

Memorandum To: Responsibility Center Unit Heads
Members of the Finance and Administration Council

From: Candace R. Corvey

Re: New Policy Regarding Transfers of Space "Ownership"

Date: August 23, 2005

Attached is a new policy, developed by the Space Allocation, Repairs and Renovation Committee (SARRC) and approved by the President. It is intended to document existing practice as well as to develop new policy and procedures for situations in which there is a disagreement among UNH units with respect to space needs and use. This policy is in effect immediately. Please distribute it to any interested parties in your area.

cc: Members of SARRC

THE SPACE ALLOCATION, REPAIRS AND RENOVATIONS COMMITTEE SPACE TRANSFER PROCESS

INTRODUCTION

According to the charter of the Space Allocation, Repairs and Renovation Committee (SARRC), this committee has "ultimate responsibility for" (among other things):

1. Approving the allocation of space in all University buildings
2. Approving changes in the use of University lands and buildings

Transfer of space between "functional units" is an important mechanism for ensuring the efficient utilization of this resource. It has been the history of SARRC, and remains the expectation of the University, that most space transfers will result from plans that are agreeable to all parties. However, when contrasting proposals for the use of space arise, a well-defined and open process for reviewing and deciding among alternatives is essential to ensure fairness and full participation by all parties.

As stated in the Charter, "reassignments of space contained within a functional unit, and any attendant costs, are ordinarily the responsibility of the administrator of that unit." Thus the process described here pertains only to requests to transfer space between "functional units" on campus. Under the current decentralized financial system, (Responsibility Center Management, or RCM) functional units are equivalent to RC units.

PROCESS

Proposals to reassign space on campus can be of two types:

- A) The two units involved may be in agreement about the transfer, or

B) The units may disagree

Under the first condition, the proposal may be brought to SARRC as a simple listing of the spaces involved. SARRC will review the request and may ask for staff analysis of impacts, followed by committee decision.

Under the second condition, requests for transfer of space between RC units will begin with a proposal submitted to SARRC by the unit proposing to acquire the space in question. This proposal should contain:

- 1) A detailed description of the spaces involved (e.g. building name and room numbers)
- 2) A full description of the proposed uses for those spaces
- 3) A description of the relevance of the transfer to University goals, as described in the Academic Plan and the Campus Master Plan
- 4) A quantitative and programmatic justification that space is needed by the receiving unit, and that the transfer will increase the efficiency of utilization and quality of programs; this justification should reference the unit's three-year space utilization and needs plan
- 5) A projected budget for the costs of occupying and renovating the space, including the source of funds to be used for such expenses and the estimated on-going facilities charges for the acquired space

Prior to submitting a proposal to SARRC, the proposing unit must share its proposal with the unit to which the space is currently assigned. The affected units are expected to engage in good faith discussions intended to resolve the issues, resulting in a voluntary agreement. If a voluntary agreement is still not possible, the affected unit has the right to submit its request to maintain the status quo (or to submit a counter-proposal) to SARRC. This response should be submitted to SARRC within 45 days of receiving initial notification from the proposing unit.

Upon receipt of a proposal and any response from the affected unit, SARRC will commission an independent analysis of the utilization of the spaces described and the financial and programmatic impact of the transfer on both units.

Upon completion of this analysis, the Vice President(s) responsible for the units involved will meet with the Deans and/or Directors and attempt to resolve any disagreements arising from the proposed transfer. If agreement is reached, the process described for condition A) above will be followed

If agreement cannot be reached, SARRC will review all available information relating to the current and proposed use of the spaces involved. Voting members of the committee will decide, by simple majority, whether all, some, or none of the spaces will be transferred.

If a contested transfer is approved by SARRC, any change in space assignment will take place no sooner than 6 months, and normally no later than 9 months, after the date of approval.

All contested transfers will be reviewed for renewal or reassignment by SAARC three years after the date of the move.