



# Standard Administrative Policy and Procedure

**Subject:** University Facilities Council

**Number:**

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## 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:

- A. 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,
- B. 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,
- C. Prioritization of new construction and renovation of existing facilities,
- D. Usage of space including space assignment and management,
- E. Acquisition of additional real estate and facilities,
- F. Prioritization of plans for campus major maintenance,
- G. Commissioning, design and placement of public art,
- H. Support of environmental and economic sustainability initiatives in physical facility projects.

## II. PRINCIPLES

- A. 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.

- B.** UW facilities support student success including recruitment, retention, and graduation.
- C.** Discussions and recommendations about university facilities are optimized when there is open communication across stakeholder groups.
  - 1.** 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.
  - 2.** 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.
- D.** Facilities improvements and investments will strive to achieve efficiencies and wherever possible, drive down costs.
- E.** Facility decisions, particularly those around energy will strive to be cost-efficient, sustainable and minimize our human footprint
- F.** The Committee supports the President, the Vice President for Finance and 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, voting  
Co-Chair: Vice President for Administration – permanent, 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 once a month, year-round. Meetings for which a quorum is not available are rescheduled or cancelled. Notes for 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 are no longer needed as well as recommending changes to the University regulations using appropriate processes.

The Council also gives 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 UW Facilities Council, through the Vice President for Finance and Administration, will provide recommendations to the President on the following elements under UW Regulation 6-9 (Project Development Policy and Procedures for UW Capital Construction Projects):

##### **A. Planning**

Provide suggested priorities on development of capital construction projects, including renovations and major maintenance.

##### **B. Project Concept and Intent**

Recommend roles for appointment on UW's Planning Team.

**C. Level 1 (Reconnaissance Study), Level II (Feasibility Study), and Level III (Design and Construction)**

The Vice President for Finance and Administration will provide regular updates to the UW Facilities Council on the reconnaissance study, the feasibility study, and the design and construction phases of each capital construction project. 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. The Facilities Council may develop policies that direct certain type's requests to sub-council, without initial review by the 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**

**1. RESPONSIBILITIES**

The Facilities Utilization Sub-Council is responsible for reviewing all matters related to space that come before the Facilities Council and assigned to the Sub-Council by the Facilities Council.

The Facilities Utilization Sub-Council will review and provide recommendations to the Facilities Council on requests that include, but are not limited to:

- a.** ADA and building code requirements modifying the classification or assignment of space.
- b.** Assignment of space held by the Facilities Council for reassignment.
- c.** Assignment of space between Deans or Divisions.

- d. Changes in use or space classification, including classroom classification and teaching laboratories.
- e. Requests for additional square footage, including additions to buildings or new facilities.
- f. Space planning, space needs assessment, and implementation of plans.
- g. Changes in use or modifications to named centers or named facilities.
- h. Space utilization guidelines and procedures.
- i. Mandated or requested space utilization reporting.
- j. Acquisition and disposal of real property.
- k. Utilization of University land.

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.

## **2. MEMBERSHIP**

Real Estate Operations Manager, Chair  
 Space Allocation Manager  
 Central Scheduling Manager  
 Research & Economic Development Representative  
 Academic Affairs Representative  
 Deans Representative  
 Residence Life & Dining Services (Student Affairs) Representative  
 Financial Affairs Representative  
 Faculty Representative  
 ASUW Representative

## **3. TERMS OF SERVICE**

The Facilities Council will assess the membership and composition of the sub-council annually.

## **4. OPERATING PROCEDURES**

The Facilities Utilization Sub-Council normally meets every month, year-round. Meetings for which a simple majority of members is not available are

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

## **B. Planning and Policy Sub-Council**

### **1. 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:

- a.** Upon completion of edits performed by the Board of Trustees Regulation Committee, review and make recommendations for updates to all University Regulations and Policies that impact facilities and university space more broadly. These may include creating new, updating existing or sun setting those that are no longer needed, assuming the appropriate process will be used.
- b.** 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.
- c.** Recommendations on the prioritization of new construction and major repair and renovations projects.
- d.** Receiving regular updates on major new construction and renovation projects.

### **2. MEMBERSHIP**

Deputy Dir. Facilities Construction and Planning or Designee, Chair\*  
Office of General Counsel  
Assoc. Director of Financial Affairs  
Manager, Procurement Services  
Manager, Financial Services  
Deputy Director, Facilities Engineering  
Faculty Member  
Office of Academic Affairs

### **3. TERMS OF SERVICE**

The Facilities Council will assess the membership and composition of the sub-council annually.

#### **4. OPERATING PROCEDURES**

The Policy and Planning Sub-Council meets every month, year-round. Meetings for which a quorum 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 Committee**

The University Public Art Committee shall serve as a sub-council of the Facilities Council.

