

Space Management Committee Charge

1. **Purpose or Mission Statement**

Representing diverse viewpoints from across campus, the Space Management Committee advises on broader issues regarding space planning, communicates information about space priorities and planning to the USG community, and makes decisions on space requests to ensure all allocations meet USG’s mission, goals, and objectives.

1. **Membership**

Membership will reflect the components of the flywheel in the USG 2.0 Strategic Plan. This group will be responsible for setting yearly priorities, overseeing and making determinations on space requests, communicating with the USG community about space priorities and opportunities, and overseeing implementation and the achievement of project outcomes.

* Career Readiness (1 representative)
* Data Analytics (1 representative)
* Operations (3 representatives to include Business & Finance)
* Pathways (1 representative)
* Academic Programming & Planning (1 representative)
* Community Wealth Building (1 representative)
* Industry Clusters (4 representatives)
  + Public Service, Education, & Social Sciences
  + Life Sciences & Healthcare
  + IT, Computer Science, Engineering
  + Business, Hospitality, & Communication

The work of the committee will be led by a Chair and Co-Chair. Members are appointed by the Executive Director and approved by the Executive Council and will serve a 1-year term.

1. **Activities, Duties, and Responsibilities**

Committee members will work together as a collaborative unit, embracing the values and commitments outlined in the USG 2.0 Strategic Plan. The core responsibilities of the group are outlined below:

* Establish guiding principles on space usage that align with the USG strategic plan
* Facilitate sharing information about space priorities and actively ensure that the USG community has the opportunity to dialogue about space needs.
* Evaluate and make decisions on space requests that involve significant alterations, major re-assignments or functional changes in space owned or controlled by USG as outlined by the Space Request Procedure.
* Identify potential spaces for future growth
* Explore ways to measure utilization and apply that data to current use and future requests
* Reevaluate space use policies and guidelines
* Track proposed initiatives to evaluate impact on space use

1. **Delegation of Authority**

The committee has the authority to make final decisions on space requests. Projects that impact campus operations or have significant financial implications may be sent to the Executive Council for further review.

1. **Meetings and Voting**

The full committee will convene twice in the fall and spring semesters with the ability to have additional meetings to address special projects at the discretion of the chair. Minutes will be taken by the co-Chair and distributed after the meeting has concluded. Members shall make every effort to attend all meetings, be knowledgeable and prepared to discuss the agenda items, and actively engage in all work sessions.

A simple majority shall constitute a quorum, which must be present to hold a regular meeting. When a vote is required, a two-thirds majority of members present will decide the vote.