



# COLLEGE OF CHARLESTON

## UTILIZATION AND SPACE NEEDS ANALYSIS FOR THE MASTER PLAN UPDATE



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# Executive Summary





## SECTION 1: EXECUTIVE SUMMARY

Paulien & Associates was contracted to examine the space needs for the College of Charleston as part of the update of the Campus Facilities Master Plan led by Hanbury Evans Wright Vlattas + Company. The Campus Facilities Master Plan Update was initiated to respond to the College's recently adopted strategic plan, Gateways to Greatness. The Space Needs Analysis included a determination of existing facility utilization and a quantitative evaluation of built space on the College of Charleston campus in comparison with recognized space standards.

### 1.1 Introduction

An identification of space needs was made in relation to existing facilities at the base year of Fall 2010 and for projected needs ten years in the future. The consultant used course and staff data provided by the campus and applied the South Carolina space standards and other recognized standards, as appropriate, to establish guideline space needs. The results of this analysis are described in the body of this report along with classroom and laboratory utilization and explanation of the space guidelines applied.

The purpose of this study was to accomplish the following:

- Identify and define existing and future space needs taking into consideration the strategic plan, Gateways to Greatness, which has as one of the strategies to "provide appropriate, up-to-date facilities and infrastructure to support and enhance academic programs..." and further identifies the desire to "...develop a new master plan to ensure that facilities are designed, constructed and maintained to meet the ongoing needs of the campus and the community, and to promote student learning."
- Provide space needs at a School or major administrative division level for all units.
- Provide base data for the College to efficiently utilize the campus' capital assets within the parameters of the approved Campus Facilities Master Plan.

### 1.2 Planning Process and Assumptions

As a result of the recently adopted new strategic plan, Gateways to Greatness, the College of Charleston is moving forward to become the Southeast's leading public liberal arts and sciences university. The strategic plan includes the core values of academic excellence, student-focused community, and power of place. The future envisioned in the strategic plan combines the focus on students in a teaching institution with the opportunities of a research university. As the College moves into the future it is anticipated that undergraduate enrollment will have moderate growth and selected graduate programs will increase in size.

The enrollment used to project future year space needs is 10,500 headcount undergraduate students and 2,390 headcount graduate students. The target year space needs findings incorporated the increase in student enrollment and the resultant increase in faculty and staff.

In order to undertake the space needs analysis, in addition to enrollment information, Paulien & Associates requested data on courses, staffing, and facilities. The College provided a course file which included the courses offered on campus and the enrollment for each course. The consultant was also given a staffing file which included faculty and staff identified by job title and unit assignment and a room-by-room facilities inventory.

Two new buildings are being planned at the College of Charleston: a new residence hall and a new building at Grice Marine Laboratory. Planning for these two buildings had not reached the point where estimates of building sizes could be included in the analysis. For this reason these buildings have not been included for the future year analysis.

### **1.3 Key Findings**

The Campuswide Space Needs Analysis identified space needed on campus at current and projected enrollment levels and compared the calculated space needs to existing facilities.

Application of normative guidelines for the campus identified an overall space deficit of 280,000 ASF at the base year. This represents 17% of the existing space on campus. At the target year, with the inclusion of anticipated increases in enrollment, faculty, and staff numbers the deficit increased to 640,000 ASF which represents 40% of the existing space on campus at the target year.

The space analysis classified existing space categories on campus into three areas: Academic Space that included Classrooms, Laboratories, and Academic Offices; Academic Support Space that included Administrative Office, Library, Physical Education and Recreation, Athletics, Assembly and Exhibit, and Physical Plant Space; and Auxiliary Space that included Student Center, Residence Life, and Student Health Care Facilities Space as well as the Early Childhood Education Center.

#### **1.3.1 Academic Space**

Analysis of Classroom, Teaching Laboratories, Open and Research Laboratories as well as Academic Office and Other Academic Department Space showed an overall space deficit of 34% over existing space at the base year. This deficit increased to 60% of space or 266,000 ASF at the target year. Classroom space showed a deficit of 74,000 ASF. This is 71% of the target year existing classroom space. The teaching laboratory deficit was 25,000 ASF. Open laboratories showed a deficit of 8,000 ASF. Research laboratory space showed a deficit of 110,000 ASF. The deficit in academic office space shown was 42,000 ASF or 26% of existing office space at the target year.

#### **1.3.2 Academic Support Space**

This space classification includes Administrative Offices, Library, Physical Education and Recreation, Athletics, Assembly and Exhibit, and Physical Plant Space.

The Academic Support Space category showed a deficit of 27% of existing space at the target year. The administrative office category showed a deficit of 12,000 ASF or 8% when guideline space was compared to target year existing space. The library category showed an 24,500 ASF deficit of space. Physical education and recreation showed a deficit of 18,000 ASF or 36% of existing space at the target year. Athletics findings resulted in a deficit of 24,700 ASF. Assembly & exhibit space showed a deficit of 22,000 ASF. Physical plant space showed a deficit of 20,000 ASF of space at the target year.

COLLEGE OF CHARLESTON

**Campuswide Space Needs Analysis**  
College of Charleston • Main Campus

SPACE CATEGORY	Base Year <i>Student Headcount = 11,532 Staff Headcount = 2,089</i>				Target Year <i>Student Headcount = 12,890 Staff Headcount = 2,237</i>			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Classroom & Service	104,228	172,697	(68,469)	(66%)	104,228	178,633	(74,405)	(71%)
Teaching Laboratories & Service	99,115	123,158	(24,043)	(24%)	99,115	124,174	(25,059)	(25%)
Open Laboratories & Service	34,079	40,822	(6,743)	(20%)	34,079	42,462	(8,383)	(25%)
Research Laboratories & Service	24,200	46,138	(21,938)	(91%)	24,200	134,059	(109,859)	(454%)
Academic Offices & Service	164,439	188,785	(24,346)	(15%)	164,439	206,655	(42,216)	(26%)
Other Academic Department Space	15,127	20,411	(5,284)	(35%)	15,127	21,231	(6,104)	(40%)
<i>Academic Space Subtotal</i>	<i>441,188</i>	<i>592,011</i>	<i>(150,823)</i>	<i>(34%)</i>	<i>441,188</i>	<i>707,214</i>	<i>(266,026)</i>	<i>(60%)</i>
<b>Academic Support Space</b>								
Administrative Offices & Service	144,968	151,775	(6,807)	(5%)	144,968	156,975	(12,007)	(8%)
Library	104,441	124,437	(19,996)	(19%)	104,441	128,969	(24,528)	(23%)
Physical Education & Recreation	50,045	66,025	(15,980)	(32%)	50,045	68,075	(18,030)	(36%)
Athletics	76,524	80,981	(4,457)	(6%)	76,524	101,226	(24,702)	(32%)
Assembly & Exhibit	58,150	77,944	(19,794)	(34%)	58,150	80,404	(22,254)	(38%)
Physical Plant	7,966	20,574	(12,608)	(158%)	7,966	27,772	(19,806)	(249%)
Other Administrative Department Space	36,566	40,819	(4,253)	(12%)	36,566	42,458	(5,892)	(16%)
<i>Academic Support Space Subtotal</i>	<i>478,660</i>	<i>562,555</i>	<i>(83,895)</i>	<i>(18%)</i>	<i>478,660</i>	<i>605,879</i>	<i>(127,219)</i>	<i>(27%)</i>
<b>Auxiliary Space</b>								
Student Center	61,500	91,845	(30,345)	(49%)	61,500	95,535	(34,035)	(55%)
Residence Life	631,479	646,000	(14,521)	(2%)	631,479	843,750	(212,271)	(34%)
Health Care Facilities	1,901	2,551	(650)	(34%)	1,901	2,654	(753)	(40%)
Early Childhood Education Center	5,093	5,093	0	0%	5,093	5,093	0	0%
<i>Auxiliary Space Subtotal</i>	<i>699,973</i>	<i>745,489</i>	<i>(45,516)</i>	<i>(7%)</i>	<i>699,973</i>	<i>947,032</i>	<i>(247,059)</i>	<i>(35%)</i>
<b>CAMPUS TOTAL</b>	<b>1,619,821</b>	<b>1,900,055</b>	<b>(280,234)</b>	<b>(17%)</b>	<b>1,619,821</b>	<b>2,260,125</b>	<b>(640,304)</b>	<b>(40%)</b>
<i>Inactive/Conversion Space</i>	<i>39,362</i>				<i>39,362</i>			
<i>Leased Out Space</i>	<i>8,976</i>				<i>8,976</i>			

ASF = Assignable Square Feet

**1.3.3 Auxiliary Space**

This functional space classification showed 40% deficit of space at the target year. Student center space showed a deficit of 34,000 ASF. Residence life showed a deficit of 212,000 ASF at the target year. Health care facilities are roughly in balance.

**1.3.4 Space Needs Analysis by School, College and Major Administrative Unit**

In addition to the analysis of space calculated by space category as shown above, the space needs were calculated for each school and major administrative unit. The following table outlines the findings.

**COLLEGE OF CHARLESTON • MAIN CAMPUS**

**Space Needs Analysis by College/School or Major Unit**

COLLEGE/UNIT	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
	Student Headcount = 11,532 Staff Headcount = 2,089				Student Headcount = 12,890 Staff Headcount = 2,237			
<b>Academic</b>								
Graduate School	1,404	1,820	(416)	(30%)	1,404	2,090	(686)	(49%)
Honors College	2,903	4,180	(1,277)	(44%)	2,903	4,462	(1,559)	(54%)
Libraries	104,441	124,437	(19,996)	(19%)	104,441	128,969	(24,528)	(23%)
School of Business	21,653	25,417	(3,764)	(17%)	21,653	30,367	(8,714)	(40%)
School of Educ, Hlth, & Humn Perf	79,691	107,839	(28,148)	(35%)	79,691	115,580	(35,889)	(45%)
School of Humanities and Soc Sciences	49,839	58,469	(8,630)	(17%)	49,839	68,201	(18,362)	(37%)
School of Lang, Cult, and World Aff	23,494	29,155	(5,661)	(24%)	23,494	31,708	(8,214)	(35%)
School of Sciences and Mathematics	122,966	185,434	(62,468)	(51%)	122,966	264,032	(141,066)	(115%)
School of the Arts	92,697	100,567	(7,870)	(8%)	92,697	105,820	(13,123)	(14%)
Classroom & Service	104,228	172,697	(68,469)	(66%)	104,228	178,633	(74,405)	(71%)
<i>Academic Subtotal</i>	<i>603,316</i>	<i>810,015</i>	<i>(206,699)</i>	<i>(34%)</i>	<i>603,316</i>	<i>929,862</i>	<i>(326,546)</i>	<i>(54%)</i>
<b>Administrative</b>								
Academic Affairs/Provost	59,448	51,946	7,502	13%	59,448	57,317	2,131	4%
Athletics	87,711	97,426	(9,715)	(11%)	87,711	118,181	(30,470)	(35%)
Business Affairs	126,090	170,614	(44,524)	(35%)	126,090	182,803	(56,713)	(45%)
External Relations	4,196	4,285	(89)	(2%)	4,196	4,490	(294)	(7%)
Institutional Advancement	11,620	13,134	(1,514)	(13%)	11,620	13,782	(2,162)	(19%)
Office of the President	26,509	26,777	(268)	(1%)	26,509	27,608	(1,099)	(4%)
Student Affairs	700,931	725,858	(24,927)	(4%)	700,931	926,082	(225,151)	(32%)
<i>Administrative Subtotal</i>	<i>1,016,505</i>	<i>1,090,040</i>	<i>(73,535)</i>	<i>(7%)</i>	<i>1,016,505</i>	<i>1,330,263</i>	<i>(313,758)</i>	<i>(31%)</i>
<b>TOTAL</b>	<b>1,619,821</b>	<b>1,900,055</b>	<b>(280,234)</b>	<b>(17%)</b>	<b>1,619,821</b>	<b>2,260,125</b>	<b>(640,304)</b>	<b>(40%)</b>
<i>Inactive/Conversion Space</i>	<i>39,362</i>				<i>39,362</i>			
<i>Leased Out Space</i>	<i>8,976</i>				<i>8,976</i>			

ASF = Assignable Square Feet

**1.3.5 Instructional Space Utilization**

The analysis of classroom and teaching laboratory utilization was summarized to show the weekly room hours of use and student station occupancy percentage.

**CLASSROOM UTILIZATION SUMMARY**

Total Assigned Square Feet	101,460
Average Assigned Square Feet per Station	18
Average Enrollment	27
Average Weekly Room Hours	31
Student Station Occupancy Percent	69%

**TEACHING LABORATORY UTILIZATION SUMMARY**

Total Assigned Square Feet	78,239
Average Assigned Square Feet per Station	56
Average Enrollment	16
Average Weekly Room Hours	20
Student Station Occupancy Percent	74%





## **Section 2: Classroom and Teaching Laboratory Utilization**





## SECTION 2: CLASSROOM AND TEACHING LABORATORY UTILIZATION

To assist in the formation of a basis for comparison and for review of the guideline applications to be used at the College of Charleston, utilization of classrooms and teaching laboratories was reviewed using Fall 2010 course and facility data. The utilization analysis included scheduled classroom use by day and time of day, as well as classroom and teaching laboratory utilization analyzing weekly room hours of use and student station occupancy percentage.

### 2.1 Classroom Utilization

The Fall 2010 course data was compared to the facility inventory to produce the scheduled classroom utilization analysis. In Fall 2010 there were 140 classrooms on the main campus at the College of Charleston. These spaces were used an average of 31 hours per week for scheduled instruction, and when the rooms were in use, student station occupancy averaged 69%. The average weekly room hours the classrooms were in use is within the range that Paulien & Associates would consider to be optimum classroom weekly room hour (WRH) usage of between 30 and 35 hours per week. The student station occupancy of 69% is above the expected average of 60% to 65%.

#### CLASSROOM UTILIZATION SUMMARY

Total Assigned Square Feet	101,460
Average Assigned Square Feet per Station	18
Average Enrollment	27
Average Weekly Room Hours	31
Student Station Occupancy Percent	69%

The average assignable square foot per station within the 140 classrooms on campus is 18 square feet per station. The average of 18 square feet per student station is at the low end of the expected range of 18 to 25 square feet. The *South Carolina Commission on Higher Education Space Planning Manual for Public Colleges and Universities* suggests 22 square feet per station. When looking at total classroom utilization, the square feet per station, the hours of use per week, and the student station fill when classes are in session, they combine to form the overall classroom utilization factors used to calculate space needed for classrooms on campus.

***2.1.1 Classroom Use by Day and Time***

The scheduled use of classrooms Monday through Friday on an hourly basis shows peak use between 9:00 am and 2:00 pm. Use is heaviest at 11:00 am when over 82% of classrooms are in use all five days of the week. Evening usage is also quite high with the 4:00 pm time slots Monday and Wednesday showing over 64% of the classrooms in use and the 5:30 pm time slots Monday and Wednesday showing over 40% of the classrooms in use.

Looking at the North Campus by time of day clearly shows the campus is used in the evenings, with some use in the mornings on Tuesday, Wednesday, and Thursday. The one classroom at Grice Marine Laboratory is used primarily Monday and Wednesday morning and Tuesday and Thursday afternoon.

**COLLEGE OF CHARLESTON • MAIN CAMPUS**

**Scheduled Classroom Use by Day and Time**

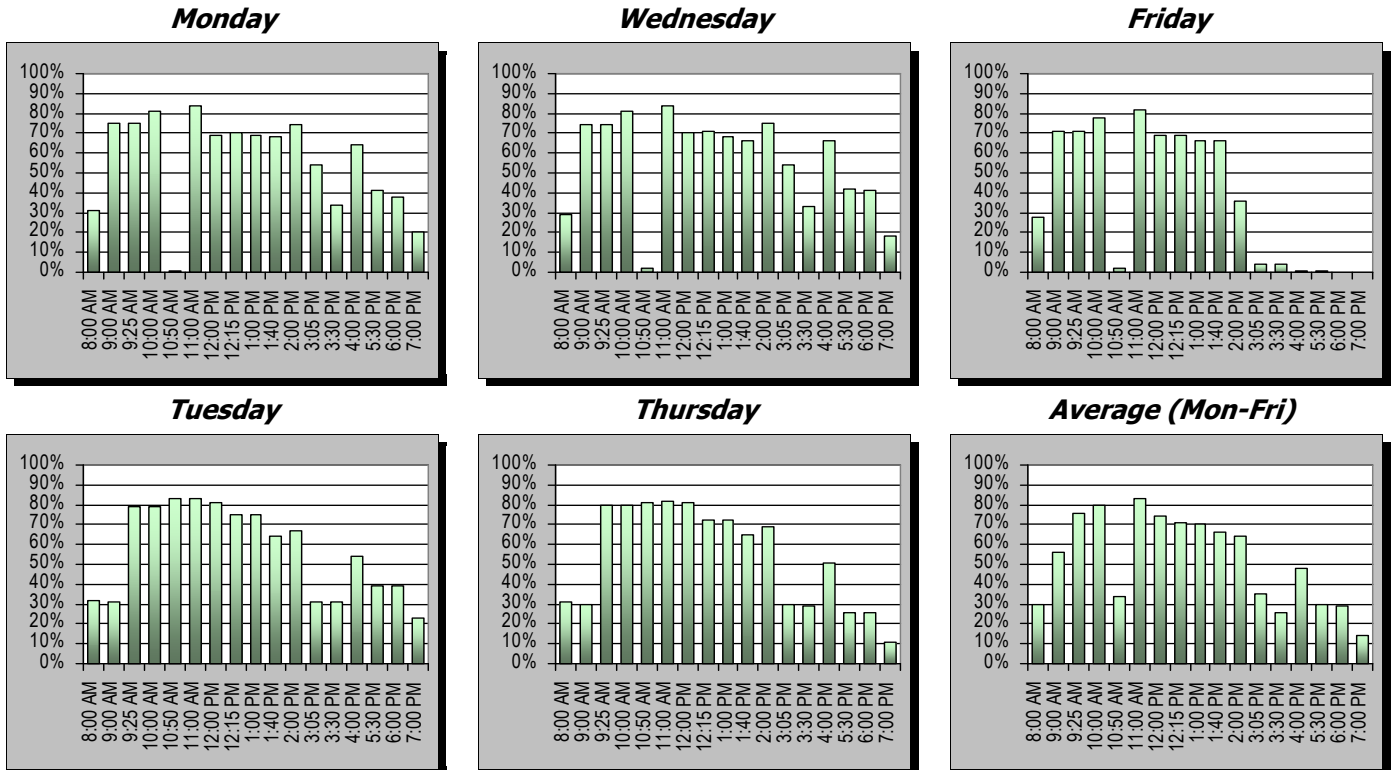
(Darker colors indicate a large percentage of rooms are scheduled.)

Time of Day	Monday		Tuesday		Wednesday		Thursday		Friday		Average*	
	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use
8:00 AM	43	31%	45	32%	41	29%	43	31%	39	28%	42	30%
9:00 AM	105	75%	44	31%	103	74%	42	30%	100	71%	79	56%
9:25 AM	105	75%	111	79%	103	74%	112	80%	100	71%	106	76%
10:00 AM	113	81%	111	79%	113	81%	112	80%	109	78%	112	80%
10:50 AM	2	1%	116	83%	3	2%	114	81%	3	2%	48	34%
11:00 AM	117	84%	116	83%	117	84%	115	82%	115	82%	116	83%
12:00 PM	96	69%	113	81%	98	70%	113	81%	96	69%	103	74%
12:15 PM	98	70%	105	75%	100	71%	101	72%	96	69%	100	71%
1:00 PM	97	69%	105	75%	95	68%	101	72%	92	66%	98	70%
1:40 PM	95	68%	89	64%	93	66%	91	65%	92	66%	92	66%
2:00 PM	104	74%	94	67%	105	75%	97	69%	50	36%	90	64%
3:05 PM	76	54%	44	31%	75	54%	42	30%	5	4%	48	35%
3:30 PM	48	34%	43	31%	46	33%	40	29%	5	4%	36	26%
4:00 PM	90	64%	76	54%	93	66%	72	51%	2	1%	67	48%
5:30 PM	57	41%	55	39%	59	42%	37	26%	1	1%	42	30%
6:00 PM	53	38%	54	39%	58	41%	36	26%	0	0%	40	29%
7:00 PM	28	20%	32	23%	25	18%	15	11%	0	0%	20	14%

Total classrooms = 140

\*Based upon the consultant's experience, Friday is typically underutilized, therefore the average is calculated on Monday thru Thursday use.

**Percent of Classrooms In Use**



**COLLEGE OF CHARLESTON • NORTH CAMPUS**

**Scheduled Classroom Use by Day and Time**

(Darker colors indicate a large percentage of rooms are scheduled.)

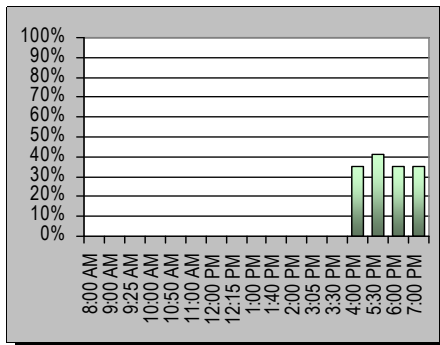
Time of Day	Monday		Tuesday		Wednesday		Thursday		Friday		Average*	
	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use
8:00 AM	0	0%	5	29%	3	18%	5	29%	0	0%	3	15%
9:00 AM	0	0%	5	29%	3	18%	5	29%	0	0%	3	15%
9:25 AM	0	0%	5	29%	3	18%	5	29%	0	0%	3	15%
10:00 AM	0	0%	5	29%	3	18%	5	29%	0	0%	3	15%
10:50 AM	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
11:00 AM	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
12:00 PM	0	0%	1	6%	0	0%	1	6%	0	0%	0	2%
12:15 PM	0	0%	1	6%	1	6%	1	6%	0	0%	1	4%
1:00 PM	0	0%	3	18%	1	6%	3	18%	0	0%	1	8%
1:40 PM	0	0%	3	18%	1	6%	3	18%	0	0%	1	8%
2:00 PM	0	0%	4	24%	1	6%	4	24%	0	0%	2	11%
3:05 PM	0	0%	2	12%	1	6%	2	12%	0	0%	1	6%
3:30 PM	0	0%	2	12%	0	0%	2	12%	0	0%	1	5%
4:00 PM	6	35%	6	35%	0	0%	6	35%	0	0%	4	21%
5:30 PM	7	41%	5	29%	1	6%	5	29%	0	0%	4	21%
6:00 PM	6	35%	9	53%	8	47%	6	35%	0	0%	6	34%
7:00 PM	6	35%	6	35%	8	47%	4	24%	0	0%	5	28%

Total classrooms = 17

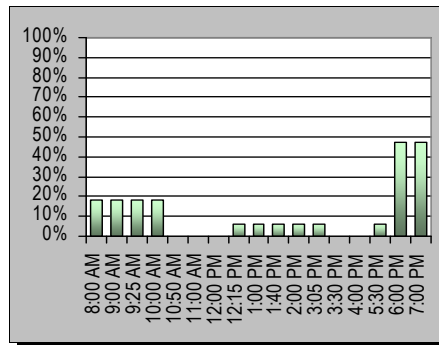
\*Based upon the consultant's experience, Friday is typically underutilized, therefore the average is calculated on Monday thru Thursday use.

