

## Utah State University Facility Enhancement Committee

### 1. Purpose

The purpose of the Utah State University (USU) Student Facility Enhancement Committee (hereafter referred to as the Committee) is to provide students with the opportunity to review overall facilities needs and directly influence the disposition of funds for enhancing facilities. The Committee's funding provides financial assistance to renovate and upgrade recreational, cultural, educational, and other related public-use USU facilities.

### 2. Structure

The Committee shall consist of the following members:

- Utah State University Student Association (USUSA) Executive Vice President (Chair)
- 6 USUSA Senators appointed by the USUSA Executive Vice President
- USU Facilities Planning, Design, and Construction Architect
- USU Classroom Technology & Media Productions Project Coordinator
- USU Student Involvement and Leadership Center Staff Member

If a USUSA Senator is unable to fulfill their obligations to the Committee, the Chair will appoint another USUSA officer or student-at-large replacement. The Chair will consider students who reside within the college that the unavailable Senator represents.

At the 2018 Truth in Tuition hearing, the University President agreed to provide \$200,000 in funding dedicated to facility enhancements. The Committee understands the origin of the funds provided for this purpose and may expect variation in each fiscal year's budget.

### 3. Timeline and Authority

Committee members will act as stewards of the Committee's funds.

The Committee shall meet a minimum of twice a year, once in September and once in February, within a week of applications being due. The Chair will coordinate with the Committee to determine meeting times and locations and notify members of them at least 5 business days in advance.

The purpose of the Committee's September meeting is to orient new members and hear reports on previous years' approved requests.

Requests for allocation of Facility Enhancement funds shall be due to the Chair by the last Friday in January, before the February Committee meeting. Requests must be completed using a form established by the Committee for that purpose.

All requests will be reviewed and voted on by the Committee. The Committee may require sponsors to attend a meeting where they present additional information about their request. For a request to be

approved, it must receive a 2/3 majority vote of approval. Furthermore, after approval, the Committee may:

- a. Allocate a full or partial appropriation of funds.
- b. Appoint a steward (either the Committee, the request's sponsor, or a voluntary third party) over the approved request.
- c. Stipulate the request under specific parameters or restrictions to align this Committee's facility enhancements with the rest of Utah State University policies and procedures.

Requests where the actual cost falls below the allocated amount produce excess funds. These excess funds shall be reallocated to contribute to requests with underestimated actual costs, partially funded requests, or alternative requests that weren't initially allocated funds. Once the rest of those scenarios are exhausted, funds may be carried into next year's funds. The committee is not obligated to exhaust all scenarios, and may choose to let excess funds carry over to the following year if deemed more appropriate.

Along with its initial decisions, the Committee shall provide direction for the use of excess funds.

The Committee may approve and allocate funds to requests that won't be completed within the applicable fiscal year.

The Committee may approve and allocate excess funds from the previous year and before the next year for special requests. The facilities enhancement year starts and ends on the first day of fall semester. Special requests approved after the start of a new fiscal year and before the semester must use the budget from the facilities enhancement year, not the fiscal year.

Special requests can be submitted to the Chair and must be approved by the body. They can include projects that are time sensitive and are considered at the discretion of the chair.

#### 4. Reporting Procedures

The September meeting reports shall focus on previous years' approved requests, especially those that were allocated funds but not completed and those that generated excess funds.

The Committee may require information on approved requests to provide status update and completion reports at any time. Following the Committee's February meeting, the Chair will report the approved requests and allocated funds to the USU President and all USUSA Officers.

#### 5. Other Considerations

After meeting in September, the Committee will commit to identifying classrooms to populate a list of classrooms needing improvements.

The Committee may restrict sponsors of requests to students or those employed by Utah State University.

The Committee will determine and execute the appropriate efforts for marketing the available funds.

As a part of the Committee's review of requests before meeting in February, they may consider individually ranking each request in order of importance. A total of these rankings would serve to gauge the Committee's priorities. The Chair may consider discussing and voting on each request in the order prioritized by the Committee.

The Committee may consider implementing a maximum allotment towards a single request based on the overall percentage of the total funds.

A 2/3 vote of the Committee may initiate revisions of this procedure.