



Policy on Space Utilization

The purpose of this policy is to establish the charter for the Committee for Institutional Space Utilization (CISU). The CISU outlines the guidelines and processes on campus for the use, allocation and re-allocation of space consistent with the Institution's mission, and to optimize the usage of all space in support of the goals and objectives of the College.

Committee for Institutional Space Utilization Charter

I. Mission:

The Committee for Institutional Space Utilization (CISU) coordinates and recommends effective space allocation within the institution.

II. The CISU membership is comprised:

- a. Regular Members
 - i. Provost and Vice President for Academic Affairs (Committee Chair)
 - ii. Vice President for Finance and Administration
 - iii. Facilities Manager
 - iv. Assistant Provost of Student Affairs
- b. Rotating members to be appointed by the Provost as required.

III. Purposes of the CISU

- a. Determine institutional needs for College-wide space utilization guidelines and space productivity.
- b. Develop guidelines and systematic reports to support College research space utilization needs.
- c. To solicit and coordinate input from all constituencies in order to provide advice and make recommendations to the President for decisions regarding the allocation of space resources.
- d. Conduct periodic reviews of space utilization data associated across all aspects of

Northern New Mexico College's (NNMC) instructional, support and general space with a goal of optimizing efficiency, and providing prioritized recommendations for improvement of existing and projected space needs.

- e. Recommend equitable allocation of space requests using comprehensive input for all institutional divisions.
- f. Provide recommendations for renovating and refurbishing existing facilities and for the addition of new facilities and space resources.
- g. Coordinate among the instructional division Chairs, Deans and Directors for the improvement of classroom scheduling.
- h. Develop, recommend and implement basic standards for technology in all commonly scheduled classrooms and computer laboratories.
- i. Consolidate and distribute regular space audits of the institution with the objective of physically verifying effective space utilization and make recommendations for optimal use of classrooms, laboratories and other instructional resource areas

IV. Institutional Space Utilization Committee Processes

- a. When any College unit determines that additional space is needed beyond that which is currently allocated, a formal request for space must be submitted to CISU. All proposed changes and requests for additional space must use the officially approved CISU Request Form. The manager or supervisor of the unit requesting space should sign the CISU Request Form (this includes the Department Chair or Dean). The CISU form must be submitted to the Provost either as an email attachment or as a printed and signed document. No space will be reassigned without an official CISU Request Form, completed and signed by the chair of CISU. At the Provost's discretion, further review may include input from other relevant committees, or additional input from the heads of the affected units.
- b. The CISU will meet and, if necessary, conduct a thorough analysis, to discuss requests.
- c. Following Leadership review, the Provost will make a final decision as to the disposition of the recommendation and return it to CISU for implementation.
- d. Supervisors, Deans and/or Chairpersons of departments affected by the recommendation will be informed of decisions.
- e. The intent of these processes to keep assignments and/or reallocations of space as simple as possible and to expedite any changes where there are disputes to the recommendations of CISU. If any party appeals an CISU recommendation, the Provost will have the authority to resolve an appropriate decision.

- f. Based upon ongoing institution-wide space analysis, the CISU may act independently in identifying the need to reallocate space within and between departments. When CISU initiates such recommendations, the above procedures will still apply, with the CISU completing the space request form.
- g. The Provost, the Vice President for Finance and Administration and the Facilities Supervisor shall provide the CISU and deans, department heads, and other administrative members with relevant data, previous analyses, and guidance, as needed, in order to assist in all decisions in best utilizing the space within the institution.

V. Implementation and Management of Space Requests

The Department of Facilities is responsible for implementing the space utilization guidelines and principles contained in this document. All space within the institutions is managed by the facilities director.

- a. For office assignments and classroom scheduling, not requiring the services of the Department of Facilities, all Divisions, Colleges and/or Departments may redistribute space assigned to them as long as the redistribution complies with the goals, principles, and implementing procedures outlined above.
- b. Only the Department of Facilities may modify, reconfigure, or otherwise rearrange space. Unless otherwise provided, requesting departments are responsible for funding any costs associated with modifications required to accommodate space requests.
- c. Similarly, any modification to the space, its design and appearance must also be approved by the Committee. This includes painting, permanent alterations to walls and/or flooring, and any other physical modifications including electric or plumbing.

VI. Space Planning Concurrent with Budget Planning

- a. CISU planning must take place concurrently with strategic planning to allow for coherent programmatic growth and space allocations.
- b. Appropriate space must be identified in coordination with the development of any and all new programs and initiatives. At the time a new proposal is being developed for funding, grants requests, or other initiatives, the proposing department is responsible for forwarding a request for anticipated space to the CISU.
- c. The CISU must approve any allocation of space for new staff members, instructional or research personnel.

VII. Externally funded initiatives and research operations.

- a. In cases where institutional space is request for the specific purpose of research, the departments receiving the funding or otherwise responsible for the initiative must manage space-occupancy and associated costs consistent with their funding specifications and fiduciary responsibility.
- b. Institutional research space occupancy must be agreed to by all parties in advance of the allocation of space. Any charges for occupancy, including leases, must meet a standard cost/square foot, as well as a pro-rata share of operating expenses as determined by the institution in consultation and coordination with the funding agency's program officers.

VIII. Self-Supporting Enterprise Operations

- a. Self-supporting departments and/or enterprises are responsible for their own space-occupancy costs and must manage those costs consistent with their fiduciary responsibility. Unless otherwise agreed to, charges for occupancy of institutional space for enterprises may include leases meeting the standard cost/square foot as well as a pro-rata share of operating expenses as determined by the institution.

CISU Purposes, processes and protocols; adapted from "Guidelines and Request for Space Form Adopted on 28 January 2010".