2021-2031 SPACE MODELING & CAPITAL PLAN
DEVELOPMENT WORKING GROUP

CHARTER
Effective October 2019

CHARGE
The Space Modeling & Capital Plan Development Working Group (Working Group) and their associated Task Forces will assist the Vice Presidents in determining the operational and future growth space gaps, as well as developing a capital ten-year plan for the 2021-2031 cycle. The Task Forces will report to the Working Group and provide “sub-reports” that will be used by the Working Group to advise and draft reports to the Vice Presidents.

That assistance shall include, but not be limited to, the following tasks for Capital Development Plan:

- Review major and intermediate-sized projects as submitted for consideration by the Vice Presidents and confirm with the Vice Presidents the major and intermediate-sized projects moving forward for consideration in the 2021-2023 biennium portion of the ten-year plan.
  Target Completion: December 2019

- Preliminary review and documentation of current needs to include:
  - Benchmarking and metrics supporting need;
  - Utilization analysis supporting need;
  - Space type issues;
  - Space quantity issues;
  - Space quality issues;
  - Facility preventative maintenance backlogs; and,
  - Grounds, circulation, and infrastructure issues.
  Target Completion: February 2020

- Produce a written explanation on how each of the current major and intermediate projects address the current needs identified above, based upon the request documentation and any additional research completed by the group.
  Target Completion: February 2020

- Develop a set of draft ten-year plan options for Vice Presidential consideration, review and modification.
  Target Completion: April 2020

- Facilitate meetings and provide supporting information to the Vice Presidents in their deliberations and development of a ten-year plan.
  Target Completion: April 2020

- Develop recommendations for modifications to the 2021-2023 process.
  Target Completion: Summer 2020

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

- Complete draft Operational Gap on Space report.
  Target Completion: January 2020

- Complete draft Future Growth on Space report.
  Target Completion: March 2020

- Complete draft final report on Space Modeling.
  Target Completion: April 2020

Approved 10/31/2019 by Rich Van Den Hul, Vice President, Business and Financial Affairs
MEMBERSHIP IN WORKING GROUP

- Rick Benner, Chair, Director, Facilities Development & Capital Budget / University Architect
- Linda Beckman, Director, Budget and Administration, Enrollment and Student Services
- Mark Brovak, Senior Director / COO, University Advancement
- John Furman, Director, Facilities Management
- Mark Greenberg, Dean of Libraries
- Josh Kavulla, Associate Director, Facilities Development and Capital Budget
- Becca Kenna-Schenk, Executive Director, Government Relations
- Ellen Kuhlmann, Space Analyst, Space Administration/Management
- Chuck Lanham, Vice Provost for Information Technology / Chief Information Officer
- David Patrick, Interim Dean, Graduate School
- Brian Ross, Assistant Director, Capital Budget
- Associated Students Representative
- UPRC Representative

MEMBERSHIP IN TASK FORCES

**Academic Space Modeling & Capital Plan Task Force**
- Ellen Kuhlmann, Chair, Space Analyst, Space Administration/Management
- Mark Greenberg, Dean of Libraries
- John Farquhar, Director, Academic Technology & User Services
- Troy Ragsdale, Space Analyst
- Associated Students Representative
- UPRC Representative

**Administrative Support & Infrastructure Space Modeling & Capital Plan Task Force**
- John Furman, Chair, Director, Facilities Management
- Chuck Lanham, Vice Provost for Information Technology / Chief Information Officer
- Bob Putich, Manager, Student Business Office
- Sue Sullivan, Director, Environmental Health & Safety
- Darin Rasmussen, Director, Public Safety / Chief of Police
- Jon McGough, Director, Disability Access Center
- Paul Cocke, Director, Communications and Marketing

**Enrollment & Student Services Space Modeling & Capital Plan Task Force**
- Linda Beckman, Chair / Director, Budget and Administration, Enrollment and Student Services
- Leonard Jones, Director, University Residences
- Eric Alexander, Associate Dean for Student Engagement / Director, Viking Union
- Steve Card, Director, Athletics
- Shelli Soto, Associate Vice President for Enrollment Management
- Sara Wilson, Sr. Director, Student Success Initiatives
- Sislena Ledbetter, Executive Director, Health and Wellness
- Associated Students Representative
**ADDITIONAL WWU SUPPORT STAFF & CONSULTANTS**

- Forest Payne, Project Manager Architect
- Tristen Byers, Interior Designer
- MaryLynn Dawe, Budget Analyst
- Dimitri Diamanti, Budget Analyst
- Greg Hough, Assistant Director, Facilities Asset Management
- Opsis Architecture
  - Biddison Hier

**REPORTAGE**

The group shall report to:

- Provost and Vice President for Academic Affairs
- Vice President for Business and Financial Affairs,
- Vice President for Enrollment and Student Services