

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE FACILITY SPACE ASSIGNMENT	Policy 3.02.07
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I. Purpose

Space and facilities are a very limited and expensive College resource. The following Policy governing the assignment, reassignment and alteration of building space has been adopted to promote the most efficient use of these resources.

Any property owned, leased or otherwise occupied by College programs or administrative departments/divisions are governed by this Policy. Facility space allocation and reallocation decisions are necessary to achieve the College's mission. Facility space that is not being efficiently utilized should be reassigned to another purpose.

Assignment of College facility space shall be at the President's discretion. He/She is authorized to assign or reassign facility space to any College department or division. The President may delegate decision-making authority to the Vice President for Financial and Administrative Services.

II. Management of Facility Space Inventory

Administrative Services shall effectively manage and maintain the data of the College's building and room inventory. Administrative Services staff will conduct annual facility space audits and report utilization and assignment of facility space. However, it is the responsibility of each administrator assigned facility space management responsibilities for their department or division to ensure that changes in facility space usage are reported in a timely fashion to Administrative Services.

III. Assigning Facility Space within a Division

Decisions on facility space assignments within curriculum and academic programs, including change in function, that occur fully within the academic area will be made with the approval of the Executive Vice President of Instruction and Student Services.

Decisions on facility space assignments within divisions or departments, including change in function, will be made with the approval of the appropriate Vice President.

IV. Requesting Additional Facility Space

Requests for additional facility space may be initiated by any Program Chair, Director, or Dean and should be submitted to the appropriate Dean or Vice President using the Facility Space Request form. Facility space requests may also originate through the budget hearing process and/or curriculum improvement reviews and should be documented in a similar fashion.

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V. Change of Facility Space Function

Changes in facility space function requires the submission of the Facility Space Request form to document changes in facility space function within a division, department, academic program or administrative unit. For example, if office space is converted to instructional space, a change in function of that space occurs. These facility space approvals lie within the authority of the Vice President for Financial and Administrative Services.

A change in function that changes the use of a substantial area within a building or department requires the President's approval. Classroom space cannot be changed to another function without the President's approval.

VI. Reassignment across Divisions

The President must approve reassignment of facility space from one College division to another division.

VII. Request for New Facility Space

New facility space created by new construction, extensive remodeling of existing facility space, purchase or lease of a building, should be included in the College's Facility Master Plan and must be approved by the President.

VIII. Vacated Facility Space

Vacated facility space may be reassigned as a result of changes within the College's organization, an academic division or an administrative unit that results in the permanent reduction in staff, or termination/downsizing of a program, or re-location of a program or function. The President's Cabinet may review needs for additional facility space and make recommendations to the President for the reassignment of the vacated facility space. The President's decision will be final.

Adopted: October 2012

Adopted: February 2014, July 22, 2014, October 28, 2014