



Modesto Junior College

Campus Development Advisory Committee Project Procedures

1. All proposals begin with a written project summary submitted to the appropriate unit manager. The project summary should include but not necessarily be limited to:
 - a. a thorough description of the College activity that will be conducted in the space once the project is completed, including those who will typically use the facility (Students, staff, community members, etc);
 - b. conceptual drawings or narrative addressing the structure's interior, exterior and location, as well as any special considerations relating to utilities (e.g., electrical, plumbing, heating/cooling), disabled person access or security. (As a precautionary measure, the proposal writer will consult with the District Office of Facilities Planning & Development in preparing conceptual drawings or narrative. More detailed drawings and specifications will be provided later by that office or their contracted services.)
 - c. other programs and/or staff that may be affected by the project, including the results of preliminary consultation with those affected;
 - d. approximate cost; and
 - e. source of funding, including anticipated donors of cash and/or in-kind contributions. (NOTE: It is important that this information be provided and discussed with the College President prior to any contact being made. Solicitations to all individuals or organizations, within or outside the community, must be made with full knowledge of the context of other recent, current or planned solicitations.)
2. The unit manager submits the project summary to the chair of the Campus Development Advisory Committee.
3. The unit manager and available staff associated with the project attend the Campus Development Advisory Committee meeting to present and discuss the proposal. The Committee may ask that additional information be provided before or at the second meeting.
4. Prior to the second Campus Development Advisory Committee meeting at which the proposal is discussed, College and District representatives of the Committee confer with the appropriate internal individuals and constituent groups as well as any external sources required, such as the District architect.
5. The Chair will notify the unit manager when the proposal will be scheduled for its second meeting of the Campus Development Advisory Committee. Typically, only the unit manager needs to attend. While there is no guarantee, it should be at this meeting that the final Committee decision is made.
6. Once the Campus Development Advisory Committee gives its approval, the project is recommended to the College Council by the Campus Development Advisory Committee chair.
7. After College Council review and their recommendation to the President, the President will forward his/her decision to the applicant and the Director of Facilities Planning & Operations.