

Agenda
Board of Regents
Facilities and Land Management Committee
May 21, 2008; 8:00 a.m. – 5:00 p.m.
Room 106 Sitka Campus
University of Alaska Southeast
Sitka, Alaska

Committee Members:

Michael Snowden, Committee Chair
Timothy Brady, Committee Vice-Chair
Fuller Cowell

Robert Martin
Kirk Wickersham
Mary Hughes, Board Chair

I. Call to Order

II. Adoption of Agenda

MOTION

"The Facilities and Land Management Committee adopts the agenda as presented.

- I. Call to Order**
- II. Adoption of Agenda**
- III. Discussion regarding University of Alaska Facilities Policies**
- IV. Ongoing Issues**
- V. Adjourn**

This motion is effective May 21, 2008."

III. Discussion regarding University of Alaska Facilities Policies

The Facilities and Land Management Committee will discuss issues related to the facilities policies for the University of Alaska. The committee will:

Review of the a draft policy on Campus Master Plans (pages 3-5)

- 2. Review the RISE Report:
 - a. review present facilities policy (pages 6-29)
 - b. review facilities policy template (page 30)
 - c. review level of approval authorities
 - d. discuss combining the Finance Committee and the Facilities and Land Management Committee
 - e. discuss employing alternative project delivery methods
 - f. discuss utilizing debt financing for academic projects
 - g. review project budget template
 - h. discuss establishing a 3-year CIP instead of a 6-year CIP
 - i. review staff positions at the MAU and System offices

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3. Discuss ways to improve communications between the MAUs, the system office, and with members of the Board of Regents regarding facilities issues.

IV. Ongoing Issues

V. Adjourn

NEW REGENT POLICY CAMPUS MASTER PLANS

Regent Policy P05.12.030 is repealed and reenacted as follows:

P05.12.030. Campus Master Plans.

(a) Development and Adoption. At least one meeting prior to Concept Approval of a new capital project, the Administration shall develop and present to the Board for adoption a Campus Master Plan. The main campuses of the University of Alaska Fairbanks and the University of Alaska Anchorage may develop master plans for subareas of the campus.

Comment: A "suba West Ridge.

(b) Contents. A Campus Master Plan shall contain, at a minimum, maps, plans, drawings or renderings, a three-dimensional model, and text, sufficient to portray and describe the following elements. Projections shall be developed for 10 years, and may be developed for other intervals,

(1) Projected enrollment and other factors affecting the need for buildings, structures and facilities;

(2) General areas for land acquisition and disposal;

(3) The general location of new or upgraded infrastructure, including roads, parking, pedestrian circulation, transit circulation, and utilities;

(4) Renovation or demolition of buildings, structures and facilities;

(5) General location, size and purpose of new buildings, structures and facilities:

Comment: The definition of "general" location of a building might vary – it could be specific when planning a new quad, general when planning a freestanding facility in a currently undeveloped area of campus. Likewise, the definition of "general" purpose could vary. "Classroom building" or "dormitory" might be adequate for most plans, but if there is to be a new medical subcampus, or if scientific research facilities should be adjacent to each other, that should be specified.

(6) Standards for landscaping;

(7) General location and design standards for open spaces, plazas, etc.

(8) Design standards for signage, both freestanding and on buildings and structures:

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(9) Architectural design standards for all buildings, structures and facilities, including size and orientation; roof lines; exterior materials and colors; screening of mechanical; windows and doors; views and solar aspect, and other elements of architectural style.

Comment: A plan may mandate conformance to detailed architectural design standards, but that is not required by this Policy. It is intended to set forth uniform or compatible visual and functional elements of architectural design that, over time, will result in an attractive, functional, harmonious and identifiable college campus.

(10) Environmental and cultural issues, ADA access and energy conservation;

(11) The relationship of the campus to its surroundings and coordination with local government land use plans and ordinances; and

(12) General priorities for capital projects.

(c) Adoption; Expiration; Revision; Amendment.

