



Space Committee Operating Guidelines and Space Request Procedures

A. Overview of this Document

The following document includes the operating guidelines and space request procedures that support the University Space Committee (Committee) to serve as an aid in planning, allocating, reallocating, and administering spaces on behalf of the University of Tennessee at Chattanooga (UTC). This living document will be revised as needed but must be reviewed annually and document changes will be recorded.

This document serves as a companion to Tennessee Higher Education Commission guidelines for the allocation, management, and utilization of physical spaces on campus.

B. Purpose of the Space Committee

The University Space Committee:

- Ensures that space-related decisions are aligned with UTC's mission
- Assists UTC leadership with consistent, effective, and flexible administration of space
- Reviews existing space-related policies and provides for implementing procedures that promote the efficient and effective utilization of all UTC spaces
- Reviews and provides recommendations on space allocation within UTC-owned properties including the assignment, reassignment, classification, and reclassification of UTC spaces
- Acts as a forum for discussion of strategic space issues, space management, trends, and best practices in space administration

The Committee is advised by the department of Facilities Planning and Management.

The Committee's recommendations are advisory to the Chancellor, Provost, Vice Chancellor for Finance and Administration, Vice Chancellor for Enrollment Management and Student Affairs, and Vice Chancellor for Research.

C. Space Committee Membership:

The following list includes voting and non-voting representatives to the Space Committee.

- a) Voting members (9)
 - One Representative from each degree-granting college (5)
 - College of Arts and Sciences
 - College of Engineering and Computer Science
 - College of Health, Education, and Professional Studies
 - College of Nursing
 - Rollins College of Business
 - Facilities Planning and Management (campus operations) (1)
 - Registrar (1)
 - Research (1)
 - Student Affairs (1)
- b) Non-voting members
 - AVC for Facilities Planning and Management (Co-Chair)
 - Academic Affairs Appointee (Co-Chair)
 - Director of Space Management – Advisory Only

College representatives are appointed by their respective Deans or equivalent. Division representatives are appointed by their respective Vice Chancellor. Academic Affairs co-chair is appointed by the Provost. All terms will begin and end at the transition of the respective academic year.

To maintain the effectiveness and continuity of the committee's work, members are expected to participate regularly in meetings and activities. If a member is unable to attend a meeting, they may assign a proxy to participate on their behalf. If a member is unable to fulfill these responsibilities consistently, the committee, working with the appropriate unit leader, will seek to appoint a replacement to ensure full engagement and representation.

D. Space Committee Scope

The Committee votes on space requests as specified in Section F and provides recommendations to the UTC Executive Leadership Team (ELT) regarding the allocation of spaces within UTC-owned properties.

The Committee does not vote on or provide input on the following:

- Centrally Managed Teaching Spaces: The Office of the University Registrar is responsible for the scheduling of centrally managed teaching spaces.
- Athletics Spaces: UTC Athletics is responsible for the management of space that supports inter-collegiate varsity athletics.
- Leases: The purview of the Committee does not include oversight of the

allocation of leased spaces. The Vice Chancellor for Finance and Administration and Vice Chancellor for Enrollment Management and Student Affairs oversee the process for leasing properties.

E. Space Committee Operating Principles

Committee Communication:

- The Space Committee meets monthly.
- The meeting agenda is crafted with items of discussion and supplemental documentation by the Director of Space Management and reviewed with the Committee's co-chairs prior to distribution to committee members.
- The meeting agenda will be provided by Director of Space Management to the Committee for a minimum of three business days before each meeting.
- Draft meeting minutes will be circulated within seven business days after each meeting. Committee members will have five business days to review and provide complete comments before the final meeting minutes are distributed.
- The Director of Space Management manages a Microsoft Teams Site that will provide public record of Committee guidelines, current Committee membership, and Committee meeting dates/times, agendas, and meeting minutes, along with the Space Allocation, Management, and Utilization Guide.

