



Space Management Council

FACILITIES RENOVATION AND SPACE ALLOCATION

- I. **PURPOSE:** To establish a council charged with coordinating the campus facilities renovation effort, and to outline how requests for facilities modifications and space allocation will be processed.

- II. **Procedure**
 - A. **Responsibilities**
 1. Take action on all facilities change requests that require council review in the context of campus needs and priorities.
 2. Review, prioritize, and make recommendation to the President any changes to space categories and allocation on campus.
 3. Review projects for the annual capital improvement and capital development budget process.
 4. Articulate to the President and other constituents needs for space, as well as facilities improvements, and needed capital projects.

 - B. **Membership**

This council is a standing council of the University to be comprised of the following members:

 - Vice President for Operations, **Chair**
 - Designee from Vice President, Academics
 - Designee from Vice President, Student Development & Services
 - Designee from Vice President, Administration
 - Campus Architect
 - Director Facilities Management
 - Administrative Assistant to the Chair serves as Secretary to the Council

 - C. **Requests for Renovation**

The Space Management Council reviews Facilities Change Requests, takes action, allocates available funding, and responds in writing to the requesting department with the outcome of its decision.

 - D. **Requests for Campus Space**
 1. The University President maintains discretion and authority over all categories of space and will generally allocate oversight of space to Vice President of Operations.
 2. Once a campus location is assigned a category designation, it cannot be altered without the consideration and subsequent approval of the Space Management Council and/or the President.
 3. Space use modifications (not including physical modifications) that do not impact the space classification can be done with the approval of the designated administrator of the space. Facilities Management records all space, occupant, and use changes on campus; therefore, any modifications should be reported to Facilities Management.
 4. Modifications must be considered and approved by the Space Management Council and/or the President.