



Category:	Facilities
Approved By:	College Leadership Council (CLC)
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Revised Date(s):	
Policy Sponsor:	Vice President Corporate Services and Chief Financial Officer
Policy Administrator:	Director Facilities Management

Physical Resources Policy

Purpose

The purpose of this policy is to promote good stewardship of Lethbridge College physical resources and provide a framework to guide the development, allocation, utilization and management of campus physical resources.

Scope / Limits

This policy applies to all employees of Lethbridge College.

The policy excludes people resources.

Definitions

Allocate means to distribute physical resources to centres and departments.

Employees are persons on the payroll of Lethbridge College.

Information technology resources includes, but is not limited to, hardware, software, phones, systems and relevant data.

People resources refers to employees of Lethbridge College, and the knowledge these individuals embody and contribute to the organization.

Physical resources includes but is not limited to land (owned or leased) and improvements (e.g. buildings, grounds, roadways, parking lots), information technology resources, vehicles, trailers, watercraft, furnishings, equipment, fine art, and other resources such as outdoor athletic spaces.

Space – supported includes college space for which the Government of Alberta provides infrastructure maintenance project funding.

Space – non-supported is all space other than supported space, such as residences, roads and parking lots.

Utilization is the use and management of allocated physical resources.

Policy Statements

1. All physical resources belong to the college and are managed to support the institution's mission, mandate and strategic objectives.
2. The college allocates physical resources such as space, equipment, furnishings and technology to centres, departments and/or employees for their use and proper management.
3. The college, at its discretion, will reallocate physical resources as deemed necessary to meet changing needs and priorities.
4. Management of physical resources is consistent with all college policies and applicable legislation.
5. Space is a valuable resource and is managed within the parameters of the government's supported / non-supported space funding guidelines and follows the Government of Alberta program requirements.
6. Centres and departments will optimize physical resources.
7. Lethbridge College's Physical Resources Management Committee provides collaborative leadership and guidance in the management of physical resources.

A: Policy Supports

[Physical Resources Procedures \(Appendix A\)](#)

[Physical Resources Management Committee Terms of Reference \(Appendix B\)](#)

[Building Fabric Audits/Upgrades/Renewals Protocol \(Appendix C\)](#)

B: Legislated References

C: Other References

D: Related Policies

Academic Timetable

Health and Safety

Procurement

Use of Information Technology Resources

Board of Governors:

EL-4 Financial Conditions and Activities

EL-5 Asset Protection

EL-13 Land Use

EL-14 Environmental Stewardship



Parent Policy:	Physical Resources
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Appendix A	

Physical Resources Procedures

Overview

The following procedures provide direction to the college community on the planning, allocation, securing/purchasing and ongoing management of physical resources.

PART A: Roles and Responsibilities

1. **Facilities Management (FM)** has overall responsibility for the maintenance, renovation, demolition, and construction of campus facilities. Within the scope of responsibilities, Facilities Management will:
 - a. Manage facility information systems including but not limited to:
 - i. A space inventory system and annual reporting identifying all changes to allocations.
 - ii. Architectural drawings, updated annually
 - iii. Facility condition assessments
 - iv. Deferred maintenance reports
 - b. Maintain an asset management plan in keeping with the Government of Alberta Building Lands Information System (BLIMS).
 - c. Facilitate the development and maintenance of a Campus Development Plan.
 - d. Establish occupancy levels consistent with the Alberta Fire Code.
 - e. Assist centre and department management in establishing and maintaining effective space management practices.

2. The **Registrar’s Office /Scheduling Department** is responsible for managing a centralized booking/scheduling system including:
 - a. The timetabling of academic space.
 - b. The scheduling of all other supported space.
 - c. The development and maintenance of college-wide (academic timetabling) and unit level procedures for booking/scheduling in alignment with this policy.
 - d. Provide annual reports on the utilization of supported space in a format that guides short and long term program and service planning.

