



Title: FACILITIES PLANNING AND SPACE UTILIZATION COMMITTEE	Policy #: F001
Category: Facilities	Review Date: 12/08/2018
Effective Date: 12/08/2015	

PURPOSE:

The purpose of the Facilities Planning and Space Utilization Committee is to ensure the most effective utilization of OSU CHS physical resources and infrastructure to foster an environment that enhances the educational, research and patient care mission of OSU CHS.

POLICY:

It is the policy of Oklahoma State University Center for Health Sciences to establish and maintain a Facilities Planning and Space Utilization Committee (hereinafter referred to as the Committee).

Scope of Responsibility

The Committee shall be concerned with the inventory, assignment, planning, programming, design, acquisition, implementation, utilization, renovation, conversion, and ultimate disposition of the following elements:

- Land (owned and leased)
- Facilities
 - Office spaces
 - Clinic spaces
 - Research spaces
- Infrastructure
 - Pedestrian Movement
 - Vehicular Movement
 - Parking
 - Utilities
 - Other
- Outdoor Environment
 - Hardscapes
 - Softscapes
 - Campus Lighting
 - Communications
- Other
 - Marking and Identification Systems
 - Naming of University Facilities
 - Displaying Creative Works
 - Accessibility to All
 - Historical Heritage
 - Protection of the Environment



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- o Local, Municipal, and Regional Integration

Standing membership of the Committee shall include:

- Chief Operating Officer (serves as Chairman)
- Provost / Senior Associate Dean
- Vice Provost / Associate Dean
- VP for Administration and Finance

Ad hoc membership of the Committee may include representatives from:

- Facilities Management
- Information Technology
- Safety
- Security
- Compliance

PROCEDURE:

I. Requests for Action

Individuals and departments shall present requests for Committee review and/or action by submitting written requests through their respective budget unit heads, who will then submit them to the Committee Chair.

A. Requests for physical renovations must include:

1. A written description or drawing of the proposed renovations
2. Budgetary impact including a source of funding for the proposed project
3. Desired timeline

B. Requests for relocations must include:

1. Identification of requested office, lab, storage, or clinical space with a list of employees/departments that will be affected
2. Written justification for the relocation, specifically how the relocation will contribute to student/employee success or meet strategic plan goals
3. Options for placement of dislocated parties resulting from the move

C. Requests for office or lab space for new employees:

1. Upon approval and at the opening of a newly formed position that requires previously undesignated office space, the hiring department shall notify the committee in writing of the need for new office space and the estimated start-date of the new hire



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D. Requests for intra-departmental office moves:

1. Employee moves within a department remain at the discretion of the budget unit head. However, the request for the move should be made to the committee chair no later than seven business days in advance of the move to allow the proper scheduling of facilities management and information technology staff

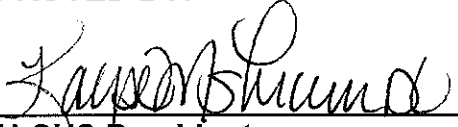
II. Meetings

The Chair of the Committee shall call periodic Committee meetings, receive and address inquiries from the various campus communities, publish meeting agendas, and record minutes of the meetings.

III. Committee Relationships

The Committee may, from time to time, create standing or special purpose subordinate committees to address topical questions concerning any aspect of the physical resources of the University. In addition to seeking the advice of such subordinate committees, the Committee will work closely with other related campus committees and units for the purpose of developing unified and harmonious campus concepts throughout the university.

APPROVED BY:



OSU-CHS President



OSU-CHS Chief Operating Officer

REFERENCES:

Adapted from OSU-Stillwater Policy # 1-0123