



## University of Maine & University of Maine at Machias Space Advisory Committee

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### I. Short Description

All University of Maine (UM) and University of Maine at Machias (UMM) buildings and land belong to the University of Maine System and are subject to assignment and reassignment by the university leadership to meet the institution's overall priorities and needs. To be successful, the university must be responsive to the needs of our community and provide resources in a timely, efficient manner. Further, the university should acknowledge the importance of physical space to our people and ensure a transparent, consistent, sustainable, and equitable process for reviewing space allocation and space-related projects. Acknowledging this, a committee of the administration representing a wide variety of campus constituents shall serve in an advisory capacity to the President, Vice President of Finance and Administration and Chief Business Officer, and University of Maine leadership overseeing our institutional spaces.

### II. Duties & Responsibilities (Charge)

The Space Advisory Committee has a responsibility to:

- A. Recommend space standards for the university to the President that assesses utilization and allocation of space in the buildings and constructed facilities operated by the University, based on strategic priorities and initiatives. The standards should contain at least:
  1. A process for implementing changes in the utilization and/or allocation of space necessary to meet changing student, enrollment and curricula needs; meet external partnership, research, and scholarship needs; meet financial constraints; and maintain adequate services.

2. A procedure for the efficient utilization and effective allocation of space among the administration and academic divisions of the University.
  3. A plan for managing requests for changes in space utilization and/or allocation from administrative/academic users.
- B. Review and recommend values for capital renewal and construction projects that further institutional strategic priorities, including:
1. Maintenance and preservation of historic and natural resources of the campus.
  2. Incorporation of our carbon neutrality goals into overall campus planning.
  3. Adherence to diversity, equity, inclusion, and belonging principles when reviewing space issues.
- C. Prioritize the University's capital investment spending, including funded depreciation and the ten-year capital plan.
1. Develop a baseline understanding of available capital and capital spending constraints (e.g., debt capacity, state appropriation, cash flow, etc.).
  2. Recommend criteria for investment in capital renewal and new projects.
  3. Review the University's ten-year capital plan against constraints and criteria and recommend modifications annually
- D. Meetings will be held twice per semester and as needed during the summer months. Additional meetings may be called by the Chair as needed.
- E. The committee shall hold at least one public meeting/forum per year with at least one week's notice to the campus community to inform the campus community about current and future projects.

### III. Membership & Oversight

- A. The Space Advisory Committee shall be co-chaired by the Vice President for Finance and Administration & Chief Business Officer, and the Director of Athletics of the University of Maine.
  
- B. The President shall solicit nominations and appoint the following members of the committee:
  - 1. Associate Provost for Academic Affairs & Faculty Development (or designee), nominated by the Provost.
  - 2. One College Dean, nominated by the Provost.
  - 3. One Research Institute or Center Director, nominated by the Vice President for Research.
  - 4. Four faculty members from the University of Maine to be nominated by the Faculty Senate, with consideration for equity across faculty ranks and disciplines.
  - 5. One Faculty Member from the University of Maine at Machias, nominated by the UMM Faculty.
  - 6. One staff member from the University of Maine at Machias, nominated by the Dean & Campus Director of UMM.
  - 7. Three student members, one nominated by each of the University of Maine Undergraduate Student Government, University of Maine at Machias Student Senate, and Graduate Student Government.
  - 8. One representative from Cooperative Extension, nominated by the Dean of Cooperative Extension.
  - 9. One representative from the Department of Athletics, nominated by the Director of Athletics.
  - 10. One representative from the Division for Student Life, nominated by the Vice President for Student Life and Dean of Students.
  - 11. One representative from the UMaine Foundation, nominated by the President & CEO of the UMaine Foundation.
  - 12. One representative from Auxiliary Services, nominated by the Vice President for Finance and Administration & Chief Business Officer.
  - 13. One representative from an external site outside of the UMaine or UMM campus in Orono or Machias, nominated jointly by the Space Advisory Executive Steering Committee.

- C. The committee shall be staffed by a Senior Financial Analyst within the Office of Financial Planning and Analysis.
- D. The following roles shall be *ex officio* members of the committee:
1. President of the Faculty Senate (*if not a member above*)
  2. Chair of the Faculty Senate Environment Committee (*if not a member above*)
  3. Chair of the Faculty Senate Finance and Institutional Planning Committee (*if not a member above*)
  4. Executive Director of Facilities Management (*or designee*)
  5. Director of Space & Capital Management Services
- E. The following roles shall be considered advisory consultants to the committee and shall be invited to provide information or briefing activities by the committee as needed, including providing feedback on final recommendations made to the President. These individuals shall be included in meeting invites but will not participate actively unless designated by one of the committee Co-Chairs.
1. Executive Director of Center for Innovation in Teaching & Learning (CITL)
  2. Director of Campus Technology, University of Maine (UMS:IT)
  3. Director of Human Resources for UM/UMM (*or designee*)
  4. Chief UMS Facilities & General Services Officer (*or designee*)
  5. Director of UMS Safety & Environmental Management (*or designee*)
  6. Division of Facilities Management Staff
  7. Office of Financial Planning and Analysis Staff
- F. The members in III-B will be appointed by the President for a single academic year. Members are not limited in the number of years they can serve.
1. It is encouraged for the organizations in III-B to consider rotating appointments so that faculty, staff, and student members become more involved and familiar with space issues and processes over the course of time.
  2. The organizations in III-B will select new members to be appointed to the Space Committee by April of each year. When possible, these

members will be invited to the final academic year meeting to be welcomed and briefed to allow for a transition period.

G. Oversight of the Space Advisory Committee shall be led by an executive steering committee co-chaired by the Vice President for Finance and Administration & Chief Business Officer and the Director of Athletics. Executive steering committee members may attend Space Advisory Committee meetings in an *ex officio* capacity. The executive steering committee shall include:

1. Executive Vice President for Academic Affairs & Provost
2. Vice President for Research & Dean of the Graduate School
3. Vice President for Student Life and Inclusive Excellence & Dean of Students
4. Vice President for Strategic Partnerships, Innovation, Resources, and Engagement (SPIRE)
5. Dean & Campus Director, University of Maine at Machias

#### **IV. Reporting**

- A. The Space Advisory Committee shall periodically report to the President of the University of Maine. The committee co-chairs shall provide informal but regular updates to the President.
- B. At the end of each academic year, the Space Committee shall submit a report of its work to the President no later than May 31st.