

**Effective:** January 2020

**University Governance  
CAPITAL PLANNING COMMITTEE**

**Approved:** September 14, 2020  
President's Cabinet

**Revised:** August 16, 2021  
President's Cabinet

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## **Charge**

Advise the President on all matters relating to long range planning, major capital project development, funding options, and project priorities while considering various institutional plans.

## **Membership**

1. Vice President for Finance and Administration, Chief Finance Officer (Chair)
2. Chief of Staff
3. Vice President for Academic Affairs, Provost
4. Vice President for Student Affairs & Enrollment Management
5. Vice President for University Advancement
6. Chief Technology Officer
7. Assistant Vice President for Facilities Management
8. Chief Diversity Officer

## **Functions**

1. Evaluate projects as they relate to the University strategic plan, the academic master plan and initiatives, potential donors and capital campaign goals, financial plan, campus facilities master plan, facilities condition assessment, space management plans, space utilization reports and other relevant institutional plans
2. Review the project's programmatic needs and potential solutions
3. Assess the project's business plan, pro-forma and operating assumptions
4. Identify fund sources for projects
5. Address programmatic change that impact capital projects
6. Provide governance and procedures for managing the planning process
  - a. Define capital and minor projects, thresholds, project prioritization criteria, request process, deferred maintenance, exemptions, and other pertinent areas
7. Provide recommendations to the President and/or Cabinet for final decision

and approval

### **References**

Standards related to capital planning process can be found in the Pennsylvania State System of Higher Education Facilities Manual Volume IV Capital Appropriations Approval Process.

[http://www.passhe.edu/inside/anf/Fac/Pages/Facilities\\_Manual.aspx](http://www.passhe.edu/inside/anf/Fac/Pages/Facilities_Manual.aspx)