

## **Charter**

The RISD Capital Planning Committee (RCPC) will develop and execute strategy to address major capital needs including deferred maintenance, strategic plan initiatives, and both physical and technological investments.

## **Charge**

1. Oversee the Campus Master Plan – prioritization of projects and modification to the plan.
2. Develop a process for identifying and prioritizing significant (greater than \$5,000) capital needs across the RISD campus consistent with the campus master plan (CMP).
3. Generate and collect space utilization data to inform capital planning.
4. Develop processes for identifying synergies, conflicts, and tactical opportunities among projects
5. Recommend an annual capital budget and five-year capital plan for approval by the President and the Board of Trustees.
6. Review proposals for naming of physical property and outdoor spaces.

## **Campus Master Plan (CMP)**

RISD's Campus Master Plan (CMP) plan focuses on process and planning structures to support the work of RISD. The Committee is charged with providing oversight, strategic leadership, and coordination of new integrated planning structures and the development of appropriate policies and procedures to support those structures. The Committee will engage and communicate with the Cabinet, Deans, and general RISD community regarding CMP projects. It will review and assess projects as they are developing, ensure alignment with the CMP and its principles, track progress on CMP goals, and recommend any modifications to the master plan.

## **Space Assignment and Leasing**

Space is a vital, high cost asset. All indoor and outdoor space controlled and managed by RISD is subject to assignment for a specified use by RISD. Assignment and reassignment of space contained within a division can be expensive and need to be managed to optimize efficiency and prioritization. The Committee approves all significant reassignment and/or reconfiguration of space, working in partnership with the Deans, and/or responsible VP, regardless of to whom the space is assigned or the funding source. The Committee also reviews all proposals by any department or division, to either out-lease existing RISD-owned space or in-lease space for RISD use regardless of purpose or fund source. The Committee may reassign existing space to meet space needs. The Committee may conduct space utilization studies and develop policies for space use and allocation.

## **Facilities Project Requests**

Alterations and improvements to existing indoor and outdoor space often involve substantial modifications to our facilities that require clear communication, advance planning, permitting by the city building department, and budgetary consideration. Typical examples include a classroom; office, or studio rehab, painting for enhancement rather than routine maintenance; adding or removing a wall, door, or piece of programmatic equipment. All proposals over \$5,000 must be reviewed and approved by the RCPC. The Committee will report to the Cabinet and Deans on a periodic basis. A five-year capital budget will be developed by the RCPC with broad input from stakeholders, and will be forwarded to the Cabinet and Deans for discussion and approval by the President.

Some projects may require Board approvals. These approvals are:

- Greater than \$500,000 but less than \$1.5 million – Campus & Facilities Planning Subcommittee
- Greater than \$1.5 million but less than \$3 million – Finance Committee upon recommendation of the Campus & Facilities Planning Subcommittee
- Greater than \$3 million – Full Board upon recommendation of the Finance Subcommittee

## **Naming**

The Committee reviews and recommends to the President all potential presentations of names for buildings, interior and exterior spaces, and other physical assets in accordance with the RISD Naming Policy and Gift Acceptance Policy. The Committee will review and recommend to the President for approval of the presentation of plaques, memorials, portraits or other forms of recognition for text, size, placement, and other physical attributes. The Committee will ensure that these forms of recognition are preserved and appropriately re-displayed when named buildings are demolished.

## **Meeting Schedule**

The Committee shall meet at least twice per month during the academic year and once per month in the summer.

## **Communications**

Communications on decisions made by the President from the Committee's recommendations will be made on a periodic basis to the areas affected by those

decisions. An annual report of activity will be developed summarizing the Committee's areas of work, decisions and work plan for the following year.

## **Committee Membership**

Senior Vice President for Finance and Administration (Co-Chair)

Provost (Co-Chair)

Vice President for Campus Services

Dean

Faculty representative

Faculty representative

Vice President for Enrollment

Student representative

Staff Council representative

Director of Planning, Design & Construction (Staff to the Committee)

## **General Guidelines for space and capital projects requests**

All indoor and outdoor space that is owned or controlled by the College is considered College space and is subject to assignment for a specified use by a designated College department or unit. In turn, departments or units are responsible for effective use of all space assigned to them and must submit requests for changes, including physical alterations and relocations, change in space capacities, room function changes, and accountability changes, in accordance with the procedure outlined in this document.

All space must be will be under the purview of the RCPC. Requests for changes in space utilization and capital projects must be made through the appropriate Dean/Vice President for review and approval before submitting to the RCPC for review.

The RCPC is the final arbiter of all space assignments and capital project requests with the exception of projects requiring approval of the Board of Trustees. Every effort will be made to avoid the reassignment of space unless it is the active desire of the responsible Provost/Vice President, or if relocation is necessary to meet the College's strategic initiatives.

