

**REGENTS' POLICY**  
**PART V – FINANCE AND BUSINESS MANAGEMENT**  
**Chapter 05.12 - Capital Planning and Facilities Management**

**P05.12.010. Purpose.**

- A. The purpose of this policy is to promote excellent stewardship for buildings, infrastructure and other facilities at each of the University of Alaska campuses: to set forth an expectation for achieving sustained funding that assures preservation of the investment in facilities and extends building life and usefulness; and to establish planning processes that provide accurate data for decision making and effective management.
- B. A comprehensive program of facilities planning, capital budgeting and project development, and facilities operations and maintenance is essential for the university to effectively serve students, faculty, and staff. Facilities planning, design, construction, management, and operation functions shall be systematically performed in accordance with regents' policy, university regulation, and guidelines as may be authorized by the chief finance officer.
- C. The university strategic and academic guidance as well as the academic and programmatic needs of each campus will drive the respective facilities functions and the board has adopted the program resource planning process to guide that effort; each of the respective universities will take ownership of and implement those facility functions and capital planning; and the system office will be responsible for development of policies, procedures, and processes for coordination of systemwide studies, due-diligence reviews and oversight on capital projects including a review of projects prior to advancing a project through the various stages of project development and approval.
- D. Before being presented to the board or other authority for approval, capital planning and large capital improvement projects shall be presented to the system office chief facilities officer for review and processing.
- E. Capital projects for the creation, renovation, renewal, remodeling and adaptation of buildings, outdoor spaces, other support spaces, or supporting infrastructure shall be developed and justified through a planning process that considers total cost of ownership and program delivery, and assures cost effective and practical solutions in support of program delivery. Projects shall be professionally designed and managed; optimal utilization of existing space emphasized; and existing facilities maintained in a manner that is cost effective, extends their useful lives, and is consistent with campus objectives as may be approved or modified by the respective university.
- F. To help implement and maintain a comprehensive capital planning, budgeting and project development program, each university shall include a capital-planning surcharge within its capital project administrative overhead rate in accordance with procedures to be established by the system office chief finance officer. The system office may also assess a fee or fees to the respective projects to fund central planning and oversight activities relative to capital assets. The system office chief finance officer may coordinate the

timing of assessment and payment of such fees; may authorize funding of such fee or fees with unrestricted funds or inclusion within a capital-planning surcharge rate; and may periodically review the fees charged to capital projects and approve the applicable planning surcharge rates.

(12-12-14)

### **P05.12.020. Definitions.**

In this chapter

- A. “alterations and improvements” means construction improvements that are generally performed in response to tenant or occupant requests for modification of space; these projects may be performed in conjunction with other types of activities, but costs must be identified and apportioned separately from, M&R, DM&R or R&R project activities.
- B. “campus master plan” means a comprehensive planning document, separate from but, in support of the institution and campus academic, strategic and capital plans, that is premised on existing physical resources and current and anticipated needs, and is developed through a collaborative or consultative process including the community, faculty, students and others;
- C. “capital project” means a project with a total project cost in excess of \$50,000, excluding movable equipment, that creates an asset with a useful life in excess of one year, extends the useful life of an existing asset, or corrects a significant backlog of code correction, handicapped barrier removal, or life/plant protection projects; these projects may be funded through capital appropriations, operating budgets, gifts, grants or bond proceeds;
- D. “deferred maintenance and renewal” or DM&R means the deficiencies from the cumulative effect of major repair, renewal and replacement, and renovation projects that have not been carried out; special consideration should be given to identification and completion of projects that will result in further deterioration of a facility if not completed; deferred maintenance and renewal excludes new construction unless specifically authorized;
- E. “facility” means (a) buildings, including academic, administrative, resource and research space; (b) infrastructure, including utilities, Internet connectivity, telecommunications, roads, parking, pedestrian improvements, quads and open spaces; and (c) campus life, including housing, athletics, health, student services and recreation space.
- F. “guideline” means a policy level determination. The administration may refine adopted campus master plan guidelines through development and adoption of detailed standards.
- G. “long-range capital plan” means a comprehensive listing of all planned capital asset investments consistent with the campus master plan, for a set period of not less than six years, regardless of funding source, and with an estimated cost of \$500,000 or more, including fixed equipment and technology improvements;

