Space Use Proposal Process

1/12/2010

Administrator, administrative assistant, or faculty member, begins the process by filling out one of the space use forms (Small, Medium, Large) found under "Forms" on Commons

Staff Member completes Space Use Proposal form

Facilities Coordinator [Janet Morris]

IT Coordinator [Kathy Brown]

Facilities and IT Coordinators work with VP of Admin Services on any proposal under $20,000 Proposals over $20,000 go directly to cabinet first for determination. If Cabinet agrees to the concept, then the proposal moves to this stage.

Feasibility Study
Materials and Time estimated.
Information forward to requestor and Facilities Committee.
Dean/VP approves and designates budget .
Dean/VP takes to Cabinet for final approval.

The VP of Admin. Services takes the proposal w/ feasibility study & other info to Cabinet for discussion.

- A Cabinet denial stops the process.
- A cabinet request for additional information places proposal on hold.
- A Cabinet approval then moves forward.

VP of Administrative Services announces the approval and moves the proposal to the next stage.

Cabinet Approval of Space Use Proposal
(with or without modifications)
Facilities Committee notified of approval and any modifications.

Facilities Coordinator notified of Cabinet Approval (by VP of Admin. Services). Work Orders cut and assigned Requisitions signed by budget authority and purchases initiated

IT Coordinator notified of Cabinet Approval (by VP of Admin. Services). Tasks created and assigned. Requisitions signed by budget authority and purchases initiated.

Effected parties notified and schedules coordinated (with initiators and assigned staff) and posted tasks and work orders initiated.
Facilities Committee notified of progress and any glitches.

Space Use Forms

Small = < $20,000
Medium = $20,000-$75,000
Large = > $75,000

The initiator completes the satisfaction checklist and returns it to the Facilities coordinator and the IT coordinator

Tasks and Work Completed
Initiator Satisfaction Check completed.
Facilities committee notified of completion and Initiator Satisfaction results.
Committee assesses process–modifies if necessary.