

Overview of Provost's Capital Planning Team Process

The Provost's Capital Planning Team is one of three representative groups that will help prepare the Capital Plan for FY19. Please see [Capital Team Structure Summary.doc](#) for an outline of the complete Capital Planning Process.

Items reviewed and prioritized by the Provost's Capital Planning Team include:

- Academic Equipment
- Athletic Equipment
- Library Books/Electronic Access

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 equipment costing \$3,000 or more, or
- Multiples of the same piece of equipment purchased at the same time costing a total of \$3,000 or more (i.e., 10 microscopes costing \$500 each would be capitalized; the purchase of a single \$500 microscope 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).
- Furniture: All office, classroom, residence hall, and public space furniture needs will be addressed by the Operations Capital Planning Team.
- Items to be funded by the dedicated equipment lines (SOTA, SOTH, SEH, BESS, Athletics, Fitness Center) *UNLESS* those areas are planning to request supplementary funds; in that case, the Dean or Director needs to justify the supplementary request by presenting the combined needs.

Process used to request equipment:

- Budget managers *who do not report directly to the Provost* should complete and forward the appropriate forms found on the [Capital Budget Guidelines & Forms](#) spreadsheet to their supervisor by March 1, 2018. All forms and summaries must be delivered to the Provost by March 1.
- The Provost has (a minimum of) one week to review, prioritize, and summarize requests in preparation for review by the Provost's Capital Planning Team. The Provost forwards that information to the Team on March 19, 2018.
- The Provost's Capital Planning Team has until March 23, 2018 to prepare and forward a recommendation to the Capital Coordination Team.

- The Capital Coordination Team reviews prioritized plans from the Provost, IT, and Operations, and prepares and submits the final Capital Plan to IPFS no later than April 17 Need Date. College Council will vote on the plan on April 19
- **Provost's Capital Planning Team Membership:**
 - Randy Basinger, Provost, Chair
 - Academic Deans
 - Richard Roberson (SOTA)
 - Caroline Maurer (BESS)
 - Pete Powers (SOTH)
 - Angela Hare (SEH)
 - Rob Pepper (Assistant Provost/Dean of Graduate Studies)
 - Kris Hansen-Kieffer, Vice Provost/Dean of Students
 - Bill Strausbaugh, Associate Provost, Vice President for Information Technology
 - Robin Laueremann, Associate Dean of General Education, Common Learning and Advising
- **Capital Planning Coordination Team Membership:**
 - David Walker, VP for Finance & Planning
 - Kimberly Hawkins, Budget Manager, Finance & Planning
 - Randy Basinger, Provost
 - Kathie Shafer, VP for Operations
 - Jon Stuckey, Director of Development
 - Bill Strausbaugh, VP for Information Technology