- H. “maintenance and repair” or “M&R” means recurrent day-to-day work required to preserve or immediately restore a facility or fixed equipment to such a condition that it can effectively be used for its designated purpose; maintenance and repair may take the form of routine or preventive activities, emergency work, or service contracts; maintenance and repair are those costs that may not be capitalized; and maintenance and repair excludes alterations and improvements, and new construction;
- I. “material change” means a change in a project that, in the judgment of the system office chief facilities officer, might reasonably cause the respective approval authority to revise or limit its prior approval; this determination requires judgment regarding financial, scope, schedule and other changes; for a financial and scope change, a material change is generally deemed to be equivalent to an impact in excess of the lesser of \$2.5 million or 25 percent of the previously approved budget or scope; for schedule change, it is a change in project delivery that delays occupancy for a period that will have a major adverse effect on the institution.
- J. “mission area analysis” means a quantitative and qualitative analysis of a proposed academic, research, student support or administrative mission; the analysis examines creation, expansion or substantive change, and demonstrates alignment with system and university strategic outcome statements and academic plans. The mission area analysis is a component of the Program Resource Planning Process;
- K. “new construction” means the erection of a new facility or the addition or expansion of an existing facility or internal build-out of unfinished space that adds to the building's usable space; new construction may include support facilities for the buildings including outside utilities, parking, roads, walks, landscaping, and signage;
- L. “operating cost” means the annual cost of facility ownership, including operation and maintenance and the estimated annual renewal and replacement requirement; when calculating this cost for new construction the estimated M&R requirement shall be calculated for year seven of the facility's useful life;
- M. “other cost considerations” means the consequential or other costs associated with the project and related program delivery, including costs that may be funded from operating or other sources: such as faculty and staff, renovation of vacated space and related relocation costs, temporary relocations and surge space, move-in, and the incremental cost of new or expanded programs and services, and unfunded project costs or elements, such as lack of parking or unpaved parking, landscaping, unfinished interiors, furnishings, equipment, and works of art; costs that are generally includable as total project costs, but are excluded for any reason, shall be included with other cost considerations;
- N. “program resource planning process” means a process that demonstrates the integration of institution academic, research and student support programs, with budgeting and facilities planning and project development activities. Components of this process include the mission area analysis, statement of need, and statement of requirements;

- O. “project agreement” means a formal agreement between the affected program department(s), the respective university’s chief facilities administrator, chief academic officer, chief financial officer, and chancellor, and the system office chief facilities officer documenting a common understanding of the programmatic need, project scope, and other matters related to the project; and includes amendments for any consequential changes to scope, schedule or budget throughout the project development and delivery process; an abbreviated project agreement may be used as set forth by the system office chief facilities officer.
- P. “project budget” means the assignable direct and indirect costs attributable to a project including professional services, construction, equipment and furnishings, and administrative costs, including fees paid to the system office for central planning and oversight activities that when added together equal the “total project cost;”
- Q. “renewal and replacement” or “R&R” means the systematic repairs and replacements that extend the life and retain the usable condition of a facility, component or system; the modification of a facility so as to reduce or eliminate functional obsolescence can be completed under this category;
- R. “reportable leased facilities” means a lease of real property with an all-inclusive annual rental impact, including rent, utilities, related services, and leasehold improvements, referred to as “total lease related payments”, that is anticipated to exceed \$500,000 per year, or with total lease related payments that exceed \$2.5 million over the full term of the lease including all renewal options that are defined in the lease as stated in AS 36.30.080 (c);
- S. “significant change” means a change in the scope, program, schedule or budget for a project or a change or variance from a campus master plan, that in the judgment of the respective university’s chief facilities administrator requires disclosure to the system office chief facilities officer;
- T. “statement of need” means a concise summary of the compelling facts derived from the mission area analysis document; is submitted to Statewide Academic Council as appropriate and to the Academic and Student Affairs Committee of the board as required. The statement of need is a component of the program resource planning process;
- U. “statement of requirements” means the detailed solution set, including options, that can satisfy the statement of need; includes identification of program personnel requirements; facility needs; furnishings, fixtures and equipment (FF&E) requirements; operations and maintenance (O&M) costs; and second order effects, such as planning for impacts to other space affected by a given project, personnel consolidation, opportunity gained or lost; is the document that identifies all the potential impacts and potential costs associated with a mission creation, expansion or change; is submitted to the board for review and acceptance. The statement of requirements is a component of the program resource planning process;

- V. “strategic planning” means a process that the university system engages in to guide a change in direction clearly expressing desired outcomes and establishing reporting metrics;
- W. “total project cost” means the assignable direct and indirect costs attributable to a project including professional services, construction, equipment and furnishings, and administrative costs, including fees paid for central planning and oversight activities;
- X. “variance” means significant changes, as determined by the respective university’s chief facilities administrator, in a project program, scope, budget, deliverables associated with a design-build project, schedule, funding plan, operating cost impact or other cost considerations from that which was reported at the previous approval or reporting phase of the project.