**Percent of Classrooms In Use**

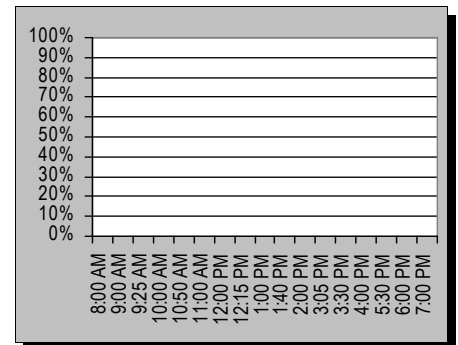
**Monday**



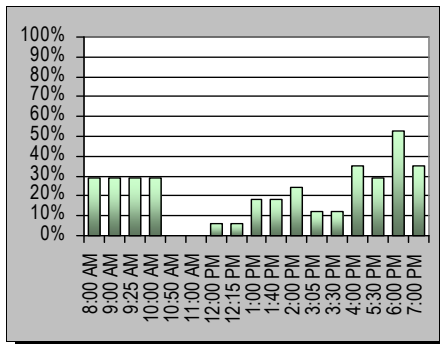
**Wednesday**



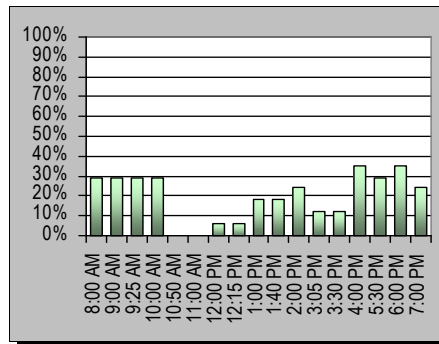
**Friday**



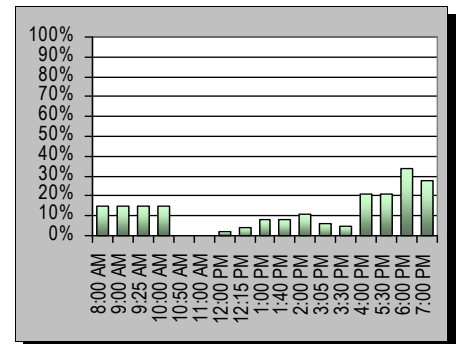
**Tuesday**



**Thursday**



**Average (Mon-Fri)**



**COLLEGE OF CHARLESTON • GRICE MARINE LABORATORY**

**Scheduled Classroom Use by Day and Time**

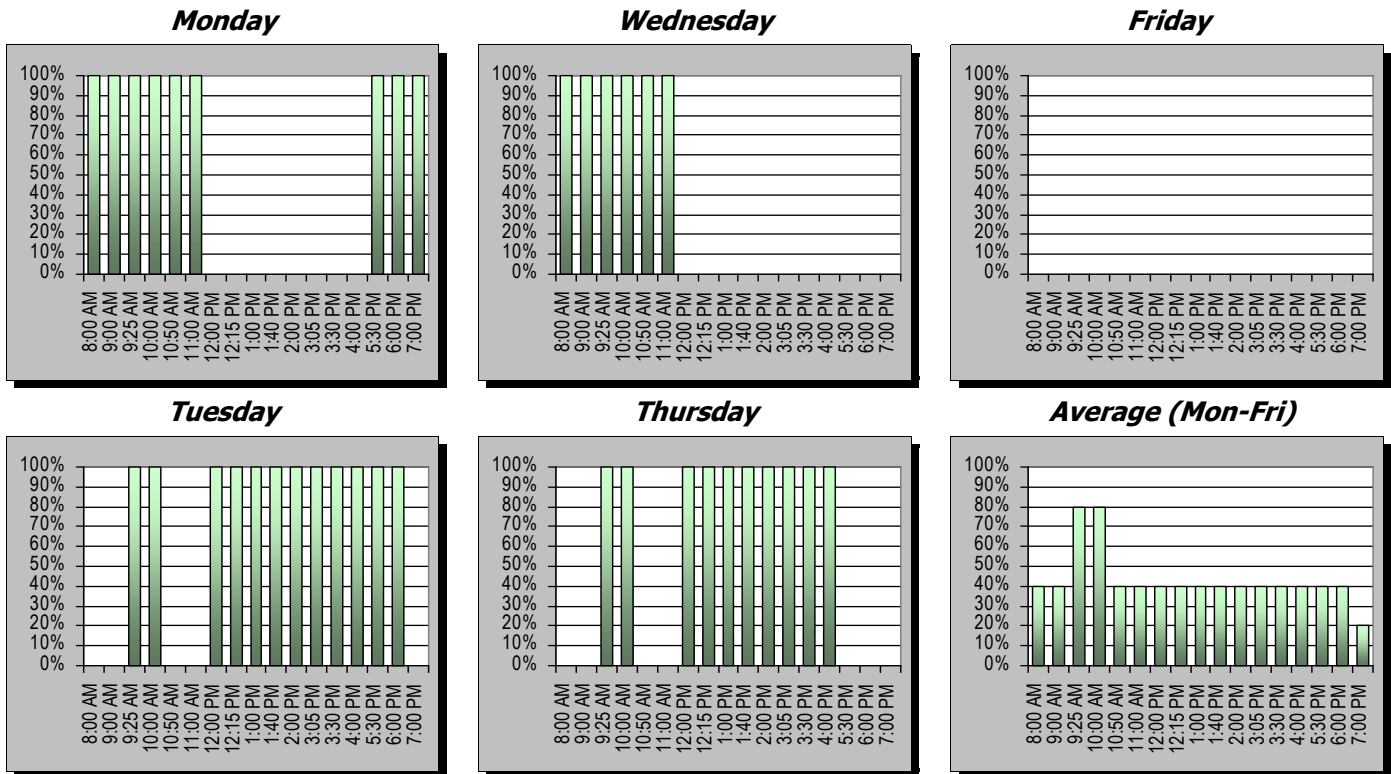
(Darker colors indicate a large percentage of rooms are scheduled.)

Time of Day	Monday		Tuesday		Wednesday		Thursday		Friday		Average*	
	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use
8:00 AM	1	100%	0	0%	1	100%	0	0%	0	0%	0	40%
9:00 AM	1	100%	0	0%	1	100%	0	0%	0	0%	0	40%
9:25 AM	1	100%	1	100%	1	100%	1	100%	0	0%	1	80%
10:00 AM	1	100%	1	100%	1	100%	1	100%	0	0%	1	80%
10:50 AM	1	100%	0	0%	1	100%	0	0%	0	0%	0	40%
11:00 AM	1	100%	0	0%	1	100%	0	0%	0	0%	0	40%
12:00 PM	0	0%	1	100%	0	0%	1	100%	0	0%	0	40%
12:15 PM	0	0%	1	100%	0	0%	1	100%	0	0%	0	40%
1:00 PM	0	0%	1	100%	0	0%	1	100%	0	0%	0	40%
1:40 PM	0	0%	1	100%	0	0%	1	100%	0	0%	0	40%
2:00 PM	0	0%	1	100%	0	0%	1	100%	0	0%	0	40%
3:05 PM	0	0%	1	100%	0	0%	1	100%	0	0%	0	40%
3:30 PM	0	0%	1	100%	0	0%	1	100%	0	0%	0	40%
4:00 PM	0	0%	1	100%	0	0%	1	100%	0	0%	0	40%
5:30 PM	1	100%	1	100%	0	0%	0	0%	0	0%	0	40%
6:00 PM	1	100%	1	100%	0	0%	0	0%	0	0%	0	40%
7:00 PM	1	100%	0	0%	0	0%	0	0%	0	0%	0	20%

Total classrooms = 1

\*Based upon the consultant's experience, Friday is typically underutilized, therefore the average is calculated on Monday thru Thursday use.

**Percent of Classrooms In Use**



**2.1.2 Classroom Utilization Analysis by Building**

As mentioned previously, the main campus of College of Charleston in Fall 2010 showed classroom utilization of its 140 classrooms having 31 hours per week of scheduled use at a 69% student station occupancy and an average assignable square foot per station of 18 ASF. Some of the classrooms show greater than 40 hours per week of use, a couple show over 50 hours per week of use. Tables showing the room-by-room utilization of classrooms are in Appendix A.

Maybank Hall, the Thaddeus Street Education Center, and the Bell Building contain more classrooms than most other buildings on campus with 36, 26, and 21 classrooms, respectively. Nearly 60% of the classrooms on campus are represented in these three facilities. The Thaddeus Street Education Center and Maybank Hall averaged 35 hours per week of scheduled use. The Bell Building shows lower average weekly room hours of 24. Two of the buildings, Maybank Hall and the Thaddeus Street Education Center, show more than 70% average student station occupancy, with the Bell Building Hall attaining 64% average occupancy. Maybank Hall and the Bell Building classrooms average only 16 ASF per student station.

The 17 classrooms on the North Campus averaged only nine weekly room hours of scheduled use with 48% student station occupancy. The one classroom at the Grice Marine Laboratory was used 23 hours per week and filled at 53% student station occupancy when in use.

**COLLEGE OF CHARLESTON • NORTH CAMPUS**

**Classroom Utilization Analysis by Building Summary**

Building Name and Id	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Weekly Seat Hours	Average Weekly Room Hours	Hours in Use Student Station Occupancy %	
North Area Campus	<i>NORT</i>	17	693	20	12	3.9	9	48%
<i>Total No. of Rooms = 17</i>	<b>AVERAGE</b>	<b>693</b>	<b>20</b>	<b>12</b>	<b>3.9</b>	<b>9</b>	<b>48%</b>	

**COLLEGE OF CHARLESTON • GRICE MARINE LABORATORY**

**Classroom Utilization Analysis by Building Summary**

Building Name and Id	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Weekly Seat Hours	Average Weekly Room Hours	Hours in Use Student Station Occupancy %	
Grice Marine Lab Main	<i>GMLM</i>	1	437	18	12	11.9	23	53%
<i>Total No. of Rooms = 1</i>	<b>AVERAGE</b>	<b>437</b>	<b>18</b>	<b>12</b>	<b>11.9</b>	<b>23</b>	<b>53%</b>	

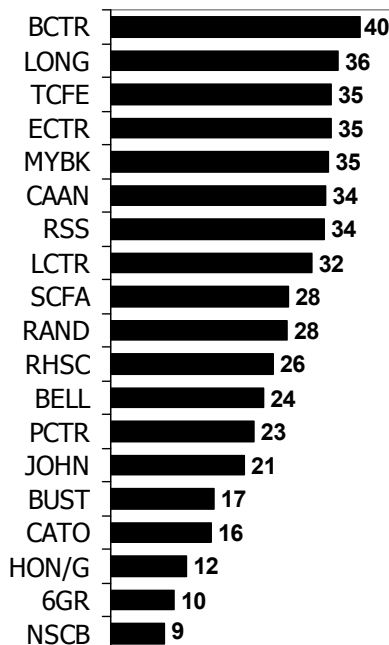


**COLLEGE OF CHARLESTON • MAIN CAMPUS**

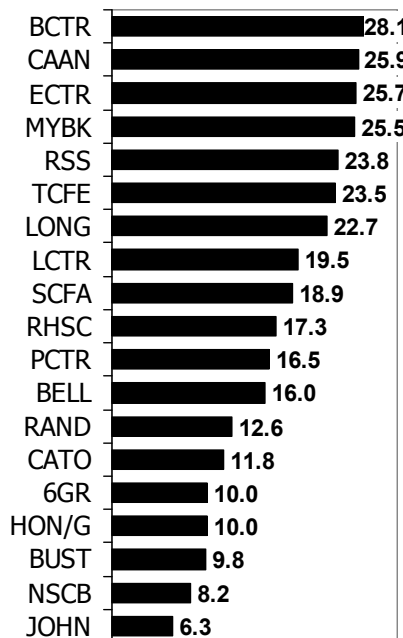
**Classroom Utilization Analysis by Building Summary**

Building Name and Id	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Weekly Seat Hours	Average Weekly Room Hours	Hours in Use Student Station Occupancy %
10 Green Way HON/G	1	324	15	18	10.0	12	83%
6 Green Way 6GR	1	293	15	20	10.0	10	100%
Beatty Center BCTR	6	1,111	22	38	28.1	40	76%
Bell Building BELL	21	601	16	23	16.0	24	64%
Buist Rivers Residence Hall BUST	1	1,165	29	25	9.8	17	60%
Calhoun Annex CAAN	3	692	18	29	25.9	34	76%
Cato Center for the Arts CATO	1	481	27	13	11.8	16	74%
Harry M. Lightsey Center LCTR	4	758	16	29	19.5	32	61%
J.C. Long Building LONG	6	760	25	19	22.7	36	62%
Johnson Physical Education Center JOHN	2	1,593	14	34	6.3	21	30%
Maybank Hall MYBK	36	574	16	25	25.5	35	72%
Randolph Hall RAND	1	697	17	18	12.6	28	45%
Rita Hollings Science Center RHSC	3	1,224	15	56	17.3	26	66%
Robert Scott Small Building RSS	6	750	15	33	23.8	34	70%
School of Science & Math NSCB	4	1,127	18	40	8.2	9	72%
Silcox P.E. and Health Center PCTR	5	515	16	22	16.5	23	70%
Simons Center for the Arts SCFA	6	764	20	28	18.9	28	69%
Tate Center TCFE	7	1,044	26	27	23.5	35	72%
Thaddeus Street Education Center ECTR	26	714	21	26	25.7	35	70%
<b>Total No. of Rooms = 140</b>	<b>AVERAGE</b>	<b>725</b>	<b>18</b>	<b>27</b>	<b>21.1</b>	<b>31</b>	<b>69%</b>

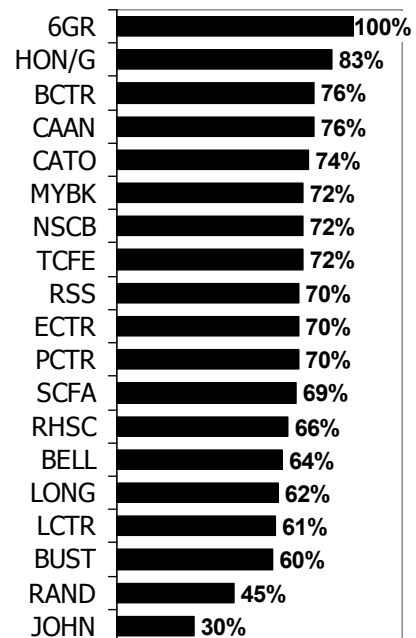
**Weekly Room Hours:**



**Weekly Seat Hours:**



**Student Station Occupancy:**



***2.1.3 Classroom Utilization Analysis by College/Unit***

Classroom utilization findings were reviewed on a School or College level. Centrally scheduled classrooms are shown under Academic Affairs. The classrooms on the North Campus and Grice Marine Laboratory are assigned to only one unit so utilization by School or College is not shown here.

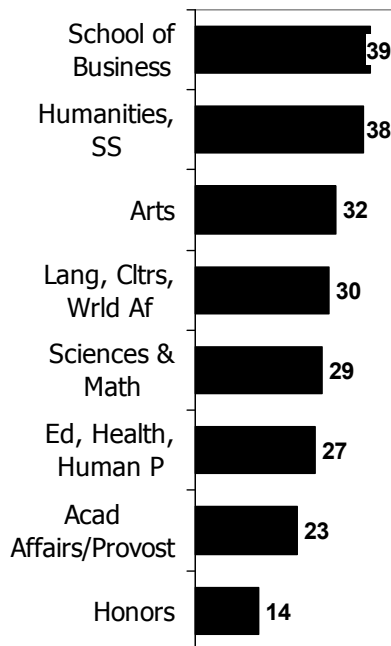
The highest average weekly room hours of scheduled use is shown in classrooms assigned to the School of Business with 39 hours per week, closely followed by those rooms assigned to the School of Humanities and Social Sciences with 38 hours per week. The highest student station occupancy is in classrooms assigned to the School of Sciences and Mathematics which average 75% student station occupancy. The highest ASF per student station is found in classrooms assigned to the School of Business, which average 23 ASF per student station. Classrooms assigned to the School of Humanities and Social Sciences average only 16 ASF per student station.

**COLLEGE OF CHARLESTON • MAIN CAMPUS**

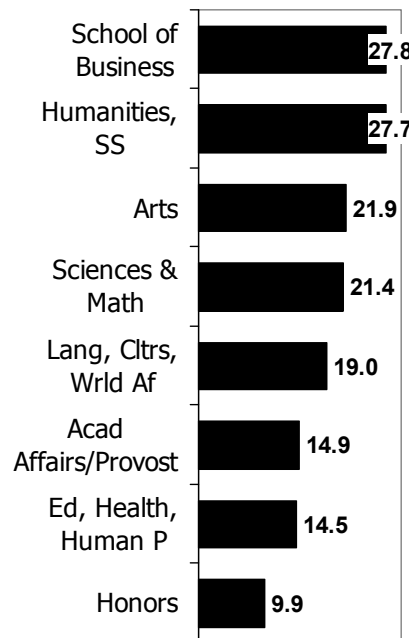
**Classroom Utilization Analysis by College / Unit Summary**

College / Unit	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Weekly Seat Hours	Average Weekly Room Hours	Hours in Use Student Station Occupancy %
Academic Affairs/Provost	32	755	18	27	14.9	23	63%
Honors College	2	745	22	22	9.9	14	69%
School of Business	13	1,004	23	32	27.8	39	73%
School of Education, Health, and Human Performance	15	750	20	22	14.5	27	64%
School of Humanities and Social Sciences	40	637	16	28	27.7	38	72%
School of Languages, Cultures, and World Affairs	14	600	19	19	19.0	30	61%
School of Sciences and Mathematics	15	741	17	32	21.4	29	75%
School of the Arts	9	725	20	27	21.9	32	72%
<i>Total No. of Rooms = 140</i>	<b>AVERAGE</b>	<b>725</b>	<b>18</b>	<b>27</b>	<b>21.1</b>	<b>31</b>	<b>69%</b>

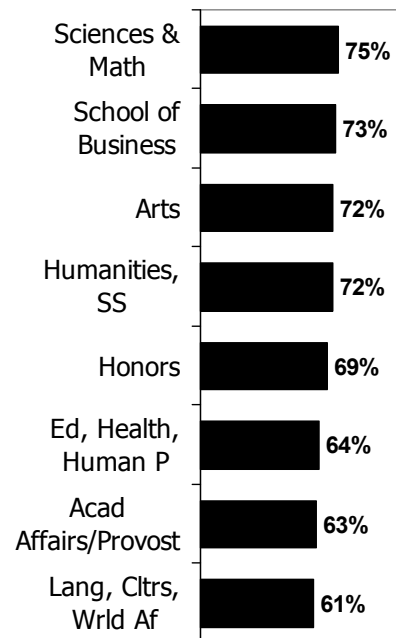
**Weekly Room Hours:**



**Weekly Seat Hours:**



**Student Station Occupancy:**



***2.1.4 Classroom Utilization Analysis by Capacity***

In reviewing classroom utilization by room size groupings, weekly room hours of use are highest for classrooms with seating capacities between 36 and 60. The classrooms on campus with a seating capacity of 36 to 40 and those with a seating capacity of 51 to 60 were scheduled for use an average of 34 hours per week. Classrooms that seat 41 to 45 students were scheduled an average of 35 hours per week. At the low end of scheduled hours per week of use, the six classrooms that seat less than 20 students averaged only 10 hours of scheduled use per week. Those classrooms with seating capacity between 21 and 25 students were scheduled 24 hours per week on average. The trend in scheduled classroom use by capacity often shows the highest hours per week in larger classrooms and lowest in smaller rooms. The College of Charleston utilization does not follow this trend but shows the highest use in the middle sized classrooms.

When looking at student station occupancy during scheduled use, rooms that seat less than 20 students averaged 79% of seats filled when in use, and those classrooms with seating capacity between 21 and 25 students showed 75% of seats filled. The expected trend in the average student station occupancy of classrooms would be for smaller classrooms to have a higher average occupancy and larger rooms to have a lower average occupancy. This trend is generally true for the College of Charleston classrooms.

The average ASF per student station is highest in classrooms that seat 21 to 25 students. These rooms average 23 ASF per student station. Classrooms that seat 41 to 45 students average only 15 ASF per student station.

Utilization findings by capacity for the classrooms on the North Campus show the highest weekly room hours and highest percentage of seats filled in the smallest classroom. The capacity group showing the lowest number of weekly room hours is in the room that seats 46 to 50 students, which showed no scheduled use during Fall 2010. The lowest student station occupancy is shown in the rooms that seat between 36 and 40 students; these rooms were filled only 39% of seats when scheduled.

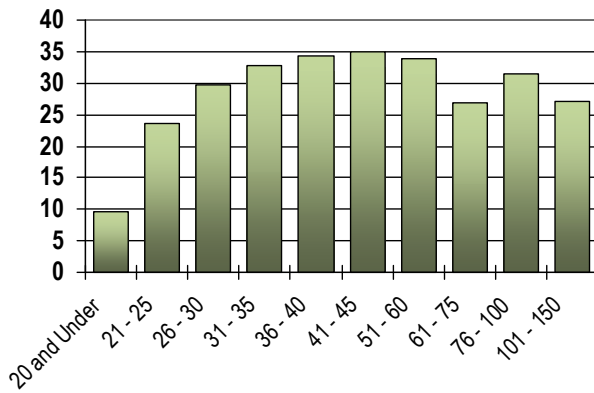
Detailed room-by-room classroom utilization analysis results can be found in Appendix A.

