



SUBJECT: CAMPUS FACILITIES PLANNING COMMITTEE, FACILITIES RENOVATION AND SPACE ALLOCATION

- I. **PURPOSE:** To establish a committee charged with coordinating the campus planning effort, and to outline how requests for facilities modifications and space allocation will be processed.
- II. **POLICY**
- A. **Responsibilities**
1. Take action on all facilities change requests that require committee review in the context of campus needs and priorities.
 2. Review, prioritize, and make recommendation to the President any changes to space categories on campus.
 3. Review projects for the annual capital improvement and capital development budget process.
 4. Articulate to the President and other constituents needs for space, as well as facilities improvements, and needed capital projects.
- B. **Membership**
- This committee is a standing committee of the University to be comprised of the following members:
- Executive Director for Facilities Management & Planning, Chair
 - Vice President for Finance and Administration, or designee
 - Vice President for Student Affairs, or designee
 - Two (2) Academic Affairs representatives, one at the rank of Academic Dean or higher, and the other the Director of Academic Budgets and Support
 - President of Southern Utah University Student Association (SUUSA)
 - One (1) Facilities Management representative at the rank of Director or higher (non-voting)
 - Assistant to the Chair serves as Secretary to the Committee (non-voting).
- C. **Requests for Renovation**
- The Campus Facilities Planning Committee reviews Facilities Change Requests, takes action, allocates available funding, and responds in writing to the requesting department with the outcome of its decision.
- D. **Requests for Campus Space**
1. There are three categories of space on campus: Academic, Auxiliary and Support. The University President maintains discretion and authority over all categories of space and will generally allocate oversight of space, by category, to the appropriate member of the President's senior administration team.
 2. Once a campus location is assigned a category designation, it cannot be altered without the consideration and subsequent approval of the Campus Facilities Planning Committee and/or the president.
 3. Space use modifications (not including physical modifications) that do

not impact the space classification can be done with the approval of the designated administrator of the space.

4. Categorical modifications must be considered and approved by the Campus Facilities Planning Committee and/or the President.
5. Facilities Management records all space, occupant, and use changes on campus; therefore, any modifications should be reported to Facilities Management.