

## **CAMPUS SPACE UTILIZATION AND ALLOCATION COMMITTEE PROCEDURES**

- I. NAME:** Campus Space Utilization and Allocation Committee
- II. PURPOSE:** The Campus Space Utilization and Allocation Committee (“Committee”) of Tennessee Technological University has the following responsibilities:
  - A. Monitor the administration and academic utilization and allocation of space in the buildings and constructed facilities operated by the University, excluding Derryberry Hall.
  - B. Plan for and recommend the implementation of changes in the utilization and/or allocation of space necessary to meet enrollment and curricular needs, address financial constraints, and maintain adequate services.
  - C. Recommend procedures and plans for the efficient utilization and effective allocation of space among the administrative and academic divisions of the University.
  - D. Receive requests for changes in space utilization and/or allocation from administrative/academic users and recommend action to the University President.
  - E. Make additional recommendations regarding space utilization and/or allocation at the Administration’s request.
- III. DEFINITIONS:**
  - A. Allocation: Any change in the assignment of control over existing university space from one major academic or administrative unit to another; may or may not include change in the use of the space, such as converting an existing classroom into laboratory or into offices.
  - B. Utilization: changes in the scheduled use of existing space by the unit to which it is currently assigned in order to allow a more efficient or appropriate use.
- IV. THE COMMITTEE:**
  - A. The Committee shall consist of the following voting members appointed by the University President in accordance with approved procedures:
    1. **FACULTY:** A minimum of eight (8) faculty members; one from each college plus the School of Nursing appointed by the University President. (The President may request nominations or suggestions by the Deans of the Colleges.)
    2. **STUDENTS:** A minimum of one (1) student member, selected from the list of names submitted by the President of the Student Government Association.
    3. **ACADEMIC ADMINISTRATORS:** A minimum of three (3) academic deans or associate deans appointed by the University President.
    4. **ADMINISTRATIVE STAFF:** An administrative staff member appointed by the University President to represent each of the following campus units: Athletics, Facilities and Business Services, Information Technology Services, Safety and Environmental Compliance, Student Activities, and University Advancement.
    5. **OTHER MEMBERS:** A minimum of three other members, to include the EMS Coordinator and representatives from the Registrar’s Office and the President’s Office
    6. **EX OFFICIO:** The Senior Associate Provost

**B. RESPONSIBILITIES OF MEMBERS:**

Members are expected to attend all meetings. If a member of the committee will be absent from a meeting, the member shall inform the Chairperson and may send a substitute member from his/her constituent group.

**C. TERMS OF OFFICE:**

All members shall serve three (3) year terms, except the student representative who shall serve a one (1) year term, with the privilege of reappointment at the President's discretion; appointments will be effective at the beginning of the fall semester.

**D. OFFICERS**

1. **CHAIRPERSON:** The Chairperson shall be elected annually from the Committee membership. The Chairperson shall:
  - a. Preside at all meetings or designate another member to preside.
  - b. Prepare a tentative agenda for each meeting. Agenda and any requests are to be distributed to each member at least five (5) working days prior to regular meetings and three (3) days prior to special meetings. Exceptions will be considered at the discretion of the Chairperson.
  - c. Cause minutes to be prepared and distributed to the membership.
  - d. Call special meetings when necessary.
  - e. Appoint special committees as required.
  - f. Disseminate information regarding action taken by the Committee.
  - g. Invite guests to participate in discussion of matters before the Committee, when such action is deemed desirable.
  - h. Perform the duties prescribed by these procedures and by the parliamentary authority adopted by the Committee.
  - i. Vote in case of a tie.
  - j. Supervise the preparation and distribution of an Annual Report of the Committee's activities.
  - k. Schedule meetings on the administrative calendar.
2. **SENIOR ASSOCIATE PROVOST:** Will provide administrative support for the Committee.

**V. PROCEDURE FOR REQUESTING UTILIZATION OR ALLOCATION OF UNIVERSITY SPACE:**

- A. The Senior Associate Provost shall be notified by the administration that space is/will be available.
- B. The Senior Associate Provost shall follow the procedures described below when s/he is notified that space is/will be available
  1. The Senior Associate Provost shall announce in writing at least three (3) weeks before a scheduled Committee meeting to academic and administrative officers that space is/will be available.
  2. Academic and administrative officers must make requests for utilization or allocation of space in writing using the Space Utilization or Allocation Request form [insert link to facilities website] to the Senior Associate Provost of the Committee.

3. The Senior Associate Provost shall distribute requests to the appropriate Subcommittee for review.
4. That Subcommittee will submit its recommendation to the Committee at least five (5) working days prior to regular meetings and three (3) days prior to special meetings.
5. Requests for exceptions to this procedure must be directed to the Senior Associate Provost and may be granted at the Senior Associate Provost's discretion after consultation with the Chairperson.
6. The Chairperson shall notify the President in writing of any recommendations made by the Committee.

**VI. MEETINGS:**

- A. Three regular meetings shall be scheduled during each semester of the academic year plus one scheduled meeting during the summer term. The date and time for such meetings shall be included in the administrative calendar. The date and time for the regular meetings may be changed by the Chairperson if there is sufficient reason to warrant such an action.
- B. Any member may submit items to the Chairperson for inclusion on the agenda. These items shall be circulated by the member to all other members no later than one week prior to the meeting.
- C. A majority of the members of the Committee shall constitute a quorum.
- D. The agenda shall be adopted at the beginning of each meeting.
- E. The Chairperson may call a special meeting when s/he deems such an action is desirable.

**VII. SUBCOMMITTEES:**

- A. The Chairperson may appoint ad hoc subcommittees as s/he shall from time to time deem necessary, or as shall be deemed necessary by the Committee, to carry specific items of the work of the Committee.
- B. Two standing Subcommittees each composed of current members of the Committee shall be established as follows:
  1. Allocation Subcommittee;
  2. Utilization Subcommittee;
- C. The appropriate Subcommittee will first review all requests to the Committee, with their recommendation submitted to the full Committee for final consideration.

**VIII. PARLIAMENTARY AUTHORITY:**

- A. Generally, the rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee.
- B. In cases deemed appropriate, the Committee may, by majority vote, dispense with Robert's Rules of Order for that meeting.

**IX. AMENDMENT OF THE PROCEDURES:**

- A. These procedures of the Committee may be amended at any time by majority of the membership voting for the amendment, provided that the amendment has been submitted, in writing, to each member at least two weeks prior to meeting.
- B. Amendments to the Procedures are subject to final approval by the Administrative Council.

**X. COMMITTEE ACTION AND REVIEW:**

- A. All Committee actions must be reduced to writing.

- B. Subject to section X.C., actions of the Committee are subject to review by the Administrative Council, University Assembly and the approval by the University President.
- C. In situations where time is of the essence, as determined by the University President, the President may:
  - 1. Ask the appropriate Subcommittee to make recommendations for changes in space utilization and/or allocation without reference to the Committee's procedures, review or approval.
  - 2. Forgo the procedures in this policy and, upon notification of the Committee, designate changes as necessary in space utilization and/or allocation.

**XI. EFFECTIVE DATE OF IMPLEMENTATION:**

Approved by:

Campus Space Utilization and Allocation Committee: May 19, 2017