

SAC Detail

Space Allocation Committee (SAC)

The Provost appoints the SAC membership to oversee the allocation and utilization of space owned or leased by any campus departments or institutes on North, Central, or South campuses unrelated to space allocated to the Health System or Athletics.

SAC Representation, Appointments, and Terms

SAC membership will include a designee from the following:

- Faculty Senate (two representatives)
- Office of the Provost
- Office of the Vice President for Research
- Student Affairs
- Dean's Council
- Enrollment Management
- Office of Planning, Budget & Analysis
- Planning, Design, & Construction
- Capital and Space Strategies
- Facilities Management
- Human Resources
- Presidents of the Associated Students of the University of New Mexico and the Graduate and Professional Student Association

SAC members will be appointed to two-year terms and will not be limited by the number of terms served. Dean's Council representatives may have a rotating appointment, representing both a Dean and an Associate Dean. SAC members cannot simultaneously serve on the SAC and the Space Management Team.

SAC Authority

The SAC has been provided authority through the Provost and guidance by the VPISM. The SAC will review and render decisions concerning the allocation of space in the following circumstances:

New or Existing Unallocated Space

When space is provided by new construction, the vacation of existing facilities or significant renovation of existing facilities, the appropriate branch/college/department space allocation committee must plan reallocations of the vacated space for appropriate use(s).

Reallocations must be reported to the SAC through the Space Management Team. Branch/college/department space allocation committees will notify the SAC of the following:

- When there is a change in the internal allocation of space from one entity to another (regardless of whether the entity is within or outside its respective school or college).
- When the nature of the use of any space is changed.
- When assigned space is greater than the functional needs of a department or unit.

- **Any unallocated space will be assigned to the SAC until an appropriate allocation is made.**

Changes to Allocated Space

When the delineation or configuration of a space is to be changed by the installation or removal of partitions or walls or the relocation of doorways, the deans and directors will consult with UNM's Planning, Design, and Construction and Capital and Space Strategies for approval before starting such changes. This is required to ensure that the space inventory database of record and associated record drawings reflect the most accurate room numbers, space categories, allocations, and functional categories. The SAC must be notified of changes to allocated space in the department/unit's regular reports to the SAC.

Conversion of Academic Space

When instruction space is proposed for conversion to any other use, a proposal must be submitted to the SAC through the Space Management Team. The proposal must include a plan for how and where courses that use the instruction space will be accommodated in other instructional spaces.

Reconsideration

The Board of Regents has delegated to the President final authority for all space allocation decisions. Requests for reconsidering space allocation committee decisions may be submitted through the VPARM for review at the President's discretion. The President (in consultation with the Provost & EVP for Academic Affairs, Executive Vice President and Chief Executive Officer for HSC, EVP for Finance and Administration, and Vice President for Athletics) has final authority for the planning, allocation, and reallocation of space owned or leased by the University.

SAC Advisory Committees

Space Management Team

Representation

- Office of the Provost
- Planning, Design, & Construction
- Capital & Space Strategies
- Office of the Vice President for Research
- Registrar's Office
- UNM Academic Technologies
- Real Estate Office

The SAC is supported by the Space Management Team (SMT). The SMT is a professional resource regarding space assets on and off campus. It provides effective stewardship of the space inventory database; manages space requests; facilitates an annual space survey, conducts space audits; supports campus moves, and provides accurate and timely space inventory and utilization reports to inform the SAC about short and long-term space needs.

Health Systems Space Allocation Committee

The Health Sciences Center (HSC) Space Allocation Committee is appointed by the Executive Vice President and Chief Executive Officer of HSC to oversee the allocation and utilization of space owned or leased by HSC departments, institutes, or clinics. Membership will include designees from the School of Medicine, College of Pharmacy, College of Nursing, HSC Administration, Health Sciences Library and Informatics Center, Capital and Space Strategies, and Planning, Design, and Construction.

Athletics Space Allocation

The Director of Athletics oversees the allocation and utilization of space owned or leased by the Athletics Department.

Student Union Building Board

The Student Union Building Board (SUBB), together with its subcommittees, works with the Vice President for Student Affairs or delegate to establish policy for, and to approve, the use of the Student Union Building's facilities, consistent with the SUBB's vision for the use of the building by students, faculty, alumni, University employees, and members of the community. A member of the Main Campus Space Allocation Committee (SAC) sits on the SUBB's Space Allocation Committee.

SAC Priorities and Guidance

To ensure the University provides the best teaching and learning opportunities, functions or programs that address stated University priorities and initiatives will be given priority for space changes/requests. Because of limited classroom and seminar space, no general classrooms or seminar rooms may be converted to any other use without first being reviewed by the SAC. Space allocation decisions will be made on a case-by-case basis based on the following:

- centrality to the University's mission, vision, and values
- policies and regulations
- unit and user utilization and productivity
- cost
- identification of funding
- appropriateness of the size of the space for the need
- adequacy, location, and functionality of existing and proposed space allocations

Deans, directors, and unit heads are encouraged to identify anticipated space needs as part of the annual capital improvement planning process to ensure consideration in the next year's capital budget plan.

Space Allocation Guidelines, by Type

New and renovated learning environments must conform to the [UNM Learning Environments Design Guidelines \(LEDG\)](#), authored and maintained by the UNM Learning Environments Committee. Learning environments include all instructional and co-curricular spaces, such as learning commons and informal student gathering and collaboration spaces. The LEDG guides the negotiation between the increased parameters of current educational models and the efficiency/sustainability goals of all UNM facilities.

Off-Campus Space

Before leasing any space, approval must be granted by the applicable branch/college/unit's space allocation committee. This may affect the Building Renewal and Replacement eligibility of formula-funded Instruction and General (I&G) spaces.

If the request is approved, the Director of Real Estate is responsible for procuring space in coordination with the department and supplying Capital & Space Strategies with an as-built space drawing. The SAC must be notified of off-campus leasing arrangements in the department/unit's regular reports to the SAC.

Office Space

Office space is prioritized for UNM employees classified as Regular Full Time, Regular Part Time, Term Appointment, and Temporary employees as defined in the *Administrative Policies and Procedures Manual - Policy 3200: Employee Classification*.

Workspace designations will conform to the workspace size per occupant targets set in *UNM Work Area Guidelines* in new building construction and renovations of existing space.

Multiple Offices

Faculty and staff shall only be provided one office space, based on position type and specific needs. See *UNM Work Area Guidelines*. Faculty with joint appointments and persons with roles in multiple buildings may be assigned a secondary workstation, provided it is not located within the same building as the primary office. A secondary workstation can be shared or private; however, it should be smaller than the primary office. The unit's space allocation committee should make all decisions related to multiple offices on a case-by-case basis.

Shared Office Support Space

In new building construction and renovations of existing space, effort should be made to position office support amenities (copier rooms, mail and printing rooms, kitchen/break rooms, etc.) so they can be utilized and shared by several departments within the facility, reducing duplication of space and equipment.

Research Space

Research space allocations should be based on existing facilities to ensure that current facilities are fully utilized before pursuing major construction or renovations. Space renovations must follow University processes to ensure that utilization meets the strategic needs of the University.

Equipment shall be accounted for when determining allocations to preserve existing space features, foster continuity without undue hardship, and prevent research contamination from incompatible uses within the same space. Research spaces should maintain parity with other research spaces (dependent on function) in room technology, furniture, and building systems.