

Standard Administrative Policy and Procedure

Subject: University Facilities Council

Number:

I. PURPOSE

To make recommendations to the President on all aspects of physical facilities on campus in support of the university's core missions of teaching, scholarship and research, and engagement as well as to support the realization of the goals of the University Strategic Plan.

The Facilities Council will advise on items including, but not limited to, the following:

- University Regulations and Policies pertinent to development and oversight of a built environment that enables and enhances the university's ability to support its mission as well as make progress toward the goals of the University Strategic Plan.
 - Support of, and information on all facility and space planning including the campus master plan, or more specific plans (e.g. housing plan, parking plan, classrooms plan, long range development plan, historic preservation plan, etc.) that provide a road map for physical facilities.
 - Prioritization of new construction and renovation of existing facilities.
 - Usage of space including space assignment and management.
 - Acquisition of additional real estate and facilities.
 - Prioritization of plans for campus major maintenance.
 - Commissioning, design and placement of public art.
- Support environmental and economic sustainability initiatives in physical facility projects.

II. PRINCIPLES

- Facilities, in the broadest sense, enable and support the mission of the University to provide a quality education, conduct world-class research, scholarship and creative activity, and provide service to, and engagement with the state.
- The University of Wyoming will manage and maintain its campus physical facilities in keeping with its mission, vision, core values and the university regulations. See: <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/2facilities.html>
- UW facilities support student success including recruitment, retention, and graduation.
- Discussions and recommendations about university facilities are optimized when there is open communication across stakeholder groups.
 - Discussions and recommendations on facilities shall uphold shared governance where the campus is represented on committees making facility-

- related recommendations and informed of potential decisions with opportunities for input.
- In all facilities regulations, policies, plans and assignments, transparency will be the hallmark where minutes and documents are posted and readily accessible, and major decisions are communicated to campus.
 - Facilities improvements and investments will strive to achieve efficiencies and wherever possible, drive down costs.
 - Facility decisions, particularly those around energy will strive to be cost-efficient, sustainable and minimize our human footprint.
 - The Committee supports the President, the Vice President for Administration, and the Board of Trustees in the execution of Capital Construction and Major Projects as described in University Regulation 1-102.

Five standing sub-councils report to the Facilities Council: *the Policy and Planning Sub-Council*, the *Facilities Utilization Sub-Council*, the *Public Art Sub-Council*, the *Campus Sustainability Sub-Council*, and the *Technical Review Sub-Council*. The purpose of these sub-councils is to provide analysis and expertise to the Facilities Council prior to the Facilities Council providing advice and recommendations to the President on all decisions concerning the built environment of the University of Wyoming.

III. MEMBERSHIP

Co-Chair: Provost and Vice President for Academic Affairs – permanent, non-voting
 Co-Chair: Vice President for Administration – permanent, non-voting
 Associate Vice President for Budget – permanent, non-voting
 Chair, Policy and Planning Sub-Council – permanent, non-voting
 Chair, Facilities Utilization Sub-Council – permanent, non-voting
 Chair, Public Art Sub-Council – permanent, non-voting
 Chair, Technical Review Sub-Council – permanent, non-voting
 Chair, Sustainability Sub-Council – permanent, non-voting
 General Counsel – permanent, non-voting
 Athletics Facilities Representative – two-year term, voting
 Deans Representative – two-year term, voting
 Faculty Senate Representative – two-year term, voting
 ASUW Undergraduate Representative – two-year term, voting
 ASUW Graduate Representative – two-year term, voting
 Staff Senate Representative – two-year term, voting
 Agriculture Extension Representative – two-year term, voting
 Vice President for Research – permanent, voting
 Vice President for Information Technology – permanent, voting
 Vice President for Student Affairs – permanent, voting
 Vice President for Development – permanent, voting

IV. OPERATING PROCEDURES

The Facilities Council normally meets the second Tuesday of every month, year-round (refer to Calendar). Meetings for which a quorum (X voting members) is not available are

rescheduled or cancelled. Minutes of each meeting will be taken and posted on the Facilities Council web page.

The Facilities Council typically receives requests for space, construction, demolition, remodeling, renovations, installation of artwork, and modifications to campus features.

All updates and reviews of University Regulations and Policies that impact facilities and more broadly university space are also under the council's jurisdiction. This can include creating new, updating existing policies or sun setting those that that are no longer needed as well as recommending changes to the University regulations using appropriate processes.

The Council also give input to the creation and development of all planning related to facilities including the campus master plan, and more specific plans such as those to develop campus housing, parking, and classrooms as well as plans for major repairs and renovations.

The following elements of the UW Capital Construction for Major Projects: initial planning, the level 1 Reconnaissance study, the Level II feasibility study, and the Level III Design and Construction?_ are reviewed by the Facilities Council.

Departments, colleges, and other units wishing to make a request will fill out and submit forms as appropriate to the Facilities Council. Supporting materials and justifications are strongly encouraged.

Upon receipt of a request, the Facilities Council will consider it and delegate further consideration of the request to the appropriate sub-council(s). At the discretion of the Council Chairs, Requestors will typically have the opportunity to make an in-person presentation of the request to the Facilities Council.

