



## Space Management and Allocation Policy

### Overview

Space is a central resource to the University. The allocation of space is conducted in a consistent manner designed to optimize the use of this resource and to advance the mission and strategic priorities of the University.

Space management at Mount Mercy University (MMU) is driven by the following principles:

- Space is a University resource that is allocated in a manner that best advances University priorities. The physical facilities of the University are an enormous asset crucial to the operations of the campus. The number, type, and condition of University facilities helps shape all aspects of campus programs and activities. Space resources should be deployed in the most efficient and effective manner to best serve programmatic and strategic goals.
- Space (and any university property within that space) is allocated and can be reassigned. The University values flexibility and recognizes changing curricula, programs, and technologies. No unit, department, or division "owns" the space that has been allocated to it. Accordingly, space assignments will change to achieve optimal utilization and respond to current and emerging needs.
- Space is assigned and reassigned following University organizational hierarchies. Recommendations for development and implementation of space management policies are the responsibility of the Space Management Committee. The Cabinet/President will make the final decision on all requests for space assignment, reassignment, and renovation.

### Space Management Committee

The Space Management Committee is a faculty and staff committee reporting to the President whose purpose is to: 1) review specific requests for space assignment, reassignment, and renovation and 2) make recommendations on those requests to the President/Cabinet.

Committee responsibilities include:

- Development and review of University space policies and guidelines
- Review, analysis, and prioritization of individual requests for space
- Recommendations to President/Cabinet after consideration of individual requests for space
- General recommendation on matters of space resource management, renovation, and construction
- Periodic review of procedures and forms used to implement the space management policies



Members of the Space Management Committee are:

- Director of Facilities
- Assistant Vice President for HR & Operations
- Assistant Vice President & Chief Information Officer
- Director of Academic Operations and Registrar
- Appointed Faculty member
- VP for Finance
- Others as assigned by the President

Space Management Committee will meet:

- Once a month
- As required in special cases

## Space Request Instructions

### When to Use Space Request/Change of Use Form

- **Situation A:** Complete anytime there is a request for new or additional space, a change in the departmental assignment of a room, a change in the primary use of a room, or modification of a space that involves a capital expense or a change in the campus map/directory.
  - **Example:** You move your office from Warde to Basile.
  - **Example:** You would like the empty office next to you as an additional space.
  - **Example:** You have a new employee starting next month and you need an office.
  - **Example:** Two employees witch offices
  - **Example:** You have an idea for the best use of an open space.
- **Situation B:** The form is not necessary for routine changes to existing space within the same department that would NOT result in a change to campus facilities maps or directories and NOT involve a capital expense.
  - **Example:** Desks are moved to new locations within an open office space.
  - **Example:** A closet that was used for office supplies will now be used for student files.
  - **Example:** You add new furniture or technology to your office.
- Ask these questions when determining if a form is needed:
  - Will this space modification change the campus map?
    - Yes – use form
    - No – next question
  - Will this space modification change the faculty/staff directory?
    - Yes – use form
    - No – next question
  - Will cabinet need to approve funding for this project?
    - Yes – use form
    - No – don't use form



### **Purpose of Form**

- To promote the efficient use of University space.
- To foster a coordinated approach to addressing space needs on all campuses.
- To ensure transparency and accountability in the space allocation process.
- To ensure that all requests for space, change in occupancy, change in room use, and change in classrooms are authorized by the responsible parties.
- To ensure optimal utilization and continuity of space.
- To ensure space changes are logged and campus maps are up-to-date.
- To ensure compliance with Space Management and Allocation Policy.
- To ensure timely notification of Facilities and IT on space modification.

### **Submittal Process**

1. Complete all the fields in the online form: <https://mtmercy.wufoo.com/forms/mount-mercy-university-space-request-form/>
2. Obtain supervisor approval
3. Submit the form

### **Review Process**

The Space Management Committee will log the request and make a recommendation to the President and Cabinet. This may involve:

- Determining the relative priority of request.
- Analyzing the space request and proposing option(s), based on information provided by the requester listed on the form and follow-up investigation.
- Reviewing option(s) with the Space Management Committee as well as with the requester and/or current occupant.

### **Approvals**

The Space Management Committee will propose options on each request to the President and Cabinet.

### **Notification**

The VP for Finance will notify the Chair of the Space Committee of the final decision. The Chair will notify:

- Requester
- Current occupant (if different from requester)
- If necessary:
  - IT Department
  - Facilities
  - Communication and Marketing
  - Campus (if a significant move such as a relocated office or new/reassigned classroom)