

Texas A&M University-Corpus Christi
Space Management Committee

Role and Scope

The Space Management Committee

1. reviews and acts on all requests for additional space. Additional assignable space can result from completion or acquisition of new buildings, renovation of existing vacated space, or reallocation from other units.
2. reviews and acts on all requests to modify existing space that is within the space currently allocated to an academic or administrative unit, if the proposed modification:
 - a. involves reconfiguration of the existing floor plan (addition or removal of walls or doors, for example)
 - b. results in changes to the basic purpose and use of an existing space (from classroom to office, or instructional lab to research lab, for example)
 - c. requires external funding beyond existing unit funds.

Maintenance or upgrades such as re-painting or re-carpeting of existing space, or installation of electrical, telephone, or data lines paid for by existing departmental funds do not need committee review and approval.

For the purposes of the space assignment process, a “unit” is defined as one that reports directly to a vice president or associate vice president as indicated on the official university organization chart (a college would be the requesting unit, not an academic department, for example).

When a unit moves into new space, the space vacated as a result of that move reverts to the central university pool for reallocation through the space assignment process.

Requests to reconfigure a unit's currently allocated space are approved at the Space Management Committee level. Requests that involve reallocation of space from one unit to another, or re-allocation of vacated space are reviewed by the committee with recommendations forwarded to the President for approval.

Membership

Executive Vice President for Finance and Administration (Chair)
Provost and Vice President for Academic Affairs
Vice President for Student Engagement & Success
Vice President for Institutional Advancement
Vice President for Research, Commercialization & Outreach
Director, Contracts & Property
Business Manager, SSC