SPACE UTILIZATION AND REASSIGNMENT

The purpose of this document is to provide the structure and procedures that will be utilized when changes are requested in the utilization of space on the University of Central Missouri campus. This includes but is not limited to the elimination or addition of classrooms and auditoriums, assignment of space to academic and administrative units, change in use of all campus space, etc. Adherence to the Campus Facilities Master Plan and the University Mission must be the focus of all decisions.

A. Transmittal:

Requests for changes in space utilization should be directed through the administrative structure up to the vice president for the area involved and on to the Space Utilization Council (SUC). While being considered by the SUC, parallel discussions may take place in meetings of the Vice Presidents. The SUC will report its recommendations and findings to the President.

B. Structure:

The SUC is composed of individuals with major responsibility for large segments of space. It includes the Associate Provost for Academic Programs and Services, Assistant Athletics Director for Facilities and Events Management, Assistant Vice President for Student Affairs/Director of Student Life, and the Senior Planning Associate, ex-officio member. (This was chaired by the Vice President for Planning and Policy, and the Vice President for Finance and Administration is serving as Interim Chair.)

This group is responsible to raise questions and provide answers, where possible, in regard to the requests for space reassignment. It will consider the impact on other space and attempt to foresee both positive and negative implications of the request.

C. Process:

The SUC will develop a discussion paper, which reviews all aspects of requests. It may or may not include a recommendation, alternative approaches and/or data regarding the impact of the request.