

[Minor revision–posted 2/1/18 (replaces 11/8/16 edition)]



TEXAS TECH UNIVERSITY™

## Operating Policy and Procedure

### OP 61.10: Space Allocation Committee

**DATE:** February 1, 2018

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to standardize the allocation and review procedures for Texas Tech University space.

**REVIEW:** This OP will be reviewed in September of even-numbered years by the Space Allocation Committee with substantive changes consolidated by the ~~Assistant~~ **Associate** Vice President for Operations and forwarded to the Vice President for Administration & Finance and Chief Financial ~~Officer and the Office of the President.~~

**Commented [KH1]:** Edits made in pink are made on behalf of Noel Sloan and added here for convenience. Please email me if her original edits are needed.

### POLICY/PROCEDURE

#### 1. Space Requests

All allocations for new space outside of an organization's current space allocation will require approval by the Space Allocation Committee (SAC).

- a. All requests for new space will require the department to submit the following documents to Operations Division Planning & Administration:
  - (1) A completed *Program of Requirements* form available at [https://odis.operations.ttu.edu/planadmin/forms/RelocatePOR\\_Distri.pdf](https://odis.operations.ttu.edu/planadmin/forms/RelocatePOR_Distri.pdf);
  - (2) A current organization chart; and
  - (3) An organization chart indicating the need for additional office space.
- b. Operations Division Planning & Administration will develop space allocation options and submit it to the SAC for approval.
- c. Operations Division Planning & Administration will coordinate with the department if the request is approved or not approved.

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#### 2. Addition of New Space

The SAC will review all space that is added to the TTU space inventory. Projects must be submitted to the SAC using the *Addition of Space* form ([Attachment A](#)).

- a. New Construction – This includes buildings that were designed and constructed by TTU and TTUS ~~personnel~~.
- b. Leased – Lease agreements must be submitted and approved by the SAC since the addition of space affects the university's total square footage. This does not include storage units that are

not serviced by utilities. The addition of unplanned space to the facilities inventory affects various university departments including [Accounting Services](#), Property Inventory, Telecommunications, Utilities, Grounds Maintenance, and Custodial Services and may negatively affect state funding. All changes/additions of space must be reflected on the facilities inventory within 30 days.

- c. Other – This includes buildings or properties that were purchased, donated, or otherwise acquired by the university.

### 3. Removal of Space

The SAC will review all space that is removed from the TTU space inventory. Projects must be submitted to the SAC using the *Removal of Space* form ([Attachment B](#)).

Types of space removal include:

- a. Demolition – Buildings that are scheduled for demolition;
- b. Mothballed – Buildings that remain standing but are not fit for use; and
- c. Lease Termination – Buildings that are no longer controlled or operated by TTU.

### 4. Space Assignments – Memorandum of Understanding (MOU)

- a. Loaning of Space

Instances of temporary space allocation are accompanied with the MOU in order to communicate clearly that the space is not a permanent allocation. In prescribed amounts of time, users of the space will be asked to review and resubmit paperwork to continue to use the space. Should the department not demonstrate a significant need to keep the space, it will be re-distributed back to the department that loaned the space. The *Loaning of Space* form ([Attachment C](#)) will be used.

- b. Co-Use of Space

Instances of temporary space allocation are accompanied with the MOU in order to communicate clearly that the space is not a permanent allocation. In prescribed amounts of time, users of the space will be asked to review and resubmit paperwork to continue to use the space. Should the department not demonstrate a significant need to keep the space, it will be re-distributed back to the department that is currently sharing the space. The *Co-Use of Space* form ([Attachment D](#)) will be used.

- c. Space Allocation Review

Space allocations will be reviewed on a regular basis to ensure that departments are using space effectively and efficiently. Spaces will be targeted based on permanent changes to organization structure or responsibilities, increases in responsibilities, or shifts in strategic priority based on other department needs. Space allocation reviews will also be conducted for departments that were allocated additional space based on a projected increase in need for space. The *Allocated Space* form ([Attachment E](#)) will be used.

