Overview of Operations Capital Planning Team Process
Updated 1/16/18

The Operations Capital Planning Team is one of three representative groups that will help prepare the Capital Plan. Please see Capital Teams Structure Summary.doc for information about the other two Teams, and additional information on the process.

Items reviewed and prioritized by the Operations Capital Planning Team include:
- Building renovations (including academic, student, and athletic areas)
- Roads, bridges, sidewalks, and other infrastructure
- Heating, Air Conditioning and Ventilation systems (HVAC)
- Equipment (other than IT and the Provost's area)
- Furniture (ALL furniture, i.e., office, classroom, residence halls and public spaces)

Items to be included should be assets that have an expected life of more than 1 year, and an expected cost of $3,000. Those include the following:
- A single piece of furniture, equipment or renovations costing $3,000 or more, or
- Multiples of the same piece of equipment or furniture purchased at the same time costing a total of $3,000 or more (i.e., 100 chairs costing $100 each would be capitalized; the purchase of a single $100 chair would not), or
- Several items purchased at the same time to complete a single project (i.e., retrofitting a chemistry lab to meet the needs of a new professor; furniture to outfit a new or updated office).

Items NOT reviewed in this process include:
- Equipment costing less than $3,000 that does not meet the criteria listed above. These items should be funded by departmental 6240 equipment lines.
- Centralized IT and Media Services equipment (see *ITS Capital Budget Request Process* for items funded by IT).
- Library books and equipment for areas reporting to the Provost
- Items to be funded by the dedicated equipment lines (SOTA, SOTH, SEH, BESS, Athletics, Fitness Center).

Process used to request equipment:
- Budget managers *who do not report directly to a VP or Provost* should complete and forward the appropriate forms found on the *Capital Budget Guidelines & Forms* spreadsheet to their supervisor by deadlines listed in the appropriate Fiscal Year's Capital Planning Calendar found on MCSquare

- **Operations Capital Planning Team Membership:**
  - Provost
  - VP for Operations, *Chair*
  - Director of Facilities Services
  - Director of Dining Services
  - Budget Manager
  - Associate Dean of Students
  - Director of Development

- **Capital Planning Coordination Team Membership:**
  - Provost
  - VP for Operations
  - Director of Development
  - VP for Information Technology
  - Budget Manager