



SUBJECT: Physical Plant

Policy: 600.1 Space Management

Effective: June 2014

Revised:

Reviewed: February 2022

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### **Introduction and Purpose**

Since physical space can be a limiting resource in the development and improvement of Great Falls College MSU's programs, the effective utilization of this valuable asset is essential to the success of the college. Space is a critical college-owned asset and is subject to assignment (and periodic evaluation and re-assignment) in order to meet the overall needs and best interests of the institution.

This policy establishes a framework for the use, allocation and review of Great Falls College MSU's physical assets.

### **Policy**

- The college, and not any group, individual or department within it, is the owner of its physical assets.
- Allocation of space will be at the decision of the Executive Director of Operations with consideration of recommendations made by the Executive Team.
- All space is subject to assignment or reassignment to meet the overall needs and best interests of the college and its programs.
- All instructional space, whether allocated to the registrar or to a department or college for scheduling purposes, will be scheduled through the College scheduling software.
- Conversion of existing instructional space to any other uses/occupancies is prohibited except when accomplished through a recommendation of the Executive Team or Division Directors and the approval of the CEO/Dean. Conversions of instructional space will be approved only if there is appropriate alignment of available remaining classroom space with the institution's mission and priorities.
- Disputes concerning use of space will be resolved by the Executive Team.