

## **Report of the CALS Facilities Committee – May 2, 2014**

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Committee membership: Ken Albrecht, Scott Bowe, Amy Charkowski, Christopher Choi, Rick Eisenstein, Jeremy Foltz, Daniel Heider, Barbara Ingham (chair), Ivan Rayment, Randy Shaver, Matilde Urrutia

Student representatives: Adam Beer, Lily Mank

Ex officio: Doug Sabatke

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The CALS Facilities Committee was charged with three tasks under the college's Strategic Planning Initiative:

1. Develop selection criteria for minor remodeling funding requests
2. Develop guidelines for the prioritization of capital project requests
3. Develop policies for the use of existing space within the College

Three working groups were assigned, one to work on each aspect of the strategic plan, with a working group chair assigned to each:

1. Barbara Ingham – minor remodeling
2. Ivan Rayment – capital project requests
3. Scott Bowe – space management

Minor remodeling fund guidelines – adopted January 19, 2014

Guidelines for capital projects – adopted February 5, 2014

Guidelines for use of existing space within the college – adopted April 9, 2014

## **Draft Guidelines for Distribution of Minor Remodeling Funds**

### **Edited and adopted January 19, 2014**

The college makes available funds for minor remodeling of departmental facilities in two categories: instruction and research. The college has historically had ~\$85,000 available for dispersal, of which ~25% must be assigned to projects to improve instruction space, with the remainder allocated for research. The following factors are considered by the CALS Facilities Committee (CFC) in dispersal of funds:

- Use of the space to be remodeled
- Priority of the project for the department
- Scope of the project
- Matching funds

1. **Use of the space to be remodeled.** The CALS Facilities Committee recommends funding for minor remodeling projects to support instruction or research functions of a department. The use of the space to be remodeled – whether for instruction or research – should be clearly stated. Members of the CFC will conduct an on-site inspection of each proposed project.
2. **Priority of the project for the department.** A department presenting a request for minor remodeling should **clearly indicate** the importance of the project to the department. A department may submit **no more than two requests**, ranked by priority. Minor remodeling project funds are expected to be directed towards projects that will **support the department/program and elements of the college's strategic plan and are clearly tied to instruction or research**. The reason to seek minor remodeling funds, to the exclusion of other sources of funding, should be clearly articulated. Minor remodeling funds are generally not available to cover basic departmental expenses or equipment. Project requests should **clearly** be tied to space remodeling.
3. **Scope of the project.** The scope of the project should be **clearly justified** and consistent with the budget for the project. Departments are encouraged to submit photos which will help the committee understand the request.
4. **Matching funds.** Departments are expected to organize some level of matching support for **any request** that is submitted. The level of match is expected to be consistent with the anticipated cost of the remodeling project and should reflect a **minimum 25%** of the anticipated cost. Proposals without matching funds may be submitted, but may receive lower priority by the committee.

Each department requesting funds should submit the required proposal cover sheet that clearly addresses the criteria for awarding funds. The cover sheet should be signed by the department chair.

## CALS Minor Remodeling Exercise – Project Proposal Cover Sheet

### Project Location

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1. Submitting Department:
2. Project Building:
3. Project Room:

### Project Rank

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Each department may submit up to 2 projects for the minor remodeling exercise each fiscal year.

1. Is the department submitting more than one project for the minor remodeling exercise? Yes ☐ No ☐
2. If yes, provide the rank of the project (with 1 being highest priority): Rank 1 ☐ Rank 2 ☐

### Project Need

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Projects submitted for minor remodeling exercise funds must support either instruction or research. Other types of projects are not eligible for this exercise. The minor remodeling exercise is generally **not** intended to be used for start-up packages or for standard departmental operation.

1. The proposed project supports (choose one): Instruction ☐ Research ☐
2. Please explain how the proposed project supports your choice above. Attach photos and/or additional pages as necessary.

### Matching Funds

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It is generally expected that matching funds of 25% or more will be provided by the department or other sources.

1. Please indicate the dollar or percentage amount of matching funds: \$            or            %
2. Matching fund account number:

### Approval

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All proposals for the minor remodeling exercise must be reviewed, ranked, and signed by the department chair.

Department chair name:

Department chair signature:

## **Draft Guidelines for Evaluation and Ranking of Capital Projects within CALS**

### **Adopted February 5, 2014**

Every two years the college solicits and evaluates proposals for capital projects and then submits a ranked list to Facilities Planning and Management (FP&M). The proposals are first evaluated by the CALS Facilities Committee and then approved by the dean. The following guidelines define those factors the committee will consider during the evaluation and ranking.

