

What's required when requesting a FPCC / BOR Agenda Item?

Action to be Requested for FPCC Meeting	Completion of Definition Phase	President's Agenda Item Request Letter	Online Project Planning Form	Detailed Cost Breakdown	Business Plan	PowerPoint Presentation	Additional Info
ADDITION TO THE CIP							
• NEW CONSTRUCTION	YES*	YES	YES	YES	YES (Executive Summary)	YES** (Presented By Institution President)	See Addition to CIP Process and Templates
• R & R	YES*	YES	YES	YES	YES (Executive Summary)	YES** (Presented By Institution President)	See Addition to CIP Process and Templates
DD APPROVAL							
• NEW CONSTRUCTION	Completed prior to Addition to CIP	YES	YES	YES	YES (Full BP)	YES** (Option: Presented by President/Advocate)	See DD Approval Process and Templates
• R & R (projects with >10% increase in TPC)		YES	YES	YES	YES (Full BP)	YES** (Option: Presented by President/Advocate)	See DD Approval Process and Templates
• R & R (projects with cumulative 0%-10% increase in TPC)		No agenda item required - R&R thru Chancellor or President's Memo					See Memo Templates
MODIFICATION							
• TO AN EXISTING CIP PROJECT (projects with >10% increase in TPC)	N/A	YES	YES	YES	YES (Updated)	YES** (Option: Presented by President/Advocate)	See Modification Templates
• TO AN EXISTING CIP PROJECT (projects with <10% cumulative increase in TPC)	No agenda item required - R&R thru Chancellor or President's Memo					See Memo Templates	
* Definition Phase requires appointment of Project Advocate(s), completion of Owner's Project Requirements workshop, confirmation of the Basis of Design, and a Schematic Design including reconciliation of a detailed cost estimate; OCP Managed projects also include resolution of the Facilities Program							
** At Addition to CIP, DD Approval or Modification to an existing project, Institution has the option of 1) President and/or Project Advocate presenting the project to the FPCC							