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## 5. Construction/Renovation Review

Construction/renovation projects that change the functional use of a space will be reviewed by the SAC to create a comprehensive overview of the current/planned use of space. This will allow the committee to make informed decisions related to space allocations. Construction/renovation projects that alter the current use of existing space will need to be submitted to the SAC for review using the *Construction/Renovation* form ([Attachment F](#)). Should teaching space be added, changed, or removed, please reference [OP 61.06, Teaching Space Renovation or Usage Changes](#), for additional information.

## 6. Classroom Additions

All classroom additions planned through New Construction will require approval through the SAC. The SAC will review the proposed classroom space to determine if it supports current demand and will not negatively impact Space Usage Efficiency. If the new classroom is approved by the SAC it will normally be classified as a Raider Room and routed through the SAC Teaching Space Sub Committee (TSSC) for design input. The TSSC will verify that the space aligns with current/future lecture methods, meets the needs of a broad range of colleges/departments, and adheres to Raider Room technology and design standards. The SAC is responsible for ongoing maintenance and support of Raider Rooms including technology so initial investment and Total Cost of Ownership will also be considered. Alternatively, based on the information submitted and specific needs of the department, SAC may approve the addition of the classroom and not classify it as a Raider Room.

~~(110) Classrooms are General Use spaces that are not assigned to a specific college or department. (110) Classrooms are primarily used for lecture activity, are not tied to any specific discipline, or limited by specialized equipment. Furniture or layout will not dictate the space use and there are multiple options for size, furniture, and room configuration. Requests for Exceptions may be granted based on reasonable needs of faculty and/or departments. Justifications should be sent to the Senior Vice Provost for consideration by the TSSC, which will make a recommendation to the SAC.~~

**Commented [HJ2]:** Added to allow for exceptions as explained below.

**Commented [HJ3]:** This passage was adapted from a comparable insert into OP 61.23, which was approved (unanimously) by the Faculty Senate to allow for appeals under similar circumstances.

## 7. Land Assignments

- a. Requests for additional land will be reviewed and approved through the SAC ([Attachment G](#)). Duration (start date/end date) of land assignments will be determined by the SAC and will be moved back into general inventory upon termination.
- b. Assigned land will be tracked by Operations Division Planning & Administration and will be reviewed on a regular basis to verify use.

## 8. Meeting Schedule

The SAC is scheduled for the last Friday of the month, and all requests need to be received at least 10 days prior to the meeting. Requestors may attend the meeting to present additional information and/or justification.

## 9. Space Allocation Committee Membership

**Voting Members:**

Vice President for Administration & Finance and Chief Financial Officer  
 Senior Vice Provost  
 Vice President for Research  
 Vice President for Institutional Diversity, Equity and Inclusion  
 Assistant Vice President for Auxiliary Services  
 Associate Vice Provost of Student Affairs  
 Associate Dean from Research  
 Associate Dean from Academics

Vice Presidents have the option of naming a designee from their area to serve on the Space Allocation Committee. Associate Deans will be nominated and voted on by the then serving committee members. Consideration should be given to colleges not currently represented on the FAC (Facilities Allocation Council) in order that representation of colleges is distributed equitably. Associate Deans selected by the committee will serve a two-year alternating term. Therefore, a new Associate Dean member will be named each year for either Research or Academics.

**Non-Voting Members:**

~~Assistant Associate~~ Vice President for Operations (Facilitator)  
 Managing Director of Operations Division Planning & Administration (Facilitator)  
 Associate Managing Director of Space Planning and Graphics, Operations Division Planning & Administration (Facilitator)

**109. Voting**

Approval of requests submitted to the SAC will be determined by the majority vote of the voting members. Should a vote end in a tie, the Office of the President will provide the deciding vote.

[Attachment A: ~~Addition of Space~~](#)

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[Attachment B: ~~Removal of Space~~](#)

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[Attachment C: ~~Loaning of Space~~](#)

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[Attachment D: ~~Co-Use of Space~~](#)

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[Attachment E: ~~Allocated Space~~](#)

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[Attachment F: ~~Construction/Renovation~~](#)

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[Attachment G: ~~Acreage/Land Allocation~~](#)