(12-12-14)

#### **P05.12.030. Delegation of Authority.**

Designated approval authority under this policy may be delegated. The system office chief finance officer and the system office chief facilities officer, in the officers’ sole judgment, will prudently delegate the authority vested with him or her by this policy to other finance officers and facilities administrators as may be necessary for effective and efficient administration and operations and maintenance of campus facilities. In the absence of a system office chief finance officer or system office chief facilities officer, the president may delegate the authority vested in those officers under this policy.

(06-05-15)

#### **P05.12.040. Program Resource Planning Process.**

##### **A. Intent**

The administration will integrate institution academic, research and student support programs, with the budgeting and facilities planning and project development activities. Components of this planning process include the Mission Area Analysis, Statement of Need, and Statement of Requirements. This process will ensure that the university mission drives the capital planning and project development processes.

##### **B. Development**

University administrators and academic leadership shall work together to develop the documents needed for the board, system office, and other approvals as may be necessary to create, expand or change academic, research and student support activities.

(12-12-14)

## **P05.12.050. Campus Master Plans.**

### **A. Intent**

The administration will develop and present to the board for adoption, a campus master plan for each campus. The purpose of a campus master plan is to provide an integrated framework for investment decisions that will ensure adequate facilities to support implementation of the respective system and university campus academic, strategic and capital plans.

### **B. Purpose and Function**

When adopted by the board, the campus master plan governs the capital improvements plan and budget request for the campus, and approval of all proposed facilities on the campus. The board may not grant schematic design approval for a capital project request unless it implements the adopted campus master plan.

### **C. Contents**

A campus master plan will contain, at minimum, maps, plans, drawings or renderings, and text sufficient to portray and describe the following elements. Projections will be developed for 10 years and may be developed for other intervals.

1. Projected enrollment, retention and completion rates, degree completion, program needs and other factors that affect the need for facilities;
2. A current inventory of facilities, including the summary of space management analysis with current facility deficits and surpluses, and identification of structures that do not warrant continued investment and should be demolished;
3. Projected facility needs, and the general location and scale of new facilities;
4. General areas for land acquisition and disposal;
5. The relationship of the campus to its surroundings, and coordination with local government land use plans and ordinances, and
6. Short and long-term investment priorities based on the program resource planning process (P05.12.040);
7. Guidelines for construction of new and renovated facilities, governing (a) landscaping, and developed outdoor spaces, (b) energy conservation, (c) signage, both freestanding and on buildings and structures, (d) architectural design, scale and style, (e) sustainability and environmental considerations, and (f) culture, including public art.

D. Development Process; Review and Update; Revision and Amendment

1. Development Process: The administration will implement a process for development of the campus master plan that allows for participation by the local government and members of the university community, including faculty, staff, and students.
2. Review and Update: A campus master plan will be reviewed and updated on a five to seven year cycle.
3. Revision and Amendment: A campus master plan may be revised or amended from time to time. An amendment to accommodate a proposed specific capital project shall be considered and approved by the board prior to consideration of the proposed capital project.

(12-12-14)

**P05.12.060. Capital Planning and Budget Request.**

- A. Annually, within the capital budget process, each university will prepare and update a long-range capital plan proposal. The university capital plan proposals will be consolidated into a systemwide long-range capital plan in accordance with procedures established by the system office chief finance officer and presented to the board for review and comments prior to board approval. Full identification of annual cost impacts shall be identified prior to a project being included in the long-range plan.
- B. The long-range capital plans shall be reviewed and updated annually as part of the capital and operating budget submission process.

(12-12-14)

**P05.12.061. Capital Expenditure Plan Approval.**

- A. Projects which consist primarily of repair and renewal maintenance work, including projects which reduce the backlog of deferred maintenance and renewal, will be approved by the board as an annual program of projects at the June meeting when the new fiscal year appropriation is accepted. Changes to the board approved program must be approved by the system office chief facilities officer, with notice to the board.
- B. If a subsequent transfer of funding between projects or to a new project is requested for an approved pooled distribution or annual program of projects, the system office chief finance officer shall determine the level of approval required based on the size and nature of the transfer.

(12-12-14)

**P05.12.062. Capital Budgets, Capital Appropriations, and Spending Authority.**

- A. No spending or other commitment of state capital appropriations, grants, or the proceeds of revenue bonds or other debt financed funding for capital improvement projects will occur unless authorized in accordance with this chapter, and procedures established by the system office chief finance officer. Such authorizations will be specific to the project identified.

- B. Funds advanced for preliminary planning and design activities from operating, auxiliary, or restricted accounts may be reimbursed from capital appropriations effective for the fiscal year of the expenditure, from debt-financed sources in accordance with Internal Revenue Service requirements and notices of intent to reimburse, and from grant-funded sources in accordance with the terms of the respective grant. All reimbursements are subject to approval of the system office chief finance officer.
- C. No construction contract will be awarded for a capital project without the availability of sufficient funding on hand as outlined in the approved budget for the project, unless approved by the system office chief finance officer.

