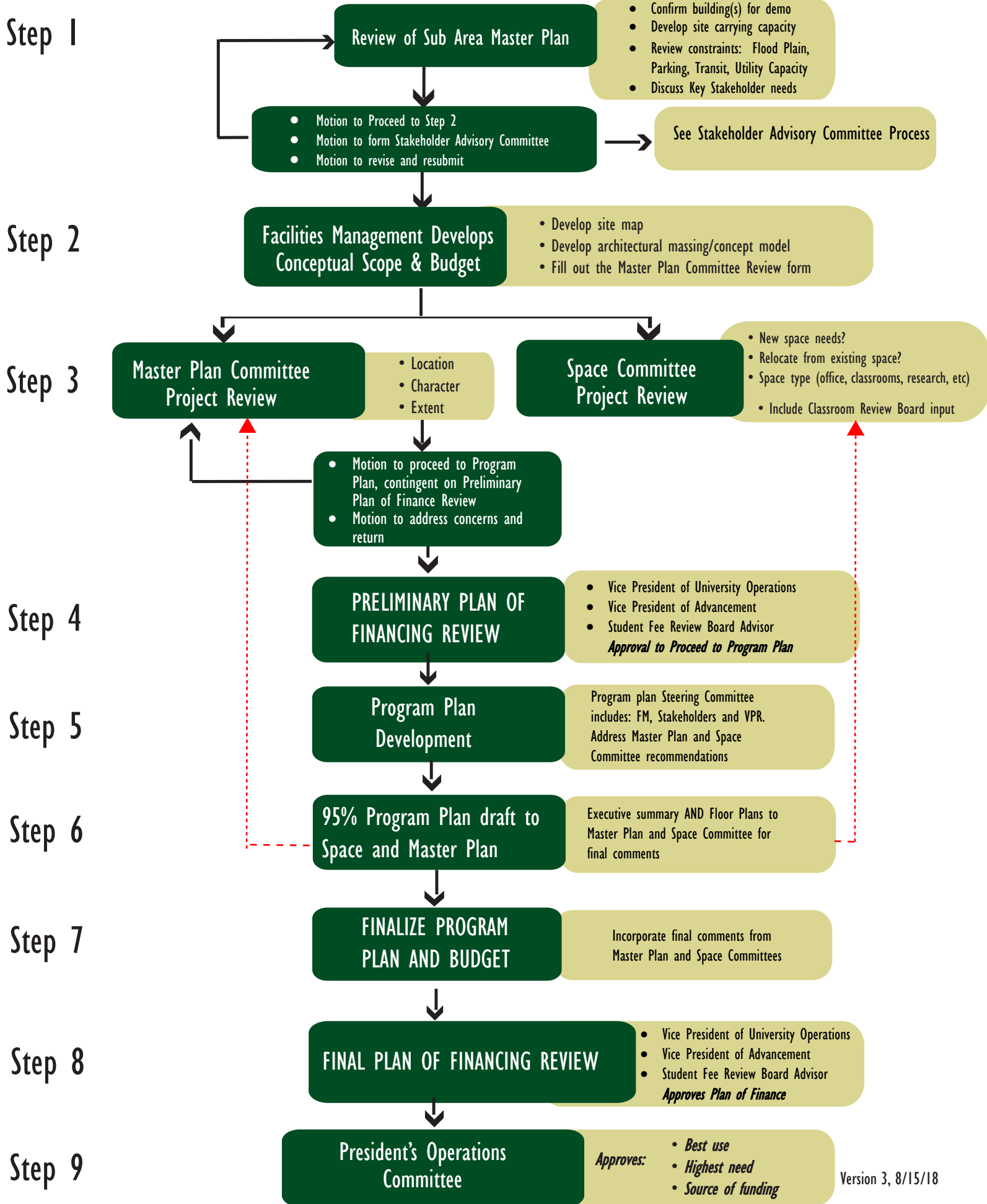


# MASTER PLAN COMMITTEE APPROVAL PROCESS AND INSTRUCTIONS



## Master Plan Committee Approval Process Instructions

To submit a capital construction project proposal to the Master Plan Committee, please complete the following process. This process will facilitate an active dialogue about project need, fit with campus character and extent, funding sources, and more.

**Step 1 –** Stakeholders meet with Associate Director of Capital Construction Mike Rush, Capital Development Approval Manager Shelly Carroll, Director of Parking and Transportation Services Dave Bradford and Campus Planner Fred Haberecht to discuss proposed project. FM planning will create a sub area master plan for presentation to Master Plan committee, in coordination with stakeholder. Contact Shelly Carroll for assistance.

Master plan committee will either approve to continue to Step 2, form a stakeholder advisory committee\* or request follow-up and additional information.

**Step 2–** Identified stakeholders meet with FM planning to develop concept, renderings and budget range for the project. Complete Master Plan Committee Review form.

**Step 3–** Stakeholders present to Master Plan and Space Committees to solicit input and comments that will inform program plan. Schedule with Shelly Carroll and Kristi Buffington.

**Step 4 –** Master plan committee will either approve to proceed to program plan contingent on preliminary plan of finance review, or request follow-up and additional information.

Preliminary plan of finance review consists of the stakeholder(s) meeting with VPUO, VP of Advancement, Student Fee Review Board Advisor and others as needed to brainstorm financing options. Options can include donors, grants, student fees, state funds, bonds and/or a combination of the above. VPUO will provide email to facilities with approval to proceed to program plan, if warranted based on results of this discussion.

**Step 5 –** Facilities Management to initiate program plan with stakeholder funding. Program Plan steering committee will include FM, stakeholders and VPR. Program plan should address Master Plan and Space Committee comments.

**Step 6 -** FM will present 95% Program plan/Executive summary to Master Plan Committee and Space Committee for final comments.

**Step 7 -** Finalize program plan and budget. Incorporate Master Plan and Space Committee feedback.

**Step 8 -** Final Plan of Financing Review-Stakeholders meet with VPUO, VP Advancement, Student Fee Review Board Advisor for formal Plan of Finance review/approval.

**Step 9 -** Facilities Management will submit Cabinet Approval Request to President's Operations Committee.

**\*See Stakeholder Advisory Committee Process and Instructions**