



Opportunity Lives Here

Southern Virginia Higher Education Center Policy

Policy #3204

Policy Title: SPACE ALLOCATION and ASSIGNMENT POLICY

Responsible Oversight Director: Chief Finance and Operations Officer (CFOO)

Date of Current Revision or Creation: March 2008

A. PURPOSE

The purpose of this Southern Virginia Higher Education Center (SVHEC) policy is to designate who has the authority to determine the space and equipment usage fees for partner institutions.

B. AUTHORITY

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

C. DEFINITIONS

D. SCOPE

This policy applies to all colleges and universities offering programs and courses at the SVHEC and those agencies offering services to students of the SVHEC. SVHEC policies and procedures are applicable to all members of the SVHEC community unless a specific policy states otherwise. Matters pertaining only to the internal procedures of a given department or office are not considered to be within the scope of this policy. The website, www.svhec.org, is the official location of SVHEC policies.

E. POLICY STATEMENT

The SVHEC Executive Director has been authorized by the Board of Trustees to determine fee schedules. The basic policy is indicated below:

1. The Director of Student Services and Partner Relations works with Partner institution representatives to insure office space needs are met.
2. Degrees granting educational partners must sign a Memorandum of Understanding (MOU), and are charged based on Cost Share Model. The CFOO and the Finance Department maintain the financial aspects of the agreement.
3. All degree granting educational partners are charged a technology fee for all credit hours students enroll in for the year. This includes the summer, fall, and spring sessions.

F. RELATED INFORMATION

[Cost Share Model](#)
[Facilities Rental Chart](#)

¹Procedures are not a part of the policy document. They are maintained separately.

POLICY HISTORY

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:

Patricia M. Nelson

Responsible Oversight Director's Signature

7/1/2013

Date

Executive Director – Provisional Approval of Policy:

Betty H. Allen

Executive Director's Signature

7/1/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

Board of Trustee – Approval of Policy:

Chairman's or Designee's Signature

Date

Policy Revision Dates: December 10, 2013

Scheduled Review Date: December 2018