(12-12-14)

**P05.12.070. Capital Project Development: General.**

- A. Capital projects shall be developed through a series of approvals, reports, and other processes designed to provide various members of the campus, the local community, the system office administration, and the board with meaningful involvement in the planning and outcome of the projects. The approval and reporting processes are intended to identify significant decision points and changes in the projects, particularly decisions and changes that affect the project scope, budget or schedule, early enough for the respective approval authority to participate effectively in decision making. Projects with a total project cost in excess of \$1.0 million exclusive of movable equipment will be developed and completed through the following approval and reporting phases and processes:
  - 1. Preliminary Administrative Approval – Authorization to plan a project and to develop a project agreement documenting the programmatic need, scope and estimated cost of the project;
  - 2. Formal Project Approval – Authorization to develop the basic design of the facility or project through creation of a schematic design;
  - 3. Schematic Design Approval – Authorization to complete the design of the facility or project, to develop construction documents, and, subject to no material changes, bid and award a contract;
  - 4. Project Change Approval – Authorization to modify the project budget or scope after schematic design approval;
  - 5. Post Occupancy Report – Report projected expenditure status for any remaining project balance not more than 90 days after substantial completion, and
  - 6. Final Project Report – Report on wrap-up of the project.
- B. Regular construction in progress reports will provide information on the status of all projects that meet reportable requirements.

C. Maintenance Projects

1. Maintenance projects with a total project cost in excess of \$0.5 million but not greater than \$5.0 million must be submitted for schematic design approval.
2. Maintenance projects with a total project cost greater than \$5.0 million are subject to all approval and reporting requirements.

(12-12-14)

**P05.12.071. Capital Project Development: Preliminary Administrative Approval.**

- A. Preliminary administrative approval represents provisional approval of a project subject to further review and analysis of the programmatic need, budget and other factors. It also represents authorization to plan the project through the facility needs analysis, programming and scoping, including development of a project agreement. Preliminary administrative approval is a prerequisite for inclusion in the long-range capital plan unless otherwise approved by the board. Requests for preliminary administrative approval shall include the mission area analysis and statement of need that document the necessity for the project, a preliminary description of the project scope, the estimated total project cost, the proposed cost and funding sources for the next phase of the project and for eventual completion of the project, the estimated operating cost impact, other cost considerations, and proposed schedule for completion.
- B. The level of approval required for preliminary administrative approval shall be based upon estimated total project costs:
1. Projects for new construction, expansion or significant remodel for reuse with an estimated total project cost of more than \$2.0 million will require approval by the president;
  2. Projects for new construction, expansion or significant remodel for reuse with an estimated total project cost of \$2.0 million or less will require approval by the system office chief finance officer.
- C. Notwithstanding the provisions of B. of this section, prior to requesting preliminary administrative approval a university may commit up to \$250,000 in unrestricted funds for initial planning, conceptualization, scoping, and design, including contracted architectural, engineering and consulting services.

(12-12-14)

**P05.12.072. Capital Project Development: Formal Project Approval.**

- A. Formal project approval represents approval of the project including the program justification and need, scope, the total project cost, and funding plan for the project. It also represents authorization to complete project development through the schematic design, targeting the approved scope and budget, unless otherwise designated by the approval authority.

For projects with an estimated total project cost in excess of \$5.0 million, formal project approval is a prerequisite for the inclusion of construction funding in the university's Year One capital budget request, unless otherwise approved by the board. Requests for formal project approval shall include a record of the Academic and Student Affairs Committee approval of the program proposal, a signed Project Agreement, the proposed cost and funding sources for the next phase of the project and for eventual completion of the project, identification of project delivery method, recommended level of investment in public art, and variances including any significant or material changes in scope, budget, schedule, deliverables or prescriptive criteria associated with the project, a business plan which identifies: the project phase(s), remodeling requirements due to vacancies created in existing buildings, funding plan for both program and capital project costs, operating cost impact, or other cost considerations from the time the project received preliminary administrative approval.

- B. If a project will include multiple phases of construction for funding or other reasons, it will describe all planned phases at this approval step. Requests submitted for schematic design approval shall cover the particular phase(s) funded at the time that the request is submitted.
- C. The level of approval required for formal project approval shall be based upon estimated total project costs:
  - 1. Projects with an estimated total project cost in excess of \$5.0 million will require approval by the board based on recommendations from the BoR committee responsible for facilities;
  - 2. Projects with an estimated total project cost in excess of \$2.0 million but not more than \$5.0 million will require approval by the board committee responsible for facilities. The committee may delegate approval authority to the committee chair as it determines is convenient and appropriate;
  - 3. Projects with an estimated total project cost of \$2.0 million or less will require approval by the system office chief finance officer.

