

**UNIVERSITY OF HOUSTON SYSTEM-WIDE
Art Acquisition Policies and Procedures**

AREA: Funding for Public Art

SUBJECT: Budget Allocation Procedures

1. PURPOSE

The System Wide Art Acquisition Committee (SWAAC) is responsible for the integration of permanent and temporary public artwork for the University of Houston System (UHS) campuses. This policy provides a clear statement of the procedures and rules for budget allocation and access for all institutions under the University of Houston System. This policy also outlines the stipulated time frame/schedule to process artwork contracts.

2. BUDGET ALLOCATION POLICY FOR PUBLIC ART

2.1. The University of Houston System allocated 1% for Art from the capital construction budget for any new building project across the University of Houston system, major building renovations of any academic, teaching, research or general purpose facilities will be allocated for the appropriation of artwork by UHS. The total capital construction costs must exceed \$1,000,000 for the 1% Art to apply.

2.2. The budget for public artwork (inclusive of acquisitions, commissions and purchases) is accounted in and covered under the Project Budget.

2.2.1. Of the 1% of art, up to 90 percent is allocated towards and set aside for the commission/purchase of artwork, installation and fabrication of public artwork.

2.2.2. The project budget also includes any payments made to the artist/s (e.g. proposal fee, installation, fabrication costs and charges) for undertaking the project.

2.2.3. The Project Budget may incorporate funds to pursue additional projects campus wide. On case basis, and especially in case of a substantially large budget for the 1% for art for a construction site, additional art projects may be undertaken.

2.3. Up to 10% of the 1% for artwork may be set aside for the conservation, maintenance and operating budget supporting the System Wide Art Acquisition Committee (SWAAC). 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 based on recommendations from the Committee.

2.3.1. Nearly, 7% percent of the total budget of the 1% for art is available under the Conservation Budget and is allocated for conservation, care, maintenance and repair of the public artwork on UH campuses.

2.3.2. The remaining 3% of the 1% for art covered under the General Operating Budget is allocated towards costs involved with storage of artworks that are currently not in use, relocation/moving of existing artworks for renovation of building(s), and labeling, maintaining plaques for the artworks etc.

3. DEFINITIONS

3.1. *Artwork* or a piece of art is primarily a creation that is essentially valued for artistry, aesthetics and creativity. Art work is executed by an artist and/or any individuals working with or under the artist, in a variety of media such, as but not limited to sculpture, painting, printmaking, photography or video.

3.2. SWAAC is the System Wide Art Acquisition Committee. This committee has been established to review and provide recommendation for the acquisition, appropriation,

commissioning, de-accession, placement, purchase, maintenance, and conservation of public artworks across all campuses of the University of Houston System (UHS).

- 3.3. *Capital Construction Project* refers to any new buildings or the addition of square footage to an existing building. These costs must exceed \$1,000,000 for the 1% Art to apply.
- 3.4. The *1% for Art* for appropriation purposes is based on the total cost of new construction.
- 3.5. *Curator of University Collections* works with SWAAC, Facilities, Planning & Construction and artists to facilitate projects, call meetings, maintains the archives on all committee work and work in the collections and, in addition coordinates all necessary conservation and maintenance, prepares budgets, labeling, brochures for the collection and disseminates information to UHS and the community.
- 3.6. *Project* for the purposes of this policy refers to public artwork either purchased or commissioned as part of the 1% public art allocation.

4. GENERAL PROCEDURES

4.1. Budget Allocation

4.1.1. The proportion of funds that are to be allocated for public artwork for the specific location is determined by SWAAC in congruity with the above stated budget policies. The decision regarding fund allocation is made during the initial designing and planning phase of a new construction site or renovation of an existing building or facility that is to be undertaken.

4.1.2. SWAAC members review the construction site plan prepared by the architect to decide the possible site/location for installation of the artwork. The location/site and the budget allocated benefits to select qualified artists for review by SWAAC members.

4.1.3. The Curator of the University Collection is responsible for selecting and recommending artists to SWAAC. The Curator of University Collection then presents multiple examples of the artists' past works before SWAAC members for their decision. The budget that is made available for the art project helps to determine if artists of local repute or nationally/internationally recognized artists will be invited to present proposal for the project.

4.2. Project Payment Procedure

4.2.1. As stated above in the policies, all payments for the project will be made from the Project Budget unless stated otherwise.

4.2.2. The first payment (includes fixed honorarium for the artist/artists, and travel costs to present the proposal depending on the approved budget) is disbursed after the artist(s) present their project proposal before the SWAAC members. This comprises approximately 0.01 – 0.03% of the project budget.

4.2.3. All future payments that are to be disbursed will be in accordance to the terms of the contract/ agreement that will be drafted based on the artist's proposed project estimation.

4.2.4. *Fabrication & Installation* is usually paid by the artist and covered in their overall proposed project budget.

4.2.4.1.1. Under circumstances when an artist is unable to cover installation and fabrication costs, UHS pays for such expenses. This cost is included in the overall project budget, but not covered in the artist's proposed budget. The payments that will be made to the artist exclude the cost of installation & fabrication.

4.2.4.1.2. Under such circumstances when UHS is required to pay for installation & fabrication of the artwork, price quotations are accepted from several contractors, and the best negotiable deal is accepted.

4.2.5. SWAAC members govern if the artist's quotation for the project is appropriate and justified. Any necessary changes/modification to the proposal in terms of the quotation is discussed with the artist before the final agreement is prepared and approved by SWAAC.

4.2.6. No changes will be permitted to the agreement after both parties give their consent and sign the agreement. All changes are to be made the prior to the final draft of the agreement.

4.3. Meetings

4.3.1. The SWAAC meets 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.

5. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Administration

Review: Every three years or before August 31