**COLLEGE OF CHARLESTON • MAIN CAMPUS**

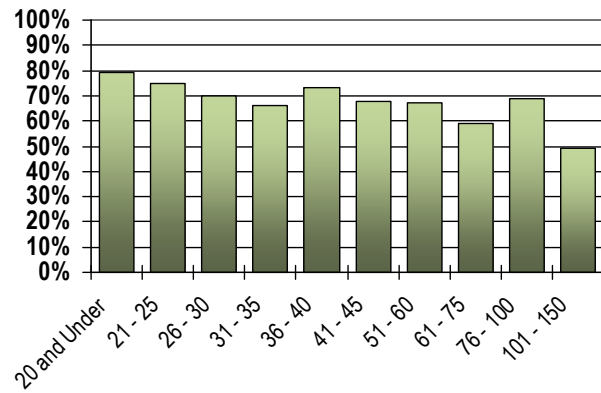
**Classroom Utilization Analysis by Capacity Summary**

Classroom Capacity Grouping	No. of Rooms	No. of Seats	Average Room Size	Average ASF per Station	Average Section Size	Weekly Seat Hours	Average Weekly Room Hours	Hours in Use Student Station Occupancy %
20 and Under	6	102	359	21	14	8.1	10	79%
21 - 25	10	235	552	23	18	17.8	24	75%
26 - 30	21	600	607	21	19	20.9	30	70%
31 - 35	27	904	622	19	21	21.8	33	66%
36 - 40	40	1,552	679	17	28	25.1	34	73%
41 - 45	17	727	626	15	28	23.6	35	68%
51 - 60	5	270	967	18	36	22.6	34	67%
61 - 75	4	261	1,107	17	37	16.2	27	59%
76 - 100	4	365	1,396	15	63	21.7	32	69%
101 - 150	6	730	1,932	16	60	13.3	27	49%
<i>Total No. of Rooms = 140</i>		<b>AVERAGE</b>	<b>725</b>	<b>18</b>	<b>27</b>	<b>21.1</b>	<b>31</b>	<b>69%</b>

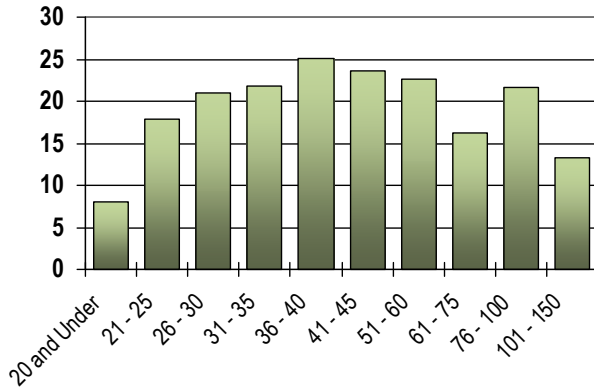
**Weekly Room Hours by Capacity:**



**Student Station Occupancy by Capacity:**



**Weekly Seat Hours by Capacity:**

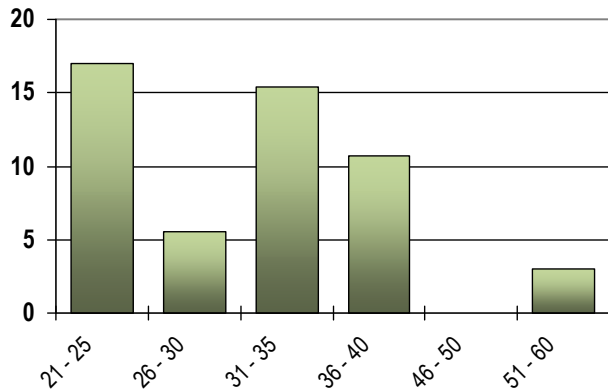


**COLLEGE OF CHARLESTON • NORTH CAMPUS**

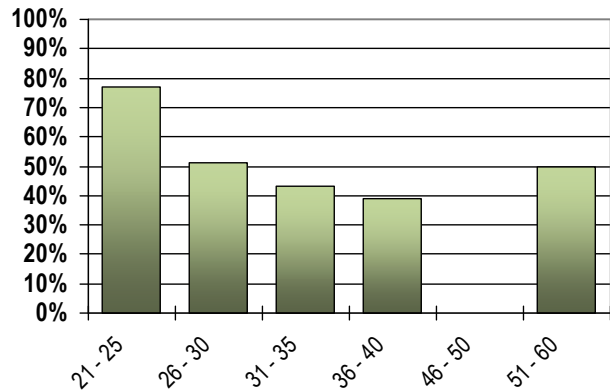
**Classroom Utilization Analysis by Capacity Summary**

Classroom Capacity Grouping	No. of Rooms	No. of Seats	Average Room Size	Average ASF per Station	Average Section Size	Weekly Seat Hours	Average Weekly Room Hours	Hours in Use Student Station Occupancy %
21 - 25	1	24	590	25	18	13.1	17	77%
26 - 30	7	201	616	21	10	2.8	6	51%
31 - 35	3	100	640	19	14	6.6	15	43%
36 - 40	4	152	764	20	13	4.3	11	39%
46 - 50	1	46	678	15	0	0.0	0	
51 - 60	1	60	1,217	20	30	1.5	3	50%
<i>Total No. of Rooms = 17</i>		<b>AVERAGE</b>	<b>693</b>	<b>20</b>	<b>12</b>	<b>3.9</b>	<b>9</b>	<b>48%</b>

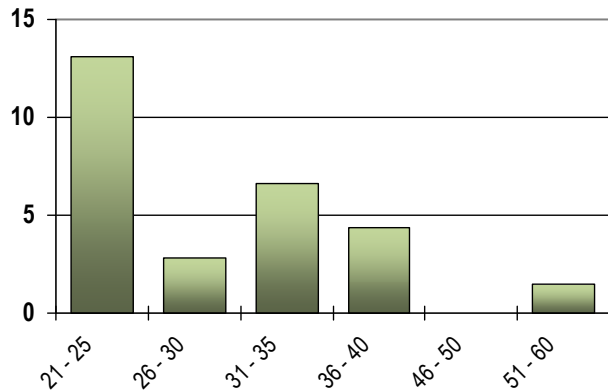
**Weekly Room Hours by Capacity:**



**Student Station Occupancy by Capacity:**



**Weekly Seat Hours by Capacity:**



## 2.2 Teaching Laboratory Utilization

Teaching laboratory utilization analysis was also performed. Findings show that the 65 teaching laboratories on the main College of Charleston campus are used an average of 20 hours per week with a 74% student station occupancy when the rooms are in use. The average weekly room use hours are at the low end of the expected average range of use per week, and the occupancy percentage is what Paulien & Associates would consider normal for an institution with the role and mission of The College of Charleston. We would expect to see usage, depending upon the program, of between 20 and 25 hours per week of use and student station occupancy of 70% to 80% for teaching laboratory utilization.

<b>TEACHING LABORATORY UTILIZATION SUMMARY</b>	
Total Assigned Square Feet	78,239
Average Assigned Square Feet per Station	56
Average Enrollment	16
Average Weekly Room Hours	20
Student Station Occupancy Percent	74%

### 2.2.1 Teaching Laboratory Utilization Analysis by Building

Of the 65 teaching laboratories on campus, 23 are in the Hollings Science Center and another 13 are in the new School of Science Building. Ten teaching laboratories are in the Cato Center for the Arts and seven in the Simons Center for the Arts. The Lightsey Center has five teaching laboratories. The other buildings on campus have one or two teaching laboratories. The teaching laboratories in the Hollings Science Center average 22 weekly room hours of use and show 69% student station occupancy when in use. The teaching laboratories in the School of Science Building average 19 weekly room hours of use and show 79% student station occupancy when in use. The teaching laboratories in the Cato Center and the Simons Center average 16 weekly room hours and 15 weekly room hours per week of use, respectively.

The one laboratory on the North Campus was scheduled for use three hours per week on average. The one teaching laboratory at Grice Marine Laboratory averaged 22 weekly room hours of scheduled use.

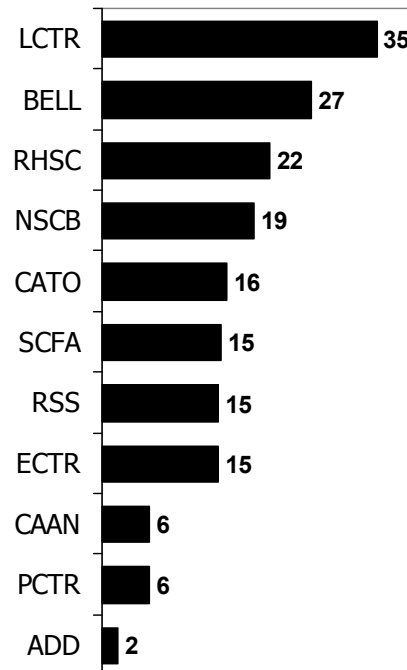


**COLLEGE OF CHARLESTON • MAIN CAMPUS**

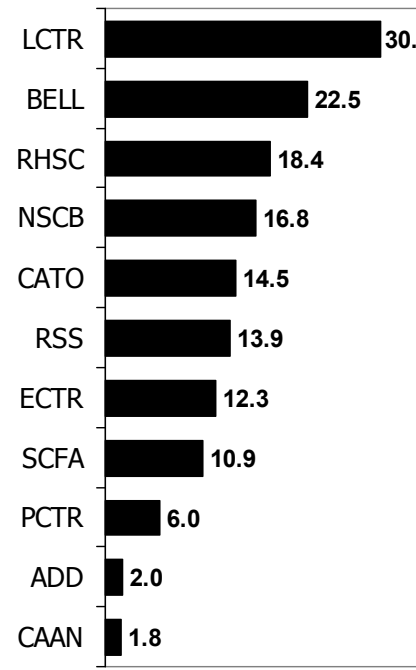
**Teaching Laboratory Utilization Analysis by Building Summary**

Building Name and Id	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Weekly Seat Hours	Average Weekly Room Hours	Hours in Use Student Station Occupancy %	
Addlestone Library	<i>ADD</i>	1	741	26	27	2.0	2	94%
Bell Building	<i>BELL</i>	1	964	32	25	22.5	27	83%
Calhoun Annex	<i>CAAN</i>	1	280	23	4	1.8	6	29%
Cato Center for the Arts	<i>CATO</i>	10	1,364	82	13	14.5	16	80%
Harry M. Lightsey Center	<i>LCTR</i>	5	911	33	21	30.7	35	79%
Rita Hollings Science Center	<i>RHSC</i>	23	1,015	40	17	18.4	22	69%
Robert Scott Small Building	<i>RSS</i>	1	4,386	107	38	13.9	15	93%
School of Science & Math	<i>NSCB</i>	13	1,207	63	15	16.8	19	79%
Silcox P.E. and Health Center	<i>PCTR</i>	1	531	38	14	6.0	6	100%
Simons Center for the Arts	<i>SCFA</i>	7	1,765	87	12	10.9	15	66%
Thaddeus Street Education Center	<i>ECTR</i>	2	876	32	16	12.3	15	64%
<i>Total No. of Rooms = 65</i>		<b>AVERAGE</b>	<b>1,204</b>	<b>56</b>	<b>16</b>	<b>17.2</b>	<b>20</b>	<b>74%</b>

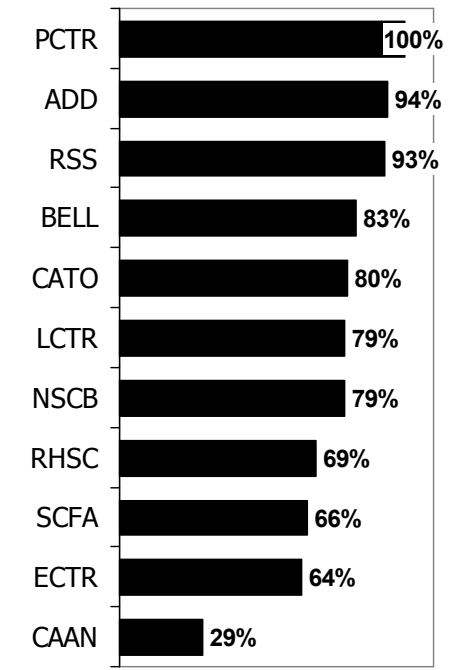
**Weekly Room Hours:**



**Weekly Seat Hours:**



**Student Station Occupancy:**



**COLLEGE OF CHARLESTON • NORTH CAMPUS**

**Teaching Laboratory Utilization Analysis by Building Summary**

Building Name and Id	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Weekly Seat Hours	Average Weekly Room Hours	Hours in Use Student Station Occupancy %	
North Charleston Performing Arts Ce	<i>NCPAC</i>	1	175	8	21	3.0	3	100%
<i>Total No. of Rooms = 1</i>		<b>AVERAGE</b>	<b>175</b>	<b>8</b>	<b>21</b>	<b>3.0</b>	<b>3</b>	<b>100%</b>

**COLLEGE OF CHARLESTON • GRICE MARINE LABORATORY**

**Teaching Laboratory Utilization Analysis by Building Summary**

Building Name and Id	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Weekly Seat Hours	Average Weekly Room Hours	Hours in Use Student Station Occupancy %	
Grice Marine Lab Main	<i>GMLM</i>	1	1,047	42	13	11.4	22	53%
<i>Total No. of Rooms = 1</i>		<b>AVERAGE</b>	<b>1,047</b>	<b>42</b>	<b>13</b>	<b>11.4</b>	<b>22</b>	<b>53%</b>

***2.2.2 Teaching Laboratory Utilization Analysis by College/Unit***

When analysis of teaching laboratory utilization on the main campus of the College of Charleston is reviewed on a School or College level, findings showed the 37 teaching laboratories assigned to the School of Sciences and Mathematics are used an average of 21 hours per week. The School of the Arts teaching laboratories average 16 hours per week of use. The nine teaching laboratories assigned to Academic Affairs average 23 hours per week of use. The one teaching laboratory assigned to the School of Humanities and Social Sciences showed the highest average at 27 weekly room hours of scheduled use. The one teaching laboratory assigned to the School of Languages, Cultures, and World Affairs showed the lowest average with three weekly room hours of use.

The teaching laboratories that showed the greatest student station occupancy percentage are those assigned to Academic Affairs.

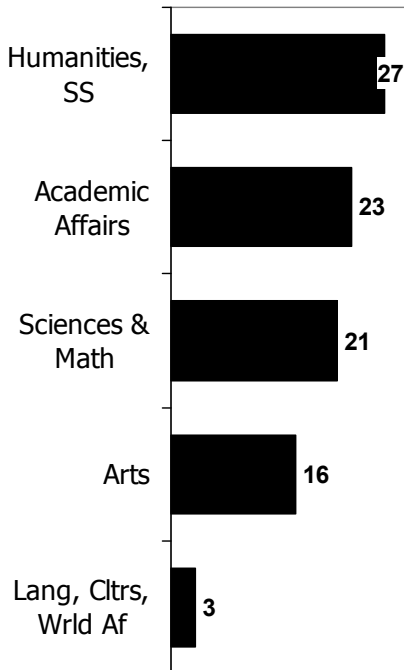
Detailed room-by-room teaching laboratory utilization analysis results can be found in Appendix B.

**COLLEGE OF CHARLESTON • MAIN CAMPUS**

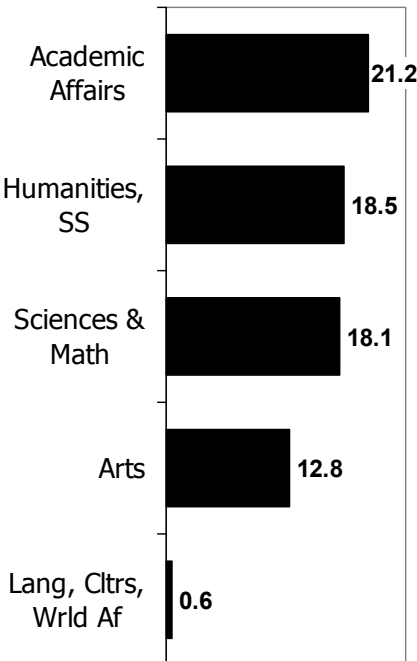
**Teaching Laboratory Utilization Analysis by College / Unit Summary**

College / Unit	No. of Rooms	No. of Seats	Average Room Size	Average ASF per Station	Average Section Size	Weekly Seat Hours	Average Weekly Room Hours	Hours in Use Student Station Occupancy %
Academic Affairs	9	230	1,166	40	21	21.2	23	79%
School of Humanities and Social Sciences	1	40	868	22	27	18.5	27	69%
School of Languages, Cultures, and World Affairs	1	21	884	42	4	0.6	3	19%
School of Sciences and Mathematics	37	965	1,081	48	17	18.1	21	73%
School of the Arts	17	324	1,529	84	13	12.8	16	74%
<i>Total No. of Rooms = 65</i>	<b>AVERAGE</b>		<b>1,204</b>	<b>56</b>	<b>16</b>	<b>17.2</b>	<b>20</b>	<b>74%</b>

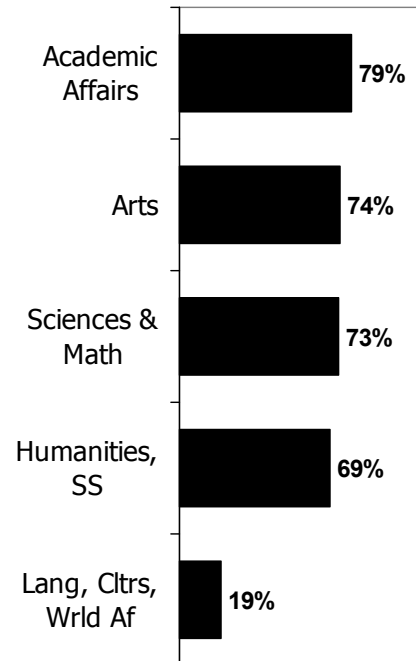
**Weekly Room Hours:**



**Weekly Seat Hours:**



**Student Station Occupancy:**







# **Section 3:** **Space Needs Analysis** **Campuswide Summary**





### **3.0 SPACE NEEDS ANALYSIS CAMPUSWIDE SUMMARY**

The space needs analysis was performed for the College of Charleston by applying the guidelines outlined in Section 5.0. The space needs analysis assists in determining the amount and types of space needed at both the base and future years.

The base year analysis used Fall 2010 course, staff, and facility inventory data provided by the institution. Paulien & Associates applied South Carolina standards and other recognized standards as appropriate to determine at a master plan level the potential space needs by space type, broken down into Academic Space, Academic Support Space, and Auxiliary Space categories.

The base year and target year findings compare existing space to guideline generated space needs. These findings are contained in the campuswide space needs analysis tables that follow.

#### **3.1 Main Campus Space Needs Analysis**

At the base and target years all of the categories of space in the Academic Space classification showed a deficit of space. Overall the Academic Space categories showed a deficit of 151,000 ASF of space at the base year. At the target year the deficit increased to 266,000 ASF. The Research Laboratory category had the largest target year deficit of nearly 110,000 ASF. Teaching Laboratories showed a deficit of 25,000 ASF or 25% of the target year existing Teaching Laboratory space.

The categories of space in the Academic Support Space classification showed 84,000 ASF deficit at the base year. This deficit increased to 127,000 ASF at the target year. The largest deficit in this classification at the target year was in the Athletics category which showed a 24,700 ASF deficit.

In the Auxiliary Space classification there was a deficit of space in all of the space categories. The Student Center space deficit was 34,000 ASF at the target year, this represents 55% of the existing space in the Student Center category. The Residence Life space category showed the largest deficit at the target year.

For all categories of space at the target year the campus showed a total deficit of 640,000 ASF. The renovation and utilization of the 39,000 ASF that is shown as Inactive/Conversion space can contribute to reducing the 640,000 ASF campuswide target year space deficit. In addition the planned new residence hall, if it is implemented, could further reduce the space deficit.

COLLEGE OF CHARLESTON

**Campuswide Space Needs Analysis**  
College of Charleston • Main Campus

SPACE CATEGORY	Base Year <i>Student Headcount = 11,532 Staff Headcount = 2,089</i>				Target Year <i>Student Headcount = 12,890 Staff Headcount = 2,237</i>			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Classroom & Service	104,228	172,697	(68,469)	(66%)	104,228	178,633	(74,405)	(71%)
Teaching Laboratories & Service	99,115	123,158	(24,043)	(24%)	99,115	124,174	(25,059)	(25%)
Open Laboratories & Service	34,079	40,822	(6,743)	(20%)	34,079	42,462	(8,383)	(25%)
Research Laboratories & Service	24,200	46,138	(21,938)	(91%)	24,200	134,059	(109,859)	(454%)
Academic Offices & Service	164,439	188,785	(24,346)	(15%)	164,439	206,655	(42,216)	(26%)
Other Academic Department Space	15,127	20,411	(5,284)	(35%)	15,127	21,231	(6,104)	(40%)
<i>Academic Space Subtotal</i>	<b>441,188</b>	<b>592,011</b>	<b>(150,823)</b>	<b>(34%)</b>	<b>441,188</b>	<b>707,214</b>	<b>(266,026)</b>	<b>(60%)</b>
<b>Academic Support Space</b>								
Administrative Offices & Service	144,968	151,775	(6,807)	(5%)	144,968	156,975	(12,007)	(8%)
Library	104,441	124,437	(19,996)	(19%)	104,441	128,969	(24,528)	(23%)
Physical Education & Recreation	50,045	66,025	(15,980)	(32%)	50,045	68,075	(18,030)	(36%)
Athletics	76,524	80,981	(4,457)	(6%)	76,524	101,226	(24,702)	(32%)
Assembly & Exhibit	58,150	77,944	(19,794)	(34%)	58,150	80,404	(22,254)	(38%)
Physical Plant	7,966	20,574	(12,608)	(158%)	7,966	27,772	(19,806)	(249%)
Other Administrative Department Space	36,566	40,819	(4,253)	(12%)	36,566	42,458	(5,892)	(16%)
<i>Academic Support Space Subtotal</i>	<b>478,660</b>	<b>562,555</b>	<b>(83,895)</b>	<b>(18%)</b>	<b>478,660</b>	<b>605,879</b>	<b>(127,219)</b>	<b>(27%)</b>
<b>Auxiliary Space</b>								
Student Center	61,500	91,845	(30,345)	(49%)	61,500	95,535	(34,035)	(55%)
Residence Life	631,479	646,000	(14,521)	(2%)	631,479	843,750	(212,271)	(34%)
Health Care Facilities	1,901	2,551	(650)	(34%)	1,901	2,654	(753)	(40%)
Early Childhood Education Center	5,093	5,093	0	0%	5,093	5,093	0	0%
<i>Auxiliary Space Subtotal</i>	<b>699,973</b>	<b>745,489</b>	<b>(45,516)</b>	<b>(7%)</b>	<b>699,973</b>	<b>947,032</b>	<b>(247,059)</b>	<b>(35%)</b>
<b>CAMPUS TOTAL</b>	<b>1,619,821</b>	<b>1,900,055</b>	<b>(280,234)</b>	<b>(17%)</b>	<b>1,619,821</b>	<b>2,260,125</b>	<b>(640,304)</b>	<b>(40%)</b>
<i>Inactive/Conversion Space</i>	39,362				39,362			
<i>Leased Out Space</i>	8,976				8,976			

ASF = Assignable Square Feet

### 3.2 North Campus Space Needs Analysis

The findings from the space needs analysis for the North Campus show that the campus has sufficient space for future growth. It should be noted that the deficit of space in the academic office category is offset by the surplus of office space in the administrative office space category.

COLLEGE OF CHARLESTON

## Campuswide Space Needs Analysis

### College of Charleston • North Campus

SPACE CATEGORY	Base Year <i>Student Headcount = 1,600 Staff Headcount = 24</i>				Target Year <i>Student Headcount = 1,760 Staff Headcount = 25</i>			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Classroom & Service	12,449	3,280	9,169	74%	12,449	3,280	9,169	74%
Teaching Laboratories & Service	175	140	35	20%	175	140	35	20%
Open Laboratories & Service	250	300	(50)	(20%)	250	312	(62)	(25%)
Academic Offices & Service	176	475	(299)	(170%)	176	475	(299)	(170%)
<i>Academic Space Subtotal</i>	<b>13,050</b>	<b>4,195</b>	<b>8,855</b>	<b>68%</b>	<b>13,050</b>	<b>4,207</b>	<b>8,843</b>	<b>68%</b>
<b>Academic Support Space</b>								
Administrative Offices & Service	4,946	2,660	2,286	46%	4,946	2,765	2,181	44%
Other Administrative Department Space	602	675	(73)	(12%)	602	698	(96)	(16%)
<i>Academic Support Space Subtotal</i>	<b>5,548</b>	<b>3,335</b>	<b>2,213</b>	<b>40%</b>	<b>5,548</b>	<b>3,463</b>	<b>2,085</b>	<b>38%</b>
<b>CAMPUS TOTAL</b>	<b>18,598</b>	<b>7,530</b>	<b>11,068</b>	<b>60%</b>	<b>18,598</b>	<b>7,670</b>	<b>10,928</b>	<b>59%</b>

ASF = Assignable Square Feet

**3.3 Grice Marine Laboratory Space Needs Analysis**

The results of the space analysis for the Grice Marine Laboratory indicate there is sufficient space overall on the campus at the base year. The target year analysis shows there will be deficits in the future. The planned new laboratory building on the Grice Marine Laboratory campus will increase the space available at this campus for the target year.