(12-12-14)

**P05.12.073. Capital Project Development: Schematic Design Approval.**

- A. Schematic design approval represents approval of the location of the facility; its relationship to other facilities; the functional relationship of interior areas; the basic design including construction materials, mechanical, electrical, technology infrastructure and telecommunications systems; and any changes to the project since formal project approval. The board or committee will not grant schematic design approval for a capital project unless it implements or amends the adopted campus master plan.
- B. Unless otherwise designated by the approval authority or a material change in the project is subsequently identified, schematic design approval also represents approval of the proposed cost of the funded phase(s) of the project and authorization to complete the design development process, to bid and award a contract within the approved budget, and

to proceed to completion of project construction. If a material change in the project is subsequently identified, such change will be subject to the approval process described in P05.12.074.

- C. Requests for schematic design approval shall include a narrative description of the project, a project budget, identification of the funding plan for construction and operations costs, statements affirming compliance with this policy, campus master plan and the project agreement and applicable design guidelines; drawings and cost estimates in sufficient detail to enable the approval authority to review site development, functional relationship of the interior areas, exterior design of the facility, principle building systems and materials used for construction, energy management, expected space utilization, and design efficiency rate.
- D. The request for schematic design approval shall identify any material changes in scope, cost, schedule, funding plan, operating cost impact, or other cost considerations from the time the project received formal project approval.
- E. Schematic design approval levels shall be as follows:
  - 1. Projects with an estimated total project cost in excess of \$5.0 million will require approval by the board based on recommendations from the board committee responsible for facilities;
  - 2. Projects with an estimated total project cost of more than \$2.0 million but not more than \$5.0 million will require approval by the board committee responsible for facilities. The committee may delegate approval authority to the committee chair as it determines is convenient and appropriate;
  - 3. Projects with an estimated total project cost of \$2.0 million or less will require approval by the system office chief finance officer.

(12-12-14)

**P05.12.074. Capital Project Development: Approval Levels for Project Changes in Funding Sources, Total Project Cost, or Scope Subsequent to Schematic Design Approvals.**

Approval of project change(s) is required for projects which exceed the authority level delegated to the universities or cause a project to exceed that level. Approval levels required for material changes in the source of funds, increases in budget, or material changes in project scope identified subsequent to schematic design approval shall be determined by the system office chief facilities officer based on the extent of the change and other relevant circumstances. This determination will generally be based on the nature of the funding source, the amount, and the budgetary or equivalent scope impact relative to the approved budget at the schematic design approval stage, and assigned as follows:

- A. Changes with an estimated or actual project budget impact in excess of the lesser of 1) 25% of the total project cost or 2) \$2.5 million will require approval by the board committee responsible for facilities;

- B. Changes to projects with a total project cost greater than \$0.5 million that do not require approval by the board committee responsible for facilities will require approval by the system office chief finance officer.

(12-12-14)

**P05.12.075. Capital Project Development: Construction in Progress Reporting.**

- A. On a regular basis the chief facilities administrator for each university shall prepare, in accordance with procedures established by the system office chief facilities officer, a status report for all projects with an estimated total project cost in excess of \$250,000 for community campuses and \$1.0 million for main campuses, or those projects that the system office chief facilities officer deems due to their location or complexity to be of particular interest to the board including both ongoing projects and those projects that were completed, abandoned or discontinued during the period.
- B. At each regular meeting of the board committee responsible for facilities, the system office chief facilities officer shall report on construction in progress, providing a status report on all projects that required formal project approval at the board committee responsible for facilities or higher level, and such other projects that are deemed by the system office chief finance officer to be of particular importance to the board.

(12-12-14)

**P05.12.076. Capital Project Development: Post-Occupancy and Final Project Reports.**

- A. The post-occupancy report shall be filed not more than 90 days after beginning occupancy of any board approved projects of more than \$5.0 million, including new construction, expansion and significant remodel for reuse. The post-occupancy report shall identify project funding balances and expected priorities for spending any remaining balances, significant changes in scope, budget, schedule, funding plan, operating cost impact, anticipated expenditures and project balance through project closeout, or other cost considerations since issuance of the construction contract award report, and an explanation of any significant circumstances surrounding project completion, including lessons learned. Such reports shall be maintained in a manner so as to allow incorporation into the regular construction in progress report.
- B. The final project report shall be filed within 90 days after the end of the warranty period for all board approved projects of more than \$5.0 million, including new construction, expansion and significant remodel for reuse. The final project report will update the post-occupancy report including a variance report identifying any significant changes in scope, budget, schedule, funding plan, operating cost impact, or other cost considerations since issuance of the construction contract award report, and an explanation of any significant circumstances surrounding project completion or its discontinuance. Such reports shall be maintained in a manner so as to allow incorporation into the regular construction in progress report.

