

University of Houston System

System Wide Art Acquisition Committee (SWAAC) Operating Procedures Manual

I. Charge

This committee has been formed in an advisory capacity to the University of Houston System Campus Presidents, the University of Houston System Campus Chancellor and Presidents the University of Houston System Board of Regents to aid in the building of a distinguished collection of 20th and 21st century art for all universities of the University of Houston System.

The Board of Regents of the University of Houston (BOR) approved the acquisition of public art in 1966 to be funded under state and federal laws. The acquisitions are to be financed in whole or part by the public art revenue program, which was enacted into law in the state of Texas in 1969, and this program enables the funding of public art from construction projects (not to exceed 1% of the construction budget).

This Committee has been formed to select and acquire a notable collection to complement and reinforce campus buildings and to benefit the University of Houston System and the community at large. It is responsible for artwork acquisition for all campuses of the University of Houston System.

For the System to be recognized for its appreciation of learning and imaginative innovation that characterize the best original research and creative performance in the arts, the artwork collected and displayed must come about as a result of informed and reasoned judgments by those most qualified to make them.

These policies and procedures are written in accordance with Section 444.029 of Texas Government Code, in which any county, municipality, or other political subdivision of this state undertaking a public construction project estimated to cost more than \$250,000 may specify that a percentage not to exceed one percent of the cost of the construction project shall be used for fine arts projects at or near the site of the construction project.

II. Definitions

- a. **Artist** is a person engaged in one or more of any of a broad spectrum of activities related to creating, practicing or demonstrating a self-conceptualized body of work with serious intent and ability.
- b. **Artwork** is executed by an artist in a variety of media such, as but not limited to sculpture, painting, printmaking or photography.

- c. **SWAAC** is the System Wide Art Acquisition Committee.
- d. **Capital Construction Project** refers to any new building or the addition of square footage to an existing building. Total project costs must exceed \$1,000,000 for the 1% of public art revenue to apply. For facility renovation projects, total project cost must exceed \$5,000,000 for the 0.5% public art revenue to apply.
- e. **Public Art Revenue**
For appropriation purposes, **1% for Art** is based on the total cost of new construction.
For appropriation purposes, the **0.5% for Art** is based on the total cost of construction for facility renovations.
- f. **Curator of University Collections** works with SWAAC, Facilities Planning & Construction and artists to facilitate projects, calls meetings, maintains the archives on all committee work and work in the collections and, in addition, coordinates all necessary conservation and maintenance, prepares necessary budgets, labeling and brochures for the collection.

III. Membership

The System Wide Art Acquisition Committee members will be approved by Board of Regents (BOR) and include the following 19 voting and one ex-officio members:

- a. Chair- Associate Vice Chancellor/Associate Vice President for Administration
- b. Two representatives from the BOR, appointed by the Chair of the BOR
- c. Curator of University Collections.
- d. Director, University of Houston Blaffer Art Museum
- e. One appointees and one alternate appointee from each campus to be appointed by that Campus President, three--year term. May be appointed to second term.
- f. One artist, who has a work in the current collection, and who would not be selected for future commissions, two-year term.
- g. One component university student to be appointed by the component university president. This position would rotate among the component universities on an annual basis, one-year term.
- h. Four ~~Museum representatives~~art professionals from local ~~museums-art institutions for~~
a three--year term. May be appointed to second term.
- i. Three Community representatives, three--year term. May be appointed to second term.
- j. Executive Director of Facilities Planning & Construction will serve as an ex officio member.

k. Vice Chancellor for University Advancement.

University of Houston Clients, Project Architect and Project Manager will be invited to meetings on a per project basis.

IV. Selection of Works

a. SWAAC shall:

1. Recommend an artist(s) for each project based on meeting with Architect and Project Manager.
2. Recommend the location for the artwork. Sites for artwork shall be identified during the planning or early development stages by working closely with the artist and architects in order to effectively and economically integrate art into the planning of the project. Existing campus sites unrelated to the project location may be identified for the artwork.
3. Recommend proposal phasing and design. Criteria for selection of artwork shall include but is not limited to the following:
 - Appropriateness to the location
 - Artistic excellence
 - High probability of completion within timeline
 - Durability and ease of maintenance
 - Ability to accomplish, fabricate and install artwork for project budget
 - High visibility
 - Excitement and interest for the users of the facility, University and the surrounding community
 - Ability to relate to a diverse demographic
 - Enhancement of the existing collection
 - No restrictions should be placed on content but consideration should be given to the audience and client.
 - Fabrication and installation of artwork.
4. Oversee fabrication and installation of artwork.
5. Coordinate communication, media relations and public education related to the public art selection and overall public art collection.
6. Meet on a regularly scheduled basis to consider all of the above actions as well as to assist in managing and maintaining the collection. The Chair of the Committee will be responsible for scheduling and calling these meetings.

b. May set aside ~~from the percent for art budget sufficient funds up to 10% for for the operating budget promotion, public programs, and operations, of the public collection supporting the System wide Art Acquisition Committee (SWAAC) and conservation of the public art collection of the public art collection.~~ The determination of the specific amount to be set aside to support SWAAC will be made by the ~~Executive~~

Vice Chancellor for Administration and Finance ([or designee](#)) based on recommendations from the Committee.

V. Other Acquisitions and Gifts

- a. Potential gifts of artwork to the University of Houston System to be displayed in public settings and to be used for other than study materials are subject to the same review as works acquired through the public art revenue procedure to insure that their artistic excellence meets the standards of SWAAC and the University. Donor must supply a professional, third-party appraisal of the artwork.
- b. Any college, foundation, corporation, or other entity wishing to contribute to new or renovated facilities, donate, participate in a joint venture, or otherwise give or create new facilities with any component of the University of Houston System must include, as part of the project cost, the public art revenue in accordance with this policy.
- c. SWAAC will proactively work with University Advancement to acquire funds to complement the public art revenue and public art collection.

VI. De-Accessioning of Artwork

- a. No artworks in the collection of the University of Houston System may be de-accessioned (sold, traded, given away, etc.) without ascertaining the original terms of the gift, without following current professional standards including those of the Association of Art Museum Directors, (AAMD), without the recommendation of the SWAAC and without specific approval of the Board of Regents.

VII. Loan Policy

- a. The University of Houston System, upon occasion, may accept artwork on a loan basis. Loans must be approved by the System Wide Art Acquisition Committee. The SWAAC will include the following criteria in evaluating the acceptability of a loan item:
 1. Quality of the artwork and its appropriateness to the campus (es) in the context of present and future University collections.
 2. The University's ability to provide an appropriate site for the artwork.
 3. The University's ability to provide for the safety and security of the artwork and of its audience.
 4. The agreement of the artist and/or lender to indemnify the University of Houston System for damage and loss to the artwork while it is installed on campus(es).
 5. The willingness of the lender to assume financial cost with regard to transportation, installation, maintenance, conservation of the artwork and other related expenses.
- d. Artwork on loan to the University will be reviewed on an annual basis and the lender may be asked to sign an annual renewal agreement. The lender will be furnished an annual condition report of the artwork.
- e. A loan agreement and condition report will be prepared for each item of artwork accepted by the committee.

VIII. Conservation and Maintenance

- a. Conservation priorities, conservation schedule and a conservation budget shall be established annually by the Curator of University Collections and approved by the SWAAC. This plan will be reviewed annually for adjustments.

IX. Ethical Procedures

- a. Conflicts of interest – No member of SWAAC shall profit financially or through receiving favors from any transaction involving the sale, resale, gift, loan, or exchange of any artwork to the University of Houston System.