

Southwestern Oregon Community College

AP 5061

Space Allocation

All space at Southwestern Oregon Community College (SWOCC) belongs to the College and is allocated by the College for its highest needs in service to SWOCC. Space will be allocated to ensure occupants have the physical environment best suited to their role in the organization and to the benefit of SWOCC. The purpose of this procedure is to ensure that space resources are assigned appropriately and used efficiently to accomplish the work of the College.

Space is a limited resource. The space needs of departments are constantly changing. To be successful, SWOCC must be able to use its resources flexibly to not only create change, but also adapt to it. New initiatives, changing curricula or instructional methods, staff changes, remodeling or construction projects, or shifting enrollment patterns can all affect the need for space. It is recognized that space cannot be assigned permanently, or for an indefinite period of time to any one individual, program, or department. Space may require reallocation based on need, productivity, or when the priorities of the College change. The leading priority will continue to be student success.

Objectives

The objectives of this procedure are as follows:

- Ensure space allocations, like all college actions, are fully justified and support SWOCC's mission and guiding principles.
- Ensure clarity of roles and responsibilities of personnel involved in the approval process.
- Ensure space allocation and reallocation levels fit within the limitations of SWOCC's resources.
- Ensure reasonable timelines for space allocation.
- Ensure the space allocation procedure is easy to understand.
- Ensure the procedures make allowance for reasonable exceptions.
- Ensure the procedures are viable and will be implemented.

Procedures

The requestor completes a Space Allocation Request form. The completed form shall be submitted to the requestor's dean, executive dean, or director.

Moves may be considered by the dean, executive dean, or director if the space allocation request meets one or more of the approved "requestor's primary or secondary criteria". If there are conflicting requests for the same space, primary criteria shall supersede. Deans and directors may, and are encouraged to, submit multiple request forms at one time if a move or reallocation involves more than one person and is interconnected.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

The following are considered requestor's primary criteria, in priority order, for new space allocation or changes to space allocation:

- Change in job function
- Medical or ADA accommodation
- New hire
- Operational efficiency as it pertains to the strategic master plan and adopted succeeding plans (e.g., Facilities Master plan, Academic Master plan, Strategic Enrollment plan) as well as departmental-level plans based on student need and access.

The following are considered requestor's secondary criteria, in priority order, for new space allocation or changes to space allocation:

- Employment status (e.g., PT to FT, temporary to permanent)
- Recruitment of students
- Retention of students
- Personnel related matters

**Length of service is not considered to be an equitable criterion among the work groups on campus and is, therefore, omitted from the primary and secondary criteria lists.

Upon review, consideration and approval by the requesting dean, executive dean, or director, the Space Allocation Request form will be forwarded to the Director of Facilities or appropriate designee.

Upon receipt of the Space Allocation Request Form, the Director of Facilities or appropriate designee will review the request in consultation with the dean, executive dean, or director and Information Technology Services to verify that the proposed request meets one of the approved criteria.

The following are considered operational minimum criteria for new space allocation or changes to space allocation:

- One or more of the requestor's primary or secondary criteria is met.
- The request is in alignment with SWOCC's mission and guiding principles and operational plans.
- The request will not conflict with future SWOCCC plans for the space.
- The request will not place an unreasonable burden on available resources.
- If the request is found to meet the criteria listed above, the Director of Facilities or appropriate designee may approve the request.

If the request is found not to meet the criteria above, more information may be asked from the requesting dean or director for further consideration or the request may be denied. Requests approved by the Director of Facilities or appropriate designee will be forwarded to the appropriate Vice President for their information and final authorization.

Approved space allocations and moves will be completed in mass one time each year, over the summer break. The operating departments responsible for carrying out the moves will agree upon and determine the dates of the moves.

To be considered for a summer break move, the completed request must be received by the Director of Facilities or appropriate designee prior to March 31 of the year in which the move is to take place.

Reasonable exceptions to the summer break approval deadlines and move times may be considered and approved by the Director of Facilities for situations such as medical accommodations or new hires. Whenever possible, faculty leaving for summer break will be notified of their approved move one month prior to the end of the quarter in order to make preparations for the move.

Any person being moved must review and comply with *APP 5062 Facilities Moving Procedures*.

Once a space reallocation is completed, any vacated space shall remain vacant and shall not be occupied until a new space allocation request is fully approved.

Administrative Decision & Appeal

If it is determined that a space allocation request does not meet the required criteria, it will be denied. If a request is denied, it can be appealed to the appropriate Vice President. The appeal must be made in writing outlining, in detail, how the request meets all the requirements for approval and why the request should be approved. The Vice President will consult with relevant parties and may overturn the denied request or retain the denial. The decision of the Vice President is final.

Implementation

The requestor submits a Space Allocation Request Form to Facilities requesting the work to be completed. Facilities is responsible for implementing the request.

Exigent Circumstances

Should there be an urgent need to reallocate an individual or individuals for safety, code compliance issues, construction or other urgent need, the Director for Facilities or appropriate designee may provisionally authorize the move on a temporary basis until the issue has been resolved or a permanent space allocation request form is approved.

Space Allocation Costs

If it is found that a reallocation of space will cause costs beyond physical labor and planning of SWOCC operations employees, minor space maintenance such as painting, carpet cleaning, revamping and management of existing cabling and telecommunications equipment, the cost will be borne by the requesting department.

The exception to this is when the move is permanent and required as part of a Capital Project. When possible, the project budget will cover any approved associated expenses. If the Capital Project cannot incur the expense, administration will be responsible for identifying funding.

Related Documents:

APP 5062 Facilities Moving Procedures
APP 6041 Furniture Purchasing
Move Request Form

Adopted: April 21, 2021