- C. Upon determination that a project has been abandoned, discontinued or shelved with no further action anticipated for a considerable time, or consolidated with another project or projects, the responsible chief facilities administrator shall prepare a final project report and closeout the project.

(12-12-14)

**P05.12.077. Capital Project Development: Approval Levels for Projects That Have Not Been Subject to the Defined Planning and Approval Process.**

- A. For projects that have not been subject to the normal planning, budget, and approval processes described in this chapter, the level of approval required for formal project approval shall be as follows:
1. Projects with an estimated total project cost of in excess of \$5.0 million will require approval by the board based on recommendations from the board committee responsible for facilities.
  2. Projects with an estimated total project cost in excess of \$2.0 million but not more than \$5.0 million will require approval by the board committee responsible for facilities. The committee may delegate approval authority to the committee chair as it determines is convenient and appropriate.
  3. Projects with an estimated total project cost of \$2.0 million or less will require approval by the chief finance officer.
- B. If multiple projects are bundled in order to solicit lower prices or for efficiency or other purposes and the aggregate cost exceeds the normal approval level, the system office chief finance officer shall determine the level of approval required based on the funding sources and the size and nature of the projects.
- C. The system office chief finance officer approval will be required if a single appropriation is split into funding for multiple projects.

(12-12-14)

**P05.12.080. Operations and Maintenance.**

- A. The annual need for maintenance and repair shall be fully funded in the annual operating budget of the university unless otherwise directed or approved by the board. In addition, the funding for facility renewal and replacement as well as elimination of accumulated deferred renewal will be included in the capital budget request and long range capital plan. At a minimum, an amount equal to the annual M&R need shall be expended on routine maintenance and repair, major repairs, whether current or deferred, and mandated improvements. Unless the scope of remodeling to accommodate tenant occupancy is minor, it may not be included when reporting on M&R annual stewardship expenditures and should be reported as expenses for alterations or capital improvements for asset reinvestment.

- B. An annual maintenance plan shall be developed by the chief facilities administrators of the respective universities and provided to the system office chief facilities officer.
- C. On an annual basis, the system office chief finance officer will cause to be compiled a report identifying for each university and the system office the:
  - 1. prior fiscal year actual operating and capital expenditures for M&R and R&R support;
  - 2. current fiscal year's budgeted operating and capital commitment for M&R and R&R;
  - 3. current annual calculated need for M&R and R&R;
  - 4. current estimate of accumulated deferred renewal; and
  - 5. the status of ongoing deferred renewal projects.
- D. The annual R&R funding will be determined based on type of use and occupancy of a facility. For facilities that are leased to, or substantially utilized by, university auxiliaries or non-university entities, annual R&R requirements will be fully funded in the operating or capital budget unless otherwise approved by the system office chief finance officer.

(12-12-14)

**P05.12.090. Naming of Campus Facilities: Formal Naming of Campus Facilities and Infrastructure.**

- A. Official naming of all “significant” buildings, building subcomponents such as wings, additions, auditoriums, and libraries, streets, parks, recreational areas, plazas and similar facilities or sites will be approved by the board. These facilities, improvements and areas will generally be named to honor or memorialize specific individuals, groups, events, places, or objects of historic, geographic, cultural, or local significance, including the following:
  - 1. Former members of the board and the University of Alaska Foundation's Board of Trustees;
  - 2. Distinguished former university presidents, chancellors, faculty, staff, and alumni of the university;
  - 3. Distinguished Alaskans and others who have made outstanding contributions to society, the nation, the state, or the university;
  - 4. Contributors of substantial financial or other support to the university, including donations provided for under P05.14.080; and
  - 5. Alaska rivers, mountains, flora, fauna, cities, or communities.

- B. Each chancellor shall establish standing or ad hoc advisory committees to make recommendations on the naming of facilities, improvements and other areas of the campus, and to help identify naming opportunities for gifting and development purposes. Recommendations for a naming to honor or memorialize an individual shall be confidential to the maximum extent permitted by law.
- C. Unless otherwise directed by motion of the board, the name of an existing facility, improvement or area, which was named in honor of or to memorialize a specific individual, group, event, place, or an object of historic, geographic, cultural, or local significance, will remain for the life of the facility or improvement. Unless specifically authorized by the board, the name of a facility to be demolished will not be transferred to a new facility.
- D. The president is authorized to determine which namings will be considered “significant” for purposes of approval by the board. In making that determination, the president shall consider the type, location, usage, condition, and value of the facility or area to be named; the individual, event or other to be memorialized; and the compatibility of the name with the facility or other improvement.
- E. The board reserves the right to rename any facility when, in its sole discretion, it determines that the renaming is in the best interest of the university.