COLLEGE OF CHARLESTON

**Campuswide Space Needs Analysis**

**College of Charleston • Grice Marine Laboratory**

SPACE CATEGORY	Base Year <i>Student Headcount = 134 Staff Headcount = 23</i>				Target Year <i>Student Headcount = 147 Staff Headcount = 24</i>			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
	<b>Academic Space</b>							
Classroom & Service	437	396	41	9%	437	396	41	9%
Teaching Laboratories & Service	1,047	1,504	(457)	(44%)	1,047	1,504	(457)	(44%)
Open Laboratories & Service	5,738	324	5,414	94%	5,738	340	5,398	94%
Research Laboratories & Service	834	5,486	(4,652)	(558%)	834	15,940	(15,106)	(1,811%)
Academic Offices & Service	4,368	3,605	763	17%	4,368	3,810	558	13%
Other Academic Department Space	781	162	619	79%	781	170	611	78%
<i>Academic Space Subtotal</i>	<i>13,205</i>	<i>11,477</i>	<i>1,728</i>	<i>13%</i>	<i>13,205</i>	<i>22,160</i>	<i>(8,955)</i>	<i>(68%)</i>
<b>Academic Support Space</b>								
Library	5,769	6,000	(231)	(4%)	5,769	6,000	(231)	(4%)
<i>Academic Support Space Subtotal</i>	<i>5,769</i>	<i>6,000</i>	<i>(231)</i>	<i>(4%)</i>	<i>5,769</i>	<i>6,000</i>	<i>(231)</i>	<i>(4%)</i>
<b>Auxiliary Space</b>								
Residence Life	1,224	1,520	(296)	(24%)	1,224	1,800	(576)	(47%)
<i>Auxiliary Space Subtotal</i>	<i>1,224</i>	<i>1,520</i>	<i>(296)</i>	<i>(24%)</i>	<i>1,224</i>	<i>1,800</i>	<i>(576)</i>	<i>(47%)</i>
<b>CAMPUS TOTAL</b>	<b>20,198</b>	<b>18,997</b>	<b>1,201</b>	<b>6%</b>	<b>20,198</b>	<b>29,960</b>	<b>(9,762)</b>	<b>(48%)</b>

ASF = Assignable Square Feet

### 3.4 Patriots Point Athletic Complex Space Needs Analysis

Application of normative space guidelines for the Patriots Point Athletics Complex shows there is sufficient office space at the Complex. Findings show a need for additional athletics space.

*COLLEGE OF CHARLESTON*

## Campuswide Space Needs Analysis

### College of Charleston • Patriots Point Athletics Complex

SPACE CATEGORY	Base Year <i>Student Headcount = Staff Headcount =</i>				Target Year <i>Student Headcount = Staff Headcount =</i>			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>								
Administrative Offices & Service	758	445	313	41%	758	445	313	41%
Athletics	17,972	19,019	(1,047)	(6%)	17,972	23,774	(5,802)	(32%)
<i>Academic Support Space Subtotal</i>	<b>18,730</b>	<b>19,464</b>	<b>(734)</b>	<b>(4%)</b>	<b>18,730</b>	<b>24,219</b>	<b>(5,489)</b>	<b>(29%)</b>
<b>CAMPUS TOTAL</b>	<b>18,730</b>	<b>19,464</b>	<b>(734)</b>	<b>(4%)</b>	<b>18,730</b>	<b>24,219</b>	<b>(5,489)</b>	<b>(29%)</b>

ASF = Assignable Square Feet





# **Section 4:**

## **Summary of Findings by Academic & Administrative Units**





## 4.0 SUMMARY OF FINDINGS BY ACADEMIC AND ADMINISTRATIVE UNITS

The space needs guidelines were applied at the School or major administrative division level for academic and administrative units. The consultant held on-campus meetings with key leaders of these units in order to incorporate unique space needs as presented by the units.

The previous section described the outcomes campuswide, and this section will describe the outcomes from the analysis of each of the School and major administrative units as listed in the following summary table.

### COLLEGE OF CHARLESTON • MAIN CAMPUS

### Space Needs Analysis by College/School or Major Unit

COLLEGE/UNIT	Base Year <i>Student Headcount = 11,532 Staff Headcount = 2,089</i>				Target Year <i>Student Headcount = 12,890 Staff Headcount = 2,237</i>			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic</b>								
Graduate School	1,404	1,820	(416)	(30%)	1,404	2,090	(686)	(49%)
Honors College	2,903	4,180	(1,277)	(44%)	2,903	4,462	(1,559)	(54%)
Libraries	104,441	124,437	(19,996)	(19%)	104,441	128,969	(24,528)	(23%)
School of Business	21,653	25,417	(3,764)	(17%)	21,653	30,367	(8,714)	(40%)
School of Educ, Hlth, & Humn Perf	79,691	107,839	(28,148)	(35%)	79,691	115,580	(35,889)	(45%)
School of Humanities and Soc Sciences	49,839	58,469	(8,630)	(17%)	49,839	68,201	(18,362)	(37%)
School of Lang, Cult, and World Aff	23,494	29,155	(5,661)	(24%)	23,494	31,708	(8,214)	(35%)
School of Sciences and Mathematics	122,966	185,434	(62,468)	(51%)	122,966	264,032	(141,066)	(115%)
School of the Arts	92,697	100,567	(7,870)	(8%)	92,697	105,820	(13,123)	(14%)
Classroom & Service	104,228	172,697	(68,469)	(66%)	104,228	178,633	(74,405)	(71%)
<i>Academic Subtotal</i>	<i>603,316</i>	<i>810,015</i>	<i>(206,699)</i>	<i>(34%)</i>	<i>603,316</i>	<i>929,862</i>	<i>(326,546)</i>	<i>(54%)</i>
<b>Administrative</b>								
Academic Affairs/Provost	59,448	51,946	7,502	13%	59,448	57,317	2,131	4%
Athletics	87,711	97,426	(9,715)	(11%)	87,711	118,181	(30,470)	(35%)
Business Affairs	126,090	170,614	(44,524)	(35%)	126,090	182,803	(56,713)	(45%)
External Relations	4,196	4,285	(89)	(2%)	4,196	4,490	(294)	(7%)
Institutional Advancement	11,620	13,134	(1,514)	(13%)	11,620	13,782	(2,162)	(19%)
Office of the President	26,509	26,777	(268)	(1%)	26,509	27,608	(1,099)	(4%)
Student Affairs	700,931	725,858	(24,927)	(4%)	700,931	926,082	(225,151)	(32%)
<i>Administrative Subtotal</i>	<i>1,016,505</i>	<i>1,090,040</i>	<i>(73,535)</i>	<i>(7%)</i>	<i>1,016,505</i>	<i>1,330,263</i>	<i>(313,758)</i>	<i>(31%)</i>
<b>TOTAL</b>	<b>1,619,821</b>	<b>1,900,055</b>	<b>(280,234)</b>	<b>(17%)</b>	<b>1,619,821</b>	<b>2,260,125</b>	<b>(640,304)</b>	<b>(40%)</b>
<i>Inactive/Conversion Space</i>	<i>39,362</i>				<i>39,362</i>			
<i>Leased Out Space</i>	<i>8,976</i>				<i>8,976</i>			

ASF = Assignable Square Feet

The individual summary tables for the academic units that follow show a space total that includes classrooms and a total that excludes the classroom guideline assignable square feet. Since some classrooms on campus are assigned centrally and some courses are not scheduled in classrooms that are assigned to their School or Department, the normative guidelines generated by the courses do not necessarily match the existing ASF of classroom space on a School or Department level. Therefore, classroom space quantities and configurations should be viewed on a campuswide basis as well as at the School or Department level. Showing two totals—one with and one without the classroom guidelines—allows the analysis to identify the total amount of space needed including classrooms for purposes of determining the total square feet of fit within existing buildings, need for proximity to classrooms, and overall needs for additional classrooms.

The space needs analysis summary table in Section 3 showed surpluses and deficits by various functional space categories on a campuswide basis. The application and review of the guidelines in relation to existing space at the unit level will show the various surpluses and deficits that may exist that are not obvious on a campuswide study. The remainder of this section will concentrate on describing the academic and academic support space needs on an individual unit basis for the base and target year assumptions.

### 4.1 School of Business

The School of Business is housed in the Beatty Center and the Tate Center. The School has some offices in the J.C. Long Building and some classroom space in the Thaddeus Street Education Center. The School is short of space and would like to begin planning for an additional building. The School of Business would like to demolish the J.C. Long Building and build a new building on the site.

Undergraduate enrollment is at 1,600 students and will not increase much. Graduate enrollment may increase from 23 to 100. The School would like to develop program offerings abroad, which will require space on campus. The School anticipates adding three new programs. The School would like to add executive training programs.

The School of Business has 61 to 65 faculty tenure or tenure track faculty. By 2020, the School may have 71 faculty. There are currently around 15 adjuncts, which will grow to 20. There are five executives in residence with year-long appointments. The School would like to increase executives in residence to 15. In addition to faculty the School has 19 staff, and by 2020 will have 30. Additional staff is needed to help with global programs and to help with marketing and development.

The School of Business would like to grow its centers. Centers function as the research space for the School of Business. The centers need to support the region, and the School would like to be a partner with the business community. Space is needed for one staff person and a space to meet in the centers. A "Center of Centers" to co-locate and share assistants with one large shared meeting area would be a positive addition.

The School needs additional breakout rooms and group study rooms. These rooms would seat 4 to 8 students and have a mounted white board on the walls. There is a need for around seven or eight group study/breakout rooms. Also, the School needs discussion/seminar rooms for 15 to 20 people around a conference-type table. There is a desire for a global trading room in a new building. Typically a global trading room would include 30 to 35 student stations.

Results of the space analysis for the School of Business found a deficit of 3,800 ASF at the base year. At the target year the School of Business showed a deficit of 8,700 ASF. At the target year, the School showed a deficit of Classroom space of 11,000 ASF, and showed a deficit of 3,000 ASF in the Academic Office space category.

#### *School of Business*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Classroom & Service	13,372	23,587	(10,215)	(76%)	13,372	24,723	(11,351)	(85%)
Open Laboratories & Service	576	690	(114)	(20%)	576	718	(142)	(25%)
Research Laboratories & Service	0	1,603	(1,603)	n/a	0	4,657	(4,657)	n/a
Academic Offices & Service	18,995	20,315	(1,320)	(7%)	18,995	22,070	(3,075)	(16%)
Other Academic Department Space	2,082	2,809	(727)	(35%)	2,082	2,922	(840)	(40%)
<b>TOTAL</b>	<b>35,025</b>	<b>49,004</b>	<b>(13,979)</b>	<b>(40%)</b>	<b>35,025</b>	<b>55,090</b>	<b>(20,065)</b>	<b>(57%)</b>
<i>Total without Classrooms</i>	<i>21,653</i>	<i>25,417</i>	<i>(3,764)</i>	<i>(17%)</i>	<i>21,653</i>	<i>30,367</i>	<i>(8,714)</i>	<i>(40%)</i>

## **4.2 School of Education, Health, and Human Performance**

The School of Education, Health, and Human Performance is primarily located at 86 Wentworth Street. It also has facilities in the Early Childhood Education Center, Johnson Physical Education Center, Silcox Center, and Stern Center. Classrooms are located in the Thaddeus Street Education Center. Service programs are in the Bell Building. The location works well since staff members often go to see clients, clients do not often come to Bell.

Teacher education programs are offered in Early Childhood Education (Birth to Grade 3); Elementary (Grades 2 to 6); Middle Grades (Grades 5 to 8); Secondary (Grades 9-12). The College of Charleston is the second largest producer of teacher certifications in the State. College of Charleston teachers are highly regarded, and graduates typically find jobs.

Health and Human Performance programs are concerned about facilities for the programs. The Silcox Center was the original College gymnasium, having been constructed in 1930's as WPA project. The Silcox Center connects to Johnson Center and is beside the Carolina First Arena. Health and Human Performance faculty offices in Silcox are scattered through the building maze.

Johnson Physical Education Center is shared by Health and Human Performance, Athletics, and intramural sports. Johnson Center was renovated when the Arena was constructed. The Johnson Center has two highly raked classrooms which used to be gym spectator seating. The classrooms in Silcox are very cramped, with first floor classrooms being long and narrow.

The campus has the vision of a wellness center combined with an academic center like the Ramsey Center at University of Georgia. This new fitness/wellness center could house many services such as alcohol abuse, etc. Students now use fitness facilities in the Charleston community. A new wellness center could be a recruiting tool.

The new programs being planned include Public Health and Child Life. The School of Humanities will offer a B.A. in Public Health, and the School of Education will offer a B.S. in Public Health. A new Child Life Program is being discussed that would be a collaboration with the Medical University of South Carolina. It will be the first program in the State and region, providing a Masters program with Psychology, Education, and Sociology.

The Early Childhood Education Center is a unique space that reports to the School of Education. It can accommodate around 60 children. The Center consistently has a waiting list of 200 to 300 children. The Center was renovated in 2004. The School of Education has both undergraduate and graduate programs in Early Childhood Education and the Early Childhood Education Center is a site for students in the School of Education to observe and learn. Additional space for the Early Childhood Education Center to expand would be beneficial.

The space needs analysis for the School of Education, Health, and Human Performance showed the unit to have an overall deficit of 36,000 ASF of space at the target year. The largest category of space with a deficit is the physical education space category, which showed a deficit of 18,000 ASF. A significant deficit was also shown in the office space category.

*School of Education, Health, and Human Performance*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Classroom & Service	11,250	13,540	(2,290)	(20%)	11,250	14,881	(3,631)	(32%)
Teaching Laboratories & Service	0	850	(850)	n/a	0	863	(863)	n/a
Open Laboratories & Service	2,624	3,143	(519)	(20%)	2,624	3,269	(645)	(25%)
Research Laboratories & Service	244	1,396	(1,152)	(472%)	244	4,057	(3,813)	(1,563%)
Academic Offices & Service	18,808	27,450	(8,642)	(46%)	18,808	30,185	(11,377)	(60%)
Other Academic Department Space	2,877	3,882	(1,005)	(35%)	2,877	4,038	(1,161)	(40%)
<i>Academic Space Subtotal</i>	<b>35,803</b>	<b>50,261</b>	<b>(14,458)</b>	<b>(40%)</b>	<b>35,803</b>	<b>57,293</b>	<b>(21,490)</b>	<b>(60%)</b>
<b>Academic Support Space</b>								
Physical Education & Recreation	50,045	66,025	(15,980)	(32%)	50,045	68,075	(18,030)	(36%)
<i>Academic Support Space Subtotal</i>	<b>50,045</b>	<b>66,025</b>	<b>(15,980)</b>	<b>(32%)</b>	<b>50,045</b>	<b>68,075</b>	<b>(18,030)</b>	<b>(36%)</b>
<b>Auxiliary Space</b>								
Early Childhood Education Center	5,093	5,093	0	0%	5,093	5,093	0	0%
<i>Auxiliary Space Subtotal</i>	<b>5,093</b>	<b>5,093</b>	<b>0</b>	<b>0%</b>	<b>5,093</b>	<b>5,093</b>	<b>0</b>	<b>0%</b>
<b>TOTAL</b>	<b>90,941</b>	<b>121,379</b>	<b>(30,438)</b>	<b>(33%)</b>	<b>90,941</b>	<b>130,461</b>	<b>(39,520)</b>	<b>(43%)</b>
<i>Total without Classrooms</i>	<b>79,691</b>	<b>107,839</b>	<b>(28,148)</b>	<b>(35%)</b>	<b>79,691</b>	<b>115,580</b>	<b>(35,889)</b>	<b>(45%)</b>

ASF = Assignable Square Feet

### **4.3 School of Humanities and Social Sciences**

The School of Humanities and Social Studies is a large school with space at many locations around campus. The School of Humanities and Social Sciences facilities are scattered and fragmented. The faculty and staff love the charming historic buildings and houses with offices, but the School does not have an identified location, and the departments do not have a place to congregate or hold meetings.

At meetings on campus the consultant was told it is important to have a focal point for the School to provide an identity. A visible location for the Dean's suite would be an important factor. There is a desire for a student success center that could house faculty advisors. The School spaces would provide meeting and conference room spaces. A central hub for the School would help create a sense of community and a focus on student success.

A suggested location to provide the School of Humanities and Social Sciences with a location for the School's offices is in Maybank Hall. A Maybank renovation could offer an opportunity to create a Dean's suite. The department offices would remain in historic houses. The houses that have been renovated for offices have shown the faculty the potential and the implementation of office renovation. The departments use the historic houses well.

The Psychology Department is unique. Psychology is moving in the direction of neuroscience. Faculty need research laboratory space and animal facilities. Psychology also needs facilities for social science research including human subject research. There is some human subject research space in the Bell Building. The research includes studies of older adults and children, so there is a need for convenient parking nearby.

The Center for Social Science Research is being developed in Bell. The Center for Social Sciences Research is interdisciplinary. It includes Psychology, Sociology, Political Science, and Archeology. The Center's space in Bell is not office space, but is space for human subject research, GIS, a reception area, and a conference room.

All Humanities and Social Sciences departments are now doing research. Psychology needs research space. Philosophy and English do not need dedicated research space. Sociology, Anthropology, and Archeology all need research space and GIS spaces. Political Science uses GIS. Communication needs space for focus groups and observation rooms in the Center for Social Science Research. Historians may need archival space, as well as oral history and interview spaces.

The Riley Center for Livable Communities is housed on King Street in an old bank. The building is owned by the Foundation; the College leases it. The Center could encourage interdisciplinary activities. The goal is for it to be a resource for research, a place for collaborative work in sustainability and public health. The King Street location is good. It is an inviting place. The Riley Center will have a library of resources and a conference room in the old vault.

Space needs findings at the base year showed the School to have a 4,300 ASF deficit in Academic Office space. The actual deficit may be even greater due to the use of historic houses for offices for the departments within the School of Humanities and Social Sciences. The size of the offices in the historic houses is determined by the size of the existing rooms rather than having been determined by academic standards for offices. The average office size in the School of Humanities and Social Sciences is 180 ASF while the guidelines applied use 160 ASF for faculty offices. If the 180 ASF had been applied as Office space guidelines for the School, findings would have indicated a larger deficit in the office space category.

Space analysis at the base year resulted in a deficit of 8,600 ASF. At the target year the deficit increased to 18,300 ASF. The largest deficit in space, excluding classrooms, is in the academic office space category, which showed a deficit of 9,300 ASF. This deficit was followed by a deficit in the teaching laboratory space category of 4,900 ASF.

*School of Humanities and Social Sciences*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Classroom & Service	25,473	60,292	(34,819)	(137%)	25,473	62,499	(37,026)	(145%)
Teaching Laboratories & Service	1,157	5,729	(4,572)	(395%)	1,157	6,054	(4,897)	(423%)
Open Laboratories & Service	2,389	2,862	(473)	(20%)	2,389	2,977	(588)	(25%)
Research Laboratories & Service	3,074	2,275	799	26%	3,074	6,611	(3,537)	(115%)
Academic Offices & Service	43,106	47,450	(4,344)	(10%)	43,106	52,400	(9,294)	(22%)
Other Academic Department Space	113	153	(40)	(35%)	113	159	(46)	(41%)
<b>TOTAL</b>	<b>75,312</b>	<b>118,761</b>	<b>(43,449)</b>	<b>(58%)</b>	<b>75,312</b>	<b>130,700</b>	<b>(55,388)</b>	<b>(74%)</b>
<i>Total without Classrooms</i>	<i>49,839</i>	<i>58,469</i>	<i>(8,630)</i>	<i>(17%)</i>	<i>49,839</i>	<i>68,201</i>	<i>(18,362)</i>	<i>(37%)</i>

ASF = Assignable Square Feet

#### **4.4 School of Languages, Cultures, and World Affairs**

The School of Languages, Cultures, and World Affairs is primarily housed in the J.C. Long Building and the Jewish Studies Center. The School also has offices in 9 Glebe Street, Bell Building, and Randolph Hall, as well as classroom and laboratory spaces in the Bell Building, Maybank Hall, and Thaddeus Street Education Center. The School is not overly concerned about being scattered around campus, although it would be preferable to be together, particularly to have the Modern Languages together.

The School of Languages, Cultures, and World Affairs is a new, developing school. While the School teaches 13 languages, and all students at the College of Charleston are required to take language courses, the School is more than just language instruction. The School was created as an organized Area Studies and Cultural Studies school and includes Archeology, Jewish Studies, African-American Studies, Women's Studies. The School has faculty in history and economics. International Studies is a new, fast-growing major.

Class sizes in Languages rarely exceed 26 students. Ideal class size is 18 to 22 students. Classrooms are lacking the technology required for language instruction. Language instruction uses textbooks with CD or server-based software to do assignments. For this work students need smart classrooms.

The School of Languages, Cultures, and World Affairs has many interdisciplinary programs that would benefit from having spaces for faculty, student, and international visitors to meet and gather informally.

Space analysis at the base year resulted in a deficit of 5,700 ASF. At the target year the deficit increased to 8,200 ASF. The largest deficit in space is in the office space category, which showed a deficit of 5,500 ASF.



*School of Languages, Cultures, and World Affairs*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Classroom & Service	8,398	24,628	(16,230)	(193%)	8,398	24,780	(16,382)	(195%)
Teaching Laboratories & Service	884	1,027	(143)	(16%)	884	1,034	(150)	(17%)
Open Laboratories & Service	1,823	2,184	(361)	(20%)	1,823	2,271	(448)	(25%)
Research Laboratories & Service	0	274	(274)	n/a	0	795	(795)	n/a
Academic Offices & Service	17,528	21,280	(3,752)	(21%)	17,528	23,050	(5,522)	(32%)
Other Academic Department Space	2,495	3,366	(871)	(35%)	2,495	3,502	(1,007)	(40%)
<i>Academic Space Subtotal</i>	<b>31,128</b>	<b>52,759</b>	<b>(21,631)</b>	<b>(69%)</b>	<b>31,128</b>	<b>55,432</b>	<b>(24,304)</b>	<b>(78%)</b>
<b>Academic Support Space</b>								
Assembly & Exhibit	764	1,024	(260)	(34%)	764	1,056	(292)	(38%)
<i>Academic Support Space Subtotal</i>	<b>764</b>	<b>1,024</b>	<b>(260)</b>	<b>(34%)</b>	<b>764</b>	<b>1,056</b>	<b>(292)</b>	<b>(38%)</b>
<b>TOTAL</b>	<b>31,892</b>	<b>53,783</b>	<b>(21,891)</b>	<b>(69%)</b>	<b>31,892</b>	<b>56,488</b>	<b>(24,596)</b>	<b>(77%)</b>
<i>Total without Classrooms</i>	<b>23,494</b>	<b>29,155</b>	<b>(5,661)</b>	<b>(24%)</b>	<b>23,494</b>	<b>31,708</b>	<b>(8,214)</b>	<b>(35%)</b>

ASF = Assignable Square Feet

### **4.5 School of Sciences and Mathematics**

The School of Sciences and Mathematics is based in the new School of Science and Math Building and the Rita Hollings Science Center. The School has facilities in Robert Scott Small Building, Maybank Hall, J.C. Long Building, Bell Building, and classrooms in Lightsey. There are some offices located in 65 Coming Street, 4 Green Way, and 284 King Street.

When the new School of Science and Math Building was completed the Chemistry Department moved entirely out of Hollings. Geology has half of its space in the new building. Mathematics is located in four buildings and will consolidate into Robert Scott Small Building. Computer Science will also end up in Robert Scott Small. Unifying Math and Computer Science in Robert Small will be a positive move. Biology and Physics are likely to remain in Hollings, which will be renovated.

Hollings has serious infrastructure and mold issues and is in need of renovation and upgrade. The consultant was told that the HVAC needs a \$41 million renovation, and the building has exterior envelope issues.

