

**UNIVERSITY OF HOUSTON
Campus Facilities Planning Committee
Information Item Description Form**

1. **ITEM:** MAPP Establishment
2. **REQUESTING DEPARTMENT:** Facilities/Construction Management
3. **CONTACT NAMES & PHONE NUMBERS:** David Oliver & Christa Rieck
4. **PRESENTER(S):** David Oliver and Christa Rieck
5. **RECOMMENDATION/ACTION REQUESTED:** **Informational**
6. **SUMMARY:**

Review proposed draft Manual of Administrative Policies and Procedures (MAPP) of the Campus Facilities Planning Committee.

Key Topics

- Purpose
- Roles and Responsibilities
- CFPC Review Process

7. **PROPOSED START DATE:** **September 1, 2018**
8. **SUPPORTING DOCUMENTATION:**

Draft MAPP

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities
AREA: Policy Area

Number: Assigned

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|--|
| SUBJECT: Campus Facilities Planning Committee |
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I. PURPOSE AND SCOPE

This document defines the roles and responsibilities of the Campus Facilities Planning Committee (CFPC). This committee is charged with considering physical changes that impact the exterior planning and aesthetics of the University.

II. POLICY STATEMENT

CFPC is committed to providing continuity to the visual aesthetics related to the exterior planning of the University.

III. DEFINITIONS

- A. AVC/AVP: Associate Vice Chancellor/Associate Vice President
- B. Facilities/Construction Management (F/CM): a department of the Administration and Finance division that includes Facilities Services and Facilities Planning & Construction.
- C. Review Subcommittee (RSC): A subcommittee of the Campus Facilities Planning Committee.

IV. ROLES AND RESPONSIBILITIES OF CFPC

- A. CFPC will meet bi-monthly (January, March, May, July, September, and November) on the first Friday of the selected month @ 9:00 AM.
- B. The committee shall consider physical changes that impact the exterior planning and aesthetics of the University. The committee shall study, review and approve or deny the following areas:
 - 1. The Campus Master Plan, including its guiding principle for campus development, approval, implementation, and proposed changes.
 - 2. Site selection for new construction and major building additions.
 - 3. Exterior modifications or additions to the University including major landscaping, new construction and major renovation.
 - 4. Exterior demolition of buildings.
 - 5. Exterior signage that is outside the approved signage guidelines or standards currently in place.
 - 6. Road relocations owned by the University.

C. Full CFPC Structure

1. CFPC will consist of the following representatives:
 - a. AVC/AVP of Facilities/Construction Management
 - b. Executive Director of University Architect, Facilities Planning and Space Management
 - c. Executive Director of Facility Services
 - d. Dean of the College of Architecture and Design
 - e. Representative appointed by Faculty Senate*
 - f. Representative appointed by Staff Council*
 - g. Representative appointed by Student Affairs*
 - h. Representative appointed for Sugarland/Katy Campus*

*Serve a one year appointment.

2. Supporting Ex-Officio committee members:
 - a. Campus Architect – Facilities Planning
 - b. Representative from DesignLAB

3. The chair person will be the AVC/AVP of Facilities/Construction Management

Review Subcommittee (RSC) of CFPC will meet bi-monthly to review current request and ensure proper format and project vitality.

- D. Review Subcommittee (RSC) of CFPC will meet bi-monthly opposite of the full committee meetings (February, April, June, August, October, and December) on the first Friday of the selected month @ 9:00 AM.

E. Subcommittee Structure

1. The Subcommittee will consist of the following representatives:
 - a. Campus Architect – Facilities Planning
 - b. Executive Director of Project Management or Assigned Representative
 - c. Representative from DesignLAB

2. Subcommittee Review Process

- a. A F/CM representative or campus client will submit a project request in the standard defined template to the Campus Architect at least one week prior to the subcommittee meeting.
- b. The Campus Architect verifies all needed information is accurate to present at the RSC meeting. Campus Architect provides any necessary feedback for resubmission.
- c. F/CM representative presents project to RSC.
- d. RSC reviews and verifies all proposed projects meet CFPC criteria through the CFPC RSC checklist and provides any necessary feedback. F/CM rep must have approval from RSC prior to full meeting submission.
- e. If approved by the RSC, the project is placed on the CFPC project list for approval recommendation with a vote at the next scheduled meeting by the Campus Architect.
- f. Emergency requests will be expected via electronic vote or at the quarterly meeting as needed.
- g. Projects not approved by either committee will need to be reworked and resubmitted through the RSC.

3. Review Subcommittee (RSC) Checklist

- a. The following Evaluation Criteria Table explains how the specified criteria will be used when weighting a project vitality before proceeding to the full committee.

EVALUATION CRITERIA TABLE

| Meets Criteria | Does Not Meet Criteria | Description |
|----------------|------------------------|--|
| | | Project is submitted in CFPC template |
| | | Project meets CFPC project criteria |
| | | All information to clearly portray the scope of the projects |

V. IDENTIFICATION OF CFPC PROJECTS

A. CFPC Guideline Summary

1. CFPC shall consider exterior physical changes to the University. The committee shall study, review changes in respect to the Campus Master Plan, Site selection for new construction and major building additions, fixed capital outlay priorities for the University including new construction and major renovations, exterior modifications or additions to the University, exterior demolition of buildings, exterior demolition of buildings, roads and exterior signage.

B. Full CFPC Committee Approval Process

- a. F/CM representative will present the RSC approved project to the full committee in the CFPC standard template for committee approval.
- b. When a vote during a meeting is taken, a quorum must be present.
- c. If an email voting process is needed for a non-emergency request, the voting committee members have ten days to respond. In the event a committee member does not cast a vote in the allotted time then concurrence is assumed.
- d. If an email voting process is needed for an emergency request, the voting committee members have three days to respond with a vote. In the event a committee member does not cast a vote in the allotted time then concurrence is assumed.
- e. Projects not approved by the full committee will need to be reworked and resubmitted through the RSC.
- f. If a committee member is absent for three or more meetings within their defined term, the organizational body would be required to provide a replacement representative.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: AVP for Facilities/Construction Management

Review: Every year

VII. APPROVAL

VP responsible for oversight of policy

President

Date of President's Approval: _____

VIII. REFERENCES

A list of related documents.

REVISION LOG

| Revision Number | Approved Date | Description of Changes |
|------------------------|----------------------|-------------------------------|
| 1 | | Initial edition |