

University space is a valuable resource that ultimately belongs to the institution. The Capital Planning Committee, a Senior Leadership Group, holds the authority to make decisions that serve the university’s best interests, including the relocation or renovation of space. This proposal outlines the governance structure and decision-making responsibilities for various types of space changes, categorized by scale and impact.

Space Change Categories and Governance

Small Renovations and Moves

Defined as projects under \$50,000 that do not require an architect and occur within a single college or division. These changes require approval by the Dean and are shared as information only with the Faculty Senate Space Committee and the University Space Committee.

Medium Renovations

These include architectural work and structural changes that require collaboration with the Capital Planning Department. They range from \$50,000 to \$1 million and typically involve moves across colleges or divisions. A quote from the Capital Planning Department is required before committee review. Decisions are made by the Faculty Senate Space Committee and the University Space Committee, with the SLG Capital Planning Committee being informed.

Large Renovations and Strategic Space Reassignments

Projects exceeding \$1 million require approval from the Board of Trustees. The SLG Capital Planning Committee is responsible for decision-making. The Faculty Senate Space Committee and University Space Committee are informed.

Committee Roles

Faculty Senate Space Committee

Receives information about all space changes and is consulted only in cases of large renovations involving classroom spaces.

University Space Committee

Is informed of all space changes and participates in decision-making for medium renovations

RACI Matrix for University Space Changes

Activity / Decision Area	Dean	Faculty Senate Space Committee	University Space Committee	Capital Planning Committee	Board of Trustees
Small Renovations / Moves Under \$50K, no architect, within a college/division	A/R	I	I	-	-
Medium Renovations / Moves \$50K-\$1M, includes architect, across colleges/divisions	C	A/R	A/R	I	-
Large Renovations / Strategic Moves Over \$1M	C	C (if classroom)	I	A/R	A
Strategic Space Reassignment	I	I	I	A/R	A

Key:

R: Responsible (does the work)

A: Accountable (final decision maker)

I: Informed (kept up to date)

C: Consulted (provides input)