Meeting Order of Business:

1. **Call to order:** the Co-chairs officially begin the meeting.
2. **Approval of meeting minutes:** previous meeting minutes are addressed for Space Committee approval.
3. **Old Business:** members may discuss agenda items that were tabled at the previous meeting.
4. **New Business:** members discuss and debate any new business outlined in the agenda.
5. **Adjournment:** the co-chairs call for an official end to the meeting.

Meeting Management:

- All space requests brought by the Director of Space Management to the committee shall follow Robert's Rules of Order.
 - **Informational items** require no motions and no vote. Informational items include an update on project status, or space requests that have not been resolved yet.
 - **Voting items** require a motion and a second to bring it to a vote, or a motion and a second to table.
 - **Friendly amendments** require a motion and a second to amend, but no vote. A friendly amendment is a change to a motion that the motion maker and seconder agree to without objection. If the amendment is not friendly, it will need a vote to amend it.

- A quorum of five voting members must be present to conduct business.
- Voting decisions require a majority vote.
- Unless stipulated prior to the vote, all votes will be taken by voice during a scheduled meeting.
- The Committee may invite guests to discuss specific topics. Guests will be provided with an agenda with the timeslot that they are assigned to present their request. Guests will leave the meeting following their presentation.
- Decisions to reassign spaces that are contested will be made by the Provost and Vice Chancellor for Finance and Administration.

F. Space Requests Requiring Space Committee Approval

All space requests are required to be submitted using the Space Request Dynamic Form. Emails will not be accepted as official requests.

Space Request Form

Type of Requests:

1. Request for Additional Space
2. Request to Transfer Space between Colleges or Divisions
3. Request for Temporary Space
4. Request for Changes to Existing Space Type
5. Request for Allocation of Vacant Space

(See Space Allocation Request Types below for detail for each request type)

Space requests must come from the College or Division's designated administrator. Space requests that are submitted by another individual will be sent to the College/Department's designated administrator for their approval. Requesting units are responsible for providing adequate justification for the requested assignment and determining whether the request may affect other departments/units. The need to accommodate an expanding staff is a common justification for requesting additional space.

Once a space request is received, The Director of Space Management will follow the process listed below. Note that a space request may require a space assessment to be performed as part of the review process.

Requests submitted at least seven business days prior to the meeting will be placed on the agenda as an informational item. Requests will be reviewed and evaluated by the Director of Space Management in concert with other appropriate parties, and once analysis is complete and a recommended course of action is determined, the request will be returned to the agenda as a motion for consideration and vote.

The space approval process is outlined below:

