

SFCC FACILITY ALLOCATION AND MANAGEMENT POLICY

5-4

POLICY

- A. The Vice President for Finance and Administration or designée shall be responsible, besides the president, for determining the appropriate allocation, scheduling, function, configuration (including equipment and furnishings), and usage of space and facilities on campus.
- B. In situations involving temporary usage or rentals by community and student groups, the policies and procedures of Policy 5-3, Facilities Usage, shall be followed.

(POLICY APPROVAL: 6-27-02, SFCC Governing Board)

PURPOSE

Describes policies and procedures governing the use, allocation, and management of general college facilities. Policy 5-3 applies to temporary usage/rental of college facilities by community and student groups; this regulation applies to general allocation of space on campus (e.g., offices, general-purpose areas, laboratories, classrooms) for ongoing use by occupants of college premises, including college employees, students, and lessees.

BACKGROUND

The Higher Education Department (HED) monitors and reports on facility usage, construction, and renovation; and all institutions accountable to this body are responsible for internal monitoring and efficient, cost-effective utilization of college facilities. At a meeting of the HED Research Advisory Council (5-08-02), HED personnel announced plans to conduct even more aggressive monitoring procedures over the next few years and projected a focus on space allocated for classrooms and amount of time such spaces are utilized; utilization of classroom technology; and inventories of technology available in classrooms. The Office of Institutional Effectiveness produces an annual report on facility utilization at SFCC to assist the college with reporting requirements and for the purpose of

self-monitoring and management. The results of the report for 2001-02 indicated that SFCC had only 35% utilization of classroom spaces during the normal work week. The college will continue to monitor facilities usage and to strive for improved performance in this area. The Vice President for Finance and Administration is responsible for management of facilities, both in terms of physical upkeep and in terms of space allocation. This Policy clarifies the responsibilities of the Vice President for Finance and Administration in this regard and delineates responsibilities of all other employees who use college facilities.

PROCEDURES

- A. When a campus space or office is to be vacated, the supervisor of the function served by that space or office notifies the Vice President for Finance and Administration as soon as possible, via the appropriate form (and through the supervising dean or other cabinet-level supervisor), to facilitate discussion and decision-making about the future allocation of the area.
- B. Any requests for remodeling, rearrangement, or change in function of any campus space or office must be endorsed by the supervising dean or cabinet-level supervisor, with final approval residing with the Vice President for Finance and Administration.
- C. Scheduling of classrooms, laboratories, and other general-purpose spaces, except for situations governed by Policy 5-4, Facility Allocation and Management, is under the supervision of the Vice President for Finance and Administration. While others may be assigned responsibility for specific scheduling functions (e.g., scheduling of classrooms by the registrar and scheduling of computer labs by the Office of Academic Affairs), the Vice President for Finance and Administration may review and revise scheduling practices, designate scheduling responsibilities, and implement changes as needed to meet facility-utilization goals.

GUIDELINES

- A. The section on facilities management in the *SFCC Employee Handbook* deals with a variety of general facility issues for which the Vice President for Finance and Administration is also responsible, e.g., campus safety, emergency preparedness,

and facility renovation. This regulation deals with space allocation and management issues not addressed in the *Employee Handbook* employees should refer to the handbook for guidelines and procedures on issues not covered in this policy.

- B. The Vice President for Finance and Administration monitors space/office/classroom usage on a routine basis and has the prerogative to reassign/reconfigure spaces as he/she deems appropriate.

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