(1) Adoption. The Administration shall implement a process for development of the Campus Master Plan that allows for participation by the local government and members of the University community. The Administration shall submit the Campus Master Plan to the Board for adoption. Prior to considering adoption, the Board shall refer the Campus Master Plan to the Facilities and Land Management Committee for its approval.

(2) Expiration, Revision. A Campus Master Plan shall expire on the fifth anniversary of its adoption by the Board. Prior to expiration, the Administration shall revise the Campus Master Plan and submit it to the Board for adoption, through the process set forth in (1) above. If a Campus Master Plan expires, the Board may not approve a capital project or include a project in the Budget Request until it adopts the revised Campus Master Plan.

(3) Amendment. A Campus Master Plan may be amended from time to time through the process set forth in (1) above. An amendment to accommodate a proposed specific capital project shall be considered and approved by the Board at least one meeting prior to consideration of the proposed capital project.

(d) Purpose and Function; Major Renovations.

(1) 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 capital projects on the campus. The Board may not grant Concept Approval for a capital project or include a project in the Budget Request unless it implements the adopted Campus Master Plan, and all relevant Board motions shall include a finding that the project implements the Campus Master Plan.

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(2) Major Renovations. When a capital project consists of the major renovation of an existing building, structure or facility, as part of the renovation the exterior and immediate environs of the building, structure or facility shall be brought into conformance with the Campus Master Plan to the extent reasonable possible.

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University of Alaska Facilities Policy Scope

Capital Planning Cycle:

- * Campus Master Plan Development
- * Six-Year Capital Plan Development
- * Capital Budget Development

Project Development Cycle:

- * Preliminary Administrative Approval
- * Formal Project Approval
- * Schematic Design Approval
- * Pre-Bid Project Report
- * Construction Contract Award Report
- * Construction-In-Progress Report

Operations Cycle:

- * M&R and R&R Expenditure Requirements
- * Naming of Facilities
- * Use of Facilities
- * Art in Facilities

University of Alaska Facilities Policy Requirements Summary

Project Planning Requirements:

- * **Campus master plans will be maintained, updated periodically and approved by the Board**
- * **The CFO will be notified of significant modifications and variances from the plans in order to determine the appropriate approval level, if approval is necessary**
- * **Significant variances from master plans will be noted in project approval requests**

Capital Budget Requirements:

- * **Projects in the six-year plan shall have Preliminary Project Approval unless otherwise approved by the Board**
- * **Projects in the current year budget request shall have Formal Project Approval unless otherwise approved by the Board**

Project development Requirements:

- * **Project agreements (pre-design project description, need justification, program and operating cost impact, project cost, funding plan, schedule, etc.) or substitute pre-design statement will be prepared for all projects**
- * **All projects receive a defined series of project approvals and reporting of changes in scope, budget (including source) and schedule throughout the development and construction process**
- * **Approval levels depend upon the estimated project cost and materiality of any subsequent changes in scope, budget or schedule**

**University of Alaska
Facilities Policy Project Approvals and Reporting**

Preliminary Project Approval

Represents authorization to plan the project through the facility needs analysis, programming, scoping, including development of a Project Agreement or a facility pre-design statement. It establishes a preliminary project description, budget and schedule.

Formal Project Approval

Represents approval of the program justification and need, scope and budget. It authorizes the administration to complete the project development through schematic design, unless otherwise designated by the approval authority.

Schematic Design Approval

Represents approval of the location of the facility, its relationship to other facilities, the functional relationship of interior area, the basic design, design efficiency and any changes to the project since formal project approval. It authorizes the administration to complete the design, prepare construction documents, bid and award a contract for the project, unless otherwise designated by the approval authority.

Pre-Bid Project Report

Represents a report to the CFO identifying the project delivery mechanism, rationale for any bid alternates, and a variance report of any changes in scope, budget or schedule since Schematic Design Approval. If any material changes since Schematic Design Approval will be directed to the designated approval authority for review and approval.

Contract Award Report

If any material changes occurred since the Pre-Bid Report, the project will be directed to the designated approval authority for further review and approval.

Final Project Report

Represent a report on any variances since the Contract Award Report and