

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 1	Administration and Organization	Effective:	July 2008
Section 1.6	Administrative Committees	Revised:	October 2010
Policy 1.6.16	Executive Council on Space Management	Responsibility:	Senior Executive Vice President/ Chief Operating Officer

EXECUTIVE COUNCIL ON SPACE MANAGEMENT

Members

1. Senior Executive Vice President/Chief Operating Officer
 2. Vice President for Research
 3. Vice President for Academic Administration
 4. Executive Vice President for Facility Planning and Operations
 5. Vice President and Chief Financial Officer
 6. Director of Facility Space Planning and Real Estate Contracts
 7. One high-level representative from each of the five Schools
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Ex-Officio (without vote)

1. Assistant Vice President for Risk Management and Safety
 2. Director of Purchasing
 3. Vice President/Chief Information Officer
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Chair

Senior Executive Vice President/Chief Operating Officer

Vice Chair

Vice President for Research

Charge

The purpose of the Executive Council on Space Management (Council) will be to improve oversight and stewardship of our physical space facilities and their use. The Council will provide advice to the President regarding current and future facility requirements, space utilization and renovation, lease of facilities, purchase of facilities, fire/life/safety issues, and other matters related to institutional space. While the day-to-day operations of these functional areas related to facilities and space assignment is the responsibility of the respective Deans and Vice

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Presidents, any institutional requests for changes in current space allocation or the need for new space will be submitted to the Council with necessary supporting data for review and recommendation to the President. Requests for institutional resources to address space needs will also be submitted to the Council for recommendation to the President. The Council will meet monthly.

**Term of
Membership**

Two years with reappointment by the President.