(06-10-04)

**P05.12.091. Functional, Descriptive, or Directional Naming of Facilities and Infrastructure Improvements.**

Functional, descriptive, and directional naming of facilities, improvements, or areas shall be approved in accordance with university rules and procedures.

(12-12-14)

**P05.12.092. Contractual Opportunities for Naming Facilities and Improvements.**

Commercial contracts to name university facilities shall be in accordance with P05.14.080 and R05.14.080. Criteria for approval shall include compatibility of the contracting party’s image and advertising with that of the university.

(12-12-14)

**P05.12.100. Public Use of Facilities.**

Facilities of the university will be open to the public for educational, recreational, cultural activities, and other use in accordance with use priorities and other requirements as may be set forth in university regulation and campus procedures.

(06-20-97)

**P05.12.101. Campus Solicitation.**

All canvassing, peddling, or solicitation on university grounds or in university buildings will be subject to university regulation and campus procedures as to time, manner, and place.

(06-20-97)

**P05.12.102. Smoke-Free/Tobacco-Free Campuses.**

The university is committed to providing a safe and healthy environment for its students, employees, and visitors, by prohibiting tobacco use and smoking, including the use of electronic cigarettes and similar products, within its campuses and facilities. Implementation of this policy may be established in university regulation.

(12-11-14)

**P05.12.103. Alcoholic Beverages on Campus.**

Persons who have reached the statutory drinking age are permitted to possess and consume alcoholic beverages on university campuses as provided by applicable university regulation, campus procedures, and all applicable laws and regulations.

(06-20-97)

**P05.12.104. Marijuana and Other Illegal Substances.**

Possession or use of marijuana or any other substance controlled pursuant to 21 U.S.C. 841 et seq. anywhere on university property is prohibited. Violations of this policy will result in disciplinary action, as provided by applicable university regulation, campus procedures, and all applicable laws and regulations.

(06-20-97)

**P05.12.110. Art in University Facilities and Spaces.**

- A. The university supports the Alaska State Council for the Arts and its public art program and has adopted the following goals for art in university facilities and other spaces:
  - 1. to be an educational resource for art to university students, employees, and visitors;
  - 2. to link, through imagery and symbolism, the art with the activities of a campus and its facilities;
  - 3. to foster Alaskan art and encourage Alaska's artists and craftsmen;
  - 4. to include representatives of the community, the campus, and occupants of the facility in the selection of art to be displayed; and
- B. Each capital project for academic or student support facilities (new construction, expansion or significant remodel for reuse) shall include separately identifiable amounts in the project budget with a target of between one-half and one percent of the construction budget, regardless of funding source.
- C. The selection of artwork purchased with capital appropriations shall be by a committee appointed by the university chancellor where the capital project is located. Each selection committee will be governed by university regulations and have autonomy in the selection. The acceptance of donations of major works of art will be governed by university regulation.

D. Each university chancellor will make provisions for inventory, management and maintenance of their public art collection.

(12-12-14)

**UNIVERSITY REGULATION**  
**PART V – FINANCE AND BUSINESS MANAGEMENT**  
**Chapter 05.12 - Capital Planning and Facilities Management**

**R05.12.102. Smoke-Free/Tobacco-Free Campuses.**

**A. Prohibitions**

Smoking and the use of all tobacco and tobacco-related products are prohibited within all university real property, buildings and vehicles. Littering an area with, or with the remains of, tobacco-related or smoking-related products is also prohibited. This prohibition applies to all university events, events held on university grounds or property and applies to all members of the university community including faculty, staff, students, friends, volunteers, patients, customers, vendors, contractors, guests and visitors.

**B. Definitions**

1. “contractor” means anyone contracted to do work at a university site or property.
2. “smoking” means inhaling, exhaling, burning, or carrying of any lighted or heated or vaporized tobacco-related product or non-tobacco plant product, or operating an electronic smoking or vaping device, instrument or apparatus which can be used to simulate the experience of smoking, or which can be used to house a liquid containing nicotine for delivery in any form to the user, including but not limited to hookahs, water pipes, e-cigarettes, e-cigars, e-pipes, and vape pens.
3. “tobacco” and “tobacco-related products” include all forms of tobacco, including but not limited to cigarettes, cigars, pipes, kreteks, bidis, other inhalable burning substances and all smokeless tobacco and tobacco-containing products.
4. “tobacco use” includes inhaling, smoking, sniffing, chewing, dipping, or any other assimilation of tobacco products.
5. “university real property and buildings” includes buildings, trailers, facilities, campus grounds, athletic facilities, university vehicles, exterior open spaces, covered walkways, breezeways, walkways between sections of buildings, trails, exterior stairways and landings, recreational areas, university-owned parking lots, driveways, loading docks, university-owned streets, shuttle bus stops, sidewalks within all university campuses, and all property that is owned, operated, leased, occupied or controlled by the university except as specified below.
6. “vendor” means anyone providing goods or services on university property or grounds.

