



University Space Committee

General Operating Principles

PURPOSE

The University of Central Florida (UCF) has developed the University Space Committee, a governing body, to evaluate potential impacts to the University from proposed real estate and space initiatives.

MISSION STATEMENT

The University Space Committee (USC) shall ensure that appropriate due diligence is performed prior to any real estate transaction or assignment of, or modification to, university space and make recommendations to executive administration as to whether such initiative is in the University's best interest. The USC shall ensure that all necessary parties are aware, and involved in, proposed and ongoing developments in real estate and space pursuits.

MEMBERSHIP

The USC shall be comprised of decision-makers, or their designees, from each university area involved in real property and/or space matters.

- Assistant Vice Provost, Academic Affairs (Co-Chair)
- Associate Vice President, Facilities & Safety (Co-Chair)
- Associate Vice President, Debt and Revenue Management
- Associate Vice President, Academic Affairs Business Center
- Assistant Vice President, University Controller
- Assistant Vice President, Office of the President
- Lead for Research Space
- Registrar
- Executive Director, Health Sciences Campus Operations
- Director, Office of Instructional Resources
- Director, Space Administration
- Director, UCF Foundation Real Estate and Facilities
- Senior Associate Director, Athletics
- Director, Facilities Planning and Construction
- Assistant Director, Contracts and Real Estate Management

USC membership may be changed, as necessary. Subject matter experts and/or guests may be invited, as necessary.

PROCEDURES

- The USC shall meet monthly.
- Members shall ensure that the committee is apprised of all proposed initiatives and ongoing developments regarding real property and/or space within their divisions.
- Members shall submit discussion items one week in advance of the meeting to Space Administration for inclusion on the agenda.
- The USC will formalize its recommendations and route them through the Co-chairs, for discussions with executive administration.
- Meeting minutes will be drafted and disseminated to all members to ensure they are kept apprised of the progress and status of pending matters.

RELATED DOCUMENTS

UCF Regulation UCF-1.014, *University Committees*

UCF Policy 4-215, *Research Space*

UCF Policy 3-125, *Real Estate Transactions*

UCF Policy 3-126, *Allocation and Use of Space*

INITIATING AUTHORITY

President