



March 30, 2007

MEMORANDUM

Ref.: 07-30-36

TO: Business Officers
Plant Operations Directors

FROM: Tom Henderson

SUBJECT: COMMITTED CHANGES

Attached is the Committed Changes form for supplementing facility information in the May 2007 system Facility and Equipment Inventory (FAE). We need the committed changes information along with the current FAE inventory to run the system Capital Analysis Model (CAM). Therefore, college FAE inventories must be accurate by the May 2007 close (**June 6, 2007**). The May 2007 baseline facilities inventory will be combined with the requested committed changes information in the Capital Analysis Model (CAM).

Your committed changes should reflect the expected increases and decreases in assignable square footage caused by capital project activity from now until the end of the planning period in 2013. They should include changes to assignable square footage caused by minor improvement, matching fund, renovation, replacement or growth projects currently under construction or which will be funded for predesign, design or construction in 2007-09, with project completion expected by 2013. This is also true of locally or COP funded projects that the college is committed to completing by 2013. Finally, consideration must also be given to changes in assignable square footage caused by space which is currently coded as inactive, alteration or conversion areas that will be in service before the end of the planning period.

Please use a separate committed changes form for each project. Make as many copies of the attached form as you need. The form is also available on the SBCTC web site at http://www.sbctc.ctc.edu/college/_f-facilityassess.aspx.

If you have any questions, please call Gary Montgomery at (360) 704-4386 or email gmontgomery@sbctc.ctc.edu.

Please return the completed forms electronically, on or before Friday, May 25, 2007, to Gary Montgomery at the email address above.

Attachment