The 19,000 ASF of empty shell space in the new Science building needs to be finished. As the shell space in the new building is finished, the School has two choices: move rest of Geology into new building or make the new building interdisciplinary with lab and hood intensive facilities. It is likely that the School will unify Geology and Environmental Geosciences in the new building and still have some space left over for labs. The School puts emphasis on labs since a hands-on experience is a focus at the College of Charleston.

The School has six departments, all growing, particularly Biology with 1,000 majors. Math, Geology, and Physics have maintained steady enrollments, as has Chemistry. Computer Science enrollment follows national trends; it dipped for a few years and is now going back up. Math has 80 to 100 majors, but has a service load providing many courses to non-majors. Enrollment and faculty will continue to increase. In the future the School will need 15 more full time tenure-track faculty.

The School expects sponsored research to double in the next ten years and plans to establish a task force to outline projected personnel and space that will be needed for growth. School research expenditures are currently at about \$5 million per year. The School has received seven new awards since January 1, 2011. The College of Charleston has a teacher/scholar model and a focus on undergraduate research and publishable research, so the College needs faculty who are deeply engaged in research.

There are multiple federal laboratories at Grice, as well as state laboratories and about 800 researchers. There is a five-party formal partnership at Grice. Planning for a new four-story building at the Grice Marine Laboratory will provide additional research laboratory space.

Application of normative guidelines for the School of Sciences and Mathematics resulted in an overall space deficit at the future year of 161,000 ASF, including classrooms. The largest deficit is in the research laboratory space category with a deficit of 94,000 ASF followed by the teaching laboratory space category deficit of 32,000 ASF.

*School of Sciences and Mathematics*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Classroom & Service	11,673	30,937	(19,264)	(165%)	11,673	31,709	(20,036)	(172%)
Teaching Laboratories & Service	50,961	82,194	(31,233)	(61%)	50,961	82,753	(31,792)	(62%)
Open Laboratories & Service	10,876	13,027	(2,151)	(20%)	10,876	13,551	(2,675)	(25%)
Research Laboratories & Service	17,841	38,402	(20,561)	(115%)	17,841	111,581	(93,740)	(525%)
Academic Offices & Service	36,676	42,910	(6,234)	(17%)	36,676	46,915	(10,239)	(28%)
Other Academic Department Space	4,320	5,829	(1,509)	(35%)	4,320	6,063	(1,743)	(40%)
<i>Academic Space Subtotal</i>	<i>132,347</i>	<i>213,299</i>	<i>(80,952)</i>	<i>(61%)</i>	<i>132,347</i>	<i>292,572</i>	<i>(160,225)</i>	<i>(121%)</i>
<b>Academic Support Space</b>								
Assembly & Exhibit	2,292	3,072	(780)	(34%)	2,292	3,169	(877)	(38%)
<i>Academic Support Space Subtotal</i>	<i>2,292</i>	<i>3,072</i>	<i>(780)</i>	<i>(34%)</i>	<i>2,292</i>	<i>3,169</i>	<i>(877)</i>	<i>(38%)</i>
<b>TOTAL</b>	<b>134,639</b>	<b>216,371</b>	<b>(81,732)</b>	<b>(61%)</b>	<b>134,639</b>	<b>295,741</b>	<b>(161,102)</b>	<b>(120%)</b>
<i>Total without Classrooms</i>	<i>122,966</i>	<i>185,434</i>	<i>(62,468)</i>	<i>(51%)</i>	<i>122,966</i>	<i>264,032</i>	<i>(141,066)</i>	<i>(115%)</i>
<i>Inactive/Conversion Space</i>	<i>25,250</i>				<i>25,250</i>			

ASF = Assignable Square Feet

#### **4.6 School of the Arts**

The Cato Center for the Arts and the Simons Center for the Arts comprise the home for the School of the Arts. The School also has spaces assigned in the Lightsey Center, Thaddeus Street Education Center, the Bell Building, Cameron House, and Calhoun Annex.

The new building, the Cato Center for the Arts, is loved by the faculty. The ceiling height, sound proofing, sound studio, gallery spaces, and rehearsal hall are wonderful and work well for the School. There are 19 practice rooms for students. No performance space was included in Cato, but there is performance space in Simons Center. Robinson Theater and a black box theater are in Simons. The Chapel Theater is in Calhoun Annex.

The biggest issue for the School is the need to renovate Simons. The School of the Arts is looking into having a feasibility study conducted. After a Simons study is completed, the School will have better idea of what can be accommodated in Simons. If renovation proceeds, the School can consolidate some of the scattered units and make an arts block. When Simons is renovated, the renovation will include adding a black box theater in the Simons Center.

There is discussion regarding the addition of a Music Conservatory, which will need practice spaces and offices. A task force will look into an orchestra, symphony musicians, and music preparation division for children as well as other elements and space needed to provide a conservatory. Spaces needed could include practice rooms, teaching studios, office spaces, storage spaces, and a recording studio.

During meetings on campus, the consultant was told the Historic Preservation program needs space for laboratories, as enrollment has grown. The School of the Arts needs a multi-purpose classroom for lectures for arts management and art history. The School would like to have a communal space for students and faculty for informal gathering, where departments can get together.

Results of the space analysis for the School of the Arts found a deficit of 7,900 ASF at the base year. At the target year the School of Arts deficit is 13,000.

School of the Arts

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Classroom & Service	6,786	13,822	(7,036)	(104%)	6,786	14,133	(7,347)	(108%)
Teaching Laboratories & Service	34,132	31,466	2,666	8%	34,132	31,578	2,554	7%
Open Laboratories & Service	10,294	12,331	(2,037)	(20%)	10,294	12,826	(2,532)	(25%)
Research Laboratories & Service	244	803	(559)	(229%)	244	2,334	(2,090)	(857%)
Academic Offices & Service	25,440	25,665	(225)	(1%)	25,440	27,790	(2,350)	(9%)
Other Academic Department Space	2,917	3,936	(1,019)	(35%)	2,917	4,094	(1,177)	(40%)
<i>Academic Space Subtotal</i>	<i>79,813</i>	<i>88,023</i>	<i>(8,210)</i>	<i>(10%)</i>	<i>79,813</i>	<i>92,755</i>	<i>(12,942)</i>	<i>(16%)</i>
<b>Academic Support Space</b>								
Assembly & Exhibit	19,670	26,366	(6,696)	(34%)	19,670	27,198	(7,528)	(38%)
<i>Academic Support Space Subtotal</i>	<i>19,670</i>	<i>26,366</i>	<i>(6,696)</i>	<i>(34%)</i>	<i>19,670</i>	<i>27,198</i>	<i>(7,528)</i>	<i>(38%)</i>
<b>TOTAL</b>	<b>99,483</b>	<b>114,389</b>	<b>(14,906)</b>	<b>(15%)</b>	<b>99,483</b>	<b>119,953</b>	<b>(20,470)</b>	<b>(21%)</b>
<i>Total without Classrooms</i>	<i>92,697</i>	<i>100,567</i>	<i>(7,870)</i>	<i>(8%)</i>	<i>92,697</i>	<i>105,820</i>	<i>(13,123)</i>	<i>(14%)</i>

ASF = Assignable Square Feet

**4.7 Graduate School**

Graduate School offices are located in Randolph Hall. This unit consists of the administrative functions of the Graduate School while the faculty members are located and have their office space with the academic disciplines. The Graduate School has a staff of six permanent employees and four graduate assistants housed in their offices.

It was expressed to the consultant in meeting with Graduate Studies that there is a perceived need for some additional office space, in particular, space for storage. During meetings on campus, the consultant was told that the location in Randolph Hall is not able to adequately serve adult students, since Randolph Hall is locked at 6:00 pm, which is a problem for graduate students attending classes in the evening.

There is a need for a graduate gathering place, like a networking event venue. Graduate students do not have an identified or centralized graduate student location. There is no centralized teaching assistant space with the exception of the School of Education that has a nice graduate student space and the Environmental Studies and Marine Biology graduate students at Grice who may get space from grant funded research. A distinct graduate student center could interface with the community. It would be helpful to have an expanded Career Center to serve graduate students and alumni as well.

Graduate student gatherings are not held in Stern Center. The students need more adult spaces. The Graduate School holds some events for the Graduate Students Association at Grice Marine Laboratory. The planned new building at Grice will have a fourth floor terrace for events. It is crucial to have a sense of community to hold events. There is also a need for space for intellectual exchange.

In the future, professional certificates will most likely be offered off campus. Most of the growth in graduate programs will be in degree-seeking students in the Environment, Culture, and History of the Lowcountry; Marine Biology; Environmental Science; and Public Administration. There is also a possibility of a program in African American culture since the College already has the Avery Research Center.

*Graduate School*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Academic Offices & Service	1,404	1,820	(416)	(30%)	1,404	2,090	(686)	(49%)
<b>TOTAL</b>	<b>1,404</b>	<b>1,820</b>	<b>(416)</b>	<b>(30%)</b>	<b>1,404</b>	<b>2,090</b>	<b>(686)</b>	<b>(49%)</b>

ASF = Assignable Square Feet

### 4.8 Honors College

The Honors Program was created in 1980 and became the Honors College in 2005. The Honors College is located in 10 Green Way, 6 Green Way, and Buist Rivers Residence Hall. The Honors College enrolls 650 to 700 students. The goal is to bring in 200 freshmen per year. The Honors College would like to retain more students, so the 650 to 700 enrollment would increase, although the entering freshmen would stay at the same 200 student level. This year the Honors College is comprised of 65% out-of-state students, Female students comprise 70% of the Honors College students.

Faculty who teach in the Honors College are mainly housed with the academic departments. There are three faculty housed in Honors.

The pedagogy of the Honors College needs seminar rooms with 20 seat capacity around a conference table. Most classes use a cluster of tables in the center of the room in a conference/seminar room configuration and move tables to the corners of the room for discussions. Honors needs access to more seminar room space.

There are not enough smart classrooms. There is a campuswide need for small smart classrooms, not just for Honors but for other programs such as language conversation and First Year Experience.

Honors students are not required to live on campus. 98% of the Honors freshmen live on campus, but the Honors residence hall can only house two-thirds of Honors freshmen. Rivers Residence Hall is the Honors residence hall and consists of Buist and Rutlege. Lesesne also houses some Honors students. Honors need more residence hall space and would like to have 60 to 70 more beds.

#### *Honors College*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Classroom & Service	1,510	3,512	(2,002)	(133%)	1,510	3,529	(2,019)	(134%)
Teaching Laboratories & Service	0	1,732	(1,732)	n/a	0	1,732	(1,732)	n/a
Open Laboratories & Service	98	117	(19)	(19%)	98	122	(24)	(24%)
Academic Offices & Service	2,482	1,895	587	24%	2,482	2,155	327	13%
Other Academic Department Space	323	436	(113)	(35%)	323	453	(130)	(40%)
<b>TOTAL</b>	<b>4,413</b>	<b>7,692</b>	<b>(3,279)</b>	<b>(74%)</b>	<b>4,413</b>	<b>7,991</b>	<b>(3,578)</b>	<b>(81%)</b>
<i>Total without Classrooms</i>	<i>2,903</i>	<i>4,180</i>	<i>(1,277)</i>	<i>(44%)</i>	<i>2,903</i>	<i>4,462</i>	<i>(1,559)</i>	<i>(54%)</i>

ASF = Assignable Square Feet

**4.9 Libraries**

Space included in the analysis of the Libraries at the base year was in the Addlestone Library, the Communications Museum, Grice Marine Resources Library, and the Avery Research Center. Addlestone Library is the main library. The Avery Research Center is in a separate building. John Rivers Communications Museum houses a collection that was given to the College. Marine Resources Library is located at the Grice Laboratories.

Addlestone Library was designed to be the campus living room. The library offers varied types of seating. On the second floor, a third of the stacks are compact shelving. The way that Addlestone is currently configured it can hold 600,000 to 650,000 books. If configured differently it could house a million books.

The Library has had remarkable success with special collections. The Library is ambitious in working with people in Charleston and seeking other collections. Since undergraduates can get most of their work from electronic sources, the Libraries will be focused more on rare books and collections in the future.

The Avery Research Center is a library, archive, and museum housed in a historical building. The Avery Normal Institute existed from 1867 until 1954. The Center is housed in a turn-of-the-century school house. The Center has replicas of desks and a replica of a classroom. There are exhibition rooms on the second floor.

After the application of normative guidelines at the base year the space needs analysis for Libraries showed the unit to have a deficit at the base year of 20,000 ASF. At the target year the deficit increased to 24,500 ASF.

*Libraries*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>								
Library	104,441	124,437	(19,996)	(19%)	104,441	128,969	(24,528)	(23%)
<b>TOTAL</b>	<b>104,441</b>	<b>124,437</b>	<b>(19,996)</b>	<b>(19%)</b>	<b>104,441</b>	<b>128,969</b>	<b>(24,528)</b>	<b>(23%)</b>

ASF = Assignable Square Feet



#### 4.10 Office of the President

The units that report to the President are located in Randolph Hall, historic houses, and Robert Scott Small building. In addition, space in the President’s residence and some guest housing is classified under the President.

The location of the President’s suite is good, as it is centrally and historically situated. The units that report to the President showed a space deficit of 1,100 ASF at the target year. The other administrative department space assigned to units reporting to the President is non-student housing facilities and the President’s residence.

##### *Office of the President*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>								
Administrative Offices & Service	7,862	5,530	2,332	30%	7,862	5,530	2,332	30%
Assembly & Exhibit	1,920	2,574	(654)	(34%)	1,920	2,655	(735)	(38%)
Other Administrative Department Space	16,727	18,673	(1,946)	(12%)	16,727	19,423	(2,696)	(16%)
<b>TOTAL</b>	<b>26,509</b>	<b>26,777</b>	<b>(268)</b>	<b>(1%)</b>	<b>26,509</b>	<b>27,608</b>	<b>(1,099)</b>	<b>(4%)</b>

ASF = Assignable Square Feet

**4.11 Academic Affairs**

Offices for the Provost are located in Randolph Hall. Units reporting to Academic Affairs are located in many buildings around campus including Addlestone Library, Bell Building, Craig Hall, Lightsey Center, Randolph Hall, and Robert Scott Small Building.

Academic units and Academic Affairs units have a variety of space needs that were articulated to the consultant during the on-site visit to campus.

The Center for Student Learning is located in the Addlestone Library. It could use more laboratory space and space for supplemental instruction to serve advanced students and developmental work. Advising and Planning is currently cramped for space. They need several more advisors and will need offices for those advisors.

There is a need for a classroom properly equipped for viewing films, capable of seating 40 or more, with a high ceiling to accommodate film screening events. There is a need for small seminar-style classrooms. The First Year Experience class is required of all students. The seminars are capped at 19 to 22 students. These classes need rooms that seat 25 to 30. Language courses will need rooms that seat 12 to 15 students.

Space Needs analysis for Academic Affairs resulted in a surplus of 2,100 ASF at the target year.

*Academic Affairs/Provost*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Classroom & Service	25,766	2,379	23,387	91%	25,766	2,379	23,387	91%
Teaching Laboratories & Service	11,981	160	11,821	99%	11,981	160	11,821	99%
Open Laboratories & Service	4,307	5,160	(853)	(20%)	4,307	5,367	(1,060)	(25%)
Research Laboratories & Service	2,797	1,385	1,412	50%	2,797	4,024	(1,227)	(44%)
<i>Academic Space Subtotal</i>	<i>44,851</i>	<i>9,084</i>	<i>35,767</i>	<i>80%</i>	<i>44,851</i>	<i>11,930</i>	<i>32,921</i>	<i>73%</i>
<b>Academic Support Space</b>								
Administrative Offices & Service	34,711	38,200	(3,489)	(10%)	34,711	40,480	(5,769)	(17%)
Assembly & Exhibit	3,266	4,378	(1,112)	(34%)	3,266	4,516	(1,250)	(38%)
Other Administrative Department Space	2,386	2,663	(277)	(12%)	2,386	2,770	(384)	(16%)
<i>Academic Support Space Subtotal</i>	<i>40,363</i>	<i>45,241</i>	<i>(4,878)</i>	<i>(12%)</i>	<i>40,363</i>	<i>47,766</i>	<i>(7,403)</i>	<i>(18%)</i>
<b>TOTAL</b>	<b>85,214</b>	<b>54,325</b>	<b>30,889</b>	<b>36%</b>	<b>85,214</b>	<b>59,696</b>	<b>25,518</b>	<b>30%</b>
<i>Total without Classrooms</i>	<i>59,448</i>	<i>51,946</i>	<i>7,502</i>	<i>13%</i>	<i>59,448</i>	<i>57,317</i>	<i>2,131</i>	<i>4%</i>

ASF = Assignable Square Feet

## 4.12 Business Affairs

The facilities assigned to the units that report to Business Affairs are located in many facilities on campus. Functions reporting to Business Affairs include financial functions such as controller, budgeting, and payroll; business functions including procurement, auxiliary services, dining services, human resources, and parking; physical and operational functions including environmental health and safety, facilities planning, physical plant, and IT. These functions use spaces as diverse as offices, warehouses, the bookstore, and public safety facilities and are located throughout campus with some warehouse functions in off-campus facilities.

While many of the units reporting to Business Affairs could use additional space, most physical space needs on campus are on the academic side. The School of Science needs space and to renovate Hollings. The School of Business needs space and would like to construct a new building. The School of Languages, Cultures, and World Affairs would like to consolidate into one location. The School of Education, Health, and Human Performance would like to renovate Silcox into a Wellness Center.

The North Campus is in leased space. In ten years, the College will need to acquire space in the North Campus area.

The application of normative guidelines for Business Affairs resulted in a deficit of 57,000 ASF.

### *Business Affairs*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>								
Administrative Offices & Service	41,451	40,815	636	2%	41,451	41,640	(189)	0%
Assembly & Exhibit	19,347	25,932	(6,585)	(34%)	19,347	26,751	(7,404)	(38%)
Physical Plant	7,966	20,574	(12,608)	(158%)	7,966	27,772	(19,806)	(249%)
Other Administrative Department Space	6,148	6,863	(715)	(12%)	6,148	7,139	(991)	(16%)
<i>Academic Support Space Subtotal</i>	<b>74,912</b>	<b>94,184</b>	<b>(19,272)</b>	<b>(26%)</b>	<b>74,912</b>	<b>103,302</b>	<b>(28,390)</b>	<b>(38%)</b>
<b>Auxiliary Space</b>								
Student Center	51,178	76,430	(25,252)	(49%)	51,178	79,501	(28,323)	(55%)
<i>Auxiliary Space Subtotal</i>	<b>51,178</b>	<b>76,430</b>	<b>(25,252)</b>	<b>(49%)</b>	<b>51,178</b>	<b>79,501</b>	<b>(28,323)</b>	<b>(55%)</b>
<b>TOTAL</b>	<b>126,090</b>	<b>170,614</b>	<b>(44,524)</b>	<b>(35%)</b>	<b>126,090</b>	<b>182,803</b>	<b>(56,713)</b>	<b>(45%)</b>
<i>Inactive/Conversion Space</i>	122				122			
<i>Leased Out Space</i>	8,976				8,976			

ASF = Assignable Square Feet

**4.13 External Relations**

External Relations is currently located in Robert Scott Small Building. Robert Scott Small is considered to be an academic building so External Relations has plans to move out. There are plans for External Relations to move to the Bell Building.

External Relations would like to have a satellite uplink facility. There is a good working relationship with the media, but it is difficult to get faculty onto TV programs without a satellite uplink center. The uplink would provide opportunities and the potential for regional or national visibility.

Space needs analysis for the office space resulted in a slight deficit.

*External Relations*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>								
Administrative Offices & Service	4,196	4,285	(89)	(2%)	4,196	4,490	(294)	(7%)
<b>TOTAL</b>	<b>4,196</b>	<b>4,285</b>	<b>(89)</b>	<b>(2%)</b>	<b>4,196</b>	<b>4,490</b>	<b>(294)</b>	<b>(7%)</b>

ASF = Assignable Square Feet

### 4.14 Institutional Advancement

The units that report to Institutional Advancement are located in Blacklock House, Sottile House, and the Bell Building. Offices for Alumni Relations and Property Management are located in Blacklock House. Offices for Development are in Sottile House. Annual Fund offices and the call center are in Bell Building. Most of the spaces assigned to these units are office spaces.

There is a desire to integrate Annual Fund offices and the call center with Development. The desire is to get all of Institutional Advancement co-located in one place.

An Alumni Center is on the list of spaces that Institutional Advancement would like. There is a need for meeting spaces. There is a need for small rooms to meet donors, so staff don't have to meet with donors in their offices.

Application of normative guidelines resulted in findings of a 2,200 ASF deficit in space at the target year. This included a deficit in office space of 1,900 ASF and a deficit of 245 ASF in other administrative department space. The other administrative department space includes meeting rooms, the calling center, lounges, and a dining area.

#### *Institutional Advancement*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>								
Administrative Offices & Service	10,098	11,435	(1,337)	(13%)	10,098	12,015	(1,917)	(19%)
Other Administrative Department Space	1,522	1,699	(177)	(12%)	1,522	1,767	(245)	(16%)
<b>TOTAL</b>	<b>11,620</b>	<b>13,134</b>	<b>(1,514)</b>	<b>(13%)</b>	<b>11,620</b>	<b>13,782</b>	<b>(2,162)</b>	<b>(19%)</b>

ASF = Assignable Square Feet

#### **4.15 Student Affairs**

Student Affairs is comprised of many units and housed in many locations on campus. Units that report to Student Affairs include Campus Recreation located in the Silcox Center, the Career Center located in Lightsey, Disability Services also located in Lightsey, Drug and Alcohol Education Program located in Robert Scott Small, Greek Life located in the Greek Life Offices Building and 97 Wentworth Street, Health Services located in the Student Health Services building, Multi-cultural Student Center located in the Multi-cultural Student Center building, Public Safety located in the St. Philip Street Garage, Student Leadership located at 69 Coming Street, Student Life located in the Stern Center, and Upward Bound located the Thaddeus Street Education Center. Residence Life is located in many houses and residence halls.

Residence Life has 3,400 beds to house students on campus. The largest residence hall is Joe E. Berry Hall with 624 beds. In addition to residence halls, the College has about 30 houses used for residence life. The projected future need is for 3,750 beds. Most upper division students do not currently stay in the residence halls. If there is an increase to 3,750 beds, it is anticipated that the additional beds will need to attract upper classmen and will be apartment style units.

There is a need for a fitness center/wellness center on campus. While there are plans to program a fitness center in the next new residence hall, it will not serve the need for a centralized wellness center like the Ramsey Center at the University of Georgia. The Ramsey Center is the social center of campus. The lack of a central center for recreation, fitness, and wellness is a disadvantage for the College.

Student service functions are not located in a central spot on campus. A one-stop shop for student services would be a positive addition. There is an on-going need for more activity spaces. Student activities have needs for multi-purpose, flexible spaces, meeting spaces, and auditoria.

Critical needs for Student Affairs are a new Student Center and additional residence life space.

Space needs analysis for the functions included in this analysis for Student Affairs resulted in a deficit of 225,000 ASF at the target year. The largest deficit is in the residence life space category.

