

# Oklahoma State University Policy and Procedures

<b>FACILITIES PLANNING AND SPACE UTILIZATION COMMITTEE</b>	<b>1-0123 GENERAL UNIVERSITY August 2019</b>
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## **POLICY**

### 1.01 Statement of Intent

It is Oklahoma State University Policy to establish and maintain a Facilities Planning and Space Utilization Committee (hereinafter referred to as the Committee). The Committee is responsible for the orderly development and prudent use of all University physical resources, including land and facilities. The Committee will function as the University's omnibus planning committee.

### 1.02 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
- Facilities
- Infrastructure
  - Pedestrian Movement
  - Vehicular Movement
  - Parking
  - Utilities
  - Other
- Outdoor Environment
  - Hardscapes
  - Softscapes
  - Campus Lighting
  - Communications
- Other
  - Marketing and Identification Systems
  - Naming of University Facilities
  - Displaying Creative Works
  - Accessibility to All
  - Historical Heritage
  - Protection of the Environment
  - Local, Municipal, and Regional Integrations

### 1.03 Committee Membership and Chair

#### A. The membership of the Committee shall include the following or equivalent:

Senior Vice President and General Counsel  
Provost and Senior Vice President, Academic Affairs  
Senior Vice President, Administration and Finance  
Vice President, Research  
Vice President, Student Affairs  
Vice President, Enrollment Management and Marketing  
Vice President, Institutional Diversity  
Vice President, Division of Agricultural Sciences and Natural Resources  
Vice President, Athletic Programs  
Director, Budget/Chief Budget Officer  
Director, Facilities Management/Chief Facilities Officer  
Director, Long Range Facilities Planning  
Representative – Americans with Disabilities Act/Office of Equal Opportunity  
Representative – Risk and Property Management  
Representative – Department of Public Safety  
Representative – Oklahoma State University Foundation  
Faculty Representative – appointed by Faculty Council  
Staff Representative – appointed by Staff Advisory Council President/CEO,  
OSU Alumni Association  
Student Representative – appointed by Student Government Association  
Student Representative – appointed by Graduate Student Association

#### B. Committee Chairperson: Senior Vice President, Administration and Finance

## **PROCEDURE**

### 2.01 Requests for Action

Individuals and departments shall present requests for Committee review and/or action by submitting requests through their respective dean or vice president (or designated representative), who will then submit them to the Committee Chair.

### 2.02 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.

### 2.03 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 system.

Approved:

OSU Board of Regents, October 1999

OSU Board of Regents, June 2008

Revised:

October 2007

June 2008

August 2019