

The OLLU Space Committee has been reinstated. It's being chaired by AVP of Administration, Karen Reed, and is charged with addressing space needs in a coordinated way. The committee will help ensure that space decisions are made in ways that are fair, consistent and align with our Strategic and Master Plans.

What, specifically, does the Space Committee do?

1. **Reviews and approves** allocations of **new space**.
2. **Helps find space** for needs you might have.
3. **Keeps space inventory** (including a list of offices employees are assigned to for safety purposes).
4. Addresses **space issues**.
5. **Approves requests** for **temporary displays**.
6. The committee is **NOT** responsible for classroom space. The Registrar's Office holds jurisdiction over classrooms.

In order to keep an updated inventory of each employees' location, **the Space Committee must be notified of all moves and reallocation of space** before they occur (including moves that happen within a confined suite). To notify the committee, please send an email that includes the following information to: kreed@ollusa.edu

- Names of individuals moving
- Office or room numbers involved in the move
- Effective date

How can I request new space?

We, unfortunately, don't have much new space to allot, but recognize there might be some needs that arise. To request new space, you must submit a **Space Request Form** which can be found in the Space Committee folder on the University Advisory Councils SharePoint site, listed under the "Documents and Forms" section.

Who is on the Space Committee?

- Rosalinda Garcia, Vice President of Administration
- Darrell Glasscock, Director of Facilities
- Amelia Guzman, Student Life & Athletics
- Dr. Leah Larson, Representative from the College of Arts and Sciences
- Liz Longoria, University Events Manager
- Rosie Martinez, Representative from the College of Professional Studies
- Karen Reed, Assistant Vice President of Administration
- Maritza Salinas, Registrar's Office Representative
- Dr. Kristina Terkun-Castro, Representative from the School of Business
- Student representatives

Any questions should be sent to the committee chair at kreed@ollusa.edu.