Student Affairs

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>								
Open Laboratories & Service	1,092	1,308	(216)	(20%)	1,092	1,361	(269)	(25%)
<i>Academic Space Subtotal</i>	<i>1,092</i>	<i>1,308</i>	<i>(216)</i>	<i>(20%)</i>	<i>1,092</i>	<i>1,361</i>	<i>(269)</i>	<i>(25%)</i>
<b>Academic Support Space</b>								
Administrative Offices & Service	35,463	35,065	398	1%	35,463	35,865	(402)	(1%)
Assembly & Exhibit	10,891	14,598	(3,707)	(34%)	10,891	15,059	(4,168)	(38%)
Other Administrative Department Space	9,783	10,921	(1,138)	(12%)	9,783	11,359	(1,576)	(16%)
<i>Academic Support Space Subtotal</i>	<i>56,137</i>	<i>60,584</i>	<i>(4,447)</i>	<i>(8%)</i>	<i>56,137</i>	<i>62,283</i>	<i>(6,146)</i>	<i>(11%)</i>
<b>Auxiliary Space</b>								
Student Center	10,322	15,415	(5,093)	(49%)	10,322	16,034	(5,712)	(55%)
Residence Life	631,479	646,000	(14,521)	(2%)	631,479	843,750	(212,271)	(34%)
Health Care Facilities	1,901	2,551	(650)	(34%)	1,901	2,654	(753)	(40%)
<i>Auxiliary Space Subtotal</i>	<i>643,702</i>	<i>663,966</i>	<i>(20,264)</i>	<i>(3%)</i>	<i>643,702</i>	<i>862,438</i>	<i>(218,736)</i>	<i>(34%)</i>
<b>TOTAL</b>	<b>700,931</b>	<b>725,858</b>	<b>(24,927)</b>	<b>(4%)</b>	<b>700,931</b>	<b>926,082</b>	<b>(225,151)</b>	<b>(32%)</b>

ASF = Assignable Square Feet

**4.16 Athletics**

Athletics facilities are located in the Carolina First Arena, Cougar Club, Johnson Physical Education Center, Silcox Center, and Stern Student Center. Many of these facilities are shared with Physical Education and Student Recreation programs. Athletics has a cooperative relationship with both the Physical Education and Student Recreation programs.

The Carolina First Arena houses competitive venues for men’s basketball, women’s basketball, and women’s volleyball. The arena also houses locker rooms for track as well as a practice gym, weight room, sports medicine, and academic support spaces, including a tutoring room, used by all sports. Coaches’ offices are mainly in the arena.

Space Needs analysis for Athletics resulted in an overall deficit of 30,500 ASF at the target year.

*Athletics*

SPACE CATEGORY	Base Year				Target Year			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>								
Administrative Offices & Service	11,187	16,445	(5,258)	(47%)	11,187	16,955	(5,768)	(52%)
Athletics	76,524	80,981	(4,457)	(6%)	76,524	101,226	(24,702)	(32%)
<b>TOTAL</b>	<b>87,711</b>	<b>97,426</b>	<b>(9,715)</b>	<b>(11%)</b>	<b>87,711</b>	<b>118,181</b>	<b>(30,470)</b>	<b>(35%)</b>

ASF = Assignable Square Feet



#### **4.17 Campuswide Spaces**

In addition to the spaces analyzed by School or Department the consultant has itemized campuswide spaces that are not assigned to a particular unit. These spaces are made up of inactive and conversion spaces and spaces leased to outside entities. For the purpose of this analysis these spaces have been grouped separately from the spaces assigned to and the guideline spaces generated by the academic and administrative units.

The available space in inactive and conversion category is 39,000 ASF. Inactive/conversion spaces at the College of Charleston include some spaces in 284 King Street, the Bell Building, Thaddeus Street Education Center, Lightsey Center, Rita Hollings Science Center, and Robert Scott Small Building. In addition the inactive/conversion spaces include the unfinished areas in the new Science Building.

Space identified as leased out space is located in 42 George Street, 123 Bull Street, and Barton's Card Shop.

For all categories of space at the target year the campus showed a deficit of 640,000 ASF. The renovation and utilization of the inactive or conversion space provides some small opportunities to contribute to the reduction of the campuswide space deficit shown at the target year.





# **Section 5: Guideline Applications**



## 5.0 GUIDELINE APPLICATIONS

Paulien & Associates applied standards from the *South Carolina Commission on Higher Education Space Planning Manual for Public Colleges and Universities* when appropriate. Where the South Carolina guidelines were determined to be inappropriate or silent, the consultant used normative standards from previous experience with similar institutions. The specifics for each type of space are discussed in the following sections.

### 5.1 Classroom and Classroom Service

Review of the classroom utilization analysis presented previously in this document showed that the College of Charleston uses classrooms for a number of hours per week which are close to expectations for the desired utilization rate. The actual percent of occupancy was greater than the expected rate. The ASF per station found at the College of Charleston is lower than the consultant would expect.

The consultant used the South Carolina guidelines of 30 hours per week and 60% student station occupancy rate. However, the consultant used a student station size of 25 ASF per station for classrooms to reflect the campus' need for modern classrooms. Therefore, the formula for determining classroom space needs takes a target utilization of 30 hours per week, multiplies it by the average student station occupancy target of 60%, and divides this result into the 25 square foot per student station. This calculation provides a guideline of 1.39 assignable square feet per weekly student contact hour for lecture courses.

For seminar classrooms the consultant applied a guideline of 30 hours per week and 65% student station occupancy rate with the student station size of 28 ASF per station. This calculation provides a guideline of 1.44 assignable square feet per weekly student contact hour for seminar courses. The consultant applied a separate guideline for seminar courses to take into account the desire of the College to provide courses such as Honors and First Year Experience courses in a seminar format rather than in a lecture format.

Because the College of Charleston has many classrooms assigned to schools and departments, classroom space needs analysis is shown at the school level in this study. However, because the College also has classrooms that are centrally scheduled by the Registrar and uses some departmentally assigned classrooms for courses offered by other departments, classroom needs are best viewed at the campuswide level.

Application of the guidelines described above resulted in a deficit of approximately 74,000 ASF of classroom space at the target year. This is 71% of the target year existing classroom space on campus. As part of the initial analysis, the consultant had applied 22 ASF per student station, as recommended by the South Carolina guidelines. The South Carolina guideline application resulted in a 54,000 ASF deficit of classroom space. Both of these analyses indicate there is a significant need for classroom space on campus.

#### CLASSROOM GUIDELINE APPLIED

##### APPLIED GUIDELINE

30 HOURS PER WEEK

AVERAGE STUDENT STATION OCCUPANCY - 60%

SPACE PER STUDENT STATION - 25 ASF

##### ACTUAL UTILIZATION

31 HOURS PER WEEK

AVERAGE STUDENT STATION OCCUPANCY - 69%

AVERAGE SPACE PER STUDENT STATION - 18 ASF

These results correspond to the comments the consultant heard during School interviews. The campus representatives at the space planning interviews indicated a need for more classrooms and a desire for more smart classrooms. Comments were also made on the need for more, smaller seminar-type rooms as well as a few more large classrooms, as most classrooms are of a similar size. In fact, 60% of the classrooms on campus have between 31 and 45 seats.

### 5.2 Teaching Laboratories and Service

For the teaching laboratory category, the space need per student station varies from discipline to discipline. The guideline space per station in each discipline includes service space for laboratories taking into account the need for enough space for support rooms such as projection rooms, preparation rooms, materials storage, cold rooms, etc., if they serve class laboratories. The guideline amount of space per student station from the *South Carolina Commission on Higher Education Space Planning Manual for Public Colleges and Universities* applied here for each discipline at the College of Charleston is listed in the table, *Teaching Laboratory ASF per Station*.

Teaching Laboratory ASF per Station	
DISCIPLINE	Guideline ASF
Anthropology	60
Art	80
Astronomy	60
Biological Sciences	65
Chemistry	75
Foreign Languages	40
Geology	60
History	30
Music	60
Physics	75
Political Science	40
Psychology	50
Sociology	40
Theater/Dance	150

The number of hours of scheduled use per week for teaching laboratories is generally found to be less than scheduled use of classrooms due to the need for time for preparation of specialized equipment prior to laboratory classes and the need to make some laboratories available to students for independent study and homework after scheduled laboratory hours. The average student station occupancy guideline, when teaching laboratories are in use, is generally expected to be higher than that expected for classrooms. This is the case for the teaching laboratories guideline shown in the South Carolina guidelines and applied here.

Guidelines used for calculations and the results of the utilization analysis for the teaching laboratories at the College of Charleston are summarized in the Teaching Laboratory Guideline table.

<b>TEACHING LABORATORY GUIDELINE</b>	
<b>SC GUIDELINE UTILIZATION</b>	
24 HOURS PER WEEK	
AVERAGE STUDENT STATION OCCUPANCY - 75%	
SPACE PER STUDENT STATION - VARIES BY DISCIPLINE	
<b>ACTUAL UTILIZATION</b>	
20 HOURS PER WEEK	
AVERAGE STUDENT STATION OCCUPANCY - 74%	
AVERAGE SPACE PER STUDENT STATION - VARIES BY DISCIPLINE	

The guideline formula for determining teaching laboratory space needs takes the average target utilization of 24 hours per week, multiplies it by the average student station occupancy target of 75%, and divides the result into the square feet of space per student station. These calculations applied to all the laboratory courses in a particular discipline produce the total guideline square feet.

Application of the guidelines described above resulted in a deficit of 25,000 ASF of teaching laboratory space campuswide or 25% of the existing teaching laboratory space on campus at the future year.

### 5.3 Open Laboratories

The space classified as open laboratories includes laboratories that are not used on a regularly scheduled basis. Types of rooms included in this category can include computer laboratories, language laboratories, music practice rooms, art studios, and tutoring and testing facilities. These open laboratories and individual study laboratories are not specifically addressed by the *South Carolina Commission on Higher Education Space Planning Manual for Public Colleges and Universities*. In recent benchmarking and consulting work with statewide systems, the consultant found between five square feet per full-time equivalent student and ten square feet per full-time equivalent student was the average allocated for space in this category. The average space per student station for this category of space at the College of Charleston was below the expected range and averaged three and a third square feet per full-time equivalent student.

The consultant is seeing some colleges and universities begin to reduce the amount of open laboratory space on campus as more students have laptop computers, reducing the need for open computer laboratories and enabling students to study in less formal spaces on campus.

The consultant believes that a reasonable guideline for the College of Charleston open laboratory space is four square feet per full-time equivalent student in this category. This is a number below the low end of the benchmark range. The consultant chose to use four square feet per full-time equivalent student because this amount provides some space for breakout rooms and group study rooms.

Applying four square feet per full-time equivalent student for the open laboratory guidelines resulted in a deficit of 8,383 ASF of open laboratory space campuswide. This is 25% of the existing open laboratory space on campus at the target year.

### 5.4 Research Laboratories

Most guidelines used to evaluate research space needs have been developed for large research universities and are not always applicable for the College of Charleston's needs as an institution that focuses on a teacher/scholar model. Whereas the College of Charleston is not a campus that is driven by externally funded research, a focus on undergraduate research opportunities and growing graduate programs have resulted in more research activity. The College has faculty who are very engaged in research activities.

The consultant initially applied *South Carolina Commission on Higher Education Space Planning Manual for Public Colleges and Universities* guidelines for research space. These guidelines, applied to the research space needs for the School of Sciences and Mathematics, the School of the Arts, the School of Education, and the School of Humanities and Social Sciences, used a square foot per faculty number to generate research space.

<b>Research Laboratory ASF per Faculty</b>	
<b>DISCIPLINE</b>	<b>Guideline ASF</b>
Art	40
Education	60
Physical Sciences	275
Political Science	75
Psychology	175

Application of South Carolina guidelines for research space resulted in a guideline calculation of 37,000 ASF in research space in the future, or a deficit of 13,000 ASF of research laboratory space campuswide.

The consultant was told that the campus intends to increase research activity substantially. In 2010 the College research expenditures totaled \$6,883,286. The research goal expressed to the consultant ranged from \$10,000,000 in research expenditures to \$18,000,000 or \$20,000,000. An alternate means of calculating research space requirements is based on externally funded research dollar expenditures. As the College becomes a more research focused institution and reaches its stated goal of \$10,000,000 to \$20,000,000 in research expenditures, it will be more appropriate to base research space need on the expenditures. For this analysis the consultant assumed future research expenditures will be \$20,000,000 and applied a guideline of 750 ASF per \$100,000 of research expenditures. Application of the expenditure-based guideline resulted in a guideline of 134,000 ASF of research space on the main campus and 16,000 ASF at the Grice Marine Laboratory in the future year.

### **5.5 Office Space**

The guideline application for office space needs is based on major categories of staff and application of space amounts for office service and conference space needs. The College of Charleston provided staffing information with individual job title, department, and full-time or part-time status. The consultant then placed each individual into a major category shown in the table below. Guideline space for each office category was developed by review of the average office sizes at the College of Charleston. The average office size on the College of Charleston campus is 158 ASF (average office size by building is shown in Appendix C). Because the average office size on the campus is greater than the office size range provided for faculty in the South Carolina Planning Manual the consultant used the average office size on campus as a base. These guidelines were used for both the Academic and Administrative Office space categories.

Campuswide analysis shows a need for academic office space at the future year. Application of the guidelines described above resulted in a deficit of 42,200 ASF of academic office space. Administrative office space showed a deficit of 12,000 ASF.

It should be noted that the use of existing historic houses as office space results in large average office sizes. The large offices in the houses may result in findings that indicate a surplus of existing office space compared to standard guidelines. For this reason, the office sizes used for this analysis reflect the average size found on the College of Charleston campus. It should also be noted that during interviews held with the Schools on campus, the consultant was told that faculty as a whole like having offices in historic homes, but that the historic homes do not provide for conference rooms or places to meet informally.



Detailed application of office space guidelines can be found in Appendix D.

*COLLEGE OF CHARLESTON • MAIN CAMPUS*

## Office Guidelines

Staffing Type	Office ASF	Conference ASF	Service ASF
President	300	50	30
Dean	250	50	30
Executive Vice President	250	50	30
Senior Vice President	250	50	30
Vice President	250	50	30
Assoc Dean	180	50	30
Assoc Vice President	180	50	30
Assoc Provost	180	50	30
Executive/Administrative	180	50	30
Director	180	50	30
Faculty	160	15	30
Faculty (Studio Office)	220	15	30
Visiting Faculty	160	15	30
Instructor	160	15	30
Adjunct Faculty	80	10	15
Professional	170	15	30
Service/Maintenance (Office Req'd)	160	15	30
Skilled Crafts & Trades (Office Req'd)	160	15	30
Technical/Paraprofessional	160	15	30
Temporary Employee	80	0	0
Secretarial & Clerical	120	0	30
Graduate Assistant	40	15	0
Student Worker	40	0	0
Police Officer	40	0	0
Switchboard Operator	40	0	0

### 5.6 Other Academic Department Space

The space classified as other academic department space includes all other space assigned to an academic department that has not been included in the categories of classrooms, teaching laboratories, open laboratories, research laboratories, or offices. These areas consist of a variety of spaces. At the College of Charleston the spaces in this category include departmental reading and study rooms, media production spaces, animal facilities, greenhouses, meeting spaces, and lounge spaces.

Due to the diversity of these spaces and the different ways various campuses might classify these spaces, they are not specifically addressed by most recognized guidelines. Other academic department space at the College of Charleston averaged slightly less than one and a half assignable square feet per full-time equivalent student.

The consultant believes that a reasonable guideline for the College of Charleston is two assignable square feet per full-time equivalent student in this category as this number provides a slight improvement over the existing square feet per student in this category of space.

Applying two assignable square feet per full-time equivalent student for the other academic department space guidelines resulted in a deficit of just over 6,100 ASF of other academic department space campuswide at the future year.

### **5.7 Library Space**

Most of the guideline systems for library space, including the *South Carolina Commission on Higher Education Space Planning Manual for Public Colleges and Universities*, utilize one set of factors for collections, another for readers, and a third for service space. This approach was used by the consultant. The South Carolina guidelines assume that .10 ASF per volume is used for the first 150,000 volumes, at which point the factor drops to .09 ASF per volume. After 300,000 volumes are reached, the factor goes down to .08 ASF and then down again to .07 ASF for more than 600,000 volumes. Because the Addlestone Library was built with compact shelving and flooring that can support additional compact shelving, the consultant applied a guideline of .02 ASF for more than 400,000 volumes.

South Carolina library guidelines suggest that if the College or University has less than 50% of the FTE students living in residential housing they should have 20% of the student body as equivalent reader stations within the library context. The consultant applied the 20% factor to undergraduate FTE, 10% to graduate student FTE, and a 5% factor to the total full-time equivalent faculty to project a need for study space in this category. Reader station space was generated at 25 ASF per study station for regular study stations and 35 ASF per study station for computer work stations.

South Carolina standards suggest 12.5% of the total collection and reader station space for service and staff space. The consultant used the 12.5% figure.

The Avery Research Center and the John Rivers Communication Museum spaces are categorized with the Library. Because these spaces are unique to the College, they are not addressed in standardized guidelines. For this reason the existing space in these units was applied as the guidelines.

Guideline space generated by application of library guidelines has been allocated to the main campus Addlestone Library and the Grice Marine Laboratory Library.

Application of the guidelines described above resulted in a deficit of nearly 25,000 ASF of Library space at the future year on the main campus.

The table outlining the library guideline application for the College of Charleston can be found in Appendix E.

## 5.8 Physical Education and Recreation

The recreation, physical education, and athletics space categories include gymnasias, indoor courts, wrestling rooms, weight or exercise rooms, dance rooms, aerobic and fitness rooms, indoor swimming pools, and field houses that are used for physical activities including club sports, intramural sports, and intercollegiate sports, or general student use. At many institutions the types of facilities for physical education, recreation, and athletics are similar and the institutions share all or parts of these spaces. At some institutions athletics space may be separate from physical education and/or recreation spaces. At the College of Charleston physical education, recreation, and athletics share some spaces like the pool in the Stern Center, but do not share other spaces like the Carolina First Arena. For purposes of this analysis the physical education and recreation spaces have been separated from athletics for the calculation of guideline space needed.

For calculating the need for indoor physical education and recreation space the *South Carolina Commission on Higher Education Space Planning Manual for Public Colleges and Universities* utilizes 20,000 ASF for the first 1,000 FTE students and five ASF per FTE student above the first 1,000 FTE.

Application of the guidelines showed a deficit of 18,000 ASF of indoor physical education and recreation space at the target year.

## 5.9 Athletics

For calculating the need for indoor physical education and recreation space the *South Carolina Commission on Higher Education Space Planning Manual for Public Colleges and Universities* specifically excludes any space for athletic seating and any space used primarily for intercollegiate athletic activity.

The amount of space generated for athletics space is usually based on the number and competitive level of the intercollegiate athletic activities. Recommended guidelines for athletics spaces can range from 75,000 ASF to as much as 300,000 ASF. For this analysis the consultant used 100,000 ASF for the guideline at the base year and 125,000 ASF at the future year. The athletics space guideline has been allocated proportionately to the main campus and the Patriots Point Athletics Complex.

Application of the guidelines showed a deficit of nearly 25,000 ASF of athletics space on the main campus at the target year and a deficit of 5,800 ASF at the Patriots Point Athletics Complex.

## 5.10 Assembly and Exhibit Space

The assembly and exhibit space located on the College of Charleston campus consists of theatre, museum, and auditorium spaces on campus. The *South Carolina Commission on Higher Education Space Planning Manual for Public Colleges and Universities* designates 22,450 ASF for assembly and exhibit space for a campus with a minimum of 5,000 FTE students. Six ASF per student over 5,000 FTE and an additional 5,000 ASF for an active Music program are added. The consultant used the South Carolina guidelines for assembly and exhibit space and added the amount of assembly space assignable square feet in the Sottile Theatre to the guideline space.

The Sottile Theatre has a unique role as a community resource and is not the type of space usually accommodated by the guidelines. Discussion with representatives of the School of the Arts indicated the Sottile Theatre is a union house used for community functions and not used at all by the Theatre Department; the space in Sottile Theatre was added to the guidelines.

Application of the guidelines described above resulted in a deficit of 22,300 ASF at the future year.

### **5.11 Physical Plant**

Most guidelines suggest a percentage of from five to eight percent of all square footage on campus, with the exception of existing physical plant space, be used to drive master plan needs in this category. The *South Carolina Commission on Higher Education Space Planning Manual for Public Colleges and Universities* suggests eight percent.

In some cases the consultant has found that five to eight percent generates a space need that is greater than the amount of space typically found at an institution of higher education. One of the reasons a lower percentage of physical plant space is adequate for master planning purposes is the fact that many physical plant departments are increasing the outsourcing of typical shop functions and are using just-in-time purchasing methods to decrease shop and warehousing space needs. When the consultant calculated the eight percent recommended in the South Carolina standards, it resulted in a guideline amount of space over ten times the existing space at the College of Charleston.

The consultant has applied two percent of all existing square footage on campus, not including the square footage in physical plant and residence life spaces, to drive the needs for space in this category. At the target year, the two percent was applied to the guideline space recommended on campus, not including the square footage in physical plant and residence life spaces.

### **5.12 Other Administrative Department Space**

As with other academic department space, other administrative department space consists of a variety of types of space. At the College of Charleston these spaces include departmental study rooms, media production spaces, meeting spaces, lounges, telecommunications or computer spaces, apartments, and residences. No guideline has been developed to deal in a generalized way with such a diverse set of space needs. The College of Charleston campus averaged just over three and a half assignable square feet per full-time equivalent student of other administrative department space.

The consultant believes that a reasonable guideline for the College of Charleston campus is four square feet per full-time equivalent student in this category. This is a number that reflects the current campuswide use of space in this category.

Application of the guidelines described above resulted in a campuswide deficit of nearly 5,900 ASF of other administrative department space at the future year.

### 5.13 Student Center Space

The *South Carolina Commission on Higher Education Space Planning Manual for Public Colleges and Universities* suggests a guideline of nine square feet per FTE student for student center space. This guideline space application provides space for the various functions and the room use code designations that are typically found in a comprehensive student center including bookstore, lounge, meeting space, student government and club space, and other student service type space categories. This formula has been applied by the consultant using nine ASF per FTE student for student center space at the College of Charleston.

Application of the guideline nine square feet per FTE student resulted in a deficit of 34,000 ASF of student center space campuswide at the future year.

### 5.14 Residence Life

Residence life spaces are not addressed by the South Carolina guidelines. The consultant found amounts of space in this category vary from around 175 ASF per residential bed to as much as 300 ASF per bed, depending on the housing type. Suites and apartment units result in more ASF per bed than traditional double rooms. The average space per bed for this category of space at the College of Charleston is just under 190 ASF per bed.

The consultant believes that a reasonable guideline for the College campus is 190 ASF per bed at the base year and 225 ASF per bed at the future year. The College currently has 3,400 beds and expects to grow to 3,750 beds.

### 5.15 Health Care Facilities

Student Health Care Facilities are not specifically addressed by the South Carolina guidelines. The consultant has found amounts of space in this category to vary widely at different institutions depending on services offered to students on campus and in the surrounding community. The consultant was told that there are sufficient health services for students on campus and in the Charleston community.

The consultant applied a guideline for the College of Charleston of 0.25 square feet per full-time equivalent student in this category.

### 5.16 Early Childhood Education Center

The Early Childhood Education Center is a unique space within the School of Education. Because the Early Childhood Education Center is a unique facility on the campus, the consultant chose to remove the Center from the other space categories for analysis and to show the space in a separate Early Childhood Education Center category.

While the consultant was told it serves around 60 children and has a waiting list of 200, and that the School of Education desires a much larger center, the amount of space allocated to the Early Childhood Education Center is determined by business decisions rather than higher education space standards. For this reason, the consultant used the existing space as the guideline for this category of space.

### **5.17 Inactive/Conversion Space and Leased Out Space**

Inactive/conversion spaces at the College of Charleston include some spaces in 284 King Street, the Bell Building, Thaddeus Street Education Center, Lightsey Center, Rita Hollings Science Center, and Robert Scott Small Building. In addition the inactive/conversion spaces include the unfinished areas in the new Science Building.

