

December 22, 2020

Committee Charge
University Space and Property Review Committee (USPRC)
UNC Greensboro

The USPRC is charged to approve all 1) allocations of indoor and outdoor University-controlled space, 2) acquisitions and dispositions of property by lease, and 3) real property transactions other than leases. In addition to approving delegated property transactions, the USPRC shall set priorities, establish standards, and provide direction for delegated activities.

Space Allocation

All University buildings and outdoor spaces are controlled by the University as a whole and are subject to assignment and reassignment to meet the institution's overall priorities and needs, including space allocations within Millennial and Research Campuses. Assignments are made after careful consideration of all relevant factors and consultation with the units involved. Each College, School and Division will establish a Local space committee to consider and prioritize local needs and discuss space requests to be made to the USPRC. The local space committee will assure that all avenues to solve a space request within the college/school/division have been explored before forwarding a space recommendation to their respective Dean or Vice Chancellor.

Space & Lease Requests

All space and lease requests must be submitted by sponsoring units on the Space/Lease Request Form to the Office of Space Utilization and Planning. Requests by third parties to use University-controlled space, which is not subject to the University Facility Use Policy, shall require sponsorship by a university unit and submittal of a space/lease request form by that unit. A third-party request to engage in or stage for construction activities on, above or below University controlled space requires submittal of supplemental documents such as construction drawings, as appropriate.

Leasing

The USPRC's responsibilities related to leasing shall include but are not limited to the following.

1. Reviewing the space needs analysis and lease specifications for additional delegated authority transactions.
2. Reviewing lease proposals submitted to and/or negotiated by the Real Estate Office.
3. Reviewing lease transactions to ensure compliance with established procedures and protocols.
4. Reviewing requests to enter "strategic" acquisition leases as defined in UNC System Policy 600.1.3[R].
5. Reviewing requests to enter less than fair market value disposition leases as defined in UNC System Policy 600.1.3[R].

Real Property Transactions other than Leases

The USPRC shall consider all real estate transactions contemplated by the University including but not limited to 1) acquisitions and dispositions of property or interests thereof, including demolitions and easements and 2) license agreements, including temporary rights-of-entry.

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USPRC Composition and Staff Support

The USPRC is chaired by the Executive Vice Chancellor and Provost and includes the Vice Chancellor for Finance and Administration and Chancellor's appointee. The USPRC agendas and material preparation will be assembled and reviewed by the Director of Space Utilization and Planning, Director of Real Estate, University Architect, Associate Vice Chancellor for Facilities, and Associate Vice Chancellor of Campus Enterprises and Real Estate with the support from other members of the USPRC support staff. The support staff members may be involved in the preparation for the recurring USPRC meetings and attending the meeting on an as-needed basis.