

Health Science Center (HSC) Space Usage Calculation Policy

On December 31 of each year a “snapshot” is compiled for HSC space used throughout the previous calendar year. This space usage data is assigned to each partner respectively based on the process outlined below. Space usage totals are converted to actual square footage used (not total square footage of HSC) through the calendar year to provide an overall percentage. This percentage is used for the respective partners financial portion for the following fiscal year’s HSC budget.

1. Determining Space Usage

The following process is used each January to determine space usage for 5% or more HSC partners.

- All space use data is retrieved from the HSC EMS online scheduling system from the previous calendar year (January 1 through December 31)
- The raw data is placed into the space calculation sheet, which determines the percent space usage for each room as follows:

S – Scheduled

Shared rooms and reservations entered through EMS

A – Assigned

Rooms that are used exclusively by one partner

Rooms shared by two or more departments

U – Unassigned

Areas not charged to any partner such as corridors, restrooms, stairwells, elevator, etc.

The following rooms are not charged, even if they have been scheduled. Each year this list is reviewed to ensure none of these spaces have become assigned.

- 0004 – Observation/conference room
- 0004A – Observation/conference room
- 1022 – Conference room in dental clinic
- 2076 – Conference room
- 3071 – Conference room (LMHSC suite)
- 3076 – Conference room
- 4004 – Conference room/study area
- 4006 – Conference room/study area
- 4106 – Conference room
- 5102 – Staff break room 5th floor

Health Science Academy (HSA) usage is not included in space use budget calculations.

HSA payment is split equally by Gundersen Health System and Mayo Clinic Health System and payment covers the fiscal year of July 1, 20XX – June 30, 20XX.

Examples of scenarios that fall outside of above parameters:

- Space used short-term *within the calendar year* (such as March – April)
 - No charge
- Space used short-term *across two calendar years* (such as November – February)
 - Charged
- Exclusive space vacated prior to December 31 and retained by partner
 - Charged
- Exclusive space vacated between January 1 – December 30 (see next section for details)
 - No charge

2. Releasing exclusive space

If a partner wants to release exclusive space, notice must be sent to the LMHSC office by November 1st to have the space removed from the December 31 space calculation. This allows time for the following process:

- Request taken to HSC Management Group for approval
- Request taken to the HSC Finance Committee for approval
- Request taken to the LMHSC Board for final approval

Advance notice of a partner considering vacating space is encouraged so other HSC partners are aware of possible impact on their financial share of the HSC budget.

HSCMG approved April 14, 2021

LMHSC Board approved June 1, 2021