

Executive Space Committee: **Space Management Processes &** **Procedures**

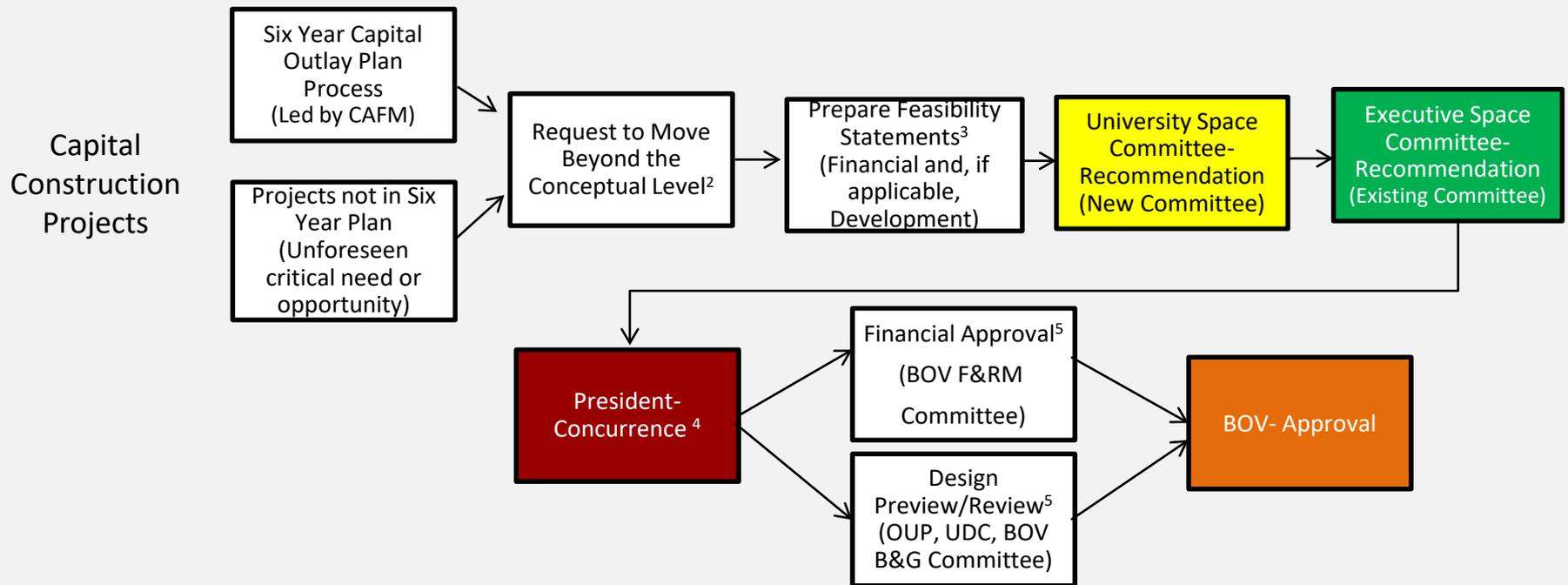
2/10/2015

Technical Updates: 9/1/18

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Construction and Renovation

Capital Construction/Renovation¹



Notes: 1. Capital construction involves projects over \$2M or more than 5,000 sf; the process for non-capital construction/renovation remains the same (per University Policy 3015)

2. At the conceptual level, no funds can be spent to develop the project (for example, no consultants or A/E firms hired to assist). The requestor needs to go through the AVP University Planning as the gatekeeper for the University Space Committee (USC).

