



## Finance – Facilities

### MEMORANDUM

Date: April 6, 2020

TO: Finance and Facilities Staff Involved in 2022 Capital Budget Preparations

FROM: Michelle Gerner, Interim Director, Capital Planning & Analysis

SUBJECT: Capital Budget Project Names

To ease organization and sorting of capital project requests, the system office asks that you use the following file naming format when uploading your 2022 capital budget request to Sharepoint. Note that this format has changed slightly from the format that was used for 2020 capital budget requests.

#### Standard File Name when Uploading

**"2022CBR\_InstName\_1\_Name of Project\_Percent\_DocType.xyz"**

Where:

1. **2022CBR** - 2022 stands for the 2022 legislative session, the next scheduled capital bonding session, and CBR means "Capital Budget Request." This should start every file name and should not be altered.
2. **InstName** is the name of the college or university. Use the e-Builder Institutional Acronyms (see below for acronym listing).
3. **Numeral "\_1\_"** indicates the campus priority for that particular project. For multiple C/U priorities, label them in priority order.
4. **Name of Project** is the project name (or a reasonable abbreviation of it).
5. **Percent** is the submittal/draft version (50pct, 95pct, 100pct). Sharepoint has difficulties with the % symbol in file names; please abbreviate % as "**pct.**"
6. **DocType** is Predesign, Workbook, or Narrative. Any other documents (pictures, master plan excerpts, supplemental reports) list as "other".
7. **.xyz** is the file extension (.pdf, .xlsx, .docx)

**Examples:**

For example, a full 50% draft CBR submittal for one project from Anoka Technical College would comprise 3 files named like this:

2022CBR\_ATC\_1\_Student Services Reno\_50pct\_predesign.pdf

2022CBR\_ATC\_1\_Student Services Reno\_50pct\_workbook.xlsx

2022CBR\_ATC\_1\_Student Services Reno\_50pct\_narrative.docx

**Campus Acronyms in e-Builder**

Acronym	Institution	Acronym	Institution
ATCC	Alexandria Technical & Community College (Alexandria)		
ATC	Anoka Technical College (Anoka)	MNSU	Minnesota State University, Mankato (Mankato)
ARCC-C	Anoka-Ramsey Community College (Cambridge)	MWCTC-C	Minnesota West Community and Technical College (Canby)
ARCC-CR	Anoka-Ramsey Community College (Coon Rapids)	MWCTC-GF	Minnesota West Community and Technical College (Granite Falls)
BSU	Bemidji State University (Bemidji)	MWCTC-J	Minnesota West Community and Technical College (Jackson)
CLC-B	Central Lakes College (Brainerd)	MWCTC-P	Minnesota West Community and Technical College (Pipestone)
CLC-S	Central Lakes College (Staples)	MWCTC-W	Minnesota West Community and Technical College (Worthington)
CEN	Century College (White Bear Lake)	NCC	Normandale Community College (Bloomington)
DCTC	Dakota County Technical College (Rosemount)	NHCC	North Hennepin Community College (Brooklyn Park)
FDLTCC	Fond du Lac Tribal and Community College (Cloquet)	NCTC-EGF	Northland Community and Technical College (East Grand Forks)
HTC-BP	Hennepin Technical College (Brooklyn Park)	NCTC-TRF	Northland Community and Technical College (Thief River Falls)
HTC-EP	Hennepin Technical College (Eden Prairie)	NTC	Northwest Technical College**(Bemidji)
HCC	Hibbing Community College* (Hibbing)	PTCC	Pine Technical and Community College (Pine City)



IHCC	Inver Hills Community College (Inver Grove Heights)	RRCC	Rainy River Community College* (International Falls)
ICC	Itasca Community College* (Grand Rapids)	RWC-H	Ridgewater College (Hutchinson)
LSC	Lake Superior College (Duluth)	RWC-W	Ridgewater College (Willmar)
MRC-E	Mesabi Range College* (Eveleth)	RVCC-AL	Riverland Community College (Albert Lea)
MRC-V	Mesabi Range College* (Virginia)	RVCC-A	Riverland Community College (Austin)
METRO-M	Metropolitan State University (Minneapolis)	RVCC-O	Riverland Community College (Owatonna)
METRO-S	Metropolitan State University (St. Paul)	RCTC	Rochester Community and Technical College (Rochester)
MCTC	Minneapolis Community and Technical College (Minneapolis)	SPC	Saint Paul College (St. Paul)
MSCSE-RW	Minnesota State College – Southeast (Red Wing)	SCC-F	South Central College (Faribault)
MSCSE-W	Minnesota State College – Southeast (Winona)	SCC-NM	South Central College (North Mankato)
MSTATE-DL	Minnesota State Community and Technical College (Detroit Lakes)	SMSU	Southwest Minnesota State University (Marshall)
MSTATE-FF	Minnesota State Community and Technical College (Fergus Falls)	SCSU	St. Cloud State University (St. Cloud)
MSTATE-M	Minnesota State Community and Technical College (Moorhead)	SCTCC	St. Cloud Technical and Community College (St. Cloud)
MSTATE-W	Minnesota State Community and Technical College (Wadena)	VCC	Vermilion Community College* (Ely)
MSUM	Minnesota State University Moorhead (Moorhead)	WSU	Winona State University (Winona)

\* Member of the Northeast Higher Education District

\*\* Aligned with Bemidji State University