

# CAMPUS SPACE UTILIZATION AND ALLOCATION COMMITTEE PROCEDURES

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## PROCEDURES

### Committee on Campus Space Utilization and Allocation

- I. **NAME:** Committee on Campus Space Utilization and Allocation
- II. **PURPOSE:** The Committee on Campus Space Utilization and Allocation (herein referred to as 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. [This is to exclude Derryberry Hall.]
  - B. Plan for and recommend the implementation of changes in the utilization and/or allocation of space necessary to: meet enrollment and curricula needs; meet financial constraints; and, maintain adequate services
  - C. Recommend procedures and plans for the efficient utilization and effective allocation of space among the administration and academic divisions of the University. [APPENDIX A.]
  - 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 at the Administration's request.
- III. **MEMBERS:** The Committee shall consist of the following members appointed by the University President in accordance with approved procedures:

#### MEMBERSHIP:

1. **FACULTY:** A minimum of five (5) faculty members, representing the Schools and 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. **ADMINISTRATIVE STAFF:** A minimum of one (1) administrative staff member appointed by the President.
4. **ADMINISTRATOR:** The Assistant Director/Facilities and Business Services responsible for administering the University Master Plan for Facilities.

## RESPONSIBILITIES OF MEMBERS:

Members will attend 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.

## TERMS OF OFFICE:

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

## IV. OFFICERS

- A. **CHAIRPERSON:** The Chairperson shall be elected annually from the Committee membership. The Chairperson shall:
- i. Preside at all meetings or designate another member to preside.
  - ii. 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.
  - iii. Cause minutes to be prepared and distributed to the membership.
  - iv. Call special meetings when necessary
  - v. Appoint special committees as required.
  - vi. Disseminate information regarding action taken by the Committee.
  - vii. Invite guests to participate in discussion of matters before the Committee, when such action is deemed desirable.
  - viii. Perform the duties prescribed by these procedures and by the parliamentary authority adopted by the Committee.
  - ix. Vote in case of a tie.
  - x. Supervise the preparation and distribution of an Annual Report of the Committee's activities.
  - xi. Schedule meetings on the administrative calendar.
- B. **EXECUTIVE OFFICER:** The President will appoint a staff member to serve as executive officer and resource person.

## V. MEETINGS

- A. At least one regular meeting shall be held during each semester of the academic year (excluding 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 not later than one week prior to the meeting.
  - C. Quorum: A majority of the members of the Committee shall constitute a quorum.
  - D. The agenda shall be adopted at the beginning of each meeting. The Chairperson may call a special meeting when he/she deems such an action is desirable.
- VI. SUBCOMMITTEES**
- A. Subcommittees may be appointed by the Chairperson as he/she 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.
- VII. PARLIAMENTARY AUTHORITY**
- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these procedures.
- VIII. AMENDMENT OF THE PROCEDURES**
- A. These procedures can be amended at any of the Committee 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. Amendments to the Procedures are subject to final approval by the Administrative Council.
- IX. COMMITTEE ACTION AND REVIEW**
- A. Actions of the Committee are subject to review by the Administrative Council and the approval by the President.
- X. EFFECTIVE DATE OF IMPLEMENTATION**
- A. These procedures shall become effective at the beginning of the spring semester 2007. Approved by Administrative Council, September 6, 2006.

Revisions approved at April 8, 2015 Administrative Council meeting

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## APPENDIX A

### Recommended Procedure for University Space Request

The Chairperson shall be notified by the administration that space is/will be available. Recommendations may be made for consideration of allocation of the space or a request may be made that the following procedures be implemented:

1. The Chairperson 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. Requests for allocation of space should come from administrative officers and be made in writing to the Chairperson of the Committee.
3. The Chairperson shall distribute requests for space to Committee members 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.
4. The Chairperson shall send in writing to the University President an action taken by the Committee.