### C. Notices

1. No smoking/no tobacco use signs shall be posted conspicuously throughout each campus and in university facilities and vehicles as a reminder of the prohibition.
2. Each university's provost will ensure that faculty employment announcements and information provided to new faculty recruits and hires contain information about the tobacco-free environment.
3. Statewide Office of Human Resources will ensure that job postings and application portals contain information about the tobacco-free environment. Regional human resource offices will ensure that new employees receive information about the tobacco-free environment during the new employee orientation.
4. Each university's chief student affairs officer will ensure that university communication and information provided to prospective students and to enrolling students includes information about the tobacco-free environment.
5. Provisions regarding the tobacco-free requirements are to be included in all contracts and agreements with vendors, contractors, and any other entity doing business, holding events or performing volunteer work on university-controlled property.
6. Assistance with tobacco use cessation for students, faculty, and staff will be available through local student health services and the University of Alaska Wellness and Employee Assistance programs.
7. The full text of the policy will be available in relevant handbooks, and on the university website.

### D. Exclusions

The prohibition in this regulation shall not apply in the following situations, to the extent that smoking or the use of tobacco or tobacco-related products is otherwise in conformity with applicable state, local and federal law:

1. Personally owned vehicles parked or being driven on the campus, provided that the vehicles are not within a university parking garage;
2. Public sidewalks or public rights-of-way that border a campus;
3. Use of a non-combustion nicotine product approved by the United States Food and Drug Administration for tobacco use cessation or harm reduction, as long as the product when used as instructed does not produce any vapors, fumes, smoke, gases, mists, particulates or other emissions in amounts significant enough to be detectable by third persons. This includes over-the-counter products (patches, gum, lozenges) and certain prescription products (nasal sprays, personal inhalers);

4. Areas within a fenced construction project in which the contractor has complete care, custody, and control of the job site, if the relevant contract explicitly authorizes the contractor to allow smoking within the site, provided that any smoking is to occur no less than 50 feet distant from the exterior fence;
5. The use of tobacco products necessary in the course and scope of university research, provided the university researcher obtains the prior approval of the chancellor, and that any smoke or vapor generated from the research is entirely contained within a laboratory fume hood;
6. The use of natural organic pesticides containing tobacco or tobacco derivatives and used in the official maintenance of the university campus grounds or as an academic instructional material;
7. Tobacco use on university-owned properties that are leased to a non-university party, if the provisions of the applicable lease or agreement explicitly allow such use and have been approved by the vice president of finance and administration;
8. Tobacco use in facilities that are not owned by, leased to, or controlled by the university and subject to the tobacco policies applicable to those particular facilities;
9. Tobacco use for educational, clinical, or religious ceremonial purposes with prior approval of the dean or director responsible for the facility, the provost or appropriate vice president or vice chancellor, and in the case of smoking, the local fire marshal;
10. Outdoor-only tobacco use at isolated research locations or on research vessels owned, leased, or controlled by the university when authorized by the onsite individual in charge of that location/vessel.

E. Compliance and enforcement

1. Implementation of this prohibition will rely heavily on the consideration and cooperation of both users and non-users of tobacco, and the willingness of all members of the university community to share the responsibility of adhering to and enforcing the prohibition, and of holding themselves and each other accountable. Whenever possible, concerns about tobacco and related product use should be respectfully addressed at the time such concerns arise, through respectfully informing the individual about the prohibition and encouraging compliance in a courteous and considerate manner.
2. Concerns regarding violations of the tobacco-free policy or regulation should be referred to the appropriate unit for review and action:
  - a. Students will be referred to the appropriate university student affairs representative for educational resources with an emphasis on cessation;
  - b. Faculty, staff, and volunteers will be referred to their respective supervisors for appropriate action (reference P04.07.040);

- c. Contractors and vendors will be referred to their respective employers and/or Procurement and Contracting Services for appropriate action;
  - d. Visitors and guests may be required to leave the campus if they fail to conform to the tobacco-free policy or regulation.
3. Individuals who advocate for or are considering disciplinary action against an employee or student for violating this policy or regulation should first consult with their regional human resources or student affairs offices.

(12-05-14)