

Dixie State University Policy

442 Campus Facilities Space Committee, Facilities Renovations, and Space Allocations



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 To establish a committee responsible for coordinating campus planning, outlining how requests for facility modifications are approved, and determining how space allocations will be processed.

II. Scope

- 2.1 This policy applies to all faculty, staff, students, departments, colleges, and other entities occupying University facilities.

III. Definitions

- 3.1 ***Space modification:*** Any physical or categorical alteration, remodel, refresh, or improvement project other than routine maintenance or repair work.

IV. Policy

- 4.1 The University President has delegated authority to the Facilities Space Committee (FSC) to categorize and provide oversight of all University buildings and grounds.

- 4.1.1 The University President has the authority to override the Facilities Space Committee.

- 4.2 Facilities Space Committee Responsibilities:

- 4.2.1 Review, prioritize, and approve changes to space modification and

space categorization in regards to campus needs and priorities.

- 4.2.2 Approve, deny, or recommend alternative solutions to space modification requests that require remodeling or changing use of space in existing campus facilities.
 - 4.2.3 Evaluate and assign space for faculty, staff, students, departments, and colleges.
 - 4.2.4 Maintain, review, and revise space modification policy and procedures.
 - 4.2.5 Conclude the facilities modification request process in a timely manner.
 - 4.2.6 Conduct the space allocation/space modification processes professionally, effectively, and with the utmost integrity.
 - 4.2.7 Advise the University President, the University President's Cabinet, and other constituents about space needs, facilities improvements, and capital projects.
- 4.3 Facilities Space Committee members serve as representatives of the University and work on its behalf. Based on a committee member's qualifications and/or experiences, a committee member brings unique perspectives to the committee, but once appointed to the committee, they do not represent nor are they accountable to any group other than the University President.
- 4.4 Facilities Space Committee Members:
- 4.4.1 The Committee is a standing committee appointed by the University President and comprised of the following members:
 - 4.4.1.1 Vice President of Administrative Affairs, Co-chair
 - 4.4.1.2 Provost and Vice President of Academic Affairs, Co-chair
 - 4.4.1.3 Vice President of Student Affairs
 - 4.4.1.4 Executive Director of Facility Management
 - 4.4.1.5 Chief of Staff
 - 4.4.2 The University President and/or the committee may invite individuals to serve as advisors to the committee, including but not limited to the following:

- 4.4.2.1 Central Scheduling
 - 4.4.2.2 Campus Planning and Construction
 - 4.4.2.3 Information Technology
 - 4.4.2.4 Administrative Assistant to the Co-chair
- 4.5 The Facilities Space Committee may appoint individual building committees to enforce building standards and address minor building space modification requests in an appointed building/s.
- 4.6 There are three categories of space on campus: Academic, Auxiliary, and Support. Once a campus location is assigned a category designation it cannot be altered without consideration and subsequent approval by the Campus Facilities Space Committee.
- 4.6.1 All space use modifications (physical changes or modifications) that do not impact the space categorization must be considered and approved by Campus Facilities Space Committee
 - 4.6.2 All categorical modifications (Academic, Auxiliary, and Support) must be considered and approved by the Campus Facilities Space Committee.
- 4.7 All University facility modification projects, including state funded and non-state funded, fall under the authority of the Utah State Board of Regents, the State of Utah Department of Facilities and Construction Management (DFCM), and Dixie State University Facilities Management.
- 4.8 Event Services and Risk Management (ESRM) is responsible for maintaining records for all Dixie State University space, occupancy, and use. Therefore, all modifications and approved requests must be reported to ESRM.

V. References

- 5.1 Board of Regents R702 Non-State Funded Projects
- 5.2 Utah Administrative Code: R23 Facilities Construction and Management

VI. Procedures

- 6.1 See DSU Facilities Management's website.

VII. Addenda: N/A

Policy Owner: Vice President of Administrative Affairs
Policy Steward: Executive Director of Facilities Management

History:
Approved 11/30/18