



Facilities Planning for Virginia Commonwealth University

Updated 11/20/2016

I. Overview and Purpose

Facilities planning is derived from the University's strategic plan. Several committees, representing key University constituencies, work together to provide facilities governance for the University. This governance sets forth protocols to ensure facilities decisions for Virginia Commonwealth University are strategically aligned, collaborative, well-informed, evidence-based, sustainable, executable, and resourced.

II. Facilities Planning Governance

The various aspects of planning for the physical facilities needs of the University is accomplished by the following groups:

- The President's Cabinet serving in the role of Facilities Executive Sponsors
- The University Budget Committee
- The Facilities Planning Steering Committee
- Associated Committees
 - Master Plan Working Group
 - Transportation and Parking Advisory Committee
 - Real Estate Advisory Committee
 - Space Management Committee
 - Sustainability Committee
 - Others may be added as necessary

President's Cabinet Serving in the Role of Facilities Planning Executive Sponsors

The Cabinet is responsible for reviewing proposed facilities decisions for Virginia Commonwealth University and for providing recommendations to the President based on reports, presentations, business plans and recommendations developed by the Facilities Planning Steering Committee. Final decision authority resides with the President with required approval from Board of Visitors.

Responsibilities:

1. Strategic Direction and Prioritization – Recommend the strategic direction and priorities for facilities for the University.
2. Alignment - Ensure alignment between facilities planning and the University's strategic plan.
3. Integration - Provide the necessary integration among academic, research, health system, and facilities planning.
4. Acquisitions - Review proposed real estate acquisitions and make recommendations to the President.
5. Six Year Plan - Review proposed six year plan and make recommendations to the President.
6. Decisions - Review proposed facility related decisions that require Board of Visitor and/or Real Estate Foundation Board approval and make recommendations to the President. Proposals regarding individual projects are approved by the Board of Visitors upon the recommendation of the President.
7. Yearly Report Review - Review the Facilities Planning Steering Committee's yearly report which includes updates oncapital projects, deferred maintenance, real estate, space, and repairs and maintenance (details provided below). Provide input and direction as needed.

University Budget Committee

The University Budget Committee is responsible for reviewing the financial and prioritization plans related to capital improvement projects including proposed real estate purchases based on reports, presentations, business plans and recommendations developed by the Facilities Planning Steering Committee. The Budget Committee reviews the business plans for proposed projects before bringing items to the Cabinet for review and comment.

Responsibilities:

1. Review Business Plans - Review the funding and business plans for new projects or proposed changes to the original funding plans for previously approved projects on behalf of the Facilities Planning Steering Committee. Assist in the development of these plans as necessary.
2. Viability - Ensure the viability of business plans before items are brought forward to the Cabinet for review and recommendation.
3. Coordination - Coordinate budget and accounting needs between departments and foundations if applicable.
4. Funding - Determine source of funds for new acquisitions and projects. Coordinate with associated foundations and other private partners as appropriate. Obtain new funding as appropriate.
5. Status Review - Review the funding status of active projects and provide pertinent information and recommendations on funding issues to the Facilities Planning Steering Committee.
6. Capital Financial Plan - Develop overall facilities financial capital plan(s) as necessary.
7. Six Year Plan – Review Six Year plan before it is brought forward to the Cabinet for review and recommendation.

Facilities Planning Steering Committee

The Facilities Planning Steering Committee develops, presents and provides reports, presentations, business plans and recommendations to the Vice President for Administration, the University Budget Committee and the President's Cabinet to assist them in making well-informed evidence-based facilities recommendations for Virginia Commonwealth University to the President. The steering committee oversees, directs, and manages the work of the Master Plan Working Group and coordinates with the other associated committees on an ongoing basis.

Executive Sponsor Liaison to the Cabinet:

- Vice President for Administration

Membership:

- Dr. Meredith Weiss, Vice president of administration (Executive Sponsor Liaison)
- Ms. Brittany Gardner, ADA designee - Deputy Director and Senior Civil Rights Investigator (EEO/EO)
- Ms. Patricia Perkins, Assistant VP for Finance and University Controller
- Mr. Richard Sliwoski, Interim Associate Vice President for Facilities Management
- Mr. Tom Briggs, Assistant Vice President for Safety and Risk Management
- Dr. Tim Lampe, Athletics designee - Director of Facilities and Siegel Center Operations
- Ms. Dianne Reynolds, Business Services designee
- Mr. Alex Henson, Chief Information Officer, Technology Services
- Chief John Venuti, Chief of Police
- Dr. Cathy Howard, Community Outreach Designee - Vice Provost, Division of Community Engagement
- Ms. Samantha Marrs, Development Designee - Sr. AVP for DAR Admin/Operations
- Mr. David Goodwin, Director, Capital Budgeting, Facilities Management
- Mr. Clayton Harrington, Director, Parking and Transportation
- Ms. Mitzi Lee, Director, Real Estate Services
- Ms. Erin Stanforth, Director of Sustainability

