

Space and Real Property Principles
University Space and Property Review Committee
UNC Greensboro

1 **Responsibility:** The University Space and Property Review Committee (USPRC) has delegated authority to 1) allocate space for all University uses within State-owned buildings and on State-owned land allocated to the University, regardless of location, 2) oversee and approve the acquisition and disposition of real property by lease, and 3) oversee and approve other real property transactions for the University and its operating units. The USPRC will set priorities, establish standards and provide direction for the above responsibilities based on the University's adopted plans, strategic objectives, available resources, and its highest and best uses. All State-owned real property allocated to the University, real property considered for acquisition by the State on behalf of the University, spaces leased by the University through acquisition or disposition, and occupancy of University buildings and outdoor spaces fall under the oversight of the USPRC.

1. The USPRC makes all space allocations for occupancy of all University-controlled space, including but not limited to the following:

- University occupants in appropriated space
- University occupants in rent-supported space (University-controlled rental space)
- University occupants in receipt-supported (auxiliary) space under Use Agreements

2. The USPRC makes recommendations per the University Procedures Manual for Delegated Authority for the following types of Leases:

- Lease acquisitions
- Lease dispositions, including but not limited to leases in appropriated space, receipt-supported (auxiliary) space, and Millennial Campus

3. The USPRC makes recommendations per the University Procedures Manual for Delegated Authority for real property transactions other than lease, including but not limited to:

- Acquisition and disposition of interests in real property, such as:
 - Fee simple
 - Easements
 - License agreements, including Rights-of-Entry
 - Demolitions

- 2 **Staff Support:** The USPRC Staff Support members have delegated authority to set the consent agenda. Any voting member of the USPRC has the ability to request a particular agenda item be pulled from the consent agenda.
- 3 **Transparency:** Activities of the USPRC will be transparent. Meeting agendas, meeting minutes and the status of all requests will be available for review. As required from time to time, the support staff may present space/lease requests and other action items electronically to the voting committee members and record their votes electronically. Persons making requests may attend a USPRC meeting.
- 4 **Making a Space or Lease Request:** All requests for new space, reallocation of space, change in use of space, acquisition or disposition of leased space, or sponsorship of a third party to temporarily use space will be made by completion of a Space/Lease Request Form and submitted to the USPRC via the Space Management Office after approval by the appropriate dean or vice chancellor.
- 5 **Space Allocation on University-Controlled Space**
 - 5.1 **Local Space Committees:** Each College School or Division will establish a Local Space Committee to consider and prioritize local needs within their allocation of University-controlled space. These committees should also make space requests through the Space/Lease Request form.
 - 5.2 **Strategic Plan:** Each unit's Strategic Plan should identify space needs that enhance campus stewardship by ensuring the highest and best use of land, resources, and facilities.
 - 5.3 **Capital Improvements:** All capital improvement proposals that create new space or change use of existing space will require involvement of the USPRC during visioning and programming for consideration by the Chancellor's Council.
 - 5.4 **Backfill Plans:** Units that will be moving to new locations or different space shall vacate existing space. Units may submit a backfill proposal as part of the Space Request process if any of the original space needs to be retained. If not, the USPRC will reassign the vacated space for the highest and best use for the University.
 - 5.5 **Sponsored Programs:** All proposals for external funding must resolve space needs prior to the implementation of an award. Decisions about space for sponsored programs will consider three factors: identifying the best space that helps the University meet its obligations to perform under the research contract; the availability of department or award budget sufficient to pay for the space; and the space procurement strategy that provides the greatest financial return.

- 5.6 **Preferred Space Priorities on University-Controlled Space:** The following priorities will guide space decisions:
- 5.6.1 University Strategic Plan initiatives shall have a higher priority than other programs.
 - 5.6.2 Availability of safe and accessible teaching space to meet course offerings and curricular needs will be of highest priority.
 - 5.6.3 All “110” classrooms are assigned to, and under the scheduling control of the University Registrar’s Office; priority for “110” room use will be determined by the University Registrar’s Office.
 - 5.6.4 Co-location of programmatically related activities should have a higher priority than co-location of non-programmatically related activities.
 - 5.6.5 Preference shall be given to requests that demonstrate interdisciplinarity and commitment to sharing of resources, equipment, and / or physical infrastructure.
 - 5.6.6 For laboratory intensive space, a higher priority will be given to units and programs that demonstrate higher scholarship and research productivity.
 - 5.6.7 Each full-time faculty member should have no more than one private office.
 - 5.6.8 A department head should have proximity to supervised staff.
 - 5.6.9 Faculty and staff that are on campus part-time shall share office facilities and utilize strategies such as workspace ‘hoteling’.
 - 5.6.10 Graduate students with funded assistantships shall be provided shared office facilities based on availability and, where appropriate, utilize strategies such as workspace ‘hoteling’.
 - 5.6.11 Long-term storage (items not requiring regular access) shall be stored at an off-campus location. Files and / or records shall be digitized for those types of information not prohibited by regulation or law.
- 5.7 **Assessing Space Requests:** Decisions regarding space requests at the departmental and University levels will be guided by:
- 5.7.1 Space allocations should support the overall strategic mission and other adopted guiding documents of the University and unit.
 - 5.7.2 UNC System Office and State space standards will be used as the benchmark for assessing type and quantity of all space allocated.

