Institutional Space Management Committee (Formerly, Provost’s Advisory Council on Space)

I. The Institutional Space Management Committee (ISMC) coordinates and recommends effective space allocation within the institution.

II. The ISMC membership is comprised:

   a. Regular Members
      i. The Provost
      ii. The Facilities Manager
      iii. The Capital Projects Manager

   b. Rotating members to be appointed by the Provost.

III. Purposes of the ISMC

   a. Determine institutional needs for College-wide space management guidelines and space productivity.

   b. Develop guidelines and systematic reports to support College research space management needs.

   c. To solicit and coordinate input from all constituencies in order to provide advice and make recommendations to the President for decisions regarding the allocation of space resources.

   d. Conduct periodic reviews of space utilization data associated across all aspects of Northern New Mexico College’s (NNMC) instructional, support and general space with a goal of optimizing efficiency, and providing prioritized recommendations for improvement of existing and projected space needs.

   e. Recommend equitable allocation of space requests using comprehensive input for all institutional divisions.

   f. Provide recommendations for renovating and refurbishing existing facilities and for the addition of new facilities and space resources.

   g. Coordinate among the instructional division Chairs, Deans and Directors for the improvement of classroom scheduling.

   h. Develop, recommend and implement basic standards for technology in all commonly scheduled classrooms and computer laboratories.

   i. Consolidate and distribute regular space audits of the institution with the objective of physically verifying effective space utilization and make
recommendations for optimal use of classrooms, laboratories and other instructional resource areas.

IV. Institutional Space Management Committee Processes

a. When any College unit determines that additional space is needed beyond that which is currently allocated, a formal request for space must be submitted to ISMC. All proposed changes and requests for additional space must use the officially approved ISMC Request Form. The ISMC form must be submitted to the Provost either as an email attachment or as a printed and signed document. No space will be reassigned without an official ISMC Request Form, completed and signed by the members of the ISMC. At the Provost’s discretion, further review may include input from other relevant committees, or additional input from the heads of the affected units.

b. The ISMC will meet and, if necessary, conduct a thorough analysis, to discuss and present a recommendation on the request to the Leadership Team.

c. The Leadership Team will review the recommendation, accompanied by supporting documentation justifying the findings of ISMC, and if necessary request additional review. Deans and/or Chairpersons of departments affected by the recommendation will be copied.

d. Following Leadership review, the Provost will make a final decision as to the disposition of the recommendation and return it to ISMC for implementation.

e. The intent of these processes to keep assignments and/or reallocations of space as simple as possible and to expedite any changes where there are disputes to the recommendations of ISMC. If any party appeals an ISMC recommendation, the Provost will have the authority to resolve an appropriate decision.

f. Based upon ongoing institution-wide space analysis, the ISMC may act independently in identifying the need to reallocate space within and between departments. When ISMC initiates such recommendations, the above procedures will still apply, with the ISMC completing the space request form.

g. The Provost, the Vice President for Finance and the Facilities Supervisor shall provide the ISMC and deans, department heads, and other administrative members with relevant data, previous analyses, and guidance, as needed, in order to assist in all decisions in best utilizing the space within the institution.

V. Implementation and Management of Space Requests

a. The Department of Facilities is responsible for implementing the space management guidelines and principles contained in this document. All space within the institutions is managed by the facilities director.
b. For office assignments and classroom scheduling, not requiring the services of the Department of Facilities, all Divisions, Colleges and/or Departments may redistribute space assigned to them as long as the redistribution complies with the goals, principles, and implementing procedures outlined above.

c. Only the Department of Facilities may modify, reconfigure, or otherwise rearrange space. Unless otherwise provided, requesting departments are responsible for funding any costs associated with modifications required to accommodate space requests.

VI. Space Planning Concurrent with Budget Planning

a. ISMC planning must take place concurrently with strategic planning to allow for coherent programmatic growth and space allocations.

b. Appropriate space must be identified in coordination with the development of any and all new programs and initiatives. At the time a new proposal is being developed for funding, grants requests, or other initiatives, the proposing department is responsible for forwarding a request for anticipated space to the ISMC.

c. The ISMC must approve any allocation of space for new staff members, instructional or research personnel.

VII. Externally funded initiatives and research operations.

a. In cases where institutional space is request for the specific purpose of research, the departments receiving the funding or otherwise responsible for the initiative must manage space-occupancy and associated costs consistent with their funding specifications and fiduciary responsibility.

b. Institutional research space occupancy must be agreed to by all parties in advance of the allocation of space. Any charges for occupancy, including leases, must meet a standard cost/square foot, as well as a pro-rata share of operating expenses as determined by the institution in consultation and coordination with the funding agency’s program officers.

VIII. Self-Supporting Enterprise Operations

a. Self-supporting departments and/or enterprises are responsible for their own space-occupancy costs and must manage those costs consistent with their fiduciary responsibility. Unless otherwise agreed to, charges for occupancy of institutional space for enterprises may include leases meeting the standard cost/square foot as well as a pro-rata share of operating expenses as determined by the institution.
April 2010 Institutional Space Management Committee (PAC-Space) membership: Dr. Cathy Berryhill, Ms. Charlene Carroll, Dr. Jorge Crichigno, Dr. Jan Dawson, Mr. Andy Romero, Mr. David Schutz, Dr. Anthony Sena, Mr. Gilbert Sena, Ms. Donna Winchell.

(Office of the Provost, 22 April 2010)