#### **1. RESPONSIBILITIES**

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

#### **2. MEMBERSHIP**

Department Head, Visual & Literary Arts, Chair  
Faculty Member, Haub School of Environment and Natural Resources  
Faculty Member, Visual & Literary Arts  
Associate Vice President, Operations  
ASUW Student Representative  
Community Liaison  
Representative, UW Foundation  
Director, Art Museum

#### **3. TERMS OF SERVICE**

The Facilities Council will assess the membership and composition of the sub-council annually.

#### **4. OPERATING PROCEDURES**

The Public Art Sub-Council meets every month, year-round. The Public Art on Campus Committee normally meets the second Tuesday of every month, year round and as needed. Meetings in which public art is not on the agenda will be cancelled. Minutes of meetings are archived and posted on the President's Public Art website.

The Public Art Committee will provide the Facilities Council with information regarding public art plans, projects and proposals.

#### **D. Technical Review Sub-Council**

##### **1. 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:

- a. Adequacy of infrastructure and impacts on site
- b. Impacts on parking
- c. Environmental Health and Safety Issues
- d. Project funding, including cost assessment and sources of funds
- e. Project planning and construction, including timing, lay down areas, and other impacts
- f. Regulatory requirements, such as State of Wyoming Statutes and University regulations and policies
- g. Risk Management and ADA Access
- h. Technology and Security Standards

##### **2. MEMBERSHIP**

Associate Vice President of Operations or Designee, Chair  
Dean, College of Engineering  
Deputy Director, Facilities Engineering  
Chief Risk Officer  
Director, Auxiliary Services  
Chief, University Police  
Director, Campus Recreation  
Representative, Information Technology

##### **3. TERMS OF SERVICE**

The Facilities Council will assess the membership and composition of the sub-council annually.



#### **4. OPERATING PROCEDURES**

The Technical Review Sub-Council meets every month, year-round. Meetings for which a quorum is not available are rescheduled or cancelled. Minutes of each meeting will be taken and posted on the Facilities Council web page.

This Technical Review Sub-Council will be the clearing house for review of all questions or concerns related to IT, Recreation/outdoor activities, Police/Public Safety, Parking/Transit, Risk Management, Facilities/General Engineering, or general technical areas of concern for projects from other Sub-Councils or from the main UW Facilities Council

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**

##### **1. RESPONSIBILITIES**

Key members of the Campus Sustainability Committee shall serve as a sub-council of the Facilities Council. The Sustainability Sub-Council will evaluate new building construction, major remodel projects, space use, operations and maintenance, and the overall University built environment and open spaces to:

- a.** Advance UW's rating by the AASHE Sustainability Tracking, Assessment, and Rating System.
- b.** Comply with UW's sustainable building certification goals including participation in Leadership in Energy and Environmental Design (LEED), certifying all new buildings to a minimum Silver rating.
- c.** Ensure life-cycle approaches to evaluating long-term costs of facility construction, operations, and maintenance.
- d.** Pursue opportunities for investment in high-performance building technologies that reduce resource use and long-term financial costs to the university.
- e.** Advance universal design principles to ensure inclusivity and access.

##### **2. MEMBERSHIP**

Co-Chair, Campus Sustainability Committee (Chair)

Co-Chair, Campus Sustainability Committee

Department Head, Civil and Architectural Engineering, or building science faculty designee

Deputy Director, Facilities Engineering  
Deputy Director, Utilities Management  
Associate Director, Facilities and Maintenance, Residence Life and Dining  
Project Coordinator, Facilities Engineering  
Engineer, Utilities Management  
Manager, Custodial Services  
Student, Sustainability/Engineering

### **3. TERMS OF SERVICE**

The Facilities Council will assess the membership and composition of the Sustainability Sub-Council annually. The co-chairs of the full Campus Sustainability Committee in which the sub-council operates select members for three-year terms, subject to renewal, with appointment by the University of Wyoming President.

### **4. OPERATING PROCEDURES**

The Sustainability Sub-Council meets every month, year-round. The Campus Sustainability Committee normally meets the first Monday of every month, year-round (refer to Calendar). Sub-council members will review Facilities Council proposals and prepare written comments to be shared with the Campus Sustainability Committee and the Facilities Council. Comments will address the environmental, economic, and social sustainability aspects of University facility planning, construction, operations, and maintenance.

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** UW Regulation 1-102; UW Regulation 1-102 Attachment A (Policy for Retention or Disposal of Real Property); UW Regulation 1-102 Attachment C (Public Art Policy); UW Regulation 6-1 (Design, Construction, and Naming of Buildings); UW Regulation 6-7 (Space Assignment and Management); UW Regulation 6-9 (Project Development Policy and Procedure for UW Capital Construction for Major Projects); Presidential Directive 2-1987-3: Space Allocation Procedures

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