CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

Policy Title: Facilities Use by Employees and Students
Policy Number: 3035
Functional Area: General Administration

Date Submitted: July 16, 2020
Proposed Action: Approve Update

Brief Description: This policy sets forth the policies and procedures regarding the appropriateness and priority of use of campus facilities at the CU Denver Campus and CU Anschutz Medical Campus and services by university employees and students.

Desired Effective Date: September 1, 2020
Last Reviewed/Updated: January 1, 2012
Reviewing Office: Executive Vice Chancellor for Administration and Finance
Senior Vice Chancellor for Administration and Finance

Responsible Officer: Executive Vice Chancellor for Administration and Finance
Senior Vice Chancellor for Administration and Finance

Policy Contact: Betty Charles (OIT)

Applies to: CU Anschutz Medical Campus
CU Denver Campus
CU South Denver Location

Reason for Policy: The policy specifies the process for requesting and obtaining approval for use and the conditions and limitations of use of campus facilities on the CU Denver Campus and the CU Anschutz Medical Campus. University Administration (the Executive Vice Chancellor at the CU Anschutz Medical Campus and the Senior Vice Chancellor at the CU Denver Campus) have final approving authority.

I. REASON FOR PROPOSED ACTION

Policy was reviewed in accordance with Campus Policy 3000, Establishing Campus Policies, review timelines. This update added information regarding student use, which was not delineated in the previous version of the policy, as well as the recommendation to remove
information about employee use concerning State government competition based on input from the Legal Counsel. The addition regarding “student use” was in response to numerous issues that have been raised related to use of university facilities where no faculty advisor or sponsor was involved in larger student events. There was a consensus that it was important to have faculty involved in these events for the purpose of oversight and to address events with related costs. These changes can be easily implemented with minor adjustments to the EMS scheduling process for students.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Provost (FYI)
Interim Vice Provost and Senior Vice Chancellor for Student Success (A. Jones, FYI)
Executive Vice Chancellor for Administration and Finance (T. Carrothers, 7-16-20)
Senior Vice Chancellor for Administration and Finance (J. Sobanet, TBD)
Legal (J. Willits & K. Spiering, 7-16-20)
Associate Deans (TBD)
CU Denver Faculty Assembly (TBD)
CU Anschutz Faculty Assembly (TBD)
University Staff Council (TBD)
Student Government Association (TBD)
Special Assistant to the Provost (J. Taylor, TBD)
Policy Coordination Manager (M. Heredia, ongoing involvement)

Following is a list of those who were invited to participate in this review. We collectively addressed or incorporated all of the recommendations.

Betty Charles – Technology Support Services – OIT
Neil Krauss – Director – Initiatives and Outreach
Jenny Willits – Legal Counsel
Kimberly Spiering – Legal Counsel
Faith Perry (represented by Loriann Smith) – Risk Management
Jan Gascoigne (represented by Carl Johnson and Kara Garr) – Student Services (Anschutz Medical Campus)
Kristin Kushmider – Student Life/Student Affairs – University of Colorado Denver Campus
Zack Strober – Advancement and Student Engagement
David Turnquist – AVC - Facilities Management
Randy Repola – Chief, University Police
Mike Vigil – Facilities – Civil Eng. and Road Closure management
Duxton Milam – Facilities Management – Fire and Safety
Quiel Udalio – Facilities Director
Amber Long – Student Affairs, Denver Campus Health and Wellness
April Barr – EMS Program Manager
Thomas Keith, Finance – Compliance and Training (final draft review)

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?
Yes

1. If no, please explain. N/A

2. If yes, what is your plan to get the legal review? Legal was involved in the review and update of this policy

3. Date legal review completed: 7-16-20

4. Person completing legal review: Jenny Willits, Kimberly Spiering

**IV. FISCAL REVIEW** Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **No**