

Administrative Procedure

Southwestern Oregon Community College

AP 6502 Space Allocation

Purpose:

All space belongs to the college and is subject to assignment and reassignment to achieve the institution's mission and strategic priorities. Space allocation will be consistent with college policies/procedure and in alignment with strategic plans and goals. Space allocation decisions should support improved efficiency, functionality, flexibility, and utilization. Co-location of programmatically related activities should have a higher priority than co-location of non-programmatically related activities. College departments are expected to effectively manage their existing space allocation before making a request for additional space or remodeling of current spaces.

The purpose of this procedure is to ensure that space resources are assigned to maximize the utilization of college space, especially instructional space, in support of the goals of the college in alignment with SWOCC's vision, mission, and strategic directions and to guide space assignment, not space scheduling. Space scheduling is the responsibility of the Facilities Office. This procedure applies to all interior and exterior college-managed spaces and is not meant to preclude alternative prudent or necessary space allocation solutions. However, exceptions to this policy may be made only in extraordinary circumstances, and the need for doing so must be clearly demonstrated. This procedure also provides a process for office relocations to occur in a timely and coordinated manner.

Procedure:

A Facility Use Group (FUG) shall be established to review and make recommendations regarding requests that involve minor re-assignments or functional changes in space usage on campus. FUG will consist of members representing academic, student support, safety and disability resources, and college support services.

FUG will develop a charter which will be submitted to the College Executive Team for review, will report and provide regular updates to College Council. FUG will develop criteria for decision-making; they will develop criteria for identifying exigencies; the development of criteria for determining when decisions involving space are not space assignment but are space planning related to capital projects.

The primary duties of the FUG include:

Reviewing requests for assignment and re-assignment of physical space on campus.

Reviewing requests for functional changes to spaces on campus.

Periodically reviewing overall facility utilization to ensure maximum utilization of assigned spaces.

The number of FUG members could fluctuate each year but at a minimum will consist of the following:

Director of Accessible Education (or designee)

Director of Facilities (Chair)

Vice President of Instruction and Student Services (or designee)

Executive Director of Residence Life and Admissions

Executive Director of Integrated Technology Services (or designee)

Director of Emergency Management and Campus Safety

Vice President of Administrative Services (or designee)

Dean of Curry Campus (or designee)

Dean of Athletics, Physical Education and Student Life (or designee)

FUG will meet monthly to review space reallocation and office move requests. Additional meetings may be called by the Chair of FUG as needed. Final recommendations from FUG will be sent to Executive Team for official College approval.

Requests for space must be made at least three months in advance of the need. Requests requiring renovation of space will require a longer lead time and will be forwarded to the Executive Team for consideration.

Requests are to be submitted by the area making the request. The requestor submits a Space Allocation Request Form to Facilities requesting the work to be completed. FUG will evaluate all requests, including an audit of currently assigned space to verify that space cannot be identified within the existing assignment to meet the needs of the request. Final recommendations will be submitted to the Executive Team for approval.

Specific criteria to be considered includes:

- Safety and health requirements.
- Is the request consistent with the College Strategic Plan?
- Does the request follow the College's academic planning principles?
- Functionality/utility/efficiency of space.
- Adjacency or unity of program.
- Accessibility of space.
- Funding availability.
- Urgency of need.

The following guiding principles will be used in conjunction with the space allocation process:

- All space requests will be reviewed on a highest and best practice basis that will support the overall educational mission and strategic priorities of the College's academic programs and support services as established by the President and within College's strategic and operational master plans.
- Space allocations are made to administrative and academic divisions, not specific individuals.
- As a general operating practice, a division or department will not be required to submit a space assignment request in cases where new employees are being assigned to the same space(s) as their predecessors.
- Repurposing instructional space for non-instructional use (i.e., converting a classroom to office space) is discouraged and generally should occur only on a last-option basis.
- All requests for space allocation, reallocation, or change of use must be made using the form and procedures as presented within this document.
- Whenever possible, programmatically similar or supporting departments should be located in a proximate or contiguous fashion so as to optimize shared resources and synergies. Similarly, proximity of a department head to their supervised staff should be attained whenever possible.
- Space assignment requests are evaluated, in part, on the basis of the usage patterns and efficiencies of existing space assignments. Space scheduling practices, along with general space usage patterns, will be reviewed periodically by Instruction and FUG.
- Whenever possible, space allocations should meet functional design requirements with the goal of minimizing renovations, alterations and associated expenditures.
- Whenever possible and as a means to efficiently maximize space usage, common use spaces (e.g., conference rooms, meeting rooms, workshops, storage areas) should be shared among departments, especially in areas where departments are proximate in their primary space assignments. Similarly, common use space allocated and scheduled by a department should be made available to other departments when not in use, including conference rooms.
- Space that is specifically allocated to a department on a time-limited basis shall be vacated and returned to the College as unassigned space at the end of any term.

- The request will not conflict with future SWOCC 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 Executive Team or appropriate designee may approve the request with input from Director of Facilities and Executive Director of Integrated Technology Services.

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.

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.

Vacant Space

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.

Office Relocation Process

Timeline: Office moves will be completed in bulk once each year during the summer break. To be considered for a summer move, an Office Move – Space Allocation Request form must be submitted prior to March 31 of the year in which the move is to take place. Reasonable exceptions may be considered and approved by the Executive Team.

Procedure: The requestor submits an Office Move-Space Allocation Request Form to Facilities requesting the work to be completed. The Office Move – Space Allocation Request form must be submitted by a vice president, dean, or director. If a move or reallocation involves multiple individuals, a separate request form should be submitted for each person. A single point of contact (a move coordinator) should be assigned by the division or department for all moves.

Upon receiving the Space Allocation Request Form, FUG will review the submission to verify that it meets one or more of the approved criteria and will forward its recommendation to the Executive Team for final approval. All office move requests will include consideration of desk/computer locations to minimize rewiring and changing services. Existing electrical, data and telephone utilities may be revised if deemed necessary. Requests approved by the Executive Team or appropriate designee will be forwarded to the Director of Facilities for scheduling.

Facilities is responsible for completing an office relocation request. Personal items must be packed and moved by the individual. Facilities staff and/or the contracted furniture supply company will coordinate the assembly, disassembly, and relocation of all major furniture as needed. Individuals should not attempt to move furniture themselves. All furniture contents must be packed by the individual prior to the move.

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.

Office Furniture and Fixtures: SWOCC will provide all major office furniture, including desks, conference tables, bookcases, and other necessary items. College-supplied furniture may not be substituted with personally owned furniture, with the exception of desk chairs. College-provided furniture remains the property of the office space and will not move with the individual, except for desk chairs. Exceptions may be approved by the Executive Team if the furniture was purchased under a special account, specifically for an individual, or under other extenuating circumstances.

Individuals are welcome to personalize their desk space with items such as photographs, lamps, and plants, provided that the items maintain a professional appearance and do not interfere with services to the campus community. Personal decorations should be limited to personal office space and are not permitted in common areas, including but not limited to meeting spaces within departments or buildings, hallways, lobbies, or restrooms.

Assets Owned by Grants: Applicable departmental chairperson, administrators, directors, and deans have responsibility for the custody, control, and use of all federal and state property within their departments. Unless specifically directed otherwise by the grant, any equipment and furniture is assumed to belong to the College upon close out of the grant.

Reference:

APP 6041 Furniture Purchasing
Move Request Form

Adopted: April 21, 2021

Revised: May 20, 2026

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.