

## ISUB BOARD TIMELINE AND PROCESS – PROPOSAL 10-11-19

**\*The bi-annual timeline is strictly for proposal process. Projects will have their own timeline entirely**

### Timeline:

#### **FALL**

- September: Bi-Annual requirements are completed by the board  
Proposal Period Opens, Board is accepting proposals from student groups, student, or other relevant and recognized parties
- October: Proposal Period Closes, Board is no longer accepting proposals for fall  
Board Begins Proposal Review Process
- End of November: Board Creates Official Recommendation Report to distribute to the University of Idaho President and Vice-President for Finance and Administration

#### **SPRING**

- January: Bi-Annual requirements are completed by the board
- February: Proposal Period Opens, Board is accepting proposals from student groups, student, or other relevant and recognized parties
- Mid-February: Proposal Period Closes, Board is no longer accepting proposals for the spring
- March: Board Begins Proposal Review Process
- End of April: Board Creates Official Recommendation Report to distribute to the University of Idaho President and Vice-President for Finance and Administration

**Bi-Annual Requirements:**

1. Establish meeting time and place of ISUB Board
2. Review Constitution and Bylaws
3. Review current ISUB space utilization
4. Review current ISUB budget
5. Collect student feedback – desires and value grading from a scale of 1-5 (Values: Engagement, Growth, Support, and Belonging)

**Proposal Process:**

**(September/February)**

Must complete ISUB Space Renovation-Utilization Proposal Form (separate document) and submit with information on:

1. Utilization or Renovation Proposal?

UTILIZATION	RENOVATION
Changing the purposed use of vendor, office, or common space where there is alteration of vendor contracts or financial impact greater than \$1000	Consist of aesthetic changes, structural changes, furnishing additions/remodels with impacts greater than \$1000 <b>for public spaces</b>

2. The proposal itself
  - a. If your proposals will displace another space, what is your proposed resolution for the displaced office?
3. Relevant background information describing the need behind the proposal
4. Estimated financial impact:
  - a. Estimated budget required for project
5. Estimated financial contribution Complete a scheduled presentation at one of the board’s regularly scheduled meetings during the review period.

**(October / March)**

1. Board votes on which proposals to review
  - a. Ensure we move forward with proposals that do not conflict one another
  - b. Two categories of proposals: Utilization and Renovation
2. Presentation on proposal by the office/department/student

#### Proposal Review Process Markers:

1. Space/Financial Impact Review (How will this impact space and finances of ISUB?)
2. Reorganization Possibility (How will this impact space elsewhere on campus?)
3. Legal Review (Is this legal? Are there policies in place that prevent this?)
4. Feasibility Review (Is this actually feasible?)
5. Student Feedback Cross-Check (Does the proposal fit in with student needs found on survey?)

#### Color Coding:

**Gray** – proposal was submitted, but board decided not to go through full review.

**Green** – Clears all Markers, we recommend this proposal.

**Yellow** – Clears some markers – may need to hold on internally and re-review later or send back to proposer for more information.

**Red** – Does not clear markers, we do not recommend this proposal

#### **(End of November / End of April)**

#### Full ISUB Board Recommendation Report:

1. Current Space Overview
2. Current Financial Overview
3. Student Feedback Summary
4. Summary of Proposals
5. Recommendation Section (**Green**, **Yellow**, and **Red** Recommendations)

This report is approved by majority vote of the ISUB Board at quorum. Pending approval, this report is then distributed to the University of Idaho President and Vice-President for Finance and Administration.