



University Space Priorities Working Group

Questions for Interview with Dean

MEETING with DEAN PETER HENRY, 2/25/13

Meeting Attendees: Dean Henry, Anastasia Crosswhite, Neil Rader, Anthony Saunders, Larry White, Corey Blay, Rosemary Scanlon, Barbara Albrecht

Meeting Minutes

1. How do you work internally with your faculty and administration to ascertain your school's academic space needs?

Since Stern has a dedicated space envelope, all needs for space are contained within the Stern complex. A space audit conducted a year ago revealed that Stern was operating at approximately at 98% capacity, leaving little slack for any new initiatives. Neil Rader, Stern's COO who joined Stern in July 2012, has been assessing all space for inefficiencies or underutilization as an opportunity for additional space capture and re-purposing. The goal is to reduce the 98% space assignment to 90% to ensure enough room in our space envelope to handle future growth.

The most acute need discovered during the last 12-18 months was the requirement to update our facilities (and IT) to an ambient physical experience that is congruent with our academic excellence. Our students should be inspired by the physical facility as part of the overall experience. A challenge is also "how to make a big space seem smaller".

During this meeting, a question arose regarding whether efficiency with classroom space could be improved if the undergraduate program and graduate program class times were synchronized. Presently, the classes have varying start and stop times. Since the majority of undergraduate classes are held in classrooms located within the Tisch Building and the majority of MBA classes are held in classrooms located within the KMC Building, it is unlikely that synchronizing both would result in better classroom utilization, but it is a question that should be studied further.

L. White also suggested that conducting PhD classes on early mornings, Fridays and weekends could be a means of achieving better classroom utilization throughout the university. Given that Stern already conducts classes during those times that suggestion would not work as well at Stern as it might at other NYU schools.

- How are space needs identified?
 - Following last year's space audit, a Space Working Group, comprised primarily of faculty, was established to think about Stern's space and how to most efficiently utilize it.

- All requests for additional space (in terms of classrooms, offices, or other kinds of space) are directed to our Facilities department, who reports to the COO.
 - How are space needs assessed?
 - Space needs and physical improvements are ranked in order of academic and strategic importance.
 - How are space needs prioritized?

(Classroom spaces, student work/study spaces, faculty/staff offices, common space such as lounges, administrative space, and other spaces specific to schools such as science labs or performing arts studios/theatres).

 - Safety concerns are a first priority. General renovations, as they affect classrooms and student support spaces, are next on the list. Opportunities to improve capacity and functional uses of space are also given priority. All of these (excluding safety) are analyzed and assessed through the lens of the school's strategic priorities.
2. How do you assess need, prioritize and make requests for non-academic space such as faculty and student housing?
We didn't cover this point during the meeting.
 3. Does your School produce an annual Space Plan?
Stern produces periodic space plans, but they are not done on an annual basis.
 4. After internal school procedures for priorities are completed, how does the request go forward to the University Administration?
 - Describe the process, specifically the discussions and negotiations with central administration and the other schools.
 - Stern's strategy has been to determine what we want to accomplish within an annual budget. Once that project scope and budget estimate has been internally defined, the Stern Facilities office contacts NYU's Office of Construction Management for additional planning guidance and to "formalize" the process for establishing a project.
 - Describe the planning cycle and normal time horizon.
 - Projects are generally identified 12-36 months in advance of the desired project execution and completion date.
 5. What are your current space needs?
 - What has been allocated and what is still on your critical list?
 - Stern continues to update its facilities to provide a high-end product and experience. To that that end, Stern is currently renovating its restrooms facilities and common corridor and lounge spaces, as well as an overhaul of a large classroom to provide the most up-to-date facilities possible.
 - Items still on the critical list would include reasonable space for housing "Distinguished Visitors" who join the Stern faculty for short-term assignments.

- What is the amount of space left on your “wish” list?
 - The option to relocate our Executive Programs Department off-site to a dedicated facility is an idea that has been discussed repeatedly and, at times, has gained some traction.
 - High-end community spaces, as well as faculty swing space, are also important drivers of both faculty and student recruitment.

- 6. How do you schedule your current inventory of instructional space?
 - Are all times utilized such as Fridays, early mornings or late evenings?
 - Yes, even Sundays are included on the Stern class schedule

 - Have you considered reducing contact hours to reduce demand on instructional space?
 - N/A

 - Have you considered adding Saturday and Sunday to the instructional schedule?
 - Yes, that option is already exercised.

 - Do you have plans for online classes, and how might these reduce the need for instructional space?
 - There is currently a working group looking at e-education in its broadest sense and online classes are one of the items being analyzed and considered.

 - How do you solve current needs for more instructional space? (e.g. rent or leasing space/ reducing number of courses/altering class size)
 - N/A