6 Leasing

6.1 The USPRC shall ensure that all lease transactions:

- 6.1.1 Follow the established policies, procedures and protocols of the State, UNC System and UNCG, including the University’s *Procedures Manual for Delegated Authority*
- 6.1.2 Present no conflict of interest, favoritism, quid-pro quo or advantage to lessors, brokers, corporations, or others involved in the lease process

- 6.1.3 Are in the best interest of the University
- 6.2 **Lease Acquisitions:** The USPRC shall have the following responsibilities for oversight, as consistent with UNC Policy 600.1.3[R].
 - 6.2.1 Review space needs analysis and lease specifications for leases using additional delegated authority
 - 6.2.2 Review requests to enter *Strategic* lease acquisitions, as defined in UNC Policy 600.1.3[R]
 - 6.2.3 Approve/disapprove and prioritize lease requests based upon the following:
 - 6.2.3.1 *Appropriate space on campus is not available OR the unit requesting leased space needs to be located off-campus for strategic reasons*
 - 6.2.3.2 *Securing off-campus space for a unit shall be consistent with the University's philosophy to locate administrative offices with infrequent student contact further from the campus core, which is reserved for academics and student-facing activities*
 - 6.2.3.3 *The requesting unit or University has available resources to fund all lease expenses over the term of the lease*
 - 6.2.3.4 *Units in existing leased space where the current lease is expired or expiring receive a higher priority*
 - 6.2.3.5 *Units in existing leased space may not have higher priority to remain in leased space. All leasing decisions will be subject to optimizing highest and best use.*
 - 6.2.4 Review lease proposals submitted and/or negotiated by the UNCG Real Estate Office
 - 6.2.4.1 *Ensure lease terms are fair and favorable to the University, including that the lease rate and associated expenses are in line with the market rate*
 - 6.2.4.2 *Ensure the proposed space is acceptable to the University for its intended use*
- 6.3 **Lease Dispositions:** The USPRC shall review lease dispositions for all University-controlled space and shall have the following responsibilities for oversight:
 - 6.3.1 Review lease requests submitted and lease terms negotiated by the UNCG Real Estate Office
 - 6.3.1.1 *Ensure lease terms are fair and favorable to the University*
 - 6.3.2 The USPRC shall review all requests to enter less than fair market value leases
 - 6.3.3 The USPRC shall consider the following, among other relevant factors, when approving or prioritizing Lease Dispositions within areas designated as Millennial Campus:
 - 6.3.3.1.1 Will the lease enhance the University's research, teaching, and service missions?
 - 6.3.3.1.2 Will the lease advance regional economic development?
 - 6.3.3.1.3 Will the lease provide opportunity for engaging the University, its constituents, and the surrounding community?

6.3.4 Lease Dispositions of Appropriated Space not within Millennial Campus to a non-University entity shall be guided by the following criteria:

6.3.4.1.1 There is a specific programmatic requirement and unique partnership that make location of this non-University entity in an appropriated space critical to an academic, research or service component of the University's mission.

6.3.4.1.2 The amount and use of appropriated space leased have been minimized.

6.3.4.1.3 The location of this non-University entity in an appropriated space is intended to be an interim solution and not a long-term solution; careful consideration will be given to the duration of the agreement.

7 Real Property Transactions other than Leases

7.1 The USPRC shall ensure that all transactions:

7.1.1 Follow the established policies, procedures and protocols of the State, UNC System and UNCG, including the University's *Procedures Manual for Delegated Authority*

7.1.2 Align with the University's adopted Master Plan or are otherwise in the University's best interest

7.1.3 Are fairly valued and favorable to the University

7.1.4 Present no conflict of interest, favoritism, quid-pro quo or advantage to sellers, brokers, corporations or others involved in the transaction

7.2 Acquisition and disposition of real property

7.2.1 The USPRC shall make recommendations for all acquisitions and dispositions of real property, including fee simple, demolitions (considered a disposition), easements and partial interests, either 1) to the Chancellor who may authorize transactions with a value less than \$50,000 or 2) to the Board of Trustees for all other acquisitions or dispositions.

7.3 License Agreements

7.3.1 The USPRC shall review all license agreements not governed by the University's Facilities Use Policy and have the following responsibilities for oversight:

7.3.1.1 *Make recommendations for all proposed licenses or rights-of-entry to use real property either 1) to the Chancellor or the Chancellor's designee, who may authorize and execute instruments granting revocable, non-transferrable, time-limited licenses to use real property for specific purposes, or 2) to the Board of Trustees for all other licenses of real property.*

- 7.3.1.2 *Review requests from third parties to use University-controlled space, which are not subject to the University Facility Use Policy. Consideration shall require sponsorship by a University unit and submittal of a space/lease request form from that unit. For requests to engage in or stage for construction activities on, above or below University-controlled space shall require submission of supplemental documents such as construction drawings, as appropriate.*
- 7.3.1.3 *Review requests from units where the University would be the licensee and accept a license to use space owned by a third party. Consideration shall require submittal of a space/lease request form from that unit.*

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