

**UNIVERSITY OF HOUSTON
Campus Facilities Planning Committee
Request for Project Approval Form**

1. **Project Number:** N/A
2. **Project Name:** Campus Facilities Planning Committee Bylaws
3. **Committee Date:** April 9, 2010
4. **Requesting Department:** Plant Operations
5. **Contact Names & Phone Numbers:** Dave Irvin ext. 2-5579
1. **Presenter:** Dave Irvin
6. **Description of Request:** Update Bylaws for the Campus Facilities Planning Committee
7. **Background Information:** The current role and scope of the Campus Facilities Planning Committee (CFPC) was drafted eleven years ago by the VP of Administration and Finance at the time (currently the CFPC does not have bylaws). In the intervening years the actual operations procedures of the committee have evolved to reflect successive administration.

Among the changes that have been adopted into practice are:
 1. A representative of Staff Advisory Council
 2. At the direction of the EVC/EVP of Administration and Finance, the AVC/AVP of Plant Operations as committee chair.
 3. Committee has allowed each area to designate their representative including a replacement representative.
 4. Several items in the original scope are now being covered by the other campus groups.New bylaws are proposed which bring the CFPC policies and procedures into alignment with its practice over the last few years.
8. **Cost of Project:** N/A
9. **Source of Funding:** N/A
10. **Proposed Start Date**



UNIVERSITY OF HOUSTON
CAMPUS FACILITIES PLANNING COMMITTEE

Role and Scope

The Campus Facilities Planning Committee will consist of the executive officers for the University, the Dean of the College of Architecture, one dean chosen at large, two faculty members chosen at large, the Student Body President, the Student Regent and the Associate Vice Chancellor for Plant Operations, all of whom shall be voting members. The Vice President for Administration and Finance shall serve as chair. The committee shall consider physical changes to the University. Subsequent to all reviews, the Campus Facilities Planning Committee shall make recommendations to the President.

The committee shall study, review and make recommendations to the President with respect to the following areas:

1. The Campus Master Plan, including its guiding principles for campus development, approval, implementation, and proposed changes.
2. Site selection for new construction and major building additions.
3. Fixed capital outlay priorities for the University including ranking University priorities for new construction and major renovations.
4. Transactions involving the purchase, sale, trade or leasing of real property for transactions equal to or greater than the submittal threshold requiring Board of Regents and Texas Higher Education Coordinating Board action.
5. Exterior modifications or additions to the University that affect the aesthetics of campus including artwork, landscaping, new construction and renovation.
6. Exterior demolition of buildings.
7. Construction and renovation that affects the safety of visitors, students, faculty and/or staff.
8. Changes in space utilization involving more than 1,000 net square feet of classroom space or 2,500 total net square feet.
9. Naming of campus buildings, roads, facilities, rooms and other campus features other than those relating to donor gift naming opportunities as regulated by University of Houston System Administration Memorandum No. 08.A.04.
10. Capital projects with a project cost greater than \$300,000.

The Associate Vice President for Plant Operations, as well as other members of the Campus Facilities Planning Committee, shall recommend to the Vice President for Administration and Finance the items that should be considered for the agenda for consideration by the committee.

The committee shall meet on the second Friday of each month to consider the items the Vice President forwards on to them. A voting majority shall consist of 50 percent plus one (50%+1) of the committee members present. Committee members must be present at a meeting of the committee to vote and may not transfer their voting rights to other persons.



UNIVERSITY OF HOUSTON
CAMPUS FACILITIES PLANNING COMMITTEE

Committee Bylaws

The Campus Facilities Planning Committee will consist of following representatives:

- Dean College of Architecture
- 1 Dean chosen by the Provost
- 2 Faculty members chosen by Faculty Senate
- 2 Students chosen by the Student Body President
- 1 Staff member chosen by Staff Advisory Council
- Associated Vice Chancellor/Associate Vice President of Plant Operations – this position to serve as chair
- 1 representative from each of the following areas to be chosen by that area vice president:
 - Student Affairs
 - Academic Affairs
 - Research
 - University Advancement
 - Governmental Relations
 - Legal Affairs
- 2 ex-officio members:
 - Executive Director of Facilities Planning and Construction
 - Director of Facilities Planning

The committee shall consider physical changes to the University. The committee shall study, review and make recommendations to the President with respect to the following areas:

1. The Campus Master Plan, including its guiding principles for campus development, approval, implementation, and proposed changes.
2. Site selection for new construction and major building additions.
3. Fixed capital outlay priorities for the University including ranking University priorities for new construction and major renovations.
4. Exterior modifications or additions to the University including major landscaping, new construction and renovation.
5. Exterior demolition of buildings.

6. Construction and renovation that affects the safety of visitors, students, faculty and/or staff.
7. Naming of campus buildings, roads, facilities, rooms and other campus features other than those relating to donor gift naming opportunities as regulated by University of Houston System Administration Memorandum No. 08.A.04.
8. Capital projects with a project cost greater than \$1,000,000.

The committee shall meet on the second Friday of each month. The agenda will be electronically distributed to the committee on the first Friday of each month. Agenda items are due to the AVC/AVP for Plant Operations by 5:00 p.m. the preceding day. A voting majority shall consist of 50 percent plus one (50%+1) of the committee members present. Committee members must be present at a meeting of the committee to vote. However a member may delegate their voting rights to another person. Delegation must be in writing, to the committee chair, prior to meeting.

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