#### **1. Justification for the capital project and a description of its benefit to the sponsoring department.**

The CALS Facilities Committee places a high priority on understanding how the proposed capital project will fulfill a demonstrated need within the sponsoring department. Hence, the proposal should meticulously describe not only the project but also its relevance to the current and future goals of the sponsoring department. It should explain why the current facilities no longer meet the functional needs and how the new facilities will resolve those problems. The proposal must explain why this capital project will work better than any alternative approach. The urgency of the required building or facilities should be explicitly stated. The contributions to teaching, research, and extension should also be clearly delineated. A capital project will not be ranked highly by the CALS Facilities Committee unless a clearly established need and benefit are demonstrated.

#### **2. Demonstrated commitment and a defined plan for acquiring the matching funds required to undertake the project.**

UW FP&M typically requires a matching fund of approximately 50% for a capital project to move forward. All else being equal, projects do not rise to the top of the ranking until sources for such funds have been positively identified. Likewise, a project will not be approved by the State until most of the matching funds have been secured. Consequently, a demonstrated ability to initiate and maintain a long-term effort to secure outside funds will strongly influence a project's rise in the ranks during the successive cycles of project application and evaluation. Further, the biennial ranking of a building project is strongly influenced by the demonstrated progress made

in fund raising in the preceding years. Therefore, the amount of funding raised or pledged between each two-year cycle should be identified to demonstrate momentum.

**3. The sponsoring department's long-term commitment to completing the building process.**

A capital project normally requires a decade or more of dedicated effort to reach completion. Therefore, the CALS Facilities Committee requires evidence of the department's long-term level of commitment towards seeing a project through to its completion. Because such involvement requires a dedicated group of faculty and staff, evidence of a planning, fund raising, and building committee/organization should be provided.

**4. The project's relevance to the college's strategic plans.**

All projects will be ranked according to their relevance to the college's long-term strategic plan. It must be clearly stated in the proposal which aspect(s) of the strategic plan are consistent with the new building or renovation.

**5. The benefit that other units on campus will gain from the project.**

Capital projects should benefit a wide range of constituents on campus rather than merely the members of the sponsoring department. A project that benefits a wider range will therefore be ranked higher than one whose benefit is limited. The groups that will benefit from the project should be described in detail, and how they will benefit should be supported by documentation.

**6. The project's benefit beyond the campus (its relevance to the Wisconsin Idea).**

The most successful capital projects enjoy the support of the broader, off-campus community in ways that are consistent with the Wisconsin Idea. This is generally reflected in the ability of a project to gain support from external donors. A documented description of the project's benefit to a large external group of constituents is therefore important to the project's rise through the ranking process in successive years. The CALS Facilities Committee places high value on the contributions that a building will make to the State of Wisconsin.

## **2015-2021 Project Proposal**

### **Facility Planning Statement College of Agricultural and Life Sciences University of Wisconsin-Madison**

- 1. Department:**
- 2. Contact Name:**
- 3. Project Title:**
- 4. Preliminary Cost Estimate (Range):**
- 5. A project description, scope and requirements: (provide a concise description of the project scope and requirements. Include ASF/GSF (Approximate Square Feet/Gross Square Feet) of the proposed remodeling and/or new construction.) Describe changes to the project since the last submission, if any.**
- 6. A justification for the capital project and a description of its benefit to the sponsoring department: (state the problem and briefly describe how this project will resolve the problem).**
- 7. A summary of the proposed source(s) of matching funding: (include a description of demonstrated commitment, a defined plan for acquiring the matching funds required for a capital project in CALS, and a summary of prior and current fund raising commitments).**
- 8. A statement describing the sponsoring department's commitment to completing the building process.**
- 9. An explanation of the capital project's relevance to the College's strategic plans.**
- 10. A description of how the capital project will benefit other units on campus.**
- 11. A description of how the capital project will benefit groups beyond campus (that is, how it relates to the Wisconsin Idea).**

## Draft CALS Existing Space Policy

Prepared by the CALS Facilities Committee

Adopted April 9, 2014

### Statement:

Space in the college is as an asset for all departments and constituents in the college.

### Resolution Procedure:

The following procedure outlines the steps for addressing existing space issues within the college.

1. Space issues or concerns should be resolved within departments.
2. Resolution of space issues between departments should be communicated to the Dean's Office.
3. If space issues and concerns cannot be resolved within departments, the Dean's Office should be involved in discussions to help resolve the issue.
4. If space issues are still not resolved, they will be referred to the CALS Facilities Committee, where they will be handled on a case-by-case basis. The committee will make a recommendation to the Dean.