

**MAINE COMMUNITY COLLEGE SYSTEM**

**FINANCIAL AFFAIRS  
Section 713**

**SUBJECT: FACILITY MANAGEMENT**

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**PURPOSE: To establish facility management guidelines for the Maine Community College System**

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**A. Energy Conservation and Recycling**

The MCCC supports and promotes energy conservation and recycling in the exercise of both its environmental and financial responsibilities. Important variations in physical facilities, funding for improvements, available staff resources and regional environmental factors distinguish each college. Accordingly, each college shall adopt energy-use best practices designed to maximize energy conservation, and adopt recycling best practices designed to maximize resource conservation.

**B. Renting Out Facilities Owned by MCCC (MCCC as Landlord)**

Colleges may enter into leases to rent college space as a landlord for up to three (3) months. In such instances, a college shall use the MCCC Short-Term Use of Facilities Agreement.

A college president may also enter into agreements to lease college space or facilities for more than three (3) months to entities whose mission complements the programs or mission of the college. In such instances, a college shall use a lease approved by the MCCC general counsel.

Any lease or rental agreement of any kind with a term of at least three (3) years shall require the approval of the MCCC president, and any such agreement with a term of at least five (5) years shall require the approval of the Board of Trustees.

**C. Renting Out Facilities Owned by Entity Other than the MCCC (MCCC as Tenant)**

To further or complement the programs or mission of a college, a college president may enter into an agreement for up to five (5) years to lease space or facilities owned by a person or entity other than the MCCC. In such instances, a college shall use a written agreement approved by the MCCC general counsel. Agreements for terms over five (5) and up to ten (10) years shall be approved by the MCCC general counsel and the MCCC president. Agreements for terms of ten (10) years or more shall be approved by the MCCC general counsel, MCCC president and Board of Trustees.

**D. New Construction, Removal and Significant Renovations**

Prior review by the System President is required before a college may:

1. Construct a new building;
2. Remove an existing building;
3. Construct a new, or expand an existing, parking lot or area; and/or
4. Significantly renovate an existing building. For purposes of this policy, “significantly renovate” means to materially change:
  - a. A large portion of the building’s physical space;
  - b. The core use(s) of the building;
  - c. The costs of operating or maintaining the building; and/or
  - d. The role of that building in the college’s strategic or master plan.

If the System President’s review supports the college’s action, the System President will recommend such actions to the Board of Trustees. Because bond issues and gifts are reviewed by the System President and approved by the Board of Trustees pursuant to other processes, the review and approval process of this section is not required for projects paid for and approved under the MCCS bond process or as part of a gift from The Foundation for Maine’s Community Colleges.

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REFERENCES: 10 M.R.S.A. §1411 et seq.; 20-A M.R.S.A. §12706(9) and (13); and P.L. 1985, ch. 695, §20(3) and (6)

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: September 24, 2014