



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 61.24: Facilities Allocation Council

DATE: June 3, 2019

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to outline the structure and operating policies of the Facilities Allocation Council (FAC).

REVIEW: This OP will be reviewed in June of even-numbered years by the Assistant Vice President for Operations with substantive revisions forwarded to the Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. General

- a. The Facilities Allocation Council is tasked with the following charge:
 - (1) Administer funding for minor and intermediate construction and renovation projects submitted through the Capital Improvement Project (CIP) process, which address classrooms, labs, ADA needs, or life safety. The focus for funding will be determined each year by the council or President.
 - (2) Provide information to the council regarding new buildings, projects, or construction relevant to the council's charge.
 - (3) Review and make recommendations for the use of campus grounds/buildings for antennas, satellite dishes, etc., or other visible equipment items. (Note: Use of campus grounds for other purposes is outlined in [OP 61.02, Use of University Grounds, Facilities, and Amplification Equipment](#).)
 - (4) Administer the university signage policies.
 - (5) Review and make recommendations for campus standards concerning facilities and grounds issues. Also, refer to [OP 61.19, Freestanding Exterior Signs](#), and [OP 61.22, Exterior Signs on Buildings and Facilities](#).
 - (6) Review and approve installation of temporary structures on campus.
 - (7) Provide a consensus approach for allocating limited financial resources that can be used for facility improvements.
- b. The FAC is a committee comprised of university administrators and includes the following members:
 - (1) Assistant Vice President for Operations (committee chair) – voting member

- (2) Vice President for Administration & Finance and Chief Financial Officer – voting member
 - (3) Provost and Senior Vice President – voting member
 - (4) Associate Vice Chancellor for Facilities Planning and Construction – voting member
 - (5) Senior associate vice president for research – voting member
 - (6) Associate Vice President for Information Technology – voting member
 - (7) Assistant Vice President for Auxiliary Services – voting member
 - (8) Assigned dean from a college (assigned in odd years) – voting member
 - (9) Assigned dean from a college (assigned in even years) – voting member
 - (10) Representative from Student Government Association (SGA) – voting member
 - (11) Managing Director of Engineering Services – non-voting member
 - (12) Managing Director of Planning and Administration – non-voting member
 - (13) Senior Administrative Assistant to AVP operations (organizer) – non-voting member
 - (14) Managing Director of Student Disability Services/Campus ADA Coordinator – Ex officio member/non-voting
- c. Council members, except for rotating deans, will be recommended by the council to the Vice President for Administration & Finance and Chief Financial Officer with appointment to continuous service by the President. The rotating deans will be recommended by the council through the Vice President for Administration & Finance and Chief Financial Officer for a two-year service appointment by the President.
- d. The council will meet on a regular basis and, with the exception of ex officio members, all council members will have voting privileges, to include representatives for absent council members. The chair will disseminate approved meeting minutes and meeting materials. Voting approvals will be under a quorum of voting members of 50 percent of voting delegates plus one.
- e. All council members will be required to attend meetings or to send a delegate/designee. Excessive absences may result in a recommendation by the council to replace the sitting representative for that division.
- 3. Facilities Allocation Council Procedures for Minor, Intermediate, and Major Projects**

Annually, the FAC will receive a designated amount of funds to allocate for minor, intermediate, and major projects. Normally, funds are only available to address the minor projects. The allocations are usually initiated in November of each year. In preparation for the funding

allocations, the following procedures are used to provide the FAC with the division/college areas' priority projects for their review and consideration:

- a. The CIP administrator will prepare and provide to the FAC a project book for each FAC member sorted by categories and grouped by division/college area identifier.
- b. The CIP administrator will prepare other designated project lists, as required, according to cost amounts, sorted and grouped by division/college area or priority.
- c. Depending on the amount of funds available, the FAC will identify and approve the individual projects based on the requested amount and annual project standards set by the council for funding priority. Requestors may be asked to present the project request to the council.
- d. The FAC will forward the approvals to the Operations Division for processing each approved project and assigning a project manager.
- e. The FAC will notify the requesting division/college area of the project approval or non-approval.
- f. The project manager will have the responsibility to contact the requesting division/college area, clarify project scope, and initiate design to develop a project estimate.
- g. The project will be returned to the FAC for further approval should the need arise for additional funding over and above that already approved or if the scope of the project significantly changes from that approved by the committee.