Appalachian State University
Faculty Senate
Ad Hoc Committee on Space

To: Faculty Senate, Council of Chairs, Deans Council, and the Chancellor
From: Ad Hoc Committee on Space
Date: April 5, 2002
RE: Recommendations from the Ad Hoc Committee on Space (John Abbott, Marianne Adams, Sammie Garner, Dave Haney, Howie Neufeld, Stuart Towns, Gayle Weitz Chair)

NOTE: Wording in blue represents recommendations approved at the May 6, 2002, Faculty Senate meeting.

We recommend:
1. That Appalachian have a "University Space Committee" (described below) which would deal with university-wide space issues.
2. That each area within the university (Business Affairs, Student Development, Advancement, Academic Affairs) deal with its own area space issues.
3. That Academic Affairs have an "Academic Affairs Space Committee" (described below) which would deal with space issues specific to Academic Affairs.
4. That all parties (faculty, staff, students, administration) abide by these policies and procedures.
5. Adjusting the annual report submitted by Department Chairs to specifically address space needs.
6. Trying this process for two years before hiring a consultant to propose policies and procedure.

BACKGROUND: Currently, decisions regarding land and building acquisitions appear to be largely opportunistic and handled through the Vice Chancellor of Business Affairs. There appears to be an unwritten rule that efforts are made to obtain any property adjacent to the University. State money available to purchase these acquisitions is controlled by the state’s appraisal of the property; however, other funds (such as money from the Foundation) can be used. The Chancellor may initiate some land and building acquisitions. The Board of Trustees approves all such decisions.

When a new building is going to be built, a "building committee" is formed by the Vice Chancellor of Business affairs. This committee is typically composed of faculty, staff, and administrators.

Decisions regarding land utilization appear to be made by the Vice Chancellor of Business Affairs. These decisions appear to be guided primarily by engineering suitability.

Decisions regarding building renovation appear to be made by the Vice Chancellor of Business Affairs. Two documents may guide these decisions (a yearly Department of Insurance report and a state construction report compiled every three years.) When buildings are renovated a "building committee" is formed.
Decisions regarding space utilization appear to be made by the "Space Committee" chaired by the Senior Associate Vice Chancellor of Academic Affairs, and including representatives from Student Development, Advancement, Business Affairs, the Chair of the Campus Planning Committee of the Faculty Senate, and another senator, each having one vote. Recommendations are made directly to the Chancellor. It is unclear what role the Vice-Chancellors play in this process. No records are kept by this committee.

It is unclear as to the extent to which the Master Plan, the Strategic Plan, and Unit Plans are consulted when making space decisions at Appalachian. Communication among the decision-makers and between the decision-makers and their constituents appears to be a problem. There is no established structural process for airing and deciding space concerns, including established standards guiding such decisions, which compounds the communication problem. Notions of territorial ownership of space, and an apparent disregard for ecological concerns are also problematic. Lack of sufficient resources seems to be another major problem. For example, the Eva Klein Study hinders requests for additional space, and the state does not include an inflation or growth factor in funding projects.

Those currently involved in space decisions appear to be well intending. Building Committees for new structures are good ideas. Having the Chancellor be responsible for ultimately making space decisions is a good thing. However, Appalachian’s current policies and procedures for making decisions regarding space need increased faculty involvement, better communication, and our decisions need to have more influence with the state legislature and with those in the Office of the President of the UNC system.

**RECOMMENDATIONS:** We recommend that Appalachian have a University Space Committee (described below) which would deal with university-wide space issues. We also recommend that each area within the university (Business Affairs, Student Development, Advancement, Academic Affairs) deal with its own area space issues. Since we are faculty, we propose that our area -- Academic Affairs -- have an Academic Affairs Space Committee (described below) which would deal with space issues specific to Academic Affairs.