Sub-councils will review requests in as timely a way as possible, ideally within a month.

Similarly, after review of requests, the chair of the relevant sub-council(s), will present recommendations to the Facilities Council.

Facilities Council will then discuss and vote on the recommendations. The Chairs of the Facilities Council will then relay the recommendations of the Council to the President.

V. SUB-COUNCILS

A. Facilities Utilization Sub-Council

I. RESPONSIBILITIES

The Facilities Utilization Sub-Council is responsible for reviewing all matters related to space that come before the Facilities Council. These may include, but are not limited to:

- Usage of space including the assignment of space to units and the database to manage these assignments.
- Departmental and Institutional space needs, including requests for additional space, change in space use requests, and needs assessments.
- Space planning related to new, renovated, or vacated spaces.
- Implementation of plans required to address space needs.
- Utilization and assignment of classrooms and teaching laboratories.
- Inter-divisional requests for space.

- Space inventory and management best practices.
- Space utilization guidelines and procedures.
- Mandated or requested space and utilization reporting.
- Acquisition and disposal of real property.
- Utilization of University land.

II. MEMBERSHIP

This list needs to be generalized

Josh Decker, Manager, Real Estate Operations, Chair

Chris Maki, Manager, Space Allocation

Dorothy Yates, Assoc. VP, Research & Economic Development

Crystal Bennett, Manager, Central Scheduling

Kyle Moore, Assoc. Vice Provost of Enrollment Management, Academic Affairs

Paula Lutz, Dean, College of Arts & Sciences

Kim Zafft, Associate Director, Facilities and Maintenance, Residence Life & Dining Services

Budget Rep – Talk with David Jewell

III. TERMS OF SERVICE

The membership and composition of the sub-council will be assessed annually by the Facilities Council.

IV. OPERATING PROCEDURES

The Space Utilization Sub-Council normally meets the fourth Tuesday of every month, year-round (refer to Calendar). Meetings for which a simple majority of members is not available are rescheduled or cancelled. Minutes of each meeting will be taken and posted on the FACILITIES COUNCIL web page. The Facilities Utilization Sub-Council will report findings to the Facilities Council with a recommendation to pursue the request/project, suggest an alternative, or deny the request.

B. Planning and Policy Sub-Council

I. RESPONSIBILITIES

The Planning and Policy Sub-Council is responsible for reviewing and making recommendations on all regulations, policies and planning related to space and facilities. These may include, but are not limited to:

- Reviewing and making recommendations for updates to all University Regulations and Policies that impact facilities and university space more broadly. This can include creating new, updating existing or sun setting those that are no longer needed, assuming the appropriate process will be used. Public art policy will be included with this.
- Supporting the development and adoption of all facility planning documents including the campus master plan, long range development plan, historic preservation plan, more specific plans to develop campus housing, parking, classrooms, deferred maintenance etc.

- Recommendations on the prioritization of new construction and major repair and renovations projects.
- Receiving regular updates on major new construction and renovation projects.
- Recommendations on acquisition/purchasing of additional real property and facilities contained on said property

II. MEMBERSHIP

This list needs to be generalized:

Matt Kibbon, Chair*

Paula Whaley

David Jewell

Martha Miller

Ashley Reese

Jennifer Coast

Tony Denzer

Nasser Albeiruti

III. TERMS OF SERVICE

The membership and composition of the sub-council will be assessed annually by the Facilities Council.

IV. OPERATING PROCEDURES

The Policy and Planning Sub-Council normally meets the fourth Tuesday of every month, year-round (refer to Calendar). Meetings for which a quorum (X voting members) is not available are rescheduled or cancelled. Minutes of each meeting will be taken and posted on the Facilities Council web page.

C. Public Art Sub-Council

The committee's concerns are as follows:

CHANGE OF TITLE from UW Public Art Committee to Public Art Sub-Committee.

- *Request retaining the name as UW Public Art Committee.*
- *Concerns.*
 - *From a public perspective, "Sub-Committee" suggests a layering of bureaucracy that, in the context of public art, means a thick wall of denying or saying "no" to projects rather than our effort to establish an open, transparent process by which art can be integrated into campus.*
 - *Negative signals to potential donors and/or supporters of art on campus.*

MOVING Public Art Committee under Facilities Council.

- *Request retaining direct reporting to the President.*
 - *The expertise on public art lies in the Public Art Committee, from the consultants who have been hired to assist in creating a plan to national best*

practices standards and should be retained under professionals in the realm of public art at UW.

SUGGESTED CHANGE TO PUBLIC ART COMMITTEE RESPONSIBILITIES.

