

## BYLAWS OF THE SPACE & FACILITIES SUBCOMMITTEE

### ARTICLE I: SUBCOMMITTEE MEMBERSHIP

#### Section 1: Purpose

The purpose of these bylaws is to define the membership and outline the scope of duties of the Subcommittee. This subcommittee shall serve in an advisory capacity to the Chief Facilities & Safety Officer when requested to provide feedback on space and facilities related topics.

Provide a yearly update on facilities activities to the Executive Committee.

When directed by the Chief Facilities & Safety Officer, initiate, review, and recommend policies and procedures related to Facilities.

#### Section 2: Membership

The Subcommittee shall consist of the following members:

1. Chief Facilities & Safety Officer as ex-officio, non-voting member.
2. Three (3) elected faculty members, one elected at-large by each campus.
3. Three (3) Campus Administrators
4. Three (3) elected SCUPA members, one from each campus
5. Three (3) elected AFSCME members, one from each campus
6. Director of Planning & Construction
7. Facilities Operations representative
8. VP of Advancement or designee
9. CIO or designee
10. Three (3) Students, one from each campus; President of student government or designee.
11. Three (3) elected from the athletic department, one elected at-large by each campus.

Members shall either be elected in accordance with their respective Union election process or by the Elections Subcommittee of the University Senate, depending on their designated role for which they are serving. Appointed members shall be named by the respective Vice President or designee.

The term of subcommittee members shall be commensurate with Section IV.F of the Commonwealth University Senate Constitution.

The subcommittee shall strive to maintain diverse representation and inclusivity.

### **Section 3: Removal and Resignation**

Any member of the subcommittee failing to regularly attend meetings during the academic year will be considered for removal by the Executive Committee.

A subcommittee member may resign from their position by providing a written notice to the subcommittee chair or appointing authority.

## **ARTICLE II: SCOPE OF DUTIES**

### **Section 1: Purpose**

The purpose of the subcommittee is to:

1. Operate in tandem with the Mission of the University
2. Support and advance the Strategic Plan of the University
3. Attain a safe, healthy, accessible, and sustainable campus environment
4. Provide the best possible learning, living, and working environment for students and members of the University community
5. Assist with operational efficiency and economy. Utilize the PASSHE guidelines on square footage based on enrollment with a growth factor of 20% as the target of right sizing campuses.
6. Provide a process to effect change to space to ensure adherence to the PASSHE guidelines.
7. Work along with other University Policies including Furnishings and Technology Policies
8. Validate Facilities policies to maintain they are in line with changes in space and operation.

### **Section 2: Duties and Responsibilities**

The subcommittee shall meet to discuss and review matters related to its scope of duties at Commonwealth University.

Subcommittee members are expected to actively participate in meetings, contribute their expertise, and collaborate with other members.

The subcommittee may form additional working groups as necessary to address specific tasks or projects. The subcommittee shall provide recommendations, reports, or any required deliverables to the appointing authority or relevant stakeholders, as specified.

The subcommittee shall designate a member to make reports to executive committee.

### **Section 3: Campus Specific Work Groups**

Membership in campus specific work groups are to include all representatives from the respective campus who sit on the S&F subcommittee plus the Chief Facilities and Safety Officer.

Campus specific work groups shall meet on a regular basis (minimum of 2 meetings per semester) to discuss and review matters related to the S&F subcommittee scope of duties on each of the three campuses. Recommendations from these work groups should be made to the full space and facilities subcommittee.

### **Section 4: Chairperson and Officers**

The subcommittee shall annually elect a Chairperson from among its members to preside over meetings, facilitate discussions, and represent the subcommittee when required.

The subcommittee shall identify at least one staff or faculty member who will serve as Local Assembly Representatives from the committee. These member(s) will serve as the liaison from the subcommittee to their respective Local Assembly. The Chief of Facilities & Safety Officer will be in attendance at all Local Assembly meetings to provide a report if needed.

Chair and all representatives to Local Assembly or Senate shall be communicated yearly to the Clerical Assistant or Elections Subcommittee for official recording.

The subcommittee may appoint additional officers, such as a Vice-Chairperson or Secretary, to assist in the functioning of the subcommittee as deemed necessary.

## **ARTICLE III: MEETINGS**

### **Section 1: Frequency**

The full subcommittee shall meet quarterly (Feb, May, Sept, & Nov) to discuss issues related to Commonwealth University. Additional meetings may be scheduled as necessary or upon the request of the Chairperson or a majority of subcommittee members.

**Commented [DN1]:** Will S&F proper expect these recommendations, or a note of the lack thereof on any specific interval? (each term, yearly, at least every 5 years)

The campus specific work groups shall meet at least three times per semester to discuss issues related their specific campus.

## **Section 2: Quorum and Decision-making**

A quorum, constituting 8 voting members of the full subcommittee, must be present to conduct official business of the S&F subcommittee.

A quorum is not necessary for the Campus Specific Work Groups as they are informal meetings.

Decisions shall be made by a majority vote of the subcommittee members present, unless otherwise specified in these bylaws.

Campus specific work groups shall make recommendations to the full subcommittee.

## **ARTICLE IV: AMENDMENTS**

These bylaws may be amended by a majority recommendation from the subcommittee, with approval by the Senate Executive Committee.

Proposed amendments to the bylaws shall be shared with all subcommittee members a reasonable amount of time prior to the meeting.

These bylaws are hereby adopted on 12/11/25 and shall supersede any previous bylaws or rules of the subcommittee.

Yvette Ingram, President  
Holly Jackson, Secretary