ANNUAL REPORT OF THE BUILDINGS AND SPACE UTILIZATION COMMITTEE

I. 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.

The following recommendations were approved by the Faculty during 1957-58:

II. Functions (approved on October 10, 1957)

"To advise the Provost, the Vice-Provost, or other appropriate University officials in the use of existing buildings and land, including the reassignment of vacated space in existing buildings, except that the recommendations for the use of land for new buildings shall be under the jurisdiction of the Campus Planning Commission."

"In order to coordinate its functions with those of the Campus Planning Commission, the Committee on Buildings and Space Utilization recommends that the Campus Planning Commission be requested to submit to the Committee on Buildings and Space Utilization information on building space to be vacated as a result of new construction, purchase of additional buildings and land, or for any other reason, so that the Committee on Buildings and Space Utilization can make recommendations as to the reassignment of that space."

III. Policy (approved on January 9, 1958)

A. "In the general assignment of space, university needs and functions should be given the following order of priority:
1. teaching and research, including faculty offices;
2. higher administration, (Provost, Vice-Provost, Deans and Directors);
3. administrative and service facilities, other than 2 above;
4. non-academic student activities."

B. "As a general policy, each full-time faculty member should be assigned to only one desk on one campus. Deviations from this policy should be permitted only in exceptional cases by the proper administrative authorities."

C. "In the assignment of faculty office space, special consideration should be given to the establishment of departmental offices for chairman of departments and departmental secretaries. Arrangements should be made for private offices for departmental chairman as soon as possible."

IV. Procedure (approved on January 9, 1958)

"Requests for space should be routed from departmental chairman to the appropriate dean or director and from him to the Vice-Provost. A copy of the original request should be sent to the Committee on Buildings and Space Utilization for information."
V. Activities during 1957-1958, in addition to the above recommendations.

A. The function of the Committee, as approved by the Faculty, has been interpreted by the Committee as involving these activities:
   1. gathering and distributing information on current use and proposed changes in use of buildings and land;
   2. establishing policy on the use of existing buildings and land;
   3. evaluating proposals for changes in use of existing buildings and land;
   4. recommending changes in use of existing buildings and land.

B. The inter-campus bus service and the change in allocation of classes on the two campuses, initiated by the Committee in 1956-57, have been established. The inter-campus bus is providing good service at a reasonable cost to patrons and, through the system of leasing busses, at a small profit to the University.

C. The Chairman, Arthur Becker, has prepared a card file for all offices on both campuses to facilitate a study of utilization of office space and to provide an inventory of office space assignment.

D. The Committee has consulted with administrative officers and faculty on allocation of new offices created by remodeling on the Kenwood campus.

E. The Committee has heard departmental requests for space and conducted its own investigation of space needs.

VI. Present and future problems.

A. The parking problem on the campus can be dealt with only on a temporary basis until location of new buildings is determined and problems which will be due to construction projects have ceased to exist. Provisions for enforcement of present regulations and penalties for violation lie outside the function of the Committee.

B. The acute shortage of space can be relieved only by new buildings. The Committee will function in the major problem of reassignment of building space after new buildings are completed and in the utilization of land not to be occupied by new buildings.

The Committee on Buildings and Space Utilization has been keenly aware of its responsibility to the Faculty and has been diligent in trying to serve the Faculty by relieving acute shortage of space. While the Committee has no final authority, its good working relationship with the administration has aided the Committee in functioning effectively in its advisory capacity. In order that the Committee may best serve the Faculty and the University, the Faculty are urged to present suggestions to the Committee, to keep the Committee aware of needs and of possible solutions to buildings and space problems.

BUILDINGS AND SPACE UTILIZATION COMMITTEE:

A. Becker, Chairman
R. Brumblay
W. Christman
E. Kerr, Secretary
B. Potterveld
J. Trover, ex-officio