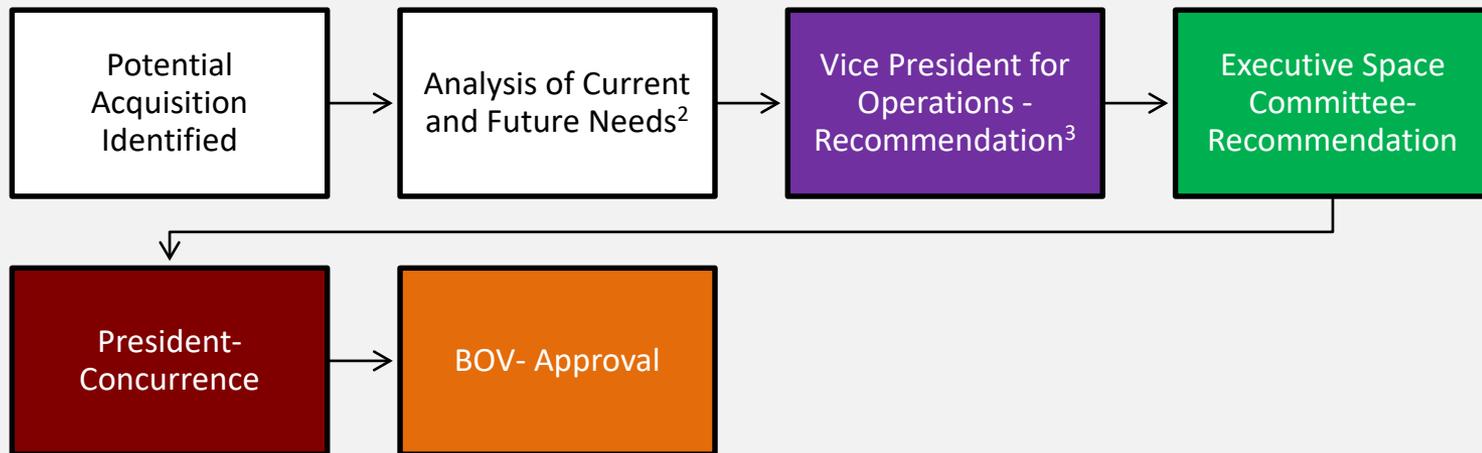
3. If donor funding is being considered, as Development Feasibility Statement is needed before submitting to the USC. In all cases, a Financial Feasibility Statement is needed from CAFM before submitting to the USC.

4. No one can approach donors for fundraising, or government officials, or external stakeholders until they have received the President's concurrence or approval (subject to Policy No. 12100 and President's Policy Memorandum No. 268 respectively), as applicable

5. As applicable and required, includes financial approval through BOV Finance & Resource Management Committee, Design Preview/Review through BOV Building & Grounds Committee, Office of University Planning, and University Design and Construction

Real Estate

Real Estate Acquisitions¹



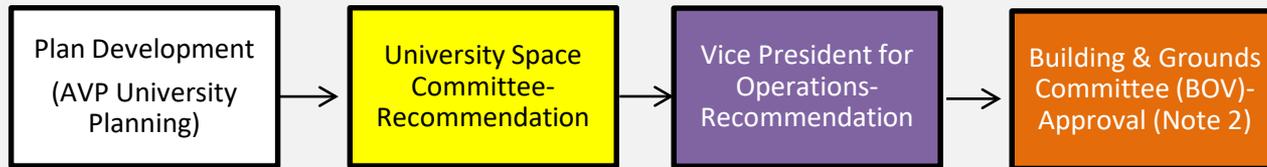
Notes

1. The above process is the same for both VT direct acquisitions and for VT Foundation acquisitions made on behalf of the University. Leases, Easements, and Right of Ways will continue under the current process per University Policy 3015.
2. A Financial Feasibility Statement and Funding Plan are needed from CAFM before bringing a submittal to the Vice President for Operations. A recommendation from the Associate Vice President and Chief Facilities Officer is also needed before submitting to the Vice President for Operations.
3. The Vice President for Operations has the ability to deny potential acquisitions without forwarding the proposals to the Executive Space Committee.

Facilities Planning

Facilities Planning¹

District Plans and Siting New Facilities not already in an Approved District or Master Plan



Campus Master Plan



Notes

1. Temporary uses of space associated with special event planning are covered in the current process in accordance with University Policy 5000.
2. The Buildings & Grounds Committee may go to the full Board of Visitors for approval at their discretion.

