

ELIZABETH CITY STATE UNIVERSITY

Allocation of University Space Policy

Preamble

As a constituent institution of the University of North Carolina and agency of the State of North Carolina, Elizabeth City State University (ECSU) has an obligation to manage all university space optimally and in accordance with state law, UNC System, and university policies.

1. Policy Statement

All university buildings and land belong to the University as a whole and are subject to assignment and reassignment to meet the priorities and needs of the institution. This includes the university's athletic facilities and fields.

The chancellor utilizes the University Space Committee for recommendations for all allocations of existing university space, while maintaining ultimate authority for the allocation of all university space. After consultation with the most senior administrative officer in the impacted unit, assignments are made by the committee only after careful consideration is given to institutional priorities, needs, and all other relevant factors. Thus, the university has the authority and responsibility to allocate space to specific users, to review these allocations periodically, to assess utilization, and to reallocate space as needed to support the university's academic, strategic, and master plans.

The leasing of space must be approved by the chancellor and may need approval of the university's Board of Trustees, the UNC Board of Governors, the State Property Office and/or the Council of State.

2. University Space Committee

A. Membership

The committee members are appointed by the chancellor and shall consist of a representative from the following areas:

- i. Athletics: Director of Athletics
- ii. Division of Operations: Vice Chancellor of Operations (Chair) and Assistant Vice Chancellor of Design and Construction
- iii. Division of Academic Affairs: Provost
- iv. Division of Student Affairs: Vice Chancellor of Student Affairs or Associate Vice Chancellor of Student Affairs
- v. Division of Business & Finance: Vice Chancellor of Business and Finance
- vi. Chief Information Officer
- vii. Chancellor's Division: Chief of Staff and Special Assistant to the Chancellor
- viii. Division of University Advancement: Vice Chancellor of University Advancement or Associate Vice Chancellor for University Advancement
- ix. Faculty Senate: Chair
- x. Staff Senate: Chair
- xi. Institutional Planning, Assessment and Research: Director

xii. Legal Affairs: General Counsel

The committee will use its best efforts to coordinate with, and seek the input from, parties impacted by applicable space allocation decisions.

B. Committee Responsibilities

The committee's responsibilities shall include, but is not limited to, the following responsibilities and priorities:

- i. Review existing space allocation and usage and make recommendations to the Chancellor for space assignments, re-assignments, and optimization of use;
- ii. Weigh competing demands for space which may necessitate group consensus;
- iii. Periodically review the university's space database, utilization statistics, and other productivity measures and reports and provide appropriate recommendations on the utilization and allocation of space and to recommend related policies to the Chancellor;
- iv. Make recommendations consistent with ECSU Mission, Vision, Core Values, Strategic Plan, Master Plan and Policy Manual.

3. Procedures for Requesting Space

The process involved in the allocation of space can be lengthy; thus, request for the allocation of space should be made with as much lead time as possible. Inadequate lead times may result in an inability to meet requested timelines. Space requests should be made to the most senior administrative officer of the respective unit (e.g., vice chancellor, general counsel, or athletics director). A request for space should include the following:

- A. **Description.** Departments/Units/Programs should submit a succinct description of the space request to the appropriate senior administrator. The description should indicate what (e.g., faculty office, classroom) is being requested and why. The description should indicate whether the request is being driven by a new program, a research grant, inadequate space to provide current program, and/or other reasons.
- B. **Location.** Indicate any location(s) the committee should consider in honoring the space request.
- C. **Options Explored.** Provide assurance that all avenues to solve this space requirement within the existing space have been explored. For example, has the department/college considered maximizing under-utilized space to solve this need? Has the department and college re-evaluated the space assigned to lower priority initiatives? What possibilities for shared space have been explored?
- D. **Timing.** Describe any programmatic issues affecting the timing of the move such as, for example, the need to move during a class break, at the end of a semester, during summer months, coincident with another activity, etc.

- E. Parking/Transportation. Describe any special parking and transportation access needs. It is assumed that standard university parking will be needed for faculty, staff, and students.
- F. Funding. Provide funding details for any request that requires the expenditure of funds. Rental space requests should include the lease duration, square footage, annual cost, and financial account information.
- G. Other. Any other information that will support or better define this space request.

4. Committee Review

The committee shall review the request and communicate, in writing, the committee's decision upon chancellor approval to the requestor of the space. The committee may recommend:

- A. Approve the request;
- B. Approve an alternative solution or space;
- C. Approve the request subject to allocation of funding;
- D. Request additional information before action is taken; or
- E. Deny the request.

5. Committee Decision

- A. Any recommendation made by the committee shall be communicated to the chancellor by the committee chair. The respective senior administrator shall notify the requestor of the decision once approved by the chancellor.
- B. While all committee decisions are final once approved by the chancellor, the university reserves the right to make changes to use of spaces that are in the best interests of the university and to make other decisions about uses of space that are consistent with its mission, Core Values, Strategic Plan, Master Plan, and university policy.