

ACADEMIC INFRASTRUCTURE COMMITTEE
Proposal for Remodel/Renovation and Equipment Acquisition
2010-2011

GUIDELINES

The Academic Infrastructure Committee (AIC) is a Faculty Senate Committee that collects and reviews requests for remodeling or renovating existing facilities (e.g., classrooms, offices, laboratories, etc.) at Western Oregon University. AIC also collects and reviews requests for equipment items that exceed a Division's ability to acquire from its annual budget. The AIC reviews proposals each year and makes recommendations to the relevant staff within the University's Finance and Administration Division. Determinations as to which proposal may be funded rests with the Executive Vice President for Finance and Administration, after determining available resources and prioritizing needs with the President's cabinet.

There are three proposal cycles for the 2010-2011 academic year. Funding for proposals needs to be spent by the end of the fiscal year (June 30), with the exception of some remodel/renovation projects.

- Cycle 1: Due November 5, 2010 (5:00pm) and is specific to smaller remodel/renovation projects, but requiring consultation with an architect. A project of this type could be completed by June 30, 2011.
- Cycle 2: Due February 1, 2011 (5:00pm) and is specific to equipment needs. Equipment would need to be purchased by June 30, 2011.
- Cycle 3: Due April 1, 2011 (5:00pm) and is specific to *major* remodel/renovation projects with a potential start date of spring/summer 2012.

Proposals will not be reviewed if they are lacking the appropriate signatures, deemed incomplete or lacking thorough information to adequately score and rank.

Proposals will be scored using the *AIC Proposal Scoring Rubric*, so please use that tool in the preparation of proposals and make every attempt to be as thorough as possible. Committee members will review the requests for impact, feasibility and timeliness. Their recommendations will be forwarded to the administration promptly after evaluation and ranking. The AIC committee will be informed of work or purchasing that receives favorable review but that must be delayed and of work or purchasing that is denied with a rationale. The AIC will be responsible for informing those who requested the remodel/renovation or equipment acquisition of the results shortly after final administrative decisions have been approved.

Proposals to the AIC should be made on the attached forms (Proposal document (MS Word) and AIC Budget Template (Excel)). Due to the short timeline, please submit Cycle 1 proposals in paper format to AIC Chair, Gay Timken, in HPE.

The AIC will collect proposals and review them during the month received. The AIC will then forward their recommendations to relevant staff members according to the list below (with a copy of any recommendation sent to Eric Borst, Director of Budget & Payroll, borste@wou.edu, AD305, phone ext. 88459

Remodel/Renovation Proposals will be sent to Mr. Tom Neal, Director, Physical Plant, nealt@wou.edu, PP117, phone ext. 88043

Electronic Equipment Proposals will be sent to Mr. Bill Kernan, Director, Computing Services, kernanb@wou.edu, ITC009, phone ext. 88154

Specialized Equipment Proposals (e.g., laboratory, music equipment and so forth) will be sent to Mr. Mark Weiss, Executive Vice President for Finance and Administration, weissm@wou.edu, AD207G, phone ext. 88175