

## **Capital Planning Process Policy**

Summary/Purpose: The purpose of this policy is to define the procedure for the capital planning process.

### **GENERAL INFORMATION**

The University of Mississippi desires to have a collaborative and comprehensive capital planning process for the initiation and approval of major projects. A key goal of the Chancellor's Capital Planning Council (Council) is to review and process proposed capital planning projects through a prescribed consistent methodology for all campuses. This procedure will ensure the University is prepared to deploy funding as it becomes available. Membership of the Council will be comprised of the Chancellor's Senior Leadership Group.

While final approval must come from the Mississippi Board of Trustees for the Institutions of Higher Learning (IHL), the Council will determine the pre-requisites for projects submitted for IHL approval. Recognizing, however, that it will be necessary to maintain some flexibility to meet restrictions associated with certain funding.

The following are examples of projects that will be submitted to the Council, but is not all encompassing:

1. All new construction with a total estimated value of \$2,500,000 or more.
2. All major repair or renovation projects, including infrastructure, with a total estimated value of \$2,500,000 or more.
3. All new uses of University land. This includes any outdoor structure, signage changes, artwork, or improvements.
4. Naming of buildings. Building naming has historically been reserved for recognition of persons that have contributed in a meaningful way to the facility project, the university, or have made significant cumulative lifetime donations.
5. All Fraternity & Sorority Life (FSL) renovations and construction.
6. All projects with private funding.
7. Street naming.
8. Any project added by a member of the Council.

The capital planning process will provide for the presentation of potential projects in an orderly fashion. The process will allow assessment of a project's ability to meet the needs of the University and may include, but not be limited to, consideration of the following factors:

1. Consistency with the University's Mission;
2. Consistency with the University's Strategic and Master Plans;
3. Funding sources; and
4. Sustainability of funding sources.

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### **CAPITAL PLANNING PROCESS:**

#### **A. Preliminary Consideration**

1. A project sponsor will submit a completed Capital Project Initiation form with the Department Chair/Director, Dean/AVC, and Provost/Vice Chancellor's signatures to Facilities Planning.
2. The Council will consider all new capital projects at its regularly scheduled Senior Leadership Group meetings.
3. After consideration of each project, the Council may recommend approval, deny, request additional information, set financial and funding parameters, or take further action as appropriate.

#### **B. Planning, Design, and Construction Approval**

1. Once preliminary consideration has been approved, a project may proceed through planning and design phases in order to develop realistic renderings and accurate estimates for total project costs.
2. Once planning and design is complete, projects will come back before Council. The Council may again recommend approval, deny, request additional information, set financial and funding parameters, or take further action as appropriate.
3. Approved projects may move forward from this point commensurate with satisfactory attainment of financial or design metrics that have been stipulated by the Council.

#### **C. Final authority rests with the Chancellor.**



# The University of Mississippi

## Capital Project Initiation Form

Please answer all of the questions on this form, attach additional pages as necessary, complete the signature block, and send the entire packet to the Vice Chancellor for Administration and Finance.

### Describe Project / Program and Identify Funding Source

Building Name

Project Title

Contact

Department

Phone Number

Email

Account Number

Account Name

**Explain why this project is necessary.** *(Use additional pages as necessary)*

**Define the scope of the project. Tell us everything you hope to accomplish as well as expected consequences if project is not approved.** *(Use additional pages as necessary)*

**Describe how the project fits into the campus master plan.** *(Use additional pages as necessary)*

**Describe how the project fits into the campus strategic plan.** *(Use additional pages as necessary)*

**Identify possible funding sources.** *(Use additional pages as necessary)*

**Define the anticipated space required and explain any functional deficiencies of existing space.** *(Use additional pages as necessary)*

### Departmental Approval

Department Chair/Director's Name

Chair/Director's Signature

Date

### College/School Approval

Dean/AVC's Name

Dean/AVC's Signature

Date

### Provost/Vice Chancellor's Approval

Provost/Vice Chancellor

Provost/Vice Chancellor's Signature

Date

### Senior Leadership Group Use Only

☐ Approve for Additional Planning: \_\_\_\_\_

☐ Reject: \_\_\_\_\_