



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Space Management Policy

VOLUME, SECTION & NUMBER:

4.1.18

ENTITIES AFFECTED:

All Departments and Divisions

ADMINISTRATIVE AUTHORITY:

Office of the President

Department of Finance & Business Affairs

APPROVED BY:

The Kentucky State University Board of Regents

EFFECTIVE DATE:

November 28, 2023

POLICY STATEMENT:

The appropriate use of facilities and space plays an important role in advancing the mission and goals of Kentucky State University. It is in the University's best interest to allocate space in an objective and consistent manner based on the University's mission and priorities.

This policy outlines the procedures for making space management decisions at Kentucky State University (hereinafter referred to as "University"). It aims to ensure transparency, accountability, and proper financial management concerning all space management decisions.

All space belongs to the University, and decisions regarding the allocation of occupied and unoccupied space are based on campus and program priorities, Academic and Strategic Plans, the Master Plan for the campus, and overall needs. The University may reallocate space at any time as needs and priorities change, and in accordance with federal and state guidelines and written funder agreements.

DEFINITIONS:

Chief of Staff

The employee approved by the President and Board of Regents of Kentucky State University on a permanent, interim, or acting basis, who is charged with assisting the President in executing the duties of the Office of the President.

President

The employee approved by the Board of Regents of Kentucky State University to serve as the chief executive officer of the University on a permanent, interim, or acting basis.

Provost

The employee approved by the President and the Board of Regents of Kentucky State University to serve as the chief academic officer of the University on a permanent, interim, or acting basis

Space Management Committee

The committee charged with evaluating space requests and making recommendations to the President. The committee is composed of the Provost, Vice President for Finance & Business Affairs, and the Chief of Staff.

University

Kentucky State University

Vice President

An employee approved by the President and the Board of Regents to serve as the head of a department or division of the University on a permanent, interim, or acting basis.

ROLES AND RESPONSIBILITIES:

The Chief of Staff, in coordination with the Facilities team, shall review all facilities on an annual basis to ensure that the University has an accurate inventory of all available classroom, lab, office, learning, residential, and utility space. While conducting a review, the Chief of Staff is also responsible for listing the occupants of each location and noting how each facility or space is used. The Chief of Staff may assign area managers to assist with the review.

Following each annual review, the Chief of Staff shall draft a summative report and share it with the other members of the Space Management Committee. The report shall contain recommendations for facility and space allocations, modifications, and enhancements.

The Space Management Committee is composed of the Provost, Vice President for Finance & Business Affairs, and Chief of Staff, who shall review all space or facility requests and then recommend actions to the President. The President shall consider the Committee's recommendations before making any final decision regarding space or facility allocations.

The Space Management Committee may also discuss space and facility usage *sua sponte* and share its recommended actions with the President.

Each Vice President is responsible for managing and allocating the spaces occupied by the units under their control.

CHANGE IN USE AND CIRCUMSTANCES:

Any recommendations for modifications, enhancements, or relocations should be sent to the Chief of Staff for consideration. The Chief of Staff shall then share the recommendations with the rest of the Space Management Committee.

Any renovations must adhere to state statutes and regulations.
