

## Memorandum

Date: April 2, 2007

To: President Ringle  
Cabinet Members  
Extended Cabinet Members

From: Administrative and Classified Office Space Guidelines Committee

Subject: Recommendations for Revision to Administrative and Classified Office Space Guidelines

In October of 2006 the Administrative and Classified Office Space Committee was charged with the development of a policy recommendation governing the use/assignment of administrative and classified office space. We submit the following recommendations for your approval.

Recommendation #1: After conducting interviews with various college administrators, staff members and members of the Classified Council, the committee gathered insight to the important principles needed for TMCC office space guidelines. The committee looked at other college office space policies as well. From the information gathered, we propose these general policy recommendations for administrative and classified office space considerations.

1. All space at Truckee Meadows Community College belongs to the College.
2. Although historical uses of space may be considered in planning, current needs will take priority. Administrative faculty offices, shared offices, or work stations are dependent upon and determined by the position and the amount of time and frequency of duties involving the need for confidentiality, security, privacy, quiet work environment, etc. These types of duties will be taken into consideration when assigning office space. The college will make an effort to provide a space for employees to facilitate completion of their duties.
3. Classified employees are generally assigned or provided work space appropriate to a specific function. Individual offices are not assigned unless specific circumstances warrant.
4. Allocation of space for any purpose will respect the needs of the disabled.
5. An office vacated by an employee due to transfers, termination of employment, etc. will be reviewed by the hiring authority and with approval of the Vice President/President may be utilized for the new employee if the duties of the position warrant an office.

6. When major renovation projects or relocations are under consideration, these guidelines are designed to serve as a reference for planning decisions, with the goal of maximizing the efficiency, modularity, and flexibility of the College's space. Renovated or new office space will require approval by the Cabinet.

In addition, the committee has provided a process map. This map demonstrates potential procedures and approval processes for the administrative and classified office space requests and work flows.

Please contact Michele Meador at 673-7249 if you would like the committee to explore anything further.