UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-PHY-5 Status: C

Title: Campus Master Plan Modification Policy

Description: The Campus Master Plan Modification Policy defines the timing and method of requesting changes to the Campus Master Plan.

Category: Physical Plant

Applies to: Staff,Faculty,Student,Department

Contact: Department of Architectural and Engineering Services (AES)

Assistant Vice President for Facilities Management (AVPFM)

Executive Vice President (EVP)

Purpose: The Campus Master Plan develops and defines the orderly growth of the institution and indicates locations of new facilities, building additions and other changes to campus, including removal of buildings, changes in Parking Lots, Streets, walkways, malls, campus access and overall growth and expansion patterns for the University. The Campus Master Plan Modification Policy manages requests for modification or change to the Campus Master Plan.

Policy Statement: The Campus Master Plan and the Four Phases of Growth as defined in the documents prepared by Rees Associates in June 2009 and as approved by the University of Central Oklahoma are the guides for the future growth of UCO. The Campus Master Plan develops and defines the orderly growth of the institution and indicates locations of new facilities, building additions and other changes to campus, including removal of buildings, changes in Parking Lots, Streets, walkways, malls, campus access and overall growth and expansion patterns for the University to follow.

As such, changes and or modifications to the approved Campus Master Plan (CMP) shall be made only after Vice Presidential administrative approvals are received and shall be made prior to February 1 st of each year through the following procedure:

1. A request for modification or change to the CMP shall be initiated as a Consult Request thru the Department of Architectural and Engineering Services (AES) and shall indicate on the request the rational for the proposed change(s) to the master plan. Reminders of notice of deadlines will be sent out August 1st each year and proposals shall be due to AES prior to November 1st each year for consideration during the next FY. Requests received after the due date will be delayed until the following FY proposal review process.

2. AES shall review all requests and meet with the requesting entity to establish the needs and or rational for the proposed changes or modifications to the CMP.

3. After review, AES shall forward pertinent information and recommendations to the Assistant Vice President for Facilities Management (AVPFM) for review.

4. AVPFM shall make recommendations to the Executive Vice President for Administration and Finance (EVP) for review and approval.

5. Upon approval, the EVP shall present the requested modifications to the Executive Committee for further review and Final Approval or Denial prior to January 7th of each year for possible

project approval actions at the January Board meeting and presentation to OSHRE for potential Legislative action in February of each year.

6. The UCO CMP project summary sheet will be presented at the April meeting of the Board of Regents for approval and forwarding to the OSRHE for approval at their June meeting. Upon final approval the document will be forwarded to the State Legislative Long Range Planning Commission.

7. The final full University CMP report shall be submitted to the OSRHE on June 1st each year.

8. Upon final approval, AES shall have appropriate changes made to the CMP for formal record and publication of revised CMP Documents in July of each year.

Process timeline:

August 1st – Notification to campus of submittal deadline

- November 1st – Proposals are due for consideration
- March 1st – AES prepares documents for RUSO approval
- April – Request RUSO approval
- June 7th – Changes to CMP submitted to State Legislative Long Range Planning Commission.

Glossary of Terms:	OSHRE - Oklahoma State Regents for Higher Education Executive Committee - UCO President's Cabinet including all Vice Presidents and Athletic Director Campus Master Plan (CMP) - OSHRE Policy 4.13 requires each institution to develop and submit a five-year capital improvement plan to the Long-Range Planning Commission. The plan will be updated and submitted annually by July 1 by each instititution. Campus Master Plan Modification Policy - OSHRE Policy 4.15.1 provides guidelines for institutions revising the campus master plan.

Legal Citation:	
Campus Links:	
FAQs:	
Formerly known as:	

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