

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

**Finance & Operations Policy FO-FM-60**  
**Space Management**

**PURPOSE**

The Facilities Management Office of Campus Space Planning is committed to maintaining the campus facility inventory, analyzing all spaces, and reporting accurate and thorough information to the Texas Higher Education Coordinating Board (THECB). Careful and efficient property and space management is essential to the growth and operation of the university. The ultimate authority for allocation of space rests with the President.

**CAMPUS SPACE PLANNER (CSP)**

The university will have a Campus Space Planner located within the department of Facilities Management. The CSP is tasked with maintaining the campus facility inventory, reporting all facility information to the THECB, analyzing space details, availability, and providing information to upper level management for use in making space allocation and reallocation decisions.

**SPACE UTILITIZATION COMMITTEE (SMUC)**

The SMUC is co-chaired by the Vice President of Finance and Operations (VPFO) and the Provost. The committee is composed of two deans, two faculty, three administrators, one student, and three ex-officio members.

**Responsibilities**

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. The committee periodically reviews university facility inventory data, utilization statistics, various productivity measures and reports; then provides facilities and properties recommendations to the President.

All Vice Presidents, Associate Vice Presidents, Deans, Directors, Chairs, and Building Liaisons must comply with the Space Management Policy by ensuring all room information is properly reported in accordance with procedures established by the Campus Space Manager.

**SPACE ALLOCATION**

**Allocation of Existing Space**

Spaces vacated by a physical move, renovation, new construction, or program reduction/elimination are allocated back to the university.

When space allocation affects one or more divisions, it is the responsibility of the Vice-President(s) to submit the information to the SMUC via the VPFO for discussion and development of actionable recommendations to the President.

Any major space reassignment decisions made below the divisional level should be discussed with immediate supervisors and the respective Vice President. All Building Liaison and facilities use changes such as: functional category, room use and occupancy, etc., are required to be reported to the Campus Space Planner via the Space Change Reporting Form.

**SPACE ALLOCATION CONTD:**

**Allocation of New Space through the Construction Process**

The allocation of new space is accomplished through the construction program documents and is reviewed and approved by the Directors, Chairs, Deans, Vice Presidents and President as required for each specific project to construct new space.

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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.

All new space allocations will meet the guidelines and rules set forth by the Texas State University System and the THECB.

**Facilities Management Office of Campus Space Planning: 936-294-1866**

Approved by: J. Carlos Hernandez, Vice President for Finance and Operations

Date: 11/2017

Reviewed by: Juan Nunez-AVP Facilities Planning and Construction

Date: 11/2017

Next review: 11/2020