

**From:** Rapp, Ryan Daniel  
**Sent:** Thursday, October 12, 2017 9:29 PM  
**Subject:** November Finance Committee Capital Project Meeting Request - DUE OCTOBER 20th

Dear Colleagues –

As we prepare for the November 10<sup>th</sup> Finance Committee meeting on capital projects, we have asked each campus and the hospital to complete the attached word document for projects greater than \$5 million and renovation and infrastructure projects greater than \$8 million between now and FY 2023. Additionally, we need the excel file summarizing the project spend and total spend to be completed. These need to be completed and returned to Beth Asbury by the 20<sup>th</sup> for review. This information will be included in a mailing that would go out on the 30<sup>th</sup> to the Board. It is important the forms be complete, including the priority and project priority score. This should not be new information to the facilities teams on your campus, as Beth and her team have been working with them for the last couple of weeks.

By the 30<sup>th</sup>, I would ask that you have a 1-3 slides for each project that will be presented for discussion at the November meeting. We will be working on the format of the meeting but will most likely present all new projects first followed by the renovation and infrastructure categories. I would welcome any feedback from the group on the meeting format. I know schedules are tight and time is valuable but if the group or a given campus would like to have a meeting to discuss we would be happy to spend time walking through the new process with you.

As a reminder, the November meeting is to get approval to go through **Gate A** for the five year capital plan (FY 19 – FY 2023). For projects that would need **Gate C** approval in FY 18, such as the S&T High Bay project or the UMKC Conservatory, they would skip **Gate B** and the next step would be **Gate C**. **Gate C** has been our historical project approval.

#### **New Capital Approval Process**

**Gate A:** Project recommended to be included in the preliminary capital plan - **November Meeting**

**Gate B:** Capital Plan approval – sets priorities, initiates fundraising, legislative support or finance plan for projects on approved plan – **spring meeting will exclude projects kicking off in FY 18 (Similar to the old master plan approval)**

**Gate C:** Project Approval – Funding, scope, budget and schedule are identified and is ready to start design - **Driven by project schedule and FY 18 project will go directly to this gate**

**Gate D:** In-Process Review – review progress of budget, scope and schedule

In closing, thank you to everyone for working on this and please reach out if you have any questions.

Thanks!  
Ryan

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