



University of Pittsburgh
Management of University Facilities and Grounds Policy Committee Charter

I. Preamble

This body is called the Management of University Facilities and Grounds Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor for Business and Operations (SVC-BO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of proposing a new University Policy, and supporting documents (e.g., procedures or standards), which will establish roles and responsibilities for the management and administration of University owned and occupied facilities, buildings and grounds.

III. Background

The University is developing a Policy on the management and administration of University facilities in order to clarify Facilities Management's (FM) and Planning, Design and Real Estate's (PDRE's) authority for developing, maintaining, preserving, and enhancing the University's physical assets, as well as overseeing all capital project planning, design, and construction for all University-owned and -occupied facilities at all University locations (including research centers and campuses). Specifically, the Policy would clarify and explain FM's and PDRE's responsibility to oversee the management of such operations as: land use; planning/design/construction; routine and major maintenance of building operations; construction contract administration; building code compliance and permitting; temporary structures; and real estate planning. This Policy would also address requirements governing FM's and PDRE's relationships with other relevant entities, units, or offices, including Auxiliary Services, the Schools of the Health Sciences (excluding the School of Medicine), the School of Medicine, Philanthropic and Alumni Engagement, the Regional Campuses, and UPMC.

Currently, while FM and PDRE have procedures in place to reduce risk associated with the administration of University-owned and -operated facilities, there is not an associated University

Policy. A new University Policy that clarifies the relevant authorities and responsibilities would assist the University's ongoing compliance with all relevant authorities.

IV. Scope and Authority

The Committee will recommend a new Management of University Facilities and Grounds Policy and supporting documents. In doing so, the Committee's deliberations must address the following topics:

- **Authority.** Ensure the new Policy clearly articulates FM's responsibilities to oversee the requirements associated with construction, maintenance, repair, renovation, or operation of University owned property including buildings, grounds, or other real property, and of PDRE's for oversight of planning and design.
- **Coordination.** Address processes that can improve the coordination and collaboration among the offices concerning the management, administration and maintenance of buildings and grounds.
- **Compliance.** Address applicable and specific compliance requirements at the federal, state, and local level, including those from the Pennsylvania Department of Labor and Industry, the City of Pittsburgh, as well as the federal Occupational Safety and Health Administration.
- **Clarity of Services.** Clarify the process requirements for University personnel that wish to make a request for services (e.g., maintenance and operation) of University-owned facilities such as: alteration, renovation, repair, replacement, and remodeling.
- **Consistency.** Ensure the new Policy is consistent with other relevant University Policies, including University Policy AO 17, Extracurricular Use of University Facilities.

V. Responsibilities

As provided above, the Committee is created to develop a new Management of University Facilities and Grounds Policy. To perform this function, the Committee has the responsibility to:

- Review and analyze current University and department policies related to facilities administration.
- Evaluate the impact of centralizing responsibility for facilities administration in one policy.
- Discuss proposals with interested stakeholders who are responsible for facility-related services or who receive those services.
- Research and discuss best practices for University facilities administration including a benchmarking of peer universities' respective policies and procedures.
- Consult with the Office of Risk Management, Insurance, and Workers' Compensation to ensure areas of institutional risk and reputation are considered when drafting the proposed Policy.
- Recommend a draft policy for review pursuant to the process described in Section VIII below and consider feedback received during that review.

- Recommend a draft procedure needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence in order to have a full and frank discussion of all options. Individual members should maintain the deliberations of the Committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee will be co-chaired by **Scott Bernotas**, Associate Vice Chancellor, Facilities Management and **Beth McGrew**, Associate Vice Chancellor for Planning, Design, and Real Estate. The Committee will include the following members:

1. **Sandra Brandon**, Director, Infrastructure, Pitt IT
2. **Jaime Cerilli**, Assistant Vice Chancellor for Strategic Space Planning and Management
3. **Owen Cooks**, Assistant Vice Chancellor for Planning and Design
4. **Patrick Cunningham**, Executive Director of Financial/Physical Resources, Dietrich School of Arts & Sciences
5. **Shawn Ellies**, Commander of the Pitt Police and Director of Security Public Safety Department Integrated Security Division
6. **Richard Esch**, Vice President for Business Affairs, Pitt Bradford
7. **Daniel Fisher**, Assistant Vice Chancellor for Operations and Maintenance
8. **Dustin Gray**, Executive Associate Athletic Director for Capital Planning and Projects and Facility and Event Operations
9. **Dan Marcinko**, Assistant Vice Chancellor, Administration
10. **Debora Miller**, Vice Dean, SHRS and Associate Professor; Co-chair of Senate Plant Utilization and Planning Committee
11. **William Ruth**, Director of Risk Management and Insurance
12. **Matt Walaan**, Assistant Vice Chancellor for Auxiliary Business Administration & Maintenance
13. **Laura Zullo**, Director of Administration for Business and Operations

Todd Brownfield and Mike Pierce, Associate Legal Counsels, will support the Committee on behalf of the Office of University Counsel.

Thurman Wingrove, Controller, will support the Committee on behalf of the Office of the Chief Financial Officer.

Tom Youngs, Director of Purchasing Services, will support the Committee on behalf of the Office of the Chief Financial Officer.

Tyler Tenney, Policy Specialist, will help facilitate and support the Committee on behalf of the Office of Policy Development and Management.

VII. Operations

The Committee will meet monthly, or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed Management of University Facilities and Grounds Policy should be submitted to the SVC-BO during the 2020-21 Academic Year. The SVC-BO may ask for interim status reports.

After the SVC-BO's review is complete, the draft policy will be submitted to the Office of Policy Development and Management (Policy Office) to coordinate its review consistent with Policy AO 01.

VIII. Policy Review Process

The review process for the Committee's recommended Policy will include:

- University comment period;
- Council of Deans;
- University Senate Plant Utilization and Planning Committee;
- Faculty Assembly;
- Staff Council;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs developing, maintaining, and enhancing University buildings and grounds, unless otherwise directed by the Chancellor.