

PROCEDURES  
UNIVERSITY COMMITTEE ON BUILDINGS AND GROUNDS

- I. NAME – The University Committee on Buildings and Grounds
- II. PURPOSE – The University Committee on Buildings and Grounds serves as an advisory unit to the President and the Administrative Council regarding the physical facilities of the university. The committee is concerned with policy matters affecting the development, modification, and use of the physical facilities as contrasted with staff functions of day-to-day operations. The Committee's involvement includes construction, maintenance, landscaping, parking and traffic, and campus security. The Committee serves as a channel of communications among faculty members, administrators, staff, and the students, both as to origination of plans and ideas and in reporting on development plans. The Committee constitutes the official study group of the university to investigate and recommend on plans and proposals affecting the physical plant, including housing as well as academic structures, parking areas, and streets for optimum use in the total program of the university. Matters considered appropriate for action by the Committee would include, interalia, the following:
  - A. Priorities for new construction and major renovations, including programs to improve utilization such as those modifications necessary to assist the handicapped.
  - B. Maintenance conditions as they affect the overall performance of students, faculty, administration and staff.
  - C. Campus security concerns.

- D. Vehicular traffic and parking patterns with appropriate signs and devices and the facilities and safety regulations related thereto.
  - E. Utilization and preservation of major “green” areas.
  - F. Campus beautification programs and priorities.
- III. MEMBERS – The Committee shall consist of the following members, appointed by the university president in accordance with approved procedures.
- A. FACULTY – A minimum of five (5) faculty members, representing the schools and colleges.
  - B. ADMINISTRATIVE – A minimum of six (6) administrators.
  - C. CLERICAL/SUPPORT STAFF – A minimum of one (1) clerical or support staff member selected from a list submitted by the chairperson of the Staff Advisory Committee to the President.
  - D. STUDENT – A minimum of three (3) student members, selected from a list of names submitted by the president of the Student Government Association.
  - E. REPRESENTATION – Appointees should represent the university community as a whole, insofar as is feasible.
  - F. TERMS OF OFFICE – All members, with the exception of student members, shall serve one- to three-year terms, with privilege of reappointment at the President’s discretion. Appointments shall become effective at the beginning of the Fall Semester.

- G. VOTING PRIVILEGES – All members of the committee shall have equal rights and privileges, including the vote.
- H. VACANCIES – In the event of a vacancy, the President shall appoint a successor to fill the unexpired term.
- I. ATTENDANCE AT MEETINGS – If a member of the Committee will be absent from a meeting, the member may, with the concurrence of the chairperson, appoint a representative to serve in his place, provided the chairperson is notified at least twenty-four (24) hours in advance of said meeting as to whom this substitute will be and under what circumstances the substitute will serve. All substitutes shall serve as information persons only and shall not have voting privileges. The faculty substitute will be selected by the absent faculty member, or the Dean of the affected college may send a representative from the college or school. Student substitutes will be selected by the absent student member, or the president of the Student Government Association may send an appropriate representative.
- J. DUTIES OF MEMBERS:
1. Attend or be represented at all regular and special meetings.
  2. Inform the chairperson of any anticipated absence and submit data on the proposed substitute.
  3. Inform themselves as fully as possible prior to the meeting relative to all items on the agenda.
  4. Serve on subcommittees when appointed.

5. Generate and solicit data pertinent to programs within the purpose of the Committee and participate in the application or use of these data.

IV. OFFICERS:

- A. Chairperson – The chairperson shall be elected annually from the Committee membership. The chairperson will, in addition to the other duties, supervise the preparation and distribution of an Annual Report of the Committee's activities.
- B. Vice-Chairperson – A vice-chairperson shall be elected annually from the Committee membership.
- C. Temporary Chairperson – The chairperson and/or the university president shall designate a temporary chairperson in the event of an unavoidable, simultaneous absence of the regular chairperson and the vice-chairperson.
- D. Executive Officer – The President will appoint a staff member to serve as executive officer and resource person and to provide staff support services.

V. MEETINGS:

- A. Two regular meetings shall be held each semester. The date and time for regular meetings shall be included in the Administrative Calendar and other appropriate media of information dissemination available to the Committee.
- B. Additional meetings may be called at the discretion of the chairperson.

- C. The chairperson may cancel meetings, or change dates and times of meetings, upon notification of the membership, if there is sufficient reason to warrant such action.
- D. When feasible, the chairperson shall submit an agenda to the membership for their information one week prior to all meetings.
- E. Any member of the university community may submit items to the chairperson or any member of the Committee for inclusion on the agenda.
- F. A majority of the voting members of the Committee shall constitute a quorum.

VI. SUBCOMMITTEES:

- A. Five standing subcommittees are authorized. They are: Campus Security, Campus Parking and Traffic, Campus Beautification, Recreational Facilities, and Structural Change.
- B. Additional standing subcommittees shall be authorized by a majority vote of the membership at an official meeting.
- C. Ad hoc subcommittees shall be appointed by the chairperson as deemed necessary to carry on specified items of work of the Committee.
- D. Members of ad hoc subcommittees need not be members of the University Buildings and Grounds Committee. The chairperson may choose, when necessary, from any of the skilled personnel available.

VII. PUBLICITY – The Committee shall publicize the activities and purpose of the Committee and shall solicit from the university community submittals of

projects and proposals dealing with matters that are considered within the Committee's area of responsibility.

- VIII. PARLIAMENTARY AUTHORITY – The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these "Procedures."
- IX. AMENDMENT OF PROCEDURES - These "Procedures" can be amended at any regular meeting of the Committee by a two-thirds vote of members in attendance, provided that the amendment has been submitted in writing to each member at least one week prior to the meeting. Amendments to "Procedures" are subject to final approval by the Administrative Council.
- X. COMMITTEE ACTION AND REVIEW – Actions of this Committee are subject to review by the Administrative Council and approval by the President.
- XI. EFFECTIVE DATE OF IMPLEMENTATION – These modified procedures shall become effective during the 2007-08 academic year.