MEMORANDUM

Facilities Management: Campus and Space Planning

TO: Deans, Directors and Chairs
FROM: Mary Paula Schuh
DATE: January 22, 2013
RE: Facilities Related Renovations
     Capital Plan and Capital Budget

This note is written to request your assistance with two very important planning efforts:

1) NKU’s **Capital Plan (2014-2020)** and **Biennial Capital Budget (2014-2016)**.
   - Both documents are submitted to the Council on Postsecondary Education as well as state government and represent the university’s state funding request for capital improvements.
   - These projects require General Assembly authorization, regardless of funding source:
     i. A project with a scope greater than $600,000.
     ii. An equipment item with a scope greater than $200,000.
     iii. An IT project or item with a scope greater than $600,000.

2) Facilities improvements or space changes to be implemented in 2013-2014.

**Capital Plan and Capital Budget**: The focus here is on capital projects, capital equipment and capital information technology items:

<table>
<thead>
<tr>
<th>Biennial Capital Process</th>
<th>Time Period</th>
<th>Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Projects</td>
<td>2014-2020</td>
<td>A project with a value &gt; $600,000</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>2014-2016</td>
<td>An item with a value &gt; $200,000, including training, delivery, and financing costs.</td>
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<tr>
<td>Capital Information Technology Items</td>
<td>2014-2016</td>
<td>A project or item with a value &gt; $600,000, including installation, training and financing costs.</td>
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</tbody>
</table>

A draft or straw man capital plan list for 2014-2020 is attached, along with a list of the 2012-2014 Authorized Projects. Projects should be submitted using attached Form A to your vice president no later than **February 22** for review; the final list of projects for each division is to be submitted to Facilities Management by **March 1**.

Visit the campus and space planning website at [http://campusplan.nku.edu/capitalplan.php](http://campusplan.nku.edu/capitalplan.php) for additional information about the capital planning process.
2013-2014 Facilities Improvements: To provide timely service and to effectively manage staff work load across the Facilities Management Division, all requests for 2013 space changes or any facility related renovation (including planning, furniture upgrades, painting, carpeting, moving doors or walls, carpet or floor replacement, etc.) should be submitted to your vice president using Form D no later than Friday, March 1, 2013.

The vice presidents will prioritize requests received within their division and forward them to Facilities Management by March 15.

Given our current and anticipated workload it is impossible to make commitments about time frames for completion of work.

Please feel free to contact me if you have questions regarding either of these requests by phone at X-5122 or by email at schuh@nku.edu. Thank you for your assistance.

cc: Gerry St. Amand  Sara Sidebottom  Scott Eaton
    Sue Hodges Moore  Gail Wells  Tim Ferguson
    Ken Ramey  Joe Wind  Steve Nienaber
    Lisa Rhine  Larry Blake  Ray Mirizzi