**South Dakota Board of Regents**

**Institutional Request for a Building Committee Meeting**

This form must be submitted to Katie Maley in the Board Office (Katie.Maley@sdbor.edu) a

minimum of 10 days prior to the meeting date requested.

**1) Date of Request:**

**2) Institution:**

1. **Vice President of Finance or Physical Plant Director:**

**4) Contact Information for Person Requesting Meeting:**

**5) Project Title:**

**6) Dates of Board Approvals:**

* Preliminary Facility Statement:
* Facility Program Plan:

**7) Building Committee Representatives:**

1. Executive Director: Dr. Brian Maher
2. Board Representative:
3. State Engineer: Stacy Watters
4. Campus President/Superintendent:
5. Other Participants:

* Campus:
* OSE:
* Other:

**8) Proposed Meeting Dates:**

**9) Estimated Time Needed for Meeting:**

**10) Type of Meeting Requested:** \_\_\_\_\_Conference Call \_\_\_\_\_Face-to-Face Meeting

**11) Requested Action of Building Committee:**

**12) The following documents will be provided to members a minimum of four working days prior to the meeting (campus is responsible for getting materials to member):**