

THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
Design and Space Review Committee By-Laws  
Approved by the DSRC on April 22, 2015; updated 10/3/17; April 15, 2021

SECTION I – COMMITTEE ORGANIZATION

CHANGE and update throughout: Vice President for Finance and Administration (VPFA) and the Provost and Senior Vice President for Academic Affairs (VPAA)

Article I. Purpose

The Design and Space Review Committee (DSRC) appointed by the President of the University and reports through the Vice President for Finance and Administration and the Provost. The DSRC has the twofold purpose of (1) reviewing project design in accordance with the current Master Campus Facility Plan and the Campus Design Guide (2) monitoring the effective and efficient use of space on all USM campuses and other University owned and operated sites as appropriate. The DSRC makes recommendations to Vice President for Finance and Administration and the Provost, who then recommend to the President for approval.

Article II. Guiding principles

Physical space at The University of Southern Mississippi is a valuable institutional resource that must be managed carefully and used efficiently. The State of Mississippi, through the Board of Trustees of the Institutions of Higher Learning, owns all university land, facilities, and buildings, regardless of the original source of construction or acquisition of funds. Responsibility for the design of new buildings, the renovation of existing buildings, and the allocation and use of space at The University of Southern Mississippi resides in the Office of the President.

All University employees have a vested interest in the physical environment in which they work. While space is assigned to academic and non-academic areas to carry out its function within the university, all employees should take pride in the University's physical environment. The academic, research, or administrative unit that has been assigned space is responsible for ensuring space utilization is consistent with the purpose for which the specific space was assigned. Furthermore, they should communicate any issues as they arise to their supervisors and/or building liaisons who work with the Physical Plant in order to provide a safe and comfortable workplace and learning environment.

The policies in this document contain the procedures for reviewing campus design issues, requesting and changing space, and developing criteria used for the space utilization and allocation processes. The guidelines for the committee's purpose, objectives, structure, and processes are included in this document.

Article III. Membership

The Vice President for Finance and Administration and the Provost will recommend the co-chairs and members to the President, who will approve the members of the committee. The membership will include two chairs (co-chairs) along with the following representatives:

- x Director of Gulf Park Physical Plant and Campus Architect
- x Associate Athletic Director for Facilities and Events
- x Architect and Manager of Space Utilization
- x Learning Space Committee Representative (ad hoc) (subcommittee, convened when needed.)
- x Faculty Member, School of Construction and Design (3 year rotation)
- x Student Affairs Representative (3 year rotation)
- x Office of the Vice President for Research Representative (4 year rotation)
- x Student Government Associate Representative (1 year rotation)
- x Staff Council Representative (1 year rotation)
- x Faculty Senate Representative (1 year rotation)
- x iTech Representative (3 year rotation)

#### Article IV . Meetings

The DSRC will meet at least once a semester or more often as needed. Some committee work may also be accomplished through electronic communication.

#### Article V. Meeting minutes

The Committee co-chairs will select a staff/faculty member to record minutes at each scheduled meeting. The minutes will be used as a basis for developing the required annual report submitted to the Committee on Committees, the Vice President for Finance and Administration, the Provost and the President at the end of each academic year.

#### Article VI. Appointment of Officers

The DSRC will have two chairs (co-chairs) appointed by the President from the recommendation of the Vice President for Finance and Administration and the Provost. The committee reports to the President's Office through the Vice President for Finance and Administration and the Provost. Additional officer positions or subcommittees are appointed as needed by the co chairpersons.

#### Article VII. Appointment of Members

The Vice President for Finance and Administration and the Provost may solicit recommendation for membership as appropriate and appoint other members as required because of their administrative positions. If a member leaves the DSRC before their term is completed or for any other reason, a replacement will be appointed by the Vice President for Finance and Administration and the Provost. For those positions that have a term ending date, a replacement will serve the remainder of the term. Replacements are eligible for reappointment to a second term. Consideration should be given to appointing representatives who have general experience with issues related to facility management at Hattiesburg, Long Beach and/or all Gulf Coast sites.

#### Article VI II. Length of terms

Due to specialized expertise required for the DSRC to effectively operate, some members will have permanent committee appointments based on their administrative positions. Other members shall serve a three year rotation and can be reappointed for one additional three year rotation.

Article IX. Removal from Committee

Committee members who fail to attend meetings or to actively engage in the business of the committee may be removed by a two-thirds vote of the remaining committee members. In such case that a member is removed by a vote of the committee, chairpersons will be responsible for notifying the Vice President for Finance and Administration and the Provost that a new committee member be appointed. Committee chairpersons can be removed by the President if required.

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- c) If a space assignment has an identified end date through reorganization, relocation, or downsizing the space reverts back to the DSRC reassignment, and must be vacated by the user within 30 days of the identified end date.
- d) Prior to consideration by the DSRC, requests for changes to gathering/social spaces and enlarging building footprints must be approved by the Master Plan Committee.

### 3. Research Space

- a) DSRC acknowledges the University's obligation to provide space for externally funded grants.
- b) DSRC recommends that research space needs be monitored in order to better understand and plan for space requirements of funded research. This could be accomplished by assessing dedicated research space using the space inventory, and by monitoring space requests included on the Internal Approval Form during the grant submission process.
- c) Project directors/PIs should specify detailed space needs on the Internal Approval Form during grant submission. They should submit the Request for Space Form for funded research to the DSRC as early as possible in the award process, but not before Sponsored Programs Administration (SPA) has received preliminary communication from the funding agency that an award is pending.
- d) Externally funded projects will occupy the assigned space until 30 days following the grant end date, at which time the space will be vacated.
- e) In the event that a project extension is required, or new or renewed funding is anticipated, or that the Vice President for Research has agreed to provide internal funding as a bridge until a new grant award is made, the project director/PI must request a new research project end date from the Vice President for Research. A letter from the Vice President for Research will be sent to the DSRC chairs certifying the new end date for the grant space. The Vice President for Research d ( )Tn(d i)-2 Im t

use of space to the Vice President for Finance and Administration and the President. The DSR will consult with the respective Space Coordinators

Space Request Forms- Forms for requesting space (additional and/or vacated) and for reassigning space (changing the function) can be found at <http://www.usm.edu/physical>. All forms must be reviewed and signed by the appropriate supervisors/directors and responsible Vice-Presidents as indicated on the forms

Approval for the Use of Space- Final approval for the use of all University space is made by the President of the University upon recommendation by the DSR and the Vice President for Finance and Administration and the Provost

Committee Decision Making- All decisions of the DSR are to be made with no less than a majority vote with at least 2/3 of the full committee present. As much as possible, the committee will attempt to arrive at consensus decisions that reflect the diverse perspectives represented on the DSR.

#### Article XI. Changes to By-Laws

Committee bylaws are subject to change as needed by a majority of the members, with final approval made by the Vice President for Finance and Administration, the Provost, and the President of the University.

Committee bylaws may be updated to reflect administrative/grammatical changes in titles, unit names, and other non-substantive policy or procedural items. These changes do not require