

# 41.01.01.D0.01 Space and Land Use Management



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## Procedure Summary

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The Chief Executive Officer/President (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.

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## Procedure

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### 1. GENERAL

The 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. Tasks include 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 \$100,000. 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 via the [Space and Land Use Management Request form](#) to the area administrator (president or vice president), with recommendation for approval routed to the Vice President for Finance and Administration. Upon receipt of approval from the area administrator, the Vice President for Finance and Administration will work with key individuals to ensure that the space is coded for space utilization reporting purposes accurately.

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(s).

The SAC will review all requests, vote using Robert's Rules of Order and submit the outcome to the CEO for approval. The 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 CEO, with a final determination made within ten (10) business days.

The 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 SPACE MODIFICATION

2.1 Individuals tasked with managing a department/unit/division may submit proposals to modify existing or occupy vacant space to the Manager, Facilities, Safety, and Support Services via the [Space and Land Use Management Request form](#) for review and consideration by the SAC.

2.2 The proposal for space 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; and
- 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 are given an opportunity to request space in the new property after the decision has been made for the purpose of the facility.

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

SAC members will be the Vice President for Finance and Administration (chair), Provost and Vice President for Academic and Student Affairs, Vice President for Research , Economic Development, and Innovation, Manager, Facilities, Safety, and Support Services, 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.

The SAC will meet quarterly. All space requests submitted to the Manager, Facilities, Safety, and Support Services are 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.

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### **Related Statutes, Policies, or Requirements**

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[System Policy 41.01](#), *Real Property*  
[System Regulation 41.01.01](#), *Real Property*

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### **Contact Office**

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Vice President for Finance & Administration  
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