3. The **Information Technology Services Department** is responsible for managing all information technology infrastructure. Within the scope of responsibilities, Information Technology Services will:
 - a. Manage information technology systems including but not limited to:

- i. end user equipment and applications such as computers, tablets (i.e. iPads), phones and printers
 - ii. data centre infrastructure
 - iii. all enterprise applications including enterprise resource planning, email/calendaring and collaboration
 - iv. all networks wired and wireless
 - b. Maintain an asset management plan (inventory and ever-greening) to support the college's strategic mission, vision and overall planning.
 - c. Maintain and enhance the Information Technology Control Framework to ensure proper procedures are in place to govern the infrastructure life cycle.
 - d. Approve all purchases of information technology resources such as hardware, software, phone systems and printers.
 - e. Ensure the appropriate disposal of information technology resources.
 - f. Assist centre and department management in establishing and maintaining effective information technology practices.
4. The **Centre for Teaching, Learning and Innovation (CTLI)** is responsible for management of all academic technologies, maintenance of the library collection, and stewardship of the Buchanan Art Collection. Within the scope of responsibility, CTLI will:
- a. Develop and maintain standards for classroom instructional technology.
 - b. Plan and manage the procurement (inventory and ever-greening) of classroom instructional technology (i.e., displays, projectors) to ensure relevancy and reliability of classroom instructional technology resources.
 - c. Manage the procurement and maintenance of virtual instructional technologies (i.e., learning management system).
 - d. Provide resources and professional development opportunities to instructors.
 - e. Provides technological support for classroom instructional technologies and institutional audio visual resources.
 - f. Maintain inventory of learning resources
 - g. Dispose of learning resources that are no longer current or relevant to the Lethbridge College curriculum
 - h. Maintain inventory and ensure preservation of the Buchanan art collection
5. The **Financial Services Department** is responsible for:
- a. the procurement of all assets;
 - b. maintaining an asset management system for tracking material assets;
 - c. ensuring obsolete or surplus assets are disposed of in an open, fair, and equitable manner while maximizing the value to the college;
 - d. assisting centre and department management in establishing and maintaining effective physical asset management practices; and
 - e. providing guidance to departments to ensure five year physical resource requirement plans are accurate and submitted to the physical resource committee
6. The **Physical Resources Management Committee** (see Appendix B – Terms of Reference) is responsible for:
- a. The campus-wide allocation and use of space including the setting of priorities, space allocation standards, utilization targets.
 - b. Participation and input into campus development and facility capital projects.

- c. The recommendation to College Leadership Council of annual renovation, furnishing and capital requests consistent with decision criteria identified in PART B.
7. **Senior Leaders (SL) of centres and departments** are responsible to make decisions and manage their physical resource allocations in a manner that is consistent with the criteria identified in PART B below. Specifically they are expected to:
- a. Comply with physical resources policy, procedures and practices.
 - b. Review and modify the allocation of space assigned to them ensuring compliance with policy and procedures and establish specific practices where necessary to ensure effective management of space.
 - c. Be responsible for addressing changes in space allocations when requested to do so by the Physical Resources Management Committee.
 - d. Assess additional space needs first within their current space allocations, if internal accommodation is not possible, forward a request to the Physical Resources Management Committee with a summary of the department's analysis and an explanation detailed why an internal reallocation of space is not possible.
 - e. Identify and engage appropriate stakeholders as required for consultation and input into decisions.
 - f. Provide comprehensive information to support informed decision making.

PART B: Management of Physical Resources

8. The college will maintain a Campus Development Plan to provide an overall strategy and guiding framework for the redevelopment and expansion of the college main campus site and buildings.
9. Physical resource planning will align with the college's annual planning cycles and where possible, multi-year plans will be generated to further guide and inform decision making.
10. All decisions and/or management of physical resources will be consistent with the following criteria:
 - a. be consistent with the mission, mandate and strategic objectives of the college;
 - b. maintain or enhance the physical learning environment;
 - c. respond to the changing needs and demands of various disciplines;
 - d. protect the security and integrity of the resources;
 - e. optimize the utilization of the resources;
 - f. respond to safety and/or legislated requirements;
 - g. be consistent with the government's requirements regarding supported /non-supported space;
 - h. provide for appropriate consultation and input;
 - i. maintain the integrity of administrative/information systems such as fixed asset inventory, space inventory and utilization systems.
11. The college will maintain physical resources information systems to guide short and long-term planning and service plans.

12. As defined by the Physical Resources Management Committee, the college will:
 - a. establish priorities, space allocation standards, utilization targets to guide effective utilization.
 - b. annually report actual usage against standards and targets.

13. The disposal of surplus or obsolete physical assets will:
 - a. be disposed of in an open, fair and equitable manner
 - b. maximize the value to the college
 - c. meet regulatory, environmental, and privacy requirements

14. Where appropriate, and with the approval of the President and CEO, surplus or obsolete physical assets may be donated on behalf of the Board of Governors to a not-for-profit organization.

15. As defined by the following matrix, an appropriate level of consultation, collaboration, and approval will be employed in the decision making process.

