

## Procedure for University Art in Architecture Policy

October 22, 2014

The Resolution for an Art in Architecture Policy approved by the Board of Trustees on January 20, 2011, established a policy for all new building and major remodeling projects requiring Board approval to devote 0.5% of the construction budget to securing works of art that shall be placed at the project site. The budget amount for works of art will not be fixed until the project bids and the construction budget are received and the construction budget is confirmed and established. At that point in the project, the budget amount for works of art will be established and will not vary regardless of subsequent changes in the construction budget. The project budget prepared in FCPWeb shall indicate in item #31210 Art in Design the dollar value allocated to art as required. The Senior Associate Vice President of Business and Finance shall have the authority to waive the requirement for art should the project not lend itself to art.

“Works of Art” shall be paintings, prints, sculptures, graphics, mural decorations, tapestries, stained glass, statues, bas reliefs, ornaments, fountains, ornamental gateways, environmental art, or other creative works that reflect form, beauty and aesthetic proportions.

The Senior Associate Vice President of Business and Finance shall establish an art committee for each project for which art is to be provided. The committee shall be chaired by the Senior Associate Vice President or his designee and composed of a representative of the department or college for the proposed project, the Campus Project Planner/Manager from the Campus Construction Unit, a representative of the Campus School of Art or the Campus Art Museum, and occasionally an external individual with appropriate expertise. A representative of the Campus Purchasing Division shall be a nonvoting member of the art committee for each project.

The art committee shall define the art to be secured and determine if the art is to be purchased, donated or commissioned. If art is to be commissioned, the committee shall solicit interest in producing the art through an advertised request-for-proposal (RFP) process, and select the appropriate artist to produce the art based on criteria listed in the advertisement. The purchase and installation of the art shall be managed by the Campus Project Manager and shall follow all University and State Purchasing Rules and Procedures. The Campus Construction Unit shall work through the Campus Purchasing Division.

The project’s art committee shall determine if a proposed feature is a “work of art” and document the justification in writing for the project file. If art is offered for donation to the project, the committee must determine if the donation is acceptable. The value of the donation may be applied to the required project contribution in the Art and Architecture policy with an arm’s length appraisal of the art.

As an option to be used at the discretion of the Campus Purchasing Division, the PRZM project management system has been updated to allow requested information to be submitted electronically as required.

A semi-annual report will be prepared by the University Office of Business and Finance on January 15 and July 15 indicating projects approved by the Board of Trustees and the status of funds budgeted for this program.