



TEXAS A&M UNIVERSITY
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Jerry Gaston
Vice President

MEMORANDUM OF AGREEMENT
REORGANIZATION AND REPORTING FOR FACILITIES COORDINATION
29 July 1998

It is hereby agreed by all undersigned parties that the following changes will be made in the organizational and reporting functions for the Texas A&M University (TAMU) facilities coordination function historically a part of the Office of Institutional Studies and Planning (formerly Office of Planning and Institutional Research).

Effective as soon as possible, given the ordinary transition time required, the Office of Facilities Coordination will be created and the facilities coordination function, currently the responsibility of James Massey, Assistant Director for Facilities Coordination, will begin reporting in the fashion described below:

Functional reporting for this unit will be joint to the Division of Academic Affairs and the Division of Administration. The Division of Administration will assume the administrative responsibility for daily operational oversight. Personnel issues such as title, future salary increases, annual leave, sick time, etc., will be the responsibility of the Vice President for Administration. Staff support and budgetary issues for this function will be determined with participation in the process by the Academic Affairs and Administrative divisions. Advice from the Division of Academic Affairs will be sought on personnel related performance matters. The head of the Office of Facilities Coordination will be included in the Vice President for Administration's divisional staff meetings.

In future considerations of reporting arrangements, the two divisions will confer on the best organizational fit for the University at that time. Should a mutually agreeable arrangement regarding this point not be reached, the University President will be consulted for a final decision.

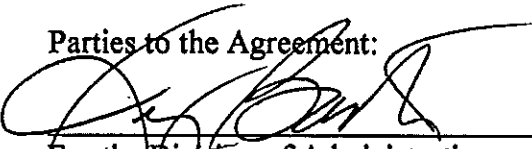
As the university's primary space and land use coordinator, this unit will continue to serve the entire university, working with the relevant departments and colleges which require space planning services. The Office of Facilities Coordination will be responsible to process, record, maintain and provide reports related to the University's space and land use inventory as required.

As is currently the case, all Vice Presidents will be responsible for space currently on their inventories. Any intradivisional space assignments will be determined by each Vice President with the services of ~~them~~ the facilities coordination function as requested. For space and land use issues involving two or more university divisions, the Vice President for Administration will facilitate solutions to these matters. Resolution of such issues will be reached by the Vice President working with the related university divisions and the Office of Facilities Coordination to analyze the issue and develop an appropriate solution.

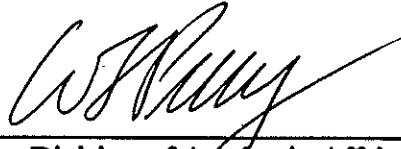
The facilities function described herein will continue to be the primary contact for all space and land use matters at the Riverside Campus. Further, the protocol currently followed regarding making recommendations about extraordinary space or land use requests at that Campus will be the responsibility of the Vice President for Administration.

It is agreed that this campus-wide resource will continue to serve the entire university community and its multiple needs for advice and counsel for facilities and land use related considerations.

Parties to the Agreement:




For the Division of Administration
Dr. Jerry Gaston, Vice President



For the Division of Academic Affairs
Dr. William Perry, Executive Associate Provost



Mr. James Massey
Office of Facilities Coordination



Mr. Mel Lasell, Interim Director
Office of Institutional Studies and Planning