- Ms. Katharine Rosemond, Health Sciences Designee - Executive Director, Health Sciences Resources and Planning Health affairs designee
- Mr. Larry Little, Health System Designee - Vice president of Support Services and Planning, VCU Health System
- Ms. Catherine Porzio, Hospital Architect
- Mr. Brian Shaw, Office of the President Designee
- Mr. Connor Jarrendt, President, MCV Campus Student Government Association
- Ms. Katie Clark, President, Monroe Park Campus Student Government Association
- Dr. Deborah Noble-Triplett, Provost designee - academic affairs
- Mr. Michael Newsome, Research Designee
- Dr. Curtis Erwin, Student affairs designee - Executive Director, Residential Life and Housing
- Mr. Tim Graf, Treasurer and Director, Treasury Services
- Ms. Mary P. Cox, University Architect and Director of Planning and Design
- Mr. Jeff Eastman, University Planner
- Mr. Michael Porter, University Relations Designee - Associate Vice President for University Public Affairs
- Mr. Keith Hayes, University Space Manager
- Ms. Kathleen Shaw, Vice Provost for Planning; Provost and Vice President Academic Affairs
- Dr. Charles Klink, Vice Provost for Student Affairs
- Ms. Laura Rugless, Director, Equity and Access Services
- Mr. Jim Fiorelli, Associate University Counsel

Executive Committee Member and Co-Chair

Invited Guests (ex-officio):

- Mr. George Emerson, Invited guest: Real Estate Foundation Board member
- Mr. Tom Papa, Invited guest: Real Estate Foundation Board member

Co-Chairs to provide staff assistance to the committee.

Responsibilities:

1. **Coordinated, Collaborative Evidence-Based Master Planning** – Lead and coordinate University master planning including initial plan development and ongoing plan management. This includes creating an overarching University master plan driven by the University’s strategic plan and informed by space, facility, and planning data. Ensure the alignment and coordination with other existing plans including: art, athletics, business services, deferred maintenance, health system, housing, landscape, local community, parking and transportation, real estate, space, sustainability, and wayfinding. Combine plans where possible and eliminate duplicate work. Appoint and direct the work of the Master Plan Working Group.

2. **Documentation and Annual Reporting** – Document meeting information, including agendas, meeting minutes, data and reports. Opposing points of view are expected and will be fully discussed. If not completely resolved, opposing viewpoints will be reflected in the Committee’s recommendations and/or annual report. As decisions are made, the committee’s website will be updated promptly to be certain the campus community receives accurate, complete and timely information.

Deliverables:

- **Master Plan** - Incorporates or references all plans including but not limited to those noted above.

- **Six Year Plan** – Derived from the Master Plan
- **Reports, presentations, business plans and recommendations** - Delivered as needed to the Cabinet and/or University Budget Committee for decision making and board approval when necessary.
- **Annual (9/30) written report and presentation on the committee’s work to the executive sponsors including:**
 - **Report on new capital projects** – Underway, completed, anticipated, priorities and associated rationale.
 - **Report on deferred maintenance** – Total deferred maintenance categorized and prioritized. Rationale behind prioritization. List of projects completed and proposed.
 - **Report on real estate** – Properties owned, leased, under consideration. Associated rationale.
 - **Report on space** – Current state, needs, associated rationale, maintenance projects.
 - **Report on repairs and renovations** –Completed (planned or emergency), on-horizon, proposed, associated rationale.
 - **Six Year Plan and Yearly Update** – Derived from the master plan.
- **Updated website for the University community and annual emailed community report**

3. **Knowledge Acquisition** - Gain an understanding of the goals of the University’s academic and administrative units as well as city planning underway. Participate in meetings and discussions to acquire a community perspective on issues and policy impacts.

4. **Ongoing Advising and Planning** – Actively participate in the University’s planning efforts in order to present recommendations that are aligned with the University’s strategic plan and financially sustainable. Present plans and recommendations to Cabinet for review and approval.

5. **Policy and Procedure Development and Review**– Propose, develop, and revise facilities policies as needed using the University’s approved steps for policy development. Develop and adhere to proper procedures so that decisions regarding university resources are properly vetted through this governance structure. Create necessary flow charts and communication pieces.

6. **Communication and Input** - Develop an effective communication plan to inform and gather input from the campus and local community. Participate actively as a spokesperson for one’s representative group and maintain a University-wide perspective for decision making.

7. **Associated Committee Participation and Collaboration** – Collaborate with and/or serve on associated committees and create ad hoc working groups as necessary to address specific issues.

In addition, the steering committee may engage one or more individuals outside the University to provide broad advice on facilities plans, adherence to design guidelines, preservation of historic buildings, and other matters related to the development of University facilities plans.

Associated Committees

Associated committees provide key insights needed by the Facilities Planning Steering Committee. The chairs of these committees are members of the Facilities Planning Steering Committee.

III. Facility Planning Steering Committee Procedures

The committee provides diverse perspectives and advice regarding facilities improvements at VCU. Committee composition is intended to bring together the perspectives of primary constituencies concerning important University resources. Because it is an advisory committee and members are not elected to serve as a proportionately representative oversight, policy or rulemaking body, the committee will be making recommendations but will not be voting on decisions or approving budgets. Final decision authority resides with the President and in some cases with the Board of Visitors. Relevant data and research will be provided to the Committee so that members are able to provide informed advice and recommendations to Cabinet and the President. As an advisory group, the Committee must understand that the University has many competing needs and limited resources, thus not every recommendation can be implemented.

The committee should endeavor to provide advice that is consistent with the University's strategic plan will be viewed as balanced, objective, fair, practical, and in the best interests of the entire campus community. The committee is expected to work year-round on a July to June cycle, but may organize meeting and work schedules as it deems appropriate. At the end of each annual cycle, the committee will conduct a self-evaluation of its work and recommend changes that will make the deliberations more effective in the next cycle.

Minimum Yearly Meeting Requirements

- **Facilities Planning Steering Executive Committee** – Monthly (during master plan creation); Every Other Month (during master plan implementation)
- **Full Facilities Steering Committee** – Every Other Month (during master plan creation); Quarterly (during master plan implementation)