Space identified as leased out space are located in 42 George Street, 123 Bull Street, and Barton's Card Shop.

These categories of space account for spaces that are currently not being used by the College, but represent potential for future use. These spaces have not been included in the application of space guidelines but are quantified at the bottom of the space needs analysis tables.



# **Appendix A: Classroom Utilization by Building**





**APPENDIX A: CLASSROOM UTILIZATION BY BUILDING**

**COLLEGE OF CHARLESTON • MAIN CAMPUS**

**Classroom Utilization Analysis by Building**

Room Id	Room Use Code	Assignable Sq. Ft.	No. of Stations	Assignable Sq. Ft. Per Station	Average Enrollment	Weekly Student Contact Hours	Weekly Seat Hours	Weekly Room Hours	Hours in Use Student Station Occupancy %
<b>10 Green Way</b> <span style="float: right;"><b>No. of Rooms = 1</b></span>									
HON/G 200	110	324	22	15	18	219	10.0	12	83%
<i>Average</i>		324	22	15	18		10.0	12	83%
<i>Total</i>		324	22			219		12	
<b>6 Green Way</b> <span style="float: right;"><b>No. of Rooms = 1</b></span>									
6GR 104	110	293	20	15	20	200	10.0	10	100%
<i>Average</i>		293	20	15	20		10.0	10	100%
<i>Total</i>		293	20			200		10	
<b>Beatty Center</b> <span style="float: right;"><b>No. of Rooms = 6</b></span>									
BCTR 115	110	2,491	120	21	87	2,613	21.8	30	73%
BCTR 212	110	650	30	22	21	800	26.7	38	71%
BCTR 214	110	954	40	24	30	1,365	34.1	45	76%
BCTR 216	110	900	40	23	32	1,356	33.9	42	81%
BCTR 218	110	924	40	23	29	1,221	30.5	42	73%
BCTR 320	110	746	36	21	30	1,245	34.6	42	82%
<i>Average</i>		1,111	51	22	38		28.1	40	76%
<i>Total</i>		6,665	306			8,600		239	
<b>Bell Building</b> <span style="float: right;"><b>No. of Rooms = 21</b></span>									
BELL 308	110	631	34	19	26	234	6.9	9	76%
BELL 309	110	652	43	15	38	807	18.8	21	89%
BELL 310	110	655	40	16	35	833	20.8	24	87%
BELL 312	110	639	35	18	17	464	13.3	24	55%
BELL 315	110	571	40	14	25	332	8.3	12	67%
BELL 316	110	638	42	15	21	246	5.9	12	49%
BELL 320	110	580	42	14	30	801	19.1	27	71%
BELL 321	110	637	42	15	32	972	23.1	30	77%
BELL 324	110	696	34	20	22	597	17.6	27	65%
BELL 400	110	517	44	12	25	905	20.6	38	55%
BELL 403	110	610	45	14	22	608	13.5	29	47%
BELL 404	110	652	39	17	22	583	14.9	25	60%
BELL 405	110	627	28	22	16	490	17.5	30	59%
BELL 406	110	628	42	15	24	846	20.1	36	56%
BELL 408	110	617	27	23	18	478	17.7	25	71%
BELL 411	110	529	36	15	25	528	14.7	21	70%
BELL 412	110	664	45	15	24	883	19.6	35	56%
BELL 414	110	560	37	15	24	906	24.5	37	66%
BELL 415	110	638	42	15	27	987	23.5	36	65%
BELL 416	110	457	28	16	0	0	0.0	0	0%
BELL 417	110	417	29	14	15	222	7.7	15	51%

**COLLEGE OF CHARLESTON • MAIN CAMPUS**

**Classroom Utilization Analysis by Building**

Room Id	Room Use Code	Assignable Sq. Ft.	No. of Stations	Assignable Sq. Ft. Per Station	Average Enrollment	Weekly Student Contact Hours	Weekly Seat Hours	Weekly Room Hours	Hours in Use Student Station Occupancy %
<i>Average</i>		601	38	16	23		16.0	24	64%
<i>Total</i>		12,615	794			12,721		512	

<b>Buist Rivers Residence Hall</b>									<b>No. of Rooms = 1</b>
BUST 104	110	1,165	40	29	25	393	9.8	17	60%
<i>Average</i>		1,165	40	29	25		9.8	17	60%
<i>Total</i>		1,165	40			393		17	

<b>Calhoun Annex</b>									<b>No. of Rooms = 3</b>
CAAN 105	110	612	40	15	39	1,562	39.1	40	98%
CAAN 106	110	876	40	22	22	411	10.3	20	51%
CAAN 109	110	588	36	16	24	1,034	28.7	43	67%
<i>Average</i>		692	39	18	29		25.9	34	76%
<i>Total</i>		2,076	116			3,007		103	

<b>Cato Center for the Arts</b>									<b>No. of Rooms = 1</b>
CATO 505	110	481	18	27	13	212	11.8	16	74%
<i>Average</i>		481	18	27	13		11.8	16	74%
<i>Total</i>		481	18			212		16	

<b>Harry M. Lightsey Center</b>									<b>No. of Rooms = 4</b>
LCTR 344	110	759	55	14	33	999	18.2	30	61%
LCTR 346	110	850	55	15	39	1,257	22.9	31	74%
LCTR B48	110	681	40	17	22	766	19.2	35	55%
LCTR B49	110	743	41	18	21	710	17.3	32	54%
<i>Average</i>		758	48	16	29		19.5	32	61%
<i>Total</i>		3,033	191			3,732		128	

<b>J.C. Long Building</b>									<b>No. of Rooms = 6</b>
LONG 124	110	510	29	18	18	564	19.4	29	67%
LONG 219	110	570	27	21	21	510	18.9	24	79%
LONG 221	110	774	28	28	20	548	19.6	28	70%
LONG 336	110	727	31	23	18	1,008	32.5	49	66%
LONG 402A	110	978	35	28	16	832	23.8	49	49%
LONG 402B	110	1,001	34	29	18	711	20.9	39	54%
<i>Average</i>		760	31	25	19		22.7	36	62%
<i>Total</i>		4,560	184			4,173		218	

<b>Johnson Physical Education Center</b>									<b>No. of Rooms = 2</b>
JOHN 206	110	1,615	118	14	35	957	8.1	27	30%
JOHN 207	110	1,570	111	14	32	494	4.5	15	29%

**COLLEGE OF CHARLESTON • MAIN CAMPUS**

**Classroom Utilization Analysis by Building**

Room Id	Room Use Code	Assignable Sq. Ft.	No. of Stations	Assignable Sq. Ft. Per Station	Average Enrollment	Weekly Student Contact Hours	Weekly Seat Hours	Weekly Room Hours	Hours in Use Student Station Occupancy %
<i>Average</i>		1,593	115	14	34		6.3	21	30%
<i>Total</i>		3,185	229			1,451		42	

**Maybank Hall No. of Rooms = 36**

MYBK 100	110	1,186	88	13	58	1,746	19.8	30	66%
MYBK 101	110	362	24	15	14	161	6.7	10	67%
MYBK 103	110	606	39	16	28	1,167	29.9	40	75%
MYBK 104	110	474	28	17	19	644	23.0	35	67%
MYBK 105	110	482	30	16	16	685	22.8	42	55%
MYBK 107	110	598	35	17	26	1,054	30.1	39	77%
MYBK 108	110	606	40	15	29	1,006	25.1	34	74%
MYBK 110	110	544	31	18	17	784	25.3	43	59%
MYBK 111	110	544	35	16	26	1,135	32.4	40	81%
MYBK 112	110	606	40	15	34	1,389	34.7	41	86%
MYBK 113	110	598	40	15	33	1,268	31.7	36	88%
MYBK 115	110	482	33	15	17	519	15.7	29	55%
MYBK 116	110	462	23	20	18	532	23.1	30	77%
MYBK 117	110	606	40	15	33	1,067	26.7	32	85%
MYBK 200	110	874	31	28	13	84	2.7	7	42%
MYBK 206	110	606	38	16	31	1,113	29.3	36	81%
MYBK 207	110	474	30	16	23	936	31.2	40	78%
MYBK 208	110	482	30	16	19	740	24.7	40	62%
MYBK 210	110	602	35	17	24	947	27.1	39	69%
MYBK 211	110	610	36	17	25	879	24.4	34	71%
MYBK 219	110	606	40	15	31	1,076	26.9	35	78%
MYBK 220	110	598	35	17	26	935	26.7	36	74%
MYBK 222	110	482	32	15	16	481	15.0	28	54%
MYBK 223	110	474	32	15	18	744	23.3	43	55%
MYBK 224	110	606	40	15	31	1,061	26.5	33	80%
MYBK 300	110	551	34	16	22	676	19.9	31	64%
MYBK 302	110	606	40	15	32	1,611	40.3	51	79%
MYBK 303	110	474	37	13	31	840	22.7	27	84%
MYBK 304	110	482	36	13	29	780	21.7	27	80%
MYBK 306	110	602	42	14	31	1,386	33.0	45	73%
MYBK 307	110	610	35	17	28	1,074	30.7	39	79%
MYBK 316	110	606	40	15	27	1,233	30.8	45	69%
MYBK 317	110	598	42	14	31	1,401	33.4	45	74%
MYBK 319	110	482	30	16	21	654	21.8	31	71%
MYBK 320	110	474	22	22	16	484	22.0	30	74%
MYBK 322	110	606	35	17	22	772	22.1	34	65%
<i>Average</i>		574	36	16	25		25.5	35	72%
<i>Total</i>		20,661	1,298			33,060		1,253	

**Randolph Hall No. of Rooms = 1**

RAND 301A	110	697	40	17	18	502	12.6	28	45%
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**COLLEGE OF CHARLESTON • MAIN CAMPUS**

**Classroom Utilization Analysis by Building**

Room Id	Room Use Code	Assignable Sq. Ft.	No. of Stations	Assignable Sq. Ft. Per Station	Average Enrollment	Weekly Student Contact Hours	Weekly Seat Hours	Weekly Room Hours	Hours in Use Student Station Occupancy %
<i>Average</i>		697	40	17	18		12.6	28	45%
<i>Total</i>		697	40			502		28	

<b>Rita Hollings Science Center</b>									<i>No. of Rooms = 3</i>
RHSC 121	110	1,330	92	14	54	1,959	21.3	36	59%
RHSC 123	110	1,331	92	14	66	1,389	15.1	21	72%
RHSC 317	110	1,012	66	15	47	978	14.8	21	71%
<i>Average</i>		1,224	83	15	56		17.3	26	66%
<i>Total</i>		3,673	250			4,326		78	

<b>Robert Scott Small Building</b>									<i>No. of Rooms = 6</i>
RSS 101	110	446	35	13	24	482	13.8	21	67%
RSS 102	110	749	55	14	36	1,302	23.7	36	66%
RSS 103	110	1,188	53	22	38	1,260	23.8	33	72%
RSS 104	110	588	45	13	41	1,593	35.4	39	91%
RSS 105	110	975	63	15	33	1,278	20.3	39	52%
RSS 106	110	552	38	15	27	960	25.3	36	70%
<i>Average</i>		750	48	15	33		23.8	34	70%
<i>Total</i>		4,498	289			6,875		204	

<b>School of Science &amp; Math</b>									<i>No. of Rooms = 4</i>
NSCB 129	110	3,142	149	21	85	1,463	9.8	17	59%
NSCB 138	110	472	39	12	32	291	7.5	9	83%
NSCB 140	110	472	36	13	29	171	4.8	6	79%
NSCB 200	110	421	16	26	15	45	2.8	3	94%
<i>Average</i>		1,127	60	18	40		8.2	9	72%
<i>Total</i>		4,507	240			1,970		35	

<b>Silcox P.E. and Health Center</b>									<i>No. of Rooms = 5</i>
PCTR 111	110	496	33	15	27	879	26.6	33	81%
PCTR 116	110	482	32	15	24	495	15.5	21	74%
PCTR 117	110	545	30	18	23	270	9.0	12	75%
PCTR 146	110	348	20	17	13	205	10.3	17	62%
PCTR 409	110	704	45	16	23	798	17.7	31	57%
<i>Average</i>		515	32	16	22		16.5	23	70%
<i>Total</i>		2,575	160			2,647		114	

<b>Simons Center for the Arts</b>									<i>No. of Rooms = 6</i>
SCFA 101	110	1,033	26	40	22	453	17.4	21	83%
SCFA 307	110	350	26	13	22	804	30.9	36	86%
SCFA 309	110	1,308	113	12	38	1,629	14.4	43	34%
SCFA 315C	110	523	33	16	25	729	22.1	27	82%
SCFA 316	110	1,017	70	15	45	1,621	23.2	34	69%

**COLLEGE OF CHARLESTON • MAIN CAMPUS**

**Classroom Utilization Analysis by Building**

Room Id	Room Use Code	Assignable Sq. Ft.	No. of Stations	Assignable Sq. Ft. Per Station	Average Enrollment	Weekly Student Contact Hours	Weekly Seat Hours	Weekly Room Hours	Hours in Use Student Station Occupancy %
SCFA 413	110	352	16	22	16	141	8.8	9	98%
<i>Average</i>		764	47	20	28		18.9	28	69%
<i>Total</i>		4,583	284			5,377		170	

<b>Tate Center</b>									<b>No. of Rooms = 7</b>
TCFE 207	110	1,423	62	23	25	360	5.8	14	40%
TCFE 304	110	727	28	26	23	903	32.3	39	83%
TCFE T130	110	1,088	40	27	30	1,239	31.0	42	74%
TCFE T131	110	1,093	40	27	28	1,235	30.9	43	72%
TCFE T132	110	614	24	26	21	618	25.8	30	86%
TCFE T133	110	1,074	40	27	27	1,062	26.6	39	68%
TCFE T315	110	1,288	52	25	33	1,296	24.9	39	64%
<i>Average</i>		1,044	41	26	27		23.5	35	72%
<i>Total</i>		7,307	286			6,713		246	

<b>Thaddeus Street Education Center</b>									<b>No. of Rooms = 26</b>
ECTR 101	110	628	36	17	23	1,035	28.8	43	67%
ECTR 102	110	446	25	18	18	413	16.5	24	69%
ECTR 103	110	648	41	16	31	1,467	35.8	48	75%
ECTR 108	110	879	30	29	22	699	23.3	31	75%
ECTR 109	110	842	30	28	25	627	20.9	25	84%
ECTR 110	110	916	30	31	18	768	25.6	42	61%
ECTR 111	110	604	42	14	30	1,426	34.0	44	76%
ECTR 112	110	594	39	15	26	1,304	33.4	47	71%
ECTR 113	110	594	40	15	27	1,404	35.1	48	73%
ECTR 114	110	592	42	14	29	1,323	31.5	45	70%
ECTR 115	110	602	36	17	21	854	23.7	38	62%
ECTR 116	110	1,737	93	19	72	2,817	30.3	39	78%
ECTR 118	110	1,464	119	12	83	2,537	21.3	31	69%
ECTR 120	110	622	35	18	24	1,330	38.0	53	71%
ECTR 128	110	259	12	22	7	20	1.7	3	56%
ECTR 201	110	625	35	18	23	689	19.7	30	65%
ECTR 202	110	443	26	17	17	752	28.9	43	67%
ECTR 203	110	648	25	26	18	370	14.8	22	69%
ECTR 212	110	719	39	18	23	882	22.6	39	58%
ECTR 213	110	579	32	18	22	660	20.6	30	69%
ECTR 214	110	785	23	34	18	492	21.4	27	79%
ECTR 215	110	796	24	33	16	636	26.5	38	70%
ECTR 216	110	779	32	24	20	765	23.9	39	61%
ECTR 217	110	599	31	19	21	616	19.9	29	69%
ECTR 218	110	608	23	26	18	270	11.7	15	78%
ECTR 219	110	554	39	14	26	983	25.2	37	68%
<i>Average</i>		714	38	21	26		25.7	35	70%
<i>Total</i>		18,562	979			25,138		911	

# Appendix A

## Classroom Utilization by Building

## Utilization and Space Needs Analysis for the Master Plan Update

### COLLEGE OF CHARLESTON • MAIN CAMPUS

### Classroom Utilization Analysis by Building

Room Id	Room Use Code	Assignable Sq. Ft.	No. of Stations	Assignable Sq. Ft. Per Station	Average Enrollment	Weekly Student Contact Hours	Weekly Seat Hours	Weekly Room Hours	Hours in Use Student Station Occupancy %
	<b>AVERAGE</b>	725	41	18	27		21.1	31	69%
	<b>TOTAL</b>	101,460	5,746			121,314		4,333	
	<b>NO. OF ROOMS</b>	140							

**COLLEGE OF CHARLESTON • NORTH CAMPUS**

**Classroom Utilization Analysis by Building**

Room Id	Room Use Code	Assignable Sq. Ft.	No. of Stations	Assignable Sq. Ft. Per Station	Average Enrollment	Weekly Student Contact Hours	Weekly Seat Hours	Weekly Room Hours	Hours in Use Student Station Occupancy %
<b>North Area Campus</b>									
									<b>No. of Rooms = 17</b>
NORT 104	110	590	24	25	18	314	13.1	17	77%
NORT 106	110	678	30	23	0	0	0.0	0	0%
NORT 108	110	656	40	16	17	267	6.7	14	46%
NORT 110	110	684	36	19	7	45	1.3	6	20%
NORT 114	110	735	30	25	9	56	1.9	6	29%
NORT 120	110	678	46	15	0	0	0.0	0	0%
NORT 130	110	592	35	17	12	171	4.9	14	36%
NORT 133	110	644	30	21	18	264	8.8	14	63%
NORT 134	110	850	40	21	21	311	7.8	14	56%
NORT 135	110	659	33	20	14	252	7.6	18	42%
NORT 137	110	522	28	19	15	143	5.1	9	54%
NORT 138	110	669	32	21	15	237	7.4	15	50%
NORT 139	110	1,217	60	20	30	90	1.5	3	50%
NORT 140	110	866	36	24	5	37	1.0	8	13%
NORT 201	110	604	30	20	4	8	0.3	2	13%
NORT 203	110	593	26	23	17	85	3.3	5	65%
NORT 205	110	537	27	20	5	10	0.4	2	19%
<i>Average</i>		693	34	20	12		3.9	9	48%
<i>Total</i>		11,774	583			2,290		148	
<b>AVERAGE</b>		<b>693</b>	<b>34</b>	<b>20</b>	<b>12</b>		<b>3.9</b>	<b>9</b>	<b>48%</b>
<b>TOTAL</b>		<b>11,774</b>	<b>583</b>			<b>2,290</b>		<b>148</b>	
<b>NO. OF ROOMS</b>		<b>17</b>							

**COLLEGE OF CHARLESTON • GRICE MARINE LABORATORY**  
**Classroom Utilization Analysis by Building**

Room Id	Room Use Code	Assignable Sq. Ft.	No. of Stations	Assignable Sq. Ft. Per Station	Average Enrollment	Weekly Student Contact Hours	Weekly Seat Hours	Weekly Room Hours	Hours in Use Student Station Occupancy %
<b>Grice Marine Lab Main</b>									
<i>No. of Rooms = 1</i>									
GMLM 202	110	437	24	18	12	285	11.9	23	53%
	<i>Average</i>	437	24	18	12		11.9	23	53%
	<i>Total</i>	437	24			285		23	
	<b>AVERAGE</b>	437	24	18	12		11.9	23	53%
	<b>TOTAL</b>	437	24			285		23	
	<b>NO. OF ROOMS</b>	1							





# **Appendix B: Teaching Laboratory Utilization by Building**



**APPENDIX B: TEACHING LABORATORY UTILIZATION BY BUILDING****COLLEGE OF CHARLESTON • MAIN CAMPUS****Teaching Laboratory Utilization Analysis by Building**

Room Id	Room Use Code	Assignable Sq. Ft.	No. of Stations	Assignable Sq. Ft. Per Station	Average Enrollment	Weekly Student Contact Hours	Weekly Seat Hours	Weekly Room Hours	Hours in Use Student Station Occupancy %
<b>Addlestone Library</b>									<b>No. of Rooms = 1</b>
ADD 122	210	741	28	26	27	56	2.0	2	94%
<i>Average</i>		741	28	26	27		2.0	2	94%
<i>Total</i>		741	28			56		2	
<b>Bell Building</b>									<b>No. of Rooms = 1</b>
BELL 323	210	964	30	32	25	675	22.5	27	83%
<i>Average</i>		964	30	32	25		22.5	27	83%
<i>Total</i>		964	30			675		27	
<b>Calhoun Annex</b>									<b>No. of Rooms = 1</b>
CAAN 107	210	280	12	23	4	21	1.8	6	29%
<i>Average</i>		280	12	23	4		1.8	6	29%
<i>Total</i>		280	12			21		6	
<b>Cato Center for the Arts</b>									<b>No. of Rooms = 10</b>
CATO 234	210	1,456	40	36	20	506	12.6	21	62%
CATO 239	210	321	5	64	4	21	4.2	5	93%
CATO 240	210	304	5	61	8	30	6.0	4	150%
CATO 317	210	1,270	18	71	11	321	17.8	30	59%
CATO 319	210	977	14	70	14	333	23.8	24	99%
CATO 331	210	1,211	15	81	11	63	4.2	6	70%
CATO 333	210	1,564	25	63	20	486	19.4	24	81%
CATO 401	210	3,130	18	174	14	396	22.0	28	79%
CATO 402	210	2,910	18	162	18	280	15.6	16	97%
CATO 512	210	497	13	38	11	44	3.4	4	85%
<i>Average</i>		1,364	17	82	13		14.5	16	80%
<i>Total</i>		13,640	171			2,480		161	
<b>Harry M. Lightsey Center</b>									<b>No. of Rooms = 5</b>
LCTR 338	210	261	11	24	13	39	3.5	3	118%
LCTR 339	210	1,171	32	37	23	1,176	36.8	51	72%
LCTR 340	210	979	32	31	23	477	14.9	21	71%
LCTR 341	210	1,227	28	44	24	1,818	64.9	75	87%
LCTR 342	210	917	32	29	23	630	19.7	27	73%
<i>Average</i>		911	27	33	21		30.7	35	79%
<i>Total</i>		4,555	135			4,140		177	
<b>Rita Hollings Science Center</b>									<b>No. of Rooms = 23</b>
RHSC 106	210	878	30	29	19	513	17.1	27	63%
RHSC 108	210	1,426	46	31	27	1,311	28.5	48	59%
RHSC 112	210	970	48	20	41	1,353	28.2	33	85%
RHSC 116	210	889	20	44	22	606	30.3	27	112%

**COLLEGE OF CHARLESTON • MAIN CAMPUS**

**Teaching Laboratory Utilization Analysis by Building**

Room Id	Room Use Code	Assignable Sq. Ft.	No. of Stations	Assignable Sq. Ft. Per Station	Average Enrollment	Weekly Student Contact Hours	Weekly Seat Hours	Weekly Room Hours	Hours in Use Student Station Occupancy %
RHSC 125	210	1,483	65	23	38	2,181	33.6	57	59%
RHSC 126	210	1,019	32	32	18	892	27.9	49	57%
RHSC 200	210	813	16	51	9	84	5.3	9	58%
RHSC 201	210	1,012	24	42	18	219	9.1	12	76%
RHSC 203	210	1,012	24	42	17	397	16.5	23	71%
RHSC 204	210	1,014	24	42	16	336	14.0	21	67%
RHSC 218	210	1,012	52	19	33	1,083	20.8	33	63%
RHSC 222	210	979	24	41	11	261	10.9	24	45%
RHSC 223	210	1,127	24	47	23	540	22.5	24	94%
RHSC 227	210	1,481	28	53	21	466	16.6	23	72%
RHSC 228	210	1,017	24	42	20	477	19.9	24	83%
RHSC 239	210	758	40	19	30	981	24.5	33	74%
RHSC 300	210	810	12	68	0	0	0.0	0	0%
RHSC 301	210	716	16	45	0	0	0.0	0	0%
RHSC 302	210	1,012	24	42	0	0	0.0	0	0%
RHSC 303	210	1,013	20	51	0	0	0.0	0	0%
RHSC 304	210	773	15	52	7	42	2.8	6	47%
RHSC 334	210	1,181	24	49	12	36	1.5	3	50%
RHSC 344	210	952	30	32	20	414	13.8	21	66%
<i>Average</i>		1,015	29	40	17		18.4	22	69%
<i>Total</i>		23,347	662			12,192		497	

