UNIVERSITY COMMITTEE CHARTER

Committee: Space Management Committee

Background and History: The governance structure for the Model for Incentive-based Resource Allocation (MIRA) includes several advisory groups, including the Space Management Committee.

Charge: The Space Management Committee develops policies and procedures for space management and acts as a broker for space across campus. The committee will:
- Develop policies and procedures to provide a consistent framework to (1) allocate space, (2) plan for future space needs, and (3) manage university space effectively and efficiently.
- Update and maintain space guidelines to reflect the current best practices in higher education related to the size of spaces, utilization rates, and building/space type efficiencies.
- Develop procedures that require accountability to the University space guidelines for capital projects that create new space or change use of existing space.
- Ensure that facilities management distributes accurate and timely space utilization data to operating units for budget planning.
- Serve as the executive group for space utilization studies, to provide uniformity in approach and interpretation.

Reporting Channels/Procedures: The committee is advisory to the MIRA Executive Budget Committee.

Membership: The committee is comprised of eleven voting members and includes:
- Associate Vice President for Facilities
  - Director, Resource Allocation (ex-officio)
  - Director, Resource Allocation (ex-officio)
- Vice President for Research and Economic Development or designee
- Vice President for Student Affairs or designee
- Vice President for Academic Affairs/Provost or designee
  - Associate Provost or designee (ex-officio)
- Director of Planning, Design and Construction
- College Business Officer
- Dean
- Academic Department Chair
- Faculty Member
- Athletics Representative
- Auxiliary and Centers & Institutes Representative

Appointment: Committee member appointments will be made by the president as follows.
- Associate vice president for facilities, and director of planning, design and construction – based upon official position
- Vice president for research and economic development, vice president for student affairs, and vice president for academic affairs/provost – based upon official position (designee may be selected)
- Academic dean member is nominated by the Deans’ Council (academic deans plus
graduate dean plus library dean)

- College business officer member is nominated by the Deans’ Council (academic deans plus graduate dean plus library dean)
- Academic department chair member is nominated by University Senate
- Faculty member is nominated by University Senate
- Athletics representative is nominated by the director of athletics
- Auxiliary and centers & institutes representatives are nominated by its respective vice president

To insure broad representation, committee member nominations will be made for twice the number of open slots for that representative. In the instance of the auxiliary and centers & institutes representative, the number of nominations will vary based on the vice presidents’ recommendations.

**Membership Terms:** Committee membership is based on official position and on rotating two-year terms with terms staggered.

**Officers:** The associate vice president for facilities will act as chair of the committee.

**Relationship to Other University Committees:** This committee will work closely and cooperatively with the Executive Budget Committee.

**Frequency of Meetings:** This committee will meet at the call of the chair.

**Notice of Meetings/Meeting Agenda and Support Material:** Notice of meeting will be sent to members in writing. Agenda and relevant information will be provided prior to the meeting.

**Committee Minutes:** Minutes of the committee will be kept and distributed to all members.

**Committee Reports:** Committee will determine appropriate content and timing to be submitted to the Executive Budget Committee.

**Committee Activities:** Committee will be responsible for activities such as:
- Set research productivity thresholds to occupy research-related space
- Develop standard reports to enhance transparency and consistency
- Support development of service level agreements between facilities management and primary units.

**Staff Support:** Direct staff assistance to the committee will be arranged through the Office of the Vice President for Finance and Operations.

**Meeting Quorum:** A simple majority will constitute the necessary quorum for conducting official business.

**Amendment to this Charter:** Should any amendment to this charter be required, the appointing official will work closely with the committee chair in deriving amendments suitable to all parties and the amended charter will be completed, signed, and issued with all possible haste. When initiative for such amendment comes from the committee, a written request from the chair to the appointing official will be required.

This University committee charter is effective as of 9-30-2015.
Robert O. Kelley
President

Tom DiLorenzo
Vice President for Academic Affairs/Provost

Alice Brekke
Vice President for Finance and Operations