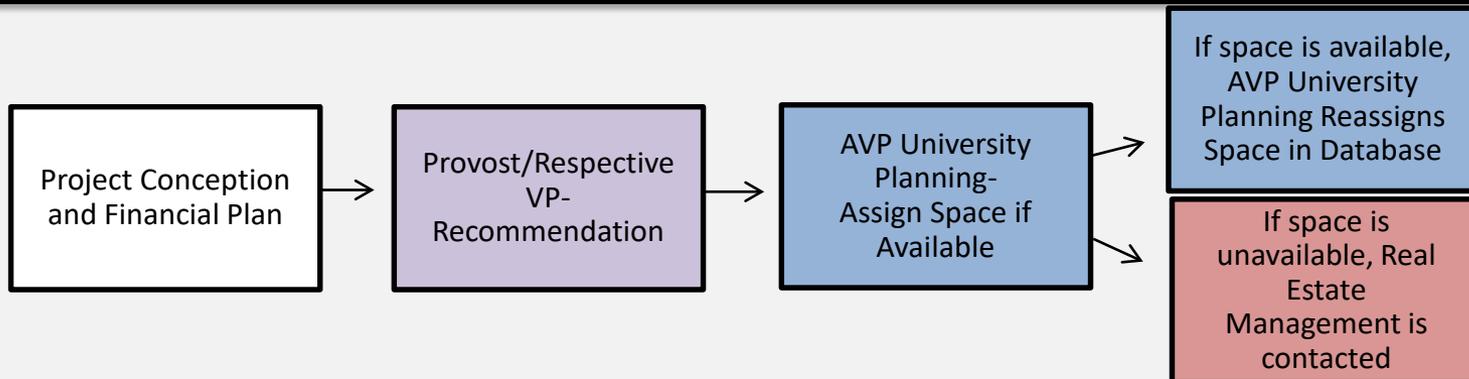
Space Management

Space Management¹

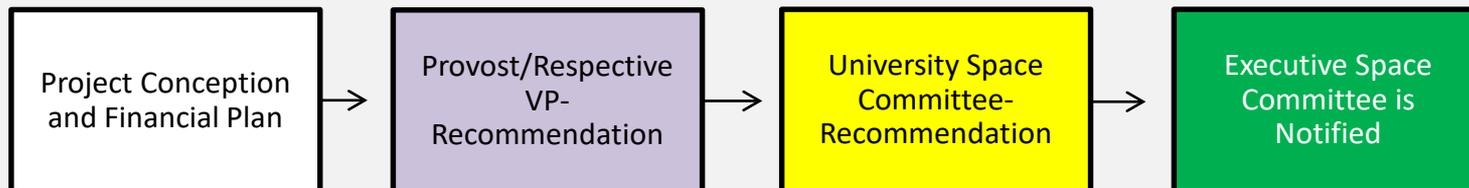
Reallocation² of Space Already Authorized to a Dean/VP



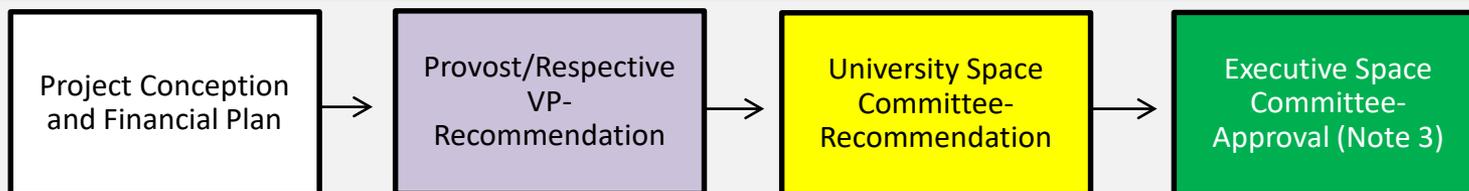
Request for Additional/Different Space up to 4,000 sf



Request for Additional/Different Space: Above 4,000 sf and up to 8,000 sf, but not Capital



Request for Additional/Different Space: Non-Capital over 8,000 sf



Notes

1. Project conception needs to include an understanding of how cost of space (i.e. a lease, or a needed renovation) will be funded. If there is a central funding expectation, there will also need to be a corresponding budget decision.
2. Reallocation refers to a change in organizational assignment, reconfiguration, or a change in purpose code.
3. As described in President Steger's letter dated 11/21/2008

Committee Membership

University Space Committee^{1,2}

- Athletics Facilities and Operations, Senior Associate Athletic Director
- Budget and Financial Planning, Assistant Vice President
- Capital Assets and Financial Management, Assistant Vice President
- Development and Principal Gifts, Senior Associate Vice President
- Research Operations, Associate Vice President
- Resource Management and Institutional Effectiveness, Vice Provost
- Student Affairs, Senior Associate Vice President
- Vice President or Designee, Research and Innovation
- Two College representatives, rotating two-year membership
- Associate Vice President and Chief Facilities Officer (Chair)

Executive Space Committee³

- Executive Vice President and Provost
- Vice President for Advancement
- Vice President for Finance and Chief Financial Officer
- Vice President for Operations (Chair)

Notes

1. For all processes, the AVP University Planning and University Architect is the gate keeper for the University Space Committee.

2. The Chair of the USC should invite representatives from the National Capital Region and/or VT Foundation when matters within their purview are brought before the committee.

3. Reports directly to the President as described in President Steger's letter dated 11/21/2008. For all processes, the University Space Committee is the entry point for the Executive Space Committee.