<b>Robert Scott Small Building</b>									<b>No. of Rooms = 1</b>
RSS 245	210	4,386	41	107	38	570	13.9	15	93%
<i>Average</i>		4,386	41	107	38		13.9	15	93%
<i>Total</i>		4,386	41			570		15	

<b>School of Science &amp; Math</b>									<b>No. of Rooms = 13</b>
NSCB 105	210	1,438	20	72	11	168	8.4	15	56%
NSCB 109	210	1,433	21	68	21	693	33.0	33	100%
NSCB 115	210	1,430	22	65	22	387	17.6	18	98%
NSCB 125	210	1,095	40	27	24	1,092	27.3	45	61%
NSCB 141	210	1,496	20	75	19	636	31.8	33	96%
NSCB 145	210	1,447	20	72	19	576	28.8	30	96%
NSCB 239	210	1,163	24	48	20	238	9.9	13	76%
NSCB 241	210	1,166	21	56	18	318	15.1	18	84%
NSCB 311	210	857	12	71	7	21	1.8	3	58%
NSCB 321	210	818	8	102	6	57	7.1	9	79%
NSCB 323	210	1,103	24	46	14	162	6.8	12	56%
NSCB 329	210	1,136	20	57	11	126	6.3	12	53%
NSCB 333	210	1,104	21	53	10	114	5.4	12	45%
<i>Average</i>		1,207	21	63	15		16.8	19	79%
<i>Total</i>		15,686	273			4,588		253	

**COLLEGE OF CHARLESTON • MAIN CAMPUS**

**Teaching Laboratory Utilization Analysis by Building**

Room Id	Room Use Code	Assignable Sq. Ft.	No. of Stations	Assignable Sq. Ft. Per Station	Average Enrollment	Weekly Student Contact Hours	Weekly Seat Hours	Weekly Room Hours	Hours in Use Student Station Occupancy %
<b>Silcox P.E. and Health Center</b>									<b>No. of Rooms = 1</b>
PCTR 148	210	531	14	38	14	84	6.0	6	100%
<i>Average</i>		531	14	38	14		6.0	6	100%
<i>Total</i>		531	14			84		6	
<b>Simons Center for the Arts</b>									<b>No. of Rooms = 7</b>
SCFA 105	210	1,350	40	34	20	658	16.4	31	54%
SCFA 110	210	5,000	20	250	14	452	22.6	32	71%
SCFA 111	210	1,793	20	90	12	140	7.0	12	58%
SCFA 201	210	1,311	20	66	0	0	0.0	0	0%
SCFA 218	210	969	15	65	13	138	9.2	12	77%
SCFA 220	210	1,549	18	86	16	192	10.7	12	89%
SCFA 221	210	385	20	19	10	93	4.7	9	52%
<i>Average</i>		1,765	22	87	12		10.9	15	66%
<i>Total</i>		12,357	153			1,673		108	
<b>Thaddeus Street Education Center</b>									<b>No. of Rooms = 2</b>
ECTR 107	210	868	40	22	27	741	18.5	27	69%
ECTR 226	210	884	21	42	4	12	0.6	3	19%
<i>Average</i>		876	31	32	16		12.3	15	64%
<i>Total</i>		1,752	61			753		30	
<b>AVERAGE</b>		1,204	24	56	16		17.2	20	74%
<b>TOTAL</b>		78,239	1,580			27,230		1,282	
<b>NO. OF ROOMS</b>		65							

**COLLEGE OF CHARLESTON • NORTH CAMPUS**

**Teaching Laboratory Utilization Analysis by Building**

Room Id	Room Use Code	Assignable Sq. Ft.	No. of Stations	Assignable Sq. Ft. Per Station	Average Enrollment	Weekly Student Contact Hours	Weekly Seat Hours	Weekly Room Hours	Hours in Use Student Station Occupancy %
<b>North Charleston Performing Arts Ce</b>									
<i>No. of Rooms = 1</i>									
NCPAC 100	210	175	21	8	21	63	3.0	3	100%
	<i>Average</i>	175	21	8	21		3.0	3	100%
	<i>Total</i>	175	21			63		3	
	<b>AVERAGE</b>	175	21	8	21		3.0	3	100%
	<b>TOTAL</b>	175	21			63		3	
	<b>NO. OF ROOMS</b>	1							

**COLLEGE OF CHARLESTON • GRICE MARINE LABORATORY**

**Teaching Laboratory Utilization Analysis by Building**

<b>Room Id</b>	<b>Room Use Code</b>	<b>Assignable Sq. Ft.</b>	<b>No. of Stations</b>	<b>Assignable Sq. Ft. Per Station</b>	<b>Average Enrollment</b>	<b>Weekly Student Contact Hours</b>	<b>Weekly Seat Hours</b>	<b>Weekly Room Hours</b>	<b>Hours in Use Student Station Occupancy %</b>
<b>Grice Marine Lab Main</b>									<b><i>No. of Rooms = 1</i></b>
GMLM 101	210	1,047	25	42	13	285	11.4	22	53%
	<i>Average</i>	1,047	25	42	13		11.4	22	53%
	<i>Total</i>	1,047	25			285		22	
	<b>AVERAGE</b>	1,047	25	42	13		11.4	22	53%
	<b>TOTAL</b>	1,047	25			285		22	
	<b>NO. OF ROOMS</b>	1							







# **Appendix C: Average Office Size**



**APPENDIX C: AVERAGE OFFICE SIZE***COLLEGE OF CHARLESTON***Average Office Size by Campus by Building by Room Use Code**

Building Name	Building Id	Room Use Code	No. of Offices	Average Assignable Square Feet	Minimum	Maximum
<b>College of Charleston • Grice Marine Laboratory</b>						
Grice Marine Lab Annex	GMLA	310 Office	10	160	102	227
Grice Marine Lab Main	GMLM	310 Office	8	214	183	227
Hollings Marine Laboratory	HML	310 Office	6	104	61	127
<b>Campus Count and Average</b>			<b>24</b>	<b>164</b>	<b>61</b>	<b>227</b>

**College of Charleston • Main Campus**

1 Warren Place Apartments	01WAR	310 Office	1	85	85	85
10 Green Way	HON/G	310 Office	3	249	104	323
10 Warren Place Apartments	10WAR	310 Office	1	190	190	190
114 Wentworth	114W	310 Office	14	173	128	249
14 Coming Street	14CM	310 Office	4	160	159	162
14 Glebe Street	14GL	310 Office	5	217	210	221
16 Glebe Street	16GL	310 Office	7	199	125	236
16A Bull Street	16AB	310 Office	1	168	168	168
18A Bull Street	18A	310 Office	1	103	103	103
19 St. Philip Street	19SP	310 Office	9	194	113	262
2 Green Way	2GR	310 Office	6	182	119	298
20 Glebe Street	20GL	310 Office	1	167	167	167
22 Glebe Street	22GL	310 Office	12	176	147	197
26 Coming Street	26CM	310 Office	6	203	175	218
26 Glebe Street	26GL	310 Office	8	238	186	276
284 King Street	284K	310 Office	9	187	103	297
4 Glebe Street	4GLB	310 Office	10	192	111	278
4 Green Way	4GR	310 Office	6	220	178	233
55 Coming Street	55CM	310 Office	6	165	148	179
57 Coming Street	57C	310 Office	7	168	85	206
58 George Street	58G	310 Office	4	189	89	333
59 Coming Street	59CM	310 Office	5	160	142	197
6 Green Way	6GR	310 Office	4	189	96	271
65 Coming Street	65CM	310 Office	17	142	106	168
69 Coming Street	69CM	310 Office	5	230	130	304
7 College Way	7COL	310 Office	11	187	93	304
74 George Street	74G	310 Office	6	251	246	256

**NOTE:** Only offices that have between 50 ASF and 350 ASF have been included.

*COLLEGE OF CHARLESTON*

**Average Office Size by Campus by Building by Room Use Code**

<b>Building Name</b>	<b>Building Id</b>	<b>Room Use Code</b>		<b>No. of Offices</b>	<b>Average Assignable Square Feet</b>	<b>Minimum</b>	<b>Maximum</b>
86 Wentworth Street	86 WT	310	Office	58	171	93	323
88 Wentworth Street	88W	310	Office	15	165	76	312
9 College Way	9COL	310	Office	14	232	65	307
9 Glebe Street	9GLB	310	Office	5	184	141	221
94 Wentworth Street	TAILS	310	Office	3	195	108	318
Addlestone Library	ADD	310	Office	11	189	86	348
Beatty Center	BCTR	310	Office	70	139	77	273
Bell Building	BELL	310	Office	86	143	77	345
Blacklock House	BLHS	310	Office	7	258	139	343
Buist Rivers Residence Hall	BUST	310	Office	4	220	114	294
Calhoun Annex	CAAN	310	Office	3	131	123	136
Cameron House	12BL	310	Office	8	138	67	217
Carolina First Arena	CFA	310	Office	48	136	60	286
Cato Center for the Arts	CATO	310	Office	37	175	92	292
Central Energy Facility	CEF	310	Office	2	109	82	135
Cougar Club	307M	310	Office	5	119	65	205
Craig Hall Admissions Center	65G	310	Office	44	109	56	203
Greek Life Offices	97A	310	Office	5	134	88	261
Harry M. Lightsey Center	LCTR	310	Office	110	147	51	348
Harry M. Lightsey Center Annex	LCAX	310	Office	7	139	80	224
J.C. Long Building	LONG	310	Office	93	146	67	315
Jewish Studies Center	JSC	310	Office	16	178	103	325
Joe E. Berry Residence Hall	STPN	310	Office	11	206	78	330
Johnson Physical Education Center	JOHN	310	Office	5	178	149	220
Maybank Hall	MYBK	310	Office	33	157	140	215
Multicultural Center	MCC	310	Office	8	161	70	272
Physical Plant	PHPL	310	Office	32	157	103	252
Porters Lodge	PL	310	Office	3	146	107	190
Randolph Hall	RAND	310	Office	69	179	72	338
Residence Life Administration	40CM	310	Office	8	236	120	328
Residence Life Facilities Services	45CM	310	Office	6	166	96	250
Rita Hollings Science Center	RHSC	310	Office	71	138	62	244
Robert Scott Small Building	RSS	310	Office	100	154	64	323
School of Science & Math	NSCB	310	Office	45	125	88	288
School of the Arts Annex	44SP	310	Office	5	170	124	207
Silcox P.E. and Health Center	PCTR	310	Office	31	147	91	279

**NOTE:** Only offices that have between 50 ASF and 350 ASF have been included.

## COLLEGE OF CHARLESTON

## Average Office Size by Campus by Building by Room Use Code

Building Name	Building Id	Room Use Code	No. of Offices	Average Assignable Square Feet	Minimum	Maximum
Simons Center for the Arts	SCFA	310 Office	29	158	88	350
Sottile House	SOTT	310 Office	14	194	97	260
Sottile Theatre	SOTTH	310 Office	3	100	97	102
St. Philip St. Garage	STPG	310 Office	18	149	100	258
Stern Student Center	SSC	310 Office	25	166	60	292
Student Affairs	67G	310 Office	5	211	110	244
Student Health Services	ADMIN	310 Office	7	104	57	137
Tate Center	TCFE	310 Office	11	126	76	174
Thaddeus Street Education Center	ECTR	310 Office	11	169	124	266
Treasurers Office	WACH	310 Office	9	169	113	315
Wentworth Parking Garage	WWPG	310 Office	2	141	118	163
<b>Campus Count and Average</b>			<b>1,381</b>	<b>158</b>	<b>51</b>	<b>350</b>
<b>College of Charleston • North Campus</b>						
Central Warehouse	CWRH	310 Office	4	207	131	316
North Area Campus	NORT	310 Office	14	157	107	298
<b>Campus Count and Average</b>			<b>18</b>	<b>168</b>	<b>107</b>	<b>316</b>
<b>College of Charleston • Patriots Point Athletics Complex</b>						
Patriots Point Maintenance Building	PPMB	310 Office	1	101	101	101
Patriots Point Tennis Center	PPTC	310 Office	3	129	120	147
Patriots Point Ticket Building	PPTKB	310 Office	1	108	108	108
Patriots Point Training Building	PPTB	310 Office	1	144	144	144
<b>Campus Count and Average</b>			<b>6</b>	<b>123</b>	<b>101</b>	<b>147</b>
<b>INSTITUTION COUNT AND AVERAGE</b>			<b>1,429</b>	<b>158</b>	<b>51</b>	<b>350</b>

**NOTE:** Only offices that have between 50 ASF and 350 ASF have been included.





# **Appendix D: Office Space Guideline Application**





**APPENDIX D: OFFICE SPACE GUIDELINE APPLICATION**

COLLEGE OF CHARLESTON

**Office Space Guideline Application**

*College of Charleston • Main Campus*

Staffing Type	Office Guideline ASF per Headcount	Base Year				Target Year			
		FTE	Head- count	Total Guideline ASF	Existing ASF	FTE	Head- count	Total Guideline ASF	Existing ASF
President	300	1.00	1	300		1.00	1	300	
Dean	250	9.00	9	2,250		9.00	9	2,250	
Executive Vice President	250	5.00	5	1,250		5.00	5	1,250	
Senior Vice President	250	2.00	2	500		2.00	2	500	
Vice President	250	4.00	4	1,000		4.00	4	1,000	
Assoc Dean	180	4.00	4	720		5.00	5	900	
Assoc Vice President	180	4.00	4	720		4.00	4	720	
Assoc Provost	180	4.00	4	720		4.00	4	720	
Executive/Administrative	180	22.00	22	3,960		23.00	23	4,140	
Director	180	25.00	25	4,500		25.00	25	4,500	
Faculty	160	396.00	396	63,360		444.00	444	71,040	
Faculty (Studio Office)	220	22.00	22	4,840		25.00	25	5,500	
Visiting Faculty	160	39.00	39	6,240		40.00	40	6,400	
Instructor	160	63.00	63	10,080		68.00	68	10,880	
Adjunct Faculty	80	124.92	376	30,080		140.33	420	33,600	
Professional	170	181.75	182	30,940		187.00	187	31,790	
Service/Maintenance (Office Req'd)	160	11.00	11	1,760		11.00	11	1,760	
Skilled Crafts & Trades (Office Req'd)	160	13.00	13	2,080		14.00	14	2,240	
Technical/Paraprofessional	160	181.50	182	29,120		190.00	190	30,400	
Temporary Employee	80	216.75	289	23,120		243.25	296	23,680	
Secretarial & Clerical	120	126.00	126	15,120		127.00	127	15,240	
Graduate Assistant	40	48.18	146	5,840		50.64	159	6,360	
Student Worker	40	312.84	948	37,920		320.00	989	39,560	
Police Officer	40	29.00	29	1,160		31.00	31	1,240	
Switchboard Operator	40	5.00	5	200		5.00	5	200	
Technical (No Office Needed)	0	5.00	5	0		5.00	5	0	
Grad Student (No Office Needed)	0	8.58	26	0		9.00	27	0	
Student Worker (No Office Needed)	0	1.98	6	0		2.33	6	0	
Library Personnel (Off Space in Lib Gdlns)	0	82.45	115	0		93.00	129	0	
Skilled Crafts & Trades	0	54.00	54	0		56.00	56	0	
Service/Maintenance	0	69.00	69	0		73.00	73	0	
Additional Service Space (150 asf)	0	1.00	1	0		1.00	1	0	
<b>Total Office Space</b>				<b>277,780</b>	<b>249,848</b>			<b>296,170</b>	<b>249,848</b>
<i>Total Service Space</i>				<i>39,210</i>	<i>29,259</i>			<i>42,090</i>	<i>29,259</i>
<i>Total Conference Room Space</i>				<i>23,570</i>	<i>30,300</i>			<i>25,370</i>	<i>30,300</i>
<b>TOTAL</b>		<b>2,071.95</b>	<b>3,183</b>	<b>340,560</b>	<b>309,407</b>	<b>2,217.55</b>	<b>3,385</b>	<b>363,630</b>	<b>309,407</b>
<i>Surplus/(Deficit)</i>				<i>(31,153)</i>				<i>(54,223)</i>	

*COLLEGE OF CHARLESTON*

**Office Space Guideline Application**  
*College of Charleston • North Campus*

Staffing Type	Office Guideline ASF per Headcount	Base Year				Target Year			
		FTE	Head-count	Total Guideline ASF	Existing ASF	FTE	Head-count	Total Guideline ASF	Existing ASF
Vice President	250	1.00	1	250		1.00	1	250	
Executive/Administrative	180	1.00	1	180		1.00	1	180	
Adjunct Faculty	80	2.31	7	560		3.00	8	640	
Professional	170	3.00	3	510		3.00	3	510	
Technical/Paraprofessional	160	3.00	3	480		3.00	3	480	
Temporary Employee	80	1.50	2	160		2.00	2	160	
Secretarial & Clerical	120	1.00	1	120		1.00	1	120	
Student Worker	40	1.98	6	240		2.00	6	240	
<b>Total Office Space</b>				<b>2,500</b>	<b>3,480</b>			<b>2,580</b>	<b>3,480</b>
<i>Total Service Space</i>				375	770			390	770
<i>Total Conference Room Space</i>				260	872			270	872
<b>TOTAL</b>		<b>14.79</b>	<b>24</b>	<b>3,135</b>	<b>5,122</b>	<b>16.00</b>	<b>25</b>	<b>3,240</b>	<b>5,122</b>
<i>Surplus/(Deficit)</i>				<b>1,987</b>				<b>1,882</b>	

COLLEGE OF CHARLESTON

Office Space Guideline Application

College of Charleston • Grice Marine Laboratory

Staffing Type	Office Guideline ASF per Headcount	Base Year				Target Year			
		FTE	Head- count	Total Guideline ASF	Existing ASF	FTE	Head- count	Total Guideline ASF	Existing ASF
Faculty	160	11.33	12	1,920		13.00	13	2,080	
Adjunct Faculty	80	0.33	1	80		0.00	1	80	
Professional	170	3.00	3	510		3.00	3	510	
Secretarial & Clerical	120	2.00	2	240		2.00	2	240	
Graduate Assistant	40	0.33	1	40		0.00	1	40	
Student Worker	40	0.33	1	40		0.00	1	40	
Technical (No Office Needed)	0	3.00	3	0		3.00	3	0	
<b>Total Office Space</b>				<b>2,830</b>	<b>3,938</b>			<b>2,990</b>	<b>3,938</b>
<i>Total Service Space</i>				<i>525</i>	<i>118</i>			<i>555</i>	<i>118</i>
<i>Total Conference Room Space</i>				<i>250</i>	<i>312</i>			<i>265</i>	<i>312</i>
<b>TOTAL</b>		<b>20.32</b>	<b>23</b>	<b>3,605</b>	<b>4,368</b>	<b>21.00</b>	<b>24</b>	<b>3,810</b>	<b>4,368</b>
<i>Surplus/(Deficit)</i>				<i>763</i>				<i>558</i>	

COLLEGE OF CHARLESTON

**Office Space Guideline Application**

*College of Charleston • Patriots Point Athletics Complex*

Staffing Type	Office Guideline ASF per Headcount	Base Year				Target Year			
		FTE	Head-count	Total Guideline ASF	Existing ASF	FTE	Head-count	Total Guideline ASF	Existing ASF
Service/Maintenance (Office Req'd)	160	1.00	1	160		1.00	1	160	
Temporary Employee	80	2.25	3	240		2.00	3	240	
Skilled Crafts & Trades	0	5.00	5	0		5.00	5	0	
<b>Total Office Space</b>				<b>400</b>	<b>740</b>			<b>400</b>	<b>740</b>
<i>Total Service Space</i>				30	18			30	18
<i>Total Conference Room Space</i>				15	0			15	0
<b>TOTAL</b>		<b>8.25</b>	<b>9</b>	<b>445</b>	<b>758</b>	<b>8.00</b>	<b>9</b>	<b>445</b>	<b>758</b>
<i>Surplus/(Deficit)</i>				<b>313</b>				<b>313</b>	



# **Appendix E:** **Library Guideline Application**



**APPENDIX E: LIBRARY GUIDELINE APPLICATION**

COLLEGE OF CHARLESTON • MAIN CAMPUS

**Library**

**Library  
Collections**

	Current Items	Conversion Factor	Base Year Volumes	Volume Growth	Target Year Volumes
Books/Serials (Volumes)	677,166	1.00	677,166	20.00%	812,599
Manuscripts & Archives	0	1.00	0	0.00%	0
Gov't Documents (Volu)	0	1.00	0	0.00%	0
Unbound Serials (Displ)	54,938	0.50	109,876	0.00%	109,876
Microforms	881,600	80.00	11,020	0.00%	11,020
Audio/Visual Materials	11,116	5.00	2,223	0.00%	2,223
<b>Total Volume Equivalents</b>			<b>800,285</b>		<b>935,718</b>

**Library Guideline Application and Analysis**

<i>Collection Space</i>	<i>No. of Volume Equivalents</i>					<b>BASE YEAR Guideline ASF</b>	<b>TARGET YEAR Guideline ASF</b>
	<b>0 - 150,000</b>	<b>150,001 - 300,000</b>	<b>300,001 - 400,000</b>	<b>400,001 - 2,000,000</b>	<b>2,000,001 and above</b>		
<i>ASF per Volume</i>	0.10	0.09	0.08	0.02	0.02		
Base Year Collection Space	15,000	13,500	8,000	8,006	0		
Target Year Collection Space	15,000	13,500	8,000	10,714	0		
Total Collection Space						44,506	47,214
<i>Study Space</i>	<b>Percent of FTE</b>	<b>Base Year FTE</b>	<b>Base Year Stations</b>	<b>Target Year FTE</b>	<b>Target Year</b>		
Undergraduate Students	20%	9,615	1,923	9,615	1,923		
Graduate Students	10%	590	59	1,000	100		
Faculty (FTE)	5%	457	23	509	25		
<b>Total Study Stations</b>			<b>2,005</b>		<b>2,048</b>		
<i>Regular Study Stations</i>	50% @ 25 ASF/Station		25,050		25,600		
<i>Multimedia Study Stations</i>	50% @ 35 ASF/Station		35,070		35,840		
Total Study Space						60,120	61,440
<b>TOTAL COLLECTION &amp; STUDY SPACE</b>						<b>104,626</b>	<b>108,654</b>
<b>Service Space</b> <i>(12.5% of Total Collection and Study Space)</i>						13,078	13,582
<b>TOTAL LIBRARY GUIDELINE SPACE</b>						<b>117,704</b>	<b>122,236</b>
<i>Existing Space</i>						91,708	91,708
<b>SURPLUS / (DEFICIT)</b>						<b>(25,996)</b>	<b>(30,528)</b>

