

From: UConn Deans, Directors, and Department Heads [UCONN_3D-L@listserv.uconn.edu] on behalf of Nicholls, Peter

Sent: Friday, July 15, 2005 9:02 AM

To: UCONN_3D-L@listserv.uconn.edu

Subject: Buildings and Grounds Committee

Importance: High

July 15, 2005

TO: Deans, Directors and Department Heads

FROM: Linda Flaherty-Goldsmith, Vice President and COO
Peter J. Nicholls, Provost

RE: Buildings and Grounds Committee

As the University embarks on the next phase of UCONN 2000 and endeavors to refine and implement the Academic Plan, we will need to institute new planning procedures. It is imperative that the University's capital plans be reassessed and revised to ensure that we expend capital funds in a manner that best supports our academic programs.

To that end, and in order to achieve a more streamlined process of decision making, while maintaining, or even increasing, input and direction from the campus community, we believe that it is necessary to restructure the Buildings and Grounds (B&G) Committee and to refine its Charge and its operating procedures.

B&G has been charged by the President with responsibility for policy and decision-making relative to the physical infrastructure at the Storrs and Regional campuses. This responsibility encompasses:

- 1) Prioritizing construction of new buildings, major renovation projects, and other major capital projects, including equipment, information technology and major software acquisitions;
- 2) Planning, prioritizing and monitoring the expenditure of UCONN 2000 funds, Phases I, II, and III, and capital funds from other sources for UCONN 2000 named projects, in a manner that best supports the academic mission and ensures proper financial reporting to the President, Board of Trustees and external entities;
- 3) Establishing and implementing plans to utilize the UCONN 2000 Deferred Maintenance funds in a way that addresses the highest priority deferred maintenance needs of the Storrs and Regional campuses; and
- 4) Establishing and maintaining mechanisms to receive, consider and incorporate into campus plans input from advisory groups relative to environment, facilities and utility master planning, landscaping, signage and other elements that contribute to the aesthetic quality of the University experience.

Changes in the structure and operating procedures for B&G are as follows:

1) Membership:

The membership will comprise of the Provost and the Vice President & Chief Operating Officer (who will serve as co-chairs); the VP and Chief Financial Officer; the Executive Director of Architecture and Engineering Services; the Vice Provost for Strategic Planning or other representative of the Provost's Office as determined by the Provost; the Vice President for Student Affairs; the Dean of the College of Liberal Arts and Sciences; one other Dean appointed by the President on the recommendation of the Council of Deans; and one faculty member appointed by the Executive Committee of the University Senate.

2) Processes for Consideration of Facilities Planning and UCONN 2000/21st Century UConn Issues:

Matters for consideration by the Committee will be routed through the normal reporting channels and conveyed to the co-chairs by the appropriate dean, vice provost, vice president, or associate vice president. It is anticipated that the Provost will take substantial matters pertaining to academic affairs to the Council of Deans for discussion before they are presented to the B&G Committee. Similarly, the VP & COO will ensure that the appropriate administrative and operational directors review the non-academic issues that are routed to her. For example, she will ensure that the Office of the Fire Marshal and Building Inspection, Director of Environmental Policy, CIO and other groups are consulted as needed for input before decisions that have implications for change in any of these areas are considered. The VP and COO will ensure appropriate coordination with and review by fiscal management. If issues can be resolved by working groups from the represented departments or other units, the issues may not require B&G review. Conversely, it is anticipated that from time to time matters may be referred by the B&G Committee to an ad hoc task force for study and for subsequent reporting back to the Committee. All issues that require capital funding will, at the appropriate time, be submitted to B&G for consideration and prioritization.

3) B&G Agenda Setting and Operating Procedures:

- * The agenda will be set by the co-chairs. The agenda for each meeting will comprise "Consent", "Discussion", and "Action" items. Barring unforeseen emergencies, major issues will need to be on the discussion agenda before being put on the action agenda for a subsequent meeting.
- * The B&G Committee will meet bi-weekly.
- * The agenda for each meeting and the actions taken at each meeting will be published on the B&G Website.
- * In addition, the co-chairs will provide a brief update of B&G activity to the University Senate in the Fall and Spring as scheduled by the Senate Chairperson.

- * Items for the B&G agenda must be routed through the appropriate Dean, Vice Provost, Vice President or Associate Vice President. In submitting these items, submitters are reminded that several discussions and considerable research may be required prior to the item being placed on the B&G agenda. Consequently, issues that must meet a schedule should be submitted well in advance of the time when a decision is required.
- * The Provost and COO will determine which items need to be referred to other campus departments, committees, or working groups for input before they are presented to B&G.
- * Substantial items that impact the academic affairs division will be discussed by the Council of Deans prior to their placement on the B&G agenda.
- * Major policy issues will be discussed at one meeting of the B&G Committee and action will not occur until the following meeting.

Implementation date for these changes is August 15th 2005. As with any new process, we will monitor this carefully over the first few months and make adjustments as required. Although the Master Plan Advisory Committee (MPAC) will no longer have a co-chair as a regular member of the B&G Committee, the MPAC will continue to give advice to the B&G co-chairs. The B&G co-chairs will meet with the MPAC on a regular basis, approximately twice a year.

Please contact either of us if you have questions or concerns. Thank you.