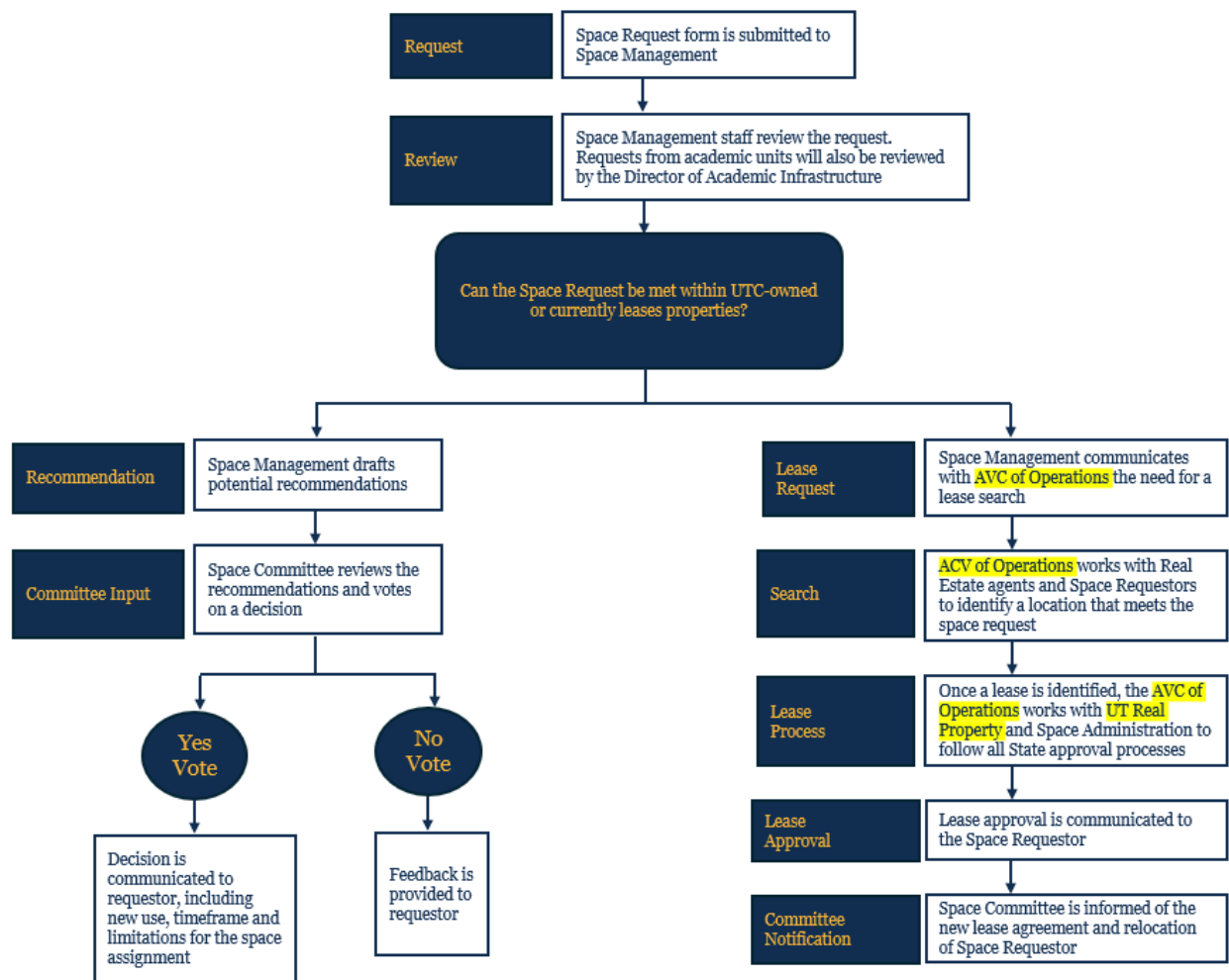


Figure 1. Space Approval Process

The space approval process for emergency requests will be managed on a case-by-case basis.

Once a request is voted upon by the Space Committee, actions will be communicated to the space requestor and other relevant stakeholders by Space Management.

If the vote is yes, the information will include the specific rooms and official date that spaces will be reassigned.

If the vote is no, the information will include:

- Feedback from the committee on why the request was denied.
- Instructions about updating/revising the request will be provided.

Space Allocation Request Types

- 1. Request for Additional Space:** These requests concern adding space to a unit's current footprint for program growth, faculty hiring, research expansion, etc.
 - Space requests from academic units will be reviewed with Academic Affairs administration prior to space being allocated.
 - Space requests should include a description of the space types needed as well as justification and data to support the addition of space. This information could include hiring plans, research grant requirements, academic program explanations, or other topics.
 - The allocation of new space is considered by Space Management and discussed with the Committee co-chairs through descriptions and justifications included with the request. The requestor and other appropriate units may be included in this discussion.
 - In some cases, Space Management will complete a space analysis to determine if the space request can be met within the unit's currently allocated space, or not. If it cannot, then consideration will be given to allocation of other University-owned/leased space to meet the request, involving appropriate parties, as necessary.
 - If the space request cannot be met within UTC-owned properties, Space Management will collaborate with the Vice Chancellor for Finance and Administration and the requesting unit to identify a leased property that meets the request's needs.
- 2. Request to Transfer Spaces Between Colleges or Divisions:** Colleges or Divisions may collaborate and agree to transfer their allocated spaces to another College or Division. These requests should be submitted by the unit receiving the space, and the request will be added to the agenda as a motion for consideration and vote. Like the request for additional space, these requests should include a description of the space types needed as well as justification and data to support the added space. Evidence that the College or Division releasing the space agrees to this transfer should also be included.
- 3. Request for Temporary Space:** A temporary space relocation may be necessary to accommodate immediate need due to renovation or other circumstances. Temporary space allocations may follow one of these two processes:
 - At the request of Space Management, a department or unit provides temporary space to another unit for a limited time. The requesting unit must complete the Space Request Form and indicate there is mutual agreement including the circumstances and duration of the temporary allocation. The request should include information on when the requesting unit will vacate the temporary allocated space.
 - Vacant spaces allocated to campus administration are used to

temporarily meet the space needs of the requesting unit.

