the Copy/Mail functions located in the building will be moved to the Union, leaving about 4,000 NSF in the River Road Annex. Roughly 3,900 NSF of space will be returned to LSU.

#### T. Boyd

- Dr. Cassidy's office should stay in the same basic location but the space will need to be renovated to create additional offices out of those that are currently oversized. The overall area of the department should be sufficient to accommodate projected staff growth once the space is redesigned.
- Financial Systems Services space should be right-sized for current staff.

**University Public Safety Building**

- Risk Management will soon move to UAB.
- The Emergency Operations Center (EOC) should remain with Public Safety. Public Safety will remain in current location unless there is a pressing need to use that space for something else.

**University Administration Building**

- The VP position for HRM & Risk Management no longer exists. There is now an AVP for HRM who should be located with the HR department (in UAB if HRM moves to UAB from T. Boyd or in T. Boyd if HRM stays there).
- Risk Management has a separate administrator that should be located with Risk Management - temporarily in UAB and eventually in T. Boyd.
- **Mary will send JMZ an updated plan of UAB** showing the recent and pending space shifts.
- Roger said the Board Room needs to be 10% to 20% larger than it is now. If located in Foster Hall, the room could be even larger than that so it could be used for instruction when not in use for Board of Supervisor meetings.
- Include plans for ten fulltime lawyers in the General Counsel's office to support creating an in-house legal resource per the President's plan.

**Next Steps**

- LSU will provide JMZ with the additional information noted in this meeting summary.
- JMZ will combine the two move scenarios into one with optional phasing to allow the potential to eventually move the President to the core of campus. This will involve alternate plans for Foster, UAB and the T. Boyd complex.