

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO- 60
Space Management

1.0 Introduction

Careful and efficient property and space management is helpful to the growth and operation of the university. The ultimate authority for allocation of space rests with the President.

2.0 Responsibilities

2.1 Campus Space Planner (CSP).

2.1.1 The university will have a Campus Space Planner who will report to the Director of Facilities Planning and Construction in the Department of the Physical Plant and be responsible for maintaining the campus facility inventory, reporting all facility information to the Texas Higher Education Coordinating Board (THECB), analyzing space information and availability, and providing information to upper level management for use in making space allocation and reallocation decisions.

2.2 Campus Space Planning Committee (CSPC).

2.2.1 The Campus Space Planning Committee is an administrative committee composed of the University Vice Presidents and reporting to the President.

2.2.2 This CSPC will pull in others as needed to analyze and plan for space needs.

2.2.3 The Committee, taking into account the Campus Strategic Plan, the Campus Master Plan, and the Capital Improvement Plan, is charged to develop long range and general space allocation plans, periodically review university facility inventory data, utilization statistics, and other productivity measures and reports, and provide facilities and properties recommendations to the President.

2.3 Directors, Chairs, Deans, and Vice Presidents.

2.3.1 Comply with the Space Management Policy by ensuring all room information is properly reported in accordance with procedures established by the Campus Space Manager.

3.0 Space Allocation Policy.

3.1 Allocation of Existing Space.

3.1.1 When space allocation or reallocation is within a division, it is the responsibility of the appropriate Vice President.

3.1.2 When space allocation may affect more than one division, the affected Vice Presidents will consult with each other or, if considered appropriate by the Vice President for Finance and Operations, meet and make a recommendation or recommendations to the President.

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- 3.1.3 Any major space reassignment decisions made below the divisional level should be discussed with immediate supervisors and the respective Vice President.
- 3.1.4 All space and facilities use changes, for example signage, functional category or room use, occupancy, etc., should be reported to the Campus Space Planner (see campus forms for the Space Change Reporting form)
- 3.2 Allocation of New Space through the Construction Process.
 - 3.2.1 The allocation of new space is accomplished through the construction program documents and it is reviewed and approved by the Directors, Chairs, Deans, Vice Presidents and President as required for each specific project to construct new space.
 - 3.2.2 Proposed assignments of new space is evaluated against campus-wide space needs, current campus utilization of classrooms and class laboratory space, academic program priorities, the Strategic Plan, the Campus Master Plan and the Capital Improvement Plan.
 - 3.2.3 All new space allocations will meet the guidelines and rules set forth by the Texas State University System and the THECB.

Approved by: Dr. James F. Gaertner, President – 8/2/2010
Next review: 8/2/2011