A space assessment of existing space may be needed to identify current space use and evaluate the amount of space required by the unit during the time of this temporary allocation.

Renovations for temporary reallocation are generally discouraged unless deemed necessary by building code or university policy and require approval from the Executive Leadership Team via the Space Committee. In the case that renovation of temporary space is determined to be necessary, renovation costs will be funded by the requesting unit or, when applicable, by the construction project forcing the relocation. Renovating existing space within another department's area for temporary use should be avoided whenever possible.

4. Changes in Existing Space Type: Colleges and Divisions may NOT change the use of spaces assigned to them without Space Committee approval.

Any changes in space type, square footage, and/or capacity require approval by the Space Committee. Applicable changes in space include those associated with the primary function, assignable square footage, or occupant or seating capacity of a room.

The requesting unit must complete the Space Request Form and provide justification for the request to change space type. Space type change requests from academic units will be reviewed with Academic Affairs administration prior to space being evaluated for change.

Please note: Centrally Managed Classrooms cannot be changed in use without approval of The University Registrar, Provost, and Director of Space Management.

To maintain our space data inventory, all changes in room use and occupancy must be communicated to Facilities Services Space Management using the Space Data Update Form.

5. Allocation of Vacant Space: Spaces may become vacated due to moves, renovations, new construction, reduction or elimination of a program, or reduction in workforce. Space Management will evaluate the type and condition of the vacant space and update the space database accordingly. Space Management will also review and recommend potential uses of newly vacated spaces. Recommendations to the Space Committee will be based on priorities based on university strategic plans, the Campus Master Plan, existing outstanding space requests, space needed to accommodate future renovations and Capital Projects, and current space utilization.

G. Space Updates not requiring Committee Approval

Reallocation of Space within an Existing College or Division: Colleges and Divisions may reallocate space assignments within their division/college without Space Committee approval. To maintain our space data inventory, all room reallocations and changes in occupancy must be communicated to Space Management using the Space Data Update Form.

Relocations Due to Capital Projects: Capital Projects may require units to relocate to accommodate temporary/surge space needs or to vacate spaces permanently. When this is necessary, Space Management, in coordination with the affected units, may work to arrange the direct assignment of spaces in support of the Capital Project. For academic units impacted by this situation, Academic Affairs Administration will also be involved in the coordination. Direct space assignments will be communicated to the Space Committee at a subsequent meeting as an informational item.

H. Lease Spaces

As indicated in Figure 1, if the space request cannot be met within UTC-owned properties, Space Management will collaborate with the Vice Chancellor for Finance and Administration and Assistant Vice Chancellor for Facilities Planning and Management to identify a leased property that meets the request's needs, if practical and fiscally responsible.

Colleges or Departments shall not seek their own lease or enter into a lease agreement. For units with existing leases that are up for renewal, UT Real Property and Space Administration should provide notice of expiring leases one year prior to end of leases. Units wishing to remain in the leased space should submit a space request a minimum of 6 months prior to the lease expiration date. The purpose of this request for the appropriate documentation is to demonstrate that leased space is still needed because appropriate space within UTC-owned properties is not available.

I. Naming University Owned Properties

Requests to rename a facility that is not in recognition of a person should be submitted to Space Management, who will present the recommendation to the Space Committee. The proposed name of the facility should consider the new function of the building. Recommendations for new building names will be extended to the Executive Leadership Team.

Requests to rename a facility in recognition of a person will follow University policy BT0017 – Policy on Naming of Facilities and other Assets.