

Supporting Document 2.F.5(a)

2013-2023 Capital Plan Development Working Group

Charter

Effective October 31, 2011

CHARGE

As referenced in the [revised 2013-2023 Capital Planning Process](#), the 2013-2023 Capital Plan Development Working Group will assist the Vice Presidents in developing a ten year Capital Plan for the 2013-2023 cycle.

That assistance shall include, but not be limited to the following tasks:

1. Review projects as submitted by the Vice Presidents.
2. Preliminary review (including meetings with Planning Unit Leaders who have facility needs) and documentation of current needs to include:
 - Space quantity issues;
 - Space quality issues;
 - Facility preventative maintenance backlogs; and,
 - Grounds, circulation, and infrastructure issues.
3. Integration of facility needs identified in strategic six year plans.
4. Produce a written explanation on how each of the current major and intermediate Capital requests addresses the current needs identified above, based upon the request documentation and any additional research completed by the group.
5. Develop a set of draft ten year plan options for Vice Presidential consideration, review and modification.
6. Facilitate meetings and provide supporting information to the Vice Presidents in their deliberations and development of a ten year plan.
7. Develop recommendations for modifications to the 2015-2017 Capital Budget process.

MEMBERSHIP

Rick Benner, Chair / Director, Office of Facilities Development and Capital Budget

Linda Beckman, Division Director of Budget and Administration, Enrollment and Student Services
John Furman, Director, Facilities Management

Francis Halle, Director, Space Administration
Ira Hyman, Professor, Psychology Department

Debra Jusak, Vice Provost for Academic Resources

Additional support to group from:

Ed Simpson, Assistant Director, Facilities Development

Diana Rosen, Assistant Director, Capital Budget

John Lawson, Vice Provost for Information Technology and Chief Information Officer

CHAIR

The Chair shall be the Director of the Office of Facilities Development and Capital Budget. The Chair shall convene the meetings, approve agendas and preside at all meetings.

MEETINGS

Meetings shall be called by the Chair. The group shall meet weekly or as needed.

REPORTAGE

The group shall report to the Vice President for Business and Financial Affairs.