

ADVISORY COMMITTEE FOR FACILITIES

Advisory to: Provost/EVC
 Chaired by: Vice Chancellor, BAS
 Meetings: Once a month, or as needed

The Advisory Committee for Facilities (ACF) provides a forum to review capital plans for the UCSC main campus, Long Marine Lab, Mt. Hamilton, MBEST, the Silicon Valley Center and off-campus properties (leases, purchases, and gifts). This includes space plans, capital improvement programs, long range development plans, master plans, area studies, site analysis, infrastructure capacity studies, individual projects that are either part of the plan or new opportunities, and building design.

The committee will also review the annual housing plan, the annual report on mitigation measures from the 1988 LRDP, off-campus leases, property acquisitions, requests for the allocation or reallocation of space, and debt capacity analysis.

The main element of all ACF reviews and recommendations will be to correlate land use, proposed projects, and program goals to ensure that campus lands, facilities and leased properties are optimized to meet the objectives of the institution. The reviews and recommendations should include a risk analysis of any trade off that may result from the plan or project.

ACF Committee Membership:

VC Business and Administrative Services	Tom Vani - Chair
Dean, Arts	Ed Houghton
Dean, Humanities	Wlad Godzich
Dean, Natural Sciences	David Kliger
Dean, School of Engineering	Steve Kang
Dean, Social Sciences	Martin Chemers
Vice Provost for Academic Affairs	George Brown
VC, Planning & Budget	Meredith Michaels
VC, Student Affairs	Francisco Hernandez
AVC, Physical Planning & Construction	Frank Zwart
CPB Rep	Don Smith (Peggy Delaney – Alternate)
Acting University Librarian	Robert White
Director Cap Plan & Space Mgmt	Fran Owens
Student Rep (graduate)	TBA
Student Rep (undergraduate)	Daniel Barnett
Student Rep (undergraduate)	TBA

Four ACF Subcommittees will be established as follows:

- 1) Capital Improvement Programs Subcommittee
 - a. Classroom Subcommittee
- 2) Site Planning and Design Subcommittee
- 3) Space Assignment Subcommittee

Subcommittee Meetings: Third week of each month or when needed.

All action items are reviewed by an ACF Subcommittee and sent to ACF with a Subcommittee recommendation. Space Evaluation Teams (SET) may be appointed as needed and will make recommendations to an ACF Subcommittee or directly to the ACF. SET participants may be recruited from outside the membership of ACF or ACF Subcommittees.

The Committee, Subcommittees, and/or SET will have access to materials necessary to make an informed recommendation such as minutes from other subcommittees, LRDP and master plan documents, analyses of financial feasibility, and market studies where applicable. Subcommittee agendas and notes will be distributed to all ACF members.

Capital Improvement Programs Subcommittee

Subcommittee Charge:

The Capital Improvement Programs Subcommittee will make recommendations to ACF on issues regarding state and non-state-funded capital improvements, property acquisitions, off-campus leases, space plans and utilization, debt capacity analysis, and capacity studies.

Recommendations from the Classroom Subcommittee will flow through the Capital Improvement Programs Subcommittee before being recommended to the ACF.

Capital Improvement Programs Subcommittee Membership:

Capital Planning & Space Management	Fran Owens - Chair
Asst Dean, Social Sciences	Bill Hyder
Asst Dean, Natural Sciences	Kathy Jefferds
AVC, Student Affairs	Jean Marie Scott
CPB Rep	Don Smith
CPB Rep (Alternate)	Peggy Delaney
Capital Planning & Space Management	Robin Draper
AVC, Physical Planning & Construction	Frank Zwart
Student Rep (undergraduate)	Daniel Barnett

NOTE: A Material Management representative will participate when the subcommittee is discussing potential property purchases or leases.

Classroom Subcommittee

(Subcommittee to the Capital Improvement Programs Subcommittee)

Subcommittee Charge:

The Classroom Subcommittee will make recommendations to the Capital Improvement Programs Subcommittee on issues regarding classroom utilization, classroom standards and design, and other classroom space issues such as modernizing multimedia equipment and classroom maintenance. The Capital Improvement Programs Subcommittee will forward the approved recommendations to the ACF.

Classroom Subcommittee Membership:

Associate Registrar	Pamela Hunt-Carter - Chair
Vice Provost for Academic Affairs	George Brown
Asst Dean – Arts	Kira Ralls (Asst. Dean’s designee)
Asst Dean – Humanities	Dario Caloss (or designee)
Asst Dean - Natural Sciences	Charlotte Moreno (or designee)
Asst Dean - School of Engineering	Jim Genes (or designee)
Asst Dean - Social Sciences	Bill Hyder (or designee)
Faculty Rep	TBA
Capital Planning & Space Mgnt.	Robin Draper
Registrar - Course Scheduling	Margie Claxton
Media Services	Henry Burnett
Summer Session	Pat Vani
Conference Office	Zaunna Wells
Student Rep (undergraduate)	Daniel Barnett

Subgroup for New Buildings

Subgroup Membership:

Media Services Director	Henry Burnett - Chair
Media Services Representative	Jeff Wagner
Media Services Representative	Sheryl Martin Schultz (Distance Ed)
Registrar’s Office Representative	Pam Hunt-Carter
Registrar’s Office Representative	Margie Claxton
CATS Representative	Tad Reynales
Capital Planning Representative	Robin Draper
Project Manager	TBA (varies with project)

Site Planning and Design Subcommittee

Subcommittee Charge:

The Site Planning and Design Subcommittee will make recommendations to ACF on issues regarding long range development plans, area studies, site analysis, mitigation issues, building designs, campus planning and design, siting of facilities, physical capacity studies, commemorative installations and artwork, and naming of buildings.

Committee Membership:

AVC, Physical Planning & Construction	Frank Zwart – Chair
Asst Dean – Humanities	Dario Caloss
AVC, Student Affairs	Gail Heit
Faculty Rep* * Also serves on Design Advisory Board	TBA
Faculty Rep	TBA
Student Rep (undergraduate)	TBA
Student Rep (graduate)	TBA
Dir. – Campus & Community Planning	Charles Eadie
Princ. Planner, Arch & Site Design	John Barnes
Design Advisory Board Professional	TBA
TAPS Rep	TBA
Capital Planning & Space Management	Fran Owens or designee
Environmental Assessment Group	Chris Aldecoa

NOTE: University Advancement and/or the University Librarian will be invited when buildings are being named or commemorative installations are discussed.

Space Assignment Subcommittee

Subcommittee Charge:

This subcommittee will make recommendations to ACF on issues regarding space allocations and reallocations.

Committee Membership:

Capital Planning & Space Management	Dennis Artman - Chair
Committee members will be appointed based on issues being discussed and/or a Space Evaluation Team (SET) will be appointed.	