Note: Use of the Physical Resources Management Committee provides mix of perspectives.

Activity	Sponsor / Lead	Consultation and / or recommendation	Approver
Change in Space Allocation (including renovations)			
<u>Minor</u> : within existing dept. budget and allocated space	SL	FM, ITS, RG *	SL
<u>Large</u> : funding request outside dept. budget, impacts other allocated space	SL	PRMC	CLC
<u>Major</u> : GOA Capital request/grant, multiple assigned space impacts	ELT	PRMC	ELT
RFD's for new physical resources (against approved provision)	SL / FS	PRMC	CLC

Legend:

SL = Senior Leader (CLC member); FM = Facilities Management; FS = Financial Services; ITS = Information Technology Services; RG = Registrar; PRMC = Physical Resources Management Committee; CLC = College Leadership Council; ELT = Executive Leadership Team.

* Any changes that affect academic space must involve the Registrar's Office.

16. Facility lease agreements will follow procedures outlined in the college-wide policy governing contracts and agreements.



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Appendix B	

Lethbridge College Physical Resources Management Committee Terms of Reference

Committee Purpose/Mandate:

Reporting to the College Leadership Council (CLC), the Physical Resources Management Committee's purpose is to provide collaborative leadership and guidance in the management of Lethbridge College physical resources as defined in the Physical Resources Policy. Committee members are charged to advise and make recommendation on all factors affecting physical resources including space use and allocations on behalf of and in keeping with the college vision, mission and strategies. In their committee role, members are to be advocates of all programs or services.

Committee Responsibilities:

In alignment with the college-wide Physical Resources Policy and Procedures, the committee examines and reports on current space management practices, recommends improvements in the allocation of facilities, determines appropriate standards, benchmarks or targets for the effective utilization of space, and explores management strategies that will encourage the efficient use of space. In addition, the committee provides recommendations on the annual planning of capital resources, renovations and furnishings.

The Physical Resources Management Committee will:

- Provide input into campus development plans and facility related capital projects.
- Make recommendations on policies and procedures to improve the allocation and reallocation of facilities.
- Set space priorities, allocation standards, and utilization targets.
- Review the utilization of space by academic and service units, taking into account enrolments, staff complements, space inventory, and other factors.
- Analyze requests and proposals for space, capital, renovations and furnishings making recommendations to CLC for approval.
- The Committee will be responsible for disseminating information as required to the Executive Leadership Team, the College Leadership Council.

Membership: Approved by CLC

- Director of Facilities Management - *Chair*
- Registrar
- Director of Student Services
- Director of Finance
- Director of Information Technology Services
- Dean Centre for Business, Trades and Apprenticeship
- Dean Centre for Health and Wellness
- Dean Centre for Teaching, Learning and Innovation

Committee Operations:

- **Meetings:**
 - The committee shall meet quarterly.
 - Ad-hoc meetings shall be held as required.
- **Recommendations:**
 - Developed based on a consensus model (everyone can live with the recommendation).
- **Resources:**
 - Other individuals/groups may be involved as required.
- **Confidentiality:**
 - Should be exercised as appropriate.



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Appendix C	

Building Fabric Audits/Upgrades/Renewals Protocol

Facilities Management (FM) maintains an audit process to assess building fabric conditions (paint, flooring, woodwork, envelopes and other finishes – from an architectural perspective). This audit guides FM with planning for upgrades and renewals throughout the campus. The purpose of this document is to inform the campus community of the process used to guide upgrades and renewals. It also clarifies authority for decision making on issues outlined below.

- FM is the authority for determining the upgrade and renewal of building fabric on campus.
- FM will use the audit process currently in place to determine a renewal plan for all building fabric on campus.
- FM will ensure adequate funding requests are made to ensure the building fabric standards for PSI in Alberta are maintained to industry standards.
- Unless contracted through a large project general contractor or construction management consultant, FM will be the only department permitted to coordinate and carry out building fabric improvements.
- College staff are not allowed to paint, replace carpet or otherwise to carry out improvements to/on campus.
- Safety, WCB, quality of work, product selection and impacts on other people and adjacent spaces are planning components that must be considered in all upgrade/renewals being carried out on campus.
- Special circumstances for 'out of audit' timeline upgrades and renewals will be considered on a case by case basis. Requests must be made to FM outlining the rationale/reasons for these types of circumstances. In cases over \$5K, the current Request for Decision (RFD) form must be used.
- Generally, an RFD calling for general improvements for building fabric will not be considered if the space in question is within the standards of the audit period minimums.