

CHAPTER 8: Business Operations
ADMINISTRATIVE PROCEDURE NO. 8.30.1

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: 8.30.1 Modifications to District Facilities
Revision Date: 12/19

1. The District owns, operates and maintains facilities across the colleges and district office complexes. These facilities have been designed, constructed and maintained according to set (and agreed upon) plans that elicit a function, aesthetic, and cohesion with surrounding structures and grounds. As stewards of these facilities, it is necessary to protect the buildings' and grounds' aesthetic integrity.
2. When desired, or necessary and appropriate, to deviate from the originally planned design aesthetics of a facility (e.g., modifying color schemes, appearance, or general aesthetics of the exterior, or common areas of the interior), approval of said modifications must be granted in order to maintain the overall integrity of campus and facilities designs and is consistent with the values of the District. (NOTE: This also includes installing artwork, murals, photographs, gardens, furniture, etc.)
3. Definitions
 - a. Permanent artwork installations
 - All exterior art installations are considered permanent
 - Displayed for more than a semester
 - Require building envelop or grounds modification for the installation
 - Requires a long term maintenance plan
 - Are large in dimension, example greater than 4' x 6'.
 - b. Temporary or rotating art installations
 - Displayed or installed for less than a semester
 - Minor modification to interior building walls/ceilings is required for mounting Modest in size, i.e., less than 4' x 6'.
4. The following process should be followed to seek approval for the display of any artwork installation that will modify the existing building and/or grounds aesthetics:
 - a. To initiate the process for either temporary or permanent aesthetic changes, the requestor will solicit approval, guidance, and a commitment to fund the artwork installation, from the campus President. The campus President may, depending upon the nature of the request, wish to engage the campus community in a broader review of the request. After processing by the campus President (including any local processing guidelines, i.e., Art of Campus Committees, etc.), the President will make a recommendation/determination.

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- b. With the approval of the campus President, the requestor will submit to the campus Facilities Manager or Director of Maintenance and Operations at the District office, a written request using the Facilities Project Request form describing the proposed change. The request should include specific details about the modification(s) requested, including a sample of the proposed change. Details should include a plan, image, draft, proposed location, installment requirements, temporary or permanent installment, timeline(s), budget constraints, etc.. The Facilities Manager will validate project scope and associated costs.
 - c. The campus Facilities Manager will present the request to the Vice Chancellor of Facilities who will make a recommendation/determination.
 - d. When approved by the Vice Chancellor of Facilities, the request will be presented by the college President to the Chancellor and Chancellor's Council for information. In the event the Vice Chancellor of Facilities does not approve the project, the proposal may be presented to the Chancellor who shall have final authority.
 - e. Upon completion of the campus-level protocols, the Chancellor must approve permanent aesthetic changes and art installations. The Chancellor will determine if Board involvement or approval is warranted.
 - Named artwork and/or art exhibits dedicated to an individual must be approved by the Board of Trustees, and must follow the guidelines in Board Policy 2.80.
5. Recognizing that not all requests for modification (i.e. temporary installations and minor alterations) warrant the approval of the Chancellor, the Chancellor may designate campus President or Vice Chancellor of Facilities as final approver of changes.