

December 15, 2022

Commissioner David Woolstenhulme,  
Utah System of Higher Education  
The Gateway  
60 South 400 West  
Salt Lake City, UT 84101

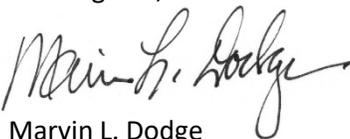
Dear Commissioner Woolstenhulme,

In accordance with policy R701 *Capital Facilities*, Southern Utah University (SUU) is seeking retroactive approval for programming and pre-design services for its Business Building West expansion project. This project proposes to add 21,600 gross square feet to SUU's current Dixie L. Leavitt Business Building. Preparation for this project began in 2021 and was presented by President Mindy Benson in the September 15, 2022, Board of Higher Education Capital Facilities meeting.

While approval to engage MHTN Architects for development of a programming and feasibility study was granted by the SUU Board of Trustees and the Utah Division of Facilities and Construction Management, we recently discovered an oversight that this request was not formally presented to the Board of Higher Education.

Since the programming and feasibility study was completed in early September 2022, we formally request Board approval of the action. I look forward to the opportunity to address any questions you may have regarding this request or the project at the January 2023 Finance and Facilities meeting.

Best regards,



Marvin L. Dodge  
Vice President

cc: Juliette Tennert, CFO  
Malin Francis, Director of Facilities and Planning  
Tiger Funk, Asst. Vice President for Facilities, SUU