### **Operating Principles for Space Allocation**

- Faculty, staff, and students must be afforded appropriate interior space to support the College's mission.
- Space allocations should be made consistent with the College's strategic plan so that the physical resource of space is made available in response to programmatic commitments and priorities of the institution in relation to strategic planning and research.
- Space allocations should be made within the framework outlined by the College Master Plan with respect to concepts such as campus neighborhoods, places for communication, activity spaces, and circulation spaces.
- Space should be allocated efficiently, and review of space assignments will include analysis of cost and cost benefits.
- Space must be suited to its intended purpose, whether classroom, studio, office, or other uses.
- Space must be maintainable, including cleaning, repairing, and refurbishing.
- Safety and accessibility must be an inherent part of space allocation and design.

## **Operating Principles for Capital Projects**

- Faculty, staff and students must be afforded safe interior space to support the College's mission.
- Emergency repairs will be made by Facilities Services outside of the RCPC approval process.
- All projects must be conducted with the approval and supervision of Facilities Services. Faculty, Staff and Students may not do their own work, including painting unless approved by and supervised by Facilities Services.
- Projects are prioritized in order of need and centrality to mission.
- Projects of less than \$5,000 and can be funded by a department or division should be directed to Facilities Office of Planning, Design & Construction for evaluation and prioritization.

## **Actions Requiring Review and Approval**

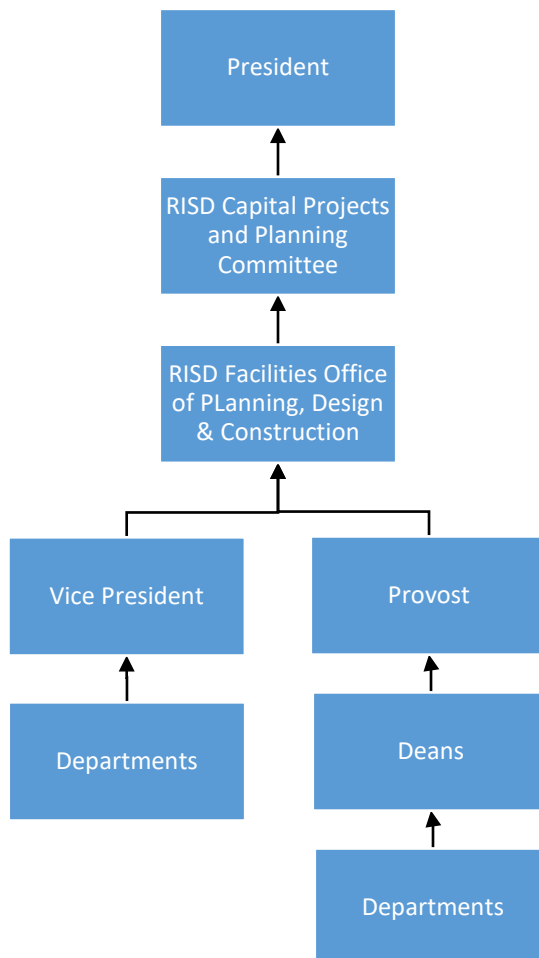
- Change of function: Classrooms, studios and academic support space cannot be taken off line or have a substantial change of use without approval of the RCPC. (A substantial change would include converting the space to non-instructional, reducing the seating capacity of a classroom or studio, significantly altering or restricting the type of instruction possible in the room, removing or modifying a classroom in the college scheduling process, restricting what classes/units may use it, or otherwise altering the availability or functionality of the space.)
- Reallocation or re-assignment: Reallocation or re-assignment between two departments or units must be reviewed and approved by the respective Dean(s) or Vice President(s) then forwarded to the RCPC for final review and approval. If a mutually accepted recommendation for use cannot be reconciled between the two departments or units then a decision based on a recommendation from the respective Dean(s)/Vice President(s) will be forwarded to the RCPC for final re-assignment.
- Capital projects: Any work requiring repair and modification of space must be reviewed and approved by their respective Dean and Provost/Vice President and submitted to Facilities Office of Planning, Design & Construction for assessment and costing. Projects will be brought to the RCPC for review and recommendation to the President for approval.

## **Request for Funds**

- If the department has adequate funds to support the renovation, requests should be forwarded to the Dean and Provost/VP then forwarded to Facilities Office of Planning, Design & Construction. The RCPC will review and consider for approval.
- If funds are being requested from central funding, the RCPC will review and consider for approval.

## Review and Approval Process

- In the needs analysis for any space assignment or repair/modification of space, the RCPC will consider the College’s Strategic Plan and Master Plan as well as academic program size and growth, cost analysis, feasibility, scheduling, budgets and funding, and space availability.
- Requests should come from the appropriate Dean/Vice President for approval and prioritization. An initial request should address as many of the needs analysis issues as possible; however, initial requests should be submitted using the Space and Facilities Project Request Form.



Priority requests will be reviewed and incorporated into the master project list one fiscal year out in conjunction with the College budget cycle (ex: **FY 20 submission would be approved for the FY 22 budget**). Critical dates are as follows:

- January 15 - proposals submitted to appropriate VP.
- January 31 - deadline for Provost/VP's to forward their priority listing to RCPC.