



41.01.01.D0.01 **Space and Land Use Management**

Approved: June 26, 2013

Revised: October 22, 2015

Next Scheduled Review: October 22, 2018

Procedure Statement

This standard administrative procedure establishes guidelines for the Space Allocation Committee regarding space assignments, utilization, and other issues relating to institutional and leased space.

Reason for Procedure

The 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.

Procedures and Responsibilities

1. GENERAL

The Space Allocation Committee is responsible for space assignments, utilization, policies, proposals, reviewing the space utilization report from THECB, classroom repurposing, and other issues relating to institutional and leased space. 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 Space Allocation Committee is responsible for evaluating the type and the condition of vacated space, and to update the official space database. The committee shall review existing space allocation and usage and make recommendations for space assignments, re-assignments and optimization of use. The committee will make decisions on new and existing properties. All decisions made by the committee will be final. Alternate and/or additional procedures may be deemed necessary by the President for facilities funded through student fees for a specific purpose.

2. EXISTING PROPERTY

- 2.1 Vice Presidents, Deans, and Directors are invited to submit proposals to occupy vacant space.
- 2.2 The proposal shall be no more than two pages in length. One page will be used for the justification of the move and one page for the move itself.
- 2.3 The proposal must include:
 - 2.3.1 Reason for the request and how the space will be utilized;
 - 2.3.2 A funding source for the cost of the move;
 - 2.3.3 List of items to be moved. The moving of all personal property will be the responsibility of the person being moved;
 - 2.3.4 Telephone and/or fax number to be moved to vacant space;
 - 2.3.5 Additions to the requested space, i.e. additional data drop, telephone line, etc.;
 - 2.3.6 Any additional information the requester believes is relevant to the move;
 - 2.3.7 A layout of the new space may be included and will be accommodated if possible. All ADA requirements will be met during the arrangement of furniture.

3. NEW PROPERTY

- 3.1 During the planning stages of construction or the leasing of property, all Vice Presidents, Deans, and Directors 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 Vice Presidents, Deans, and Directors will have the opportunity to reconfigure the new space if needs change until the cut-off date for changes.
- 3.3 After the cut-off date, all requests must be sent to the Space Allocation Committee for a decision.

4. COMMITTEE MEMBERS

The Space Allocation Committee members will be the President or designee (chair), the Vice Presidents, the 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. COMMITTEE MEETINGS

The Space Allocation Committee will meet as needed. All space requests will be submitted to the Safety & Risk Management Officer who will notify the Chair of the committee. The chair will set a date for the committee to meet. Once a date for the committee meeting has

been set, copies of the request(s) will be sent to each committee member for review. A committee member may notify the chair of their desire for the requesting party to attend the meeting. If granted, the chair will notify the requester that they or their designee may be present at the meeting. Only the requester or their designee will be allowed to attend.

Related Statutes, Policies, or Requirements

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

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

Contact Office

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