

Space Allocation Committee Bylaws

A. Purpose

1. West Chester University's facilities are one of its most important resources, therefore the allocation of all university space is as important as the allocation of budget dollars.
2. It is recognized that decisions involving space allocation and utilization are complex and need to incorporate information from all levels of the institution and often require making judgments between competing interests.
3. In order to ensure that space allocation and utilization decisions incorporate the broadest perspective of need and priority, and because WCU encourages collaboration and consultation on facility usage, the President establishes the Space Allocation Committee.

B. Committee Composition

1. Membership: The voting membership of SAC consists of seventeen (17) members distributed as follows:
 - a. Seven (7) APSCUF appointed faculty members, with at least:
 - 1) one from each academic unit,
 - 2) one from the non-teaching faculty,
 - 3) one faculty member shall also represent the Council of Chairs,
 - 4) No department has representation of more than one faculty;
 - b. One Faculty member appointed by and representing the Faculty Senate
 - c. Six (6) administrative representatives appointed by each major division head:
 - 1) President's Office,
 - 2) Academic Affairs
 - 3) Administrative and Fiscal Affairs,
 - 4) Advancement,
 - 5) Information Services,
 - 6) Student Affairs
 - d. One (1) undergraduate student appointed by the President of SGA;
 - e. One (1) graduate student appointed by the President of GSA;
 - f. One (1) non-instructional employee
 - g. The ex-officio non-voting membership consists of five (5) permanent members distributed as follows:
 - 1) Executive Director of Facilities Management,
 - 2) Executive Director of Design & Construction
 - 3) Director of Athletics (or designee)
 - 4) Associate VP for Academic Administration
 - 5) Associate Registrar responsible for classroom scheduling
 - h. Each committee member may appoint a proxy to attend in his/her place.
 - 1) The proxy must come from the same university area or constituency as the member.
 - 2) The member must notify the Chairperson in writing of that member's proxy, at least one week prior to the first fall meeting.
 - 3) If the proxy requires an alternate, then the proxy or member must notify the Chairperson in writing prior to the meeting in which the alternate is to serve.

2. Terms of Service:
 - a. Length of Term
 - 1) Chairperson - one year
 - 2) Faculty representatives - three years
 - 3) Administrative representatives - two-year
 - 4) Non-instructional representative - two years.
 - 5) Student representatives - one year;
 - b. All terms of office run from September 1 and terminate on August 31;
 - c. Faculty must complete a minimum of three years of service in a tenure track position to be eligible to serve on SAC.
 - d. Faculty are limited to two consecutive terms with one full term off before serving again.
3. Chairperson of SAC:
 - a. The Chairperson is elected
 - 1) From the faculty members of SAC during the last Spring meeting for the coming year
 - 2) By the full voting membership.
 - b. The Chairperson is responsible for:
 - 1) Calling all meetings
 - 2) Conducting all appropriate business,
 - 3) Coordinating the agenda and minutes.
 - 4) The Chairperson will have appropriate secretarial services through the Provost's office.
4. Meetings:
 - a. Meetings may be called as deemed necessary by the Chairperson or at the request of three members of SAC.
 - b. Minutes are taken at every SAC meeting.
 - c. Copies of minutes are distributed to all constituencies.
5. Voting:
 - a. A quorum of nine (9) members of SAC is necessary to transact business
 - b. A valid vote is constituted by a majority of the members in attendance.
6. Changes to SAC Bylaws:
 - a. These bylaws may be amended or repealed during any regular meeting by an affirmative vote of two-thirds (of those voting), a quorum being present.
 - b. The proposed amendment must be made in writing at the previous business meeting to allow for appropriate discussion.
 - c. Any amendment must be forwarded to the Provost and will go into effect immediately following approval by the Provost.

C. Responsibilities of the Committee:

1. The SAC reviews and presents recommendations to the President through the Provost /Vice-President for Academic Affairs on the following:
 - a. As the need arises and as requested by the Provost, the committee will make recommendations on the assignment/reassignment of space on a temporary and/or permanent basis in the following categories:
 - New facilities
 - Newly renovated facilities
 - Space that becomes available and is not re-assignable under D. 8. below.
 - b. Requests from Cabinet for feedback on intended or proposed use of new or existing space
 - c. Policies regarding facility scheduling
2. Receive information on decisions by Cabinet to purchase, assign, or reassign space.
3. On an annual basis, survey space utilization and maintain a database of space needs. SAC will provide a summary report to the Provost at the end of each semester.
4. Cooperates with the Strategic Planning Committee and the Budget Committee to recommend guidelines on space utilization.
5. The SAC is involved in the development/revision of the Comprehensive Facilities Plan
6. The SAC is not involved in:
 - d. Maintenance issues,
 - e. Detailed scheduling of classrooms,
 - f. Individual Office Assignments.

D. Priorities for allocation in relation to WCU's overall facility usage plan and Cabinet priorities are as follows:

1. ADA compliance is mandatory. Allocations that reduce accessibility will not be made.
2. Allocations of space will favor those changes that foster the long term goals of the University as outlined in the Comprehensive Facilities and University Strategic Plans.
3. Allocation of offices for full-time, tenure-track faculty is a major goal of the committee.
4. The committee will place a high priority on space allocations that support student needs.

5. Space requests should serve to consolidate units/departments that have been physically separated.
6. Space requests that are more permanent in nature will be given priority over temporary assignments.
7. Space requests should balance the short term needs of an individual program or unit with the long term space plans of the University.
8. The ability to reassign space from one unit to another is the prerogative not of this committee but of the Provost/Cabinet.
9. Space allocated to an administrative unit (i.e. Vice President, Dean) may be reassigned within that unit by the manager of that unit without Space Allocation Committee involvement

E. Committee operation procedures

1. Each fall, SAC will solicit space needs
 - a. WCU units may update existing space requests or provide details about new needs
 - b. Requests for space will be submitted by the Chairperson or Director of the unit through the appropriate Dean or Vice-President to SAC.
 - c. Following the deadline for submission of these updates, the SAC will meet, discuss and report to the Provost / Vice-President for Academic Affairs
2. When space becomes available (due to being abandoned or purchased without a specific occupant or use determined by Cabinet), SAC will broadcast a "call for requests."
 - a. A "Space Allocation Request" form is available from the Associate Registrar for Course/Event Management.
 - b. Authors of requests are invited to make a brief presentation to the committee to add detail or further explain the request, and to answer committee members' questions.
 - c. Following discussion of the competing requests, a recommendation for disposition of space will be sent to the Provost / Vice-President for Academic Affairs.
 - d. The Provost may accept the recommendation, modify and implement a modified recommendation, or resubmit the request to SAC for further consideration. SAC will receive a written statement or rationale if recommendations are rejected, modified, or remanded for further consideration.