


University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to Brigett Scott, Chair of the Policy and Procedure Committee email: Brigett.scott@nicholls.edu

<input checked="" type="checkbox"/> New or <input type="checkbox"/> Revised	Section Number/Title:
Effective date:	9/26/2018
Source of Change:	<input type="checkbox"/> Policy change initiated by statute or rule from the State of Louisiana, the Board of Regents, or the University of Louisiana System Board of Supervisors <input type="checkbox"/> Policy change that are the result of activities by the policy or procedure-making bodies of the University through the President's Cabinet <input type="checkbox"/> Informational change that does not need to be cleared with policy or procedure-making bodies
Office of origin:	Vice President for Finance and Administration
Key contact person:	Margo Badeaux
Name and location of related documents (forms, guidelines, samples, etc.): <i>Provide electronic attachments when possible</i>	
Policy/procedure applies to (check all that apply):	<input type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input checked="" type="checkbox"/> All of the above
Approved by:	

REASON FOR CHANGE

New University Committee – Space Utilization Committee

Procedure(s):

PROPOSED CHANGE:

FROM:

TO:

Purpose: Evaluate, manage and make recommendations to the President regarding requests for campus space, lead the capital planning process for all units and make recommendations to the President to ensure responsible growth that supports the University's academic mission and identify opportunities for space sharing and repurposing.

Committee meets semi-annually as needed or more frequently if required.

Reports to: President
 Membership (13):
 Vice President of Finance and Administration (1) *Chair
 Vice President of Student Affairs (1)
 Vice President and Provost of Academic Affairs (1)
 Vice President of Institutional Advancement (1)
 Athletic Director (1)
 Executive Director of Planning and Institutional Effectiveness (1)
 Physical Plant Representative (1)
 Information Technology Representative (1)
 Academic Deans (4)
 Office Manager of Finance and Administration (1)

Please type revisions to current policy.

Approved: _____

President Jay Clune

For PPM Committee use only:	
Date Reviewed by PPM Committee	11/26/18
Date Sent to UC	
Date Approved by President's Cabinet	
President's Approval (signature) obtained	11/28/18
Addition/Revision to P&P Manual (date, Section, made by)	Date: 11/28/18 Section: 1.7.5.3 Made by: Bridget Swett
Date of Campus Notification	11/28/18