**ACADEMIC AFFAIRS SPACE COMMITTEE:**

**A. Function**
1. Prioritizing the college/schools space issues.
2. Informing colleges/schools, and departments of pertinent space information.
3. Keeping abreast of university space issues via the Provost (or his/her designate), who serves on the University Space Committee.
4. Hearing appeals regarding academic space issues.
5. Making recommendations to the Provost regarding academic space utilization, acquisition, and renovation (including office, lab, classroom space, after hours use, utilization of existing and anticipated land and buildings, new spaces, and other space issues.)

**B. Composition**
1. Members include the Provost (or his/her designate), a Dean from each college/school (or his/her designate), the University Librarian (or his/her designate), a representative from the Academic Affairs administration area (see flow chart), Faculty Senate Chair, and the Chair of the Campus Planning Committee of the Faculty Senate.
2. The committee is chaired by the Provost (or his/her designate) who is exofficio and non-voting, whose duties include:
   a. Scheduling and running the meetings.
   b. Keeping the committee abreast of university space issues
   c. Serving as the representative of the Academic Affairs Space Committee on the University Space Committee.
d. Bringing the concerns and recommendations of this committee to the University Space Committee

C. Procedures: The committee

1. Follows Roberts Rules of Order.
2. Posts an agenda prior to meetings.
3. Keeps detailed minutes.
4. Maintains a web page containing department documents (annual reports, unit plans), college documents (annual reports, five-year plans, prioritized space issues), agendas and minutes for this committee, link to agendas and minutes of the University Space Committee web page, etc.
5. Academic departments and the library address their space concerns in their Annual Reports and Unit Plans. These documents are shared via the web.
6. Departmental and library space issues (shared in the summer via the Annual Report and the Unit Plan) are then discussed and prioritized within each college/school in the fall.
7. These prioritized college/school space issues are given to the Academic Affairs Space Committee, whose members discuss and prioritize them.
8. These prioritized Academic Affairs space issues (and other space recommendations) are given to the Provost (or his/her designate) for action.
9. The Provost (or his/her designate) responds to the committee in a timely manner, and takes the necessary prioritized space issues to the University Space Committee.

UNIVERSITY SPACE COMMITTEE

A. Function

1. Prioritizing university space issues.
2. Informing the committee (and the university community) of pertinent space information.
3. Keeping abreast of university space issues via the Chancellor and others.
4. Forming building committees to address specific building needs.
5. Hearing appeals regarding university space issues.
6. Making recommendations to the Executive Vice Chancellor regarding space utilization, acquisition, and renovation. These recommendations are made in the context of the mission of the university, the Strategic Plan, the Master Plan, and other planning documents.

B. Composition

1. Members include a representative (Vice-Chancellor/Provost) from each area space committee (Academic Affairs, Advancement, Business Affairs, and Student Development), the Director of Human Resources, the Athletic Director, two Deans, Faculty Senate Chair, and Chair of the Campus Planning Committee of the Faculty Senate.
2. The committee is chaired by the Executive Vice-Chancellor, who is ex officio and non-voting, whose duties include:
   a. Scheduling and running the meetings.
   b. Keeping the committee abreast of university space issues via the Chancellor, Board of Trustees, and others.
c. Bringing the concerns and recommendations of this committee to the Chancellor and the Board of Trustees

C. Procedures: The committee

1. Follows Roberts Rules of Order.
2. Posts an agenda prior to meetings.
3. Keeps detailed minutes.
4. Maintains a web page containing agenda and minutes for this committee; links to agenda and minutes of the area space committees (Academic Affairs, Advancement, Business Affairs, and Student Development); links to the mission statement of the university, the Strategic Plan, the Master Plan, and other planning documents; and any other pertinent information.
5. A representative from each area (Academic Affairs, Advancement, Business Affairs, Student Development, Athletics, and Human Resources) shares his/her area’s prioritized space issues with the committee. The committee then discusses and prioritizes these, making recommendations to the Executive Vice Chancellor.
6. The Executive Vice Chancellor discusses these recommendations with the Chancellor, and in a timely manner responds to the committee.