

41.01.01.D0.01 Space and Land Use Management



Approved: June 26, 2013
Revised: January 2, 2019
September 20, 2018
October 22, 2015
Next Scheduled Review: January 2, 2022

Procedure Summary

The Chief Executive Officer (CEO) of the member institution is responsible for ensuring the care, maintenance and safekeeping of land, buildings and other improvements assigned to the member per System Regulation 41.01.01 *Real Property*. The CEO or designee will manage the use and occupancy of real property assigned to that member. Appropriate use of space, under the provisions of the guidelines set forth in this standard administrative procedure, assists university employees in carrying out the mission of Texas A&M University-Central Texas (A&M-Central Texas) through the efficient use of space.

Procedure

1. GENERAL

The President/CEO has established and charged the Space Allocation Committee (SAC) with reviewing all requests for the long-term assignment (one year or longer) of physical space in all University facilities. This includes reassignment of space from one unit to another, major changes in use of space, and modifications of space that involve capital expense in excess of \$50,000. The SAC is also responsible for managing space assignments, utilization, policies, proposals, and reviewing the space utilization report from the Texas Higher Education Coordinating Board (THECB) to ensure spaces are accurately coded and used in accordance with its intended and approved use.

Requests for routine re-allocations of existing space, such as reassignment of offices within the same department/division will be submitted in the form of a memo to the area administrator (president or vice president), with recommendation for approval routed to the Vice President for Finance & Administration. Upon receipt of approval from the area administrator, the Vice President for Finance & Administration will work with key individuals to ensure that the space is accurately coded for space utilization reporting purposes.

Space vacated by a physical move, renovation, or new construction is allocated back to the campus. Likewise, space vacated due to a reduction in program size, reduction in workforce, or program elimination is also allocated back to the campus. The SAC is responsible for evaluating the type and the condition of vacated space, and to update the official space database.

The SAC will review all requests, vote on them using Robert's Rules of Order, and submit the outcome to the President/CEO for approval. The President/CEO will make the final decision, notifying the chair of the SAC, who will notify the requestor. If the requestor wishes to appeal the decision, they must request a meeting of the SAC and President/CEO, with a final determination made within ten (10) business days.

The President/CEO may deem it necessary to develop alternative and/or additional procedures for the use of space for facilities funded through student fees for a specific purpose (legislatively mandated).

2. EXISTING PROPERTY

2.1 Individuals tasked with managing a department/unit/division may submit proposals to occupy vacant space to the Safety and Risk Management Officer for review and consideration by the SAC.

2.2 The proposal for space shall be no more than two pages in length, and shall include the following information:

- 2.2.1 The building, floor, and room number of the vacant space being requested;
- 2.2.2 Previous occupants of the space and space usage;
- 2.2.3 Intended use of the vacated space and occupants;
- 2.2.4 Departmental account number that will pay all costs associated with the move;
- 2.2.5 List of items to be moved. The moving of all personal property will be the responsibility of the person(s) being moved;
- 2.2.6 Telephone and/or fax number, computers, and related equipment to be moved to the vacated space;
- 2.2.7 Additional requirements (if any) needed in the space (data drop, telephone line, electrical outlet, etc.);
- 2.2.8 Any additional information the requester believes is relevant to the move;
- 2.2.9 Proposed layout of furniture and equipment in the requested space.

3. NEW PROPERTY

3.1 During the planning stages of construction or the leasing of property, all area administrators will be given the opportunity to request space in the new property after the decision has been made for the purpose of the facility.

3.2 If the new property is tied to a new construction project, the System Office of Facilities, Planning, and Construction will issue a planning calendar to facilitate the various phases of the construction and planning processes, which gives area administrators the opportunity to define and reconfigure the new space to meet their programmatic needs..

3.3 If changes are desired/needed after construction design documents are completed, all requests for use of space must be submitted to the SAC for consideration.

4. COMMITTEE MEMBERS

The SAC members will be the Vice President for Finance & Administration (chair), Provost & Vice President for Academic and Student Affairs, Vice President for Research &

Economic Development, Safety & Risk Management Officer, the Registrar, one staff member and one faculty member. Each staff and faculty member will serve a two-year term and will be selected by Staff Council and Faculty Senate. The term for the staff and faculty member will begin on the first day of the new fiscal year.

5. The SAC will meet quarterly. All space requests will be submitted to the Safety & Risk Management Officer and will be reviewed for consideration of approval by the SAC at its next scheduled meeting. The SAC chair will notify the requestor, giving them the opportunity to present their request to the SAC at its meeting.

Related Statutes, Policies, or Requirements

[System Policy 41.01](#), *Real Property*

[System Regulation 41.01.01](#), *Real Property*

Contact Office

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