- *Draft a public art plan as a comprehensive guide to the broad expression of the arts – visual, performance, literary – for UW with the assistance of professional consultants now underway.*

- *Facilitate implementing the public art plan once adopted by UW.*

- *Concerns with copy as written:*

- *Public art is more comprehensive than a sculpture placed at a specific location. It may be performative, an artist's design integrated into a new pathway or facility (placing an artist on facility design teams), and/or a temporary or permanent installation.*

- ❖ *It is important to note that we are in the final stages of fulfilling our charge from President Nichols (when the committee was recently re-formed) to conduct a yearlong, collaborative process informing the creation of a comprehensive UW Public Art Plan; financial and human resources have already been committed. Concerns that recommendations and best practices gleaned from public input and expert consultants will be hamstrung with additional layers of governance, especially on projects that may or may not be related to "facilities."*

- ❖ *Final note: the SAPP would best function as a communication-sharing structure, rather than a governing one.*

I. RESPONSIBILITIES

- Make recommendation on public art policy to the policy sub-council.
- Review proposals for public art
- Review placement of public art
- Assist in the process and recommendations to commission public art works for campus

II. MEMBERSHIP

This list needs to be generalized

Ricki Klages, Department Head, Visual & Literary Arts, Chair
Maggie Bourque, Assoc. Lecturer, Haub School of ENR
Ashley Carlisle, Assoc. Professor, Visual & Literary Arts
John Davis, Executive Director, UW Operations
Jacob Kennedy
Susan Moldenhauer, Former Art Museum Director, Retired
John Stark, Senior VP for Development, UW Foundation

- ❖ Will need approval for addition of Marianne Wardle, UWAM Director
- ❖ Will need approval for addition of office staff for notes/transcription of meetings and scheduling of committee activities. President's office?

III. TERMS OF SERVICE

The membership and composition of the sub-council will be assessed annually by the Facilities Council.

IV. OPERATING PROCEDURES

D. Technical Review Sub-Council

I. RESPONSIBILITIES

The Technical Review Sub-Council is responsible for reviewing all technical aspects of the proposals forwarded from the Facilities Council. These may include, but are not limited to:

- Adequacy of infrastructure and impacts on site
- Impacts on parking
- Environmental Health and Safety Issues
- Project funding, including cost assessment and sources of funds
- Project planning and construction, including timing, lay down areas, and other impacts
- Regulatory requirements, such as State of Wyoming Statutes and University regulations and policies
- Risk Management and ADA Access

II. MEMBERSHIP

This list needs to be generalized

John Davis, Executive Director of Operations, Chair
Michael Pishko, Dean, College of Engineering
Jennifer Coast, Deputy Director, Facilities Engineering
Laura Betzold, Chief Risk Officer
Carolyn Smith, Director, Auxiliary Services
Mike Samp, Chief, University Police
Pat Moran, Director, Campus Recreation
IT Rep - Talk with Robert Aylward

III. TERMS OF SERVICE

The membership and composition of the sub-council will be assessed annually by the Facilities Council.

IV. OPERATING PROCEDURES

The Technical Review Sub-Council normally meets the fourth Tuesday of every month, year-round (refer to Calendar). Meetings for which a quorum (X voting members) is not available are rescheduled or cancelled. Minutes of each meeting will be taken and posted on the Facilities Council web page.

The Technical Review Sub-Council will provide the Facilities Council a written evaluation of the technical feasibility and the impacts of the given project on the existing and planned campus.

E. Sustainability Sub-Council

I. RESPONSIBILITIES

II. MEMBERSHIP

This list needs to be generalized:

Rachael Budowle, , Co-Chair

Nicole Korfanta, Director, Haub School of ENR, Co-Chair

Amy Bey, Asst. Director, Residence Life & Dining Services

Christi Boggs, Lecturer, Office of Distance Education

Jennifer Coast, Deputy Director, Facilities Engineering

Tony Denzer, Department Head, Civil & Architectural Engineering

Patrick Johnson, Assoc. Professor, Chemical Engineering

Karan Manhas, Project Coordinator, Facilities Engineering

Casidy Mittelstadt, Graphic Designer, Auxiliary Services

Melissa Nelson, Residence Coordinator, Residence Life & Dining Services

Tod Scott, Manager, Custodial Services

Forrest Selmer, Deputy Director, Utilities Management

Rachel Watson, Lecturer, Molecular Biology

Kimberle Zafft, Associate Director, Facilities and Maintenance, Residence Life & Dining Services

Michael Ziemann, Engineer, Utilities Management

III. TERMS OF SERVICE

The membership and composition of the sub-council will be assessed annually by the Facilities Council.

IV. OPERATING PROCEDURES

Responsible Division/Unit: Academic Affairs

Source:

Links:

Associated Regulations, Policies, and Forms:

Committees of the Board of Trustees

Presidential Directive 2-1987-3: Space Allocation Procedures

[Public Art Policy](#)

[Regulation 1-102 Board of Trustees Directives](#) on Change Orders for Capital Construction on Major Projects, Retention or Disposal of Real Property

[Regulation 1-102, Attachment A](#): Policy for Retention or Disposal of Real Property

[Regulation 1-102, Attachment H](#): Project Development Policy and Procedure for UW Capital Construction for Major Projects

[Regulation 2-1 Physical Plant](#)

[Regulation 2-32 Energy Management](#)

[Regulation 2-181 Space Assignment and Management](#)

Approved: XX-XX-18