

To: Campus Community  
From: Linda Brown  
Re: Process to Request Funding for Projects and Equipment  
Date: November 18, 2010

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Requests for funding facility-related projects and equipment over \$1,000 for fiscal year 2011-2012 may now be submitted using the "Project/Equipment Request Form." The form is attached for your convenience. All requests must be submitted on this form – including unfunded requests from previous years. The submittal process, including objectives, timelines, definitions and forms may be found at <http://www.cord.edu/Offices/Facilitiesmanagement/Majorprojects1.php>.

Requests to be submitted on this form include needs in the following categories:

- ❖ **Building repairs and facility alterations** – Requests in this category include potential health and safety issues, ADA compliance, operating deficiencies, energy conservation improvements, repair or replacement of facility related equipment, improvements to meet the needs of a program change or expansion and/or improvements in space utilization and aesthetics.
- ❖ **Equipment (non IT) purchases over \$1,000** – All requests for equipment purchases over \$1,000 must be submitted through this process.
- ❖ **Furnishings, classroom upgrading, information technology needs** – Requests in this category include furnishings and technology to enhance classroom interactions or technology related hardware or software outside of the normal refresh cycle. (The normal refresh cycle includes individual faculty, staff and computer lab computers and related software.)

Please be as detailed as possible in describing the project and/or equipment that will address the stated need. Facility modifications that might be required as a result of the request should be included in the description of the project. Cost estimates will be prepared during the final phase of the approval process.

**Timeline:**

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|------------------------------|--|
| <b>January 3, 2011</b>       | Faculty and staff submit completed forms to department chair/director  |
| <b>January 5, 2011</b>       | Department chair/director should rank all requests from their department and submit to Linda Brown, Projects Committee |
| <b>January/February 2011</b> | Projects Committee will review requests and prepare recommendations for consideration by President's Cabinet.          |

Members of the Projects Committee are Jim Aageson, Rebecca Amundsen, Wayne Flack, Raymond Ou, Nancy Penna, Bruce Vieweg and Linda Brown.

**REMINDER: To ensure consideration, requests must be submitted to the Projects Committee no later than Wednesday, January 5, 2011.**