Authorization and Membership. The Committee was authorized by the Faculty on October 4, 1956. Five elected members of the Faculty, the Vice Provost, and the Superintendent of Buildings and Grounds, ex officio, constitute the membership.

Functions. The Committee acts to advise the Provost, Vice Provost, and other appropriate University officials in all projects of new buildings or significant problems in the usage of existing facilities, including parking areas.

The Committee established a policy that all requests for changes in room or office space should be accompanied by a plan of how the requested space would be used.

Policy for the assignment of building space was established as follows:

1. Requests for specific space go to the Vice Provost.
2. Assignment of office space is determined by the Vice Provost.
3. Requests for policy go to the Committee.

Activities during 1956-57.

A. Offices. A policy was established that each faculty member should have one main office and arrange for temporary facilities on the other campus if he has classes on both. A request to move from one campus to the other must be approved by the appropriate dean or director.

B. Buildings and Grounds Regulations.

1. The Committee recommended adoption of a set of rules and regulations for posters and bulletin boards submitted by the Superintendent of Buildings and Grounds.
2. A uniform method of lettering identification signs and room numbers was established.
3. Suggestions were made to the Administrative Committee in regard to establishing Smoking Areas.
4. The Committee recommended adoption of a revised set of "Red Book" rules concerning physical plant operation for the University of Wisconsin—Milwaukee.

C. Parking.

1. Actions.

   a. Stickers were furnished to faculty members and staff as parking permits in the area reserved for Faculty on the Kenwood campus and in the entire parking area on the Downtown campus. Individually assigned parking space was provided for some faculty members and for a limited number of students with special needs.

   b. Enforcement of regulations in order to keep fire lanes open and to exclude students from the Faculty area is ineffective because of the lack of staff on duty in the parking lots and because no penalty is incurred for violation of regulations.
2. Projects.
   a. Long range parking plans will be considered, including self-liquidating facilities.
   b. The future location of buildings must be determined before definite plans can be made.
   c. Increase in the unrestricted space for street parking adjacent to the Kenwood campus and more economical use of such space is being considered.

D. Inter-campus allocation of classes and transportation. Transportation between campuses is being investigated. At present it seems most feasible to use the public buses, with a schedule to suit class hours.

COMMITTEE ON BUILDINGS AND SPACE UTILIZATION:

Robert Anderson
Cleon Caldwell
Donald Gehrz
Elizabeth Kerr, Secretary
George A. Parkinson, Vice Provost
Burton Potteveld, Chairman
Jack Trover, Superintendent of Buildings and Grounds, ex officio