

## **Space Management Policy**

Effective immediately, any issues involving space management must be directed to the College's Property Manager (organized within the Facilities Management unit of the Office of Finance and Administration) for review and approval.

In evaluating the need for requested space on a campus, the Property Manager will work collaboratively with the College unit making the request, the College's Senior Leadership team, and the Cabinet. Decisions will be made in the best interest of the College, overall. In considering the need for leased space, the Property Manager will also work with the College's General Counsel and the landlord to evaluate the matter.

Under no circumstances are the College's organizational units to occupy space, or enter into a lease, without the written approval of the Vice Chancellor for Finance and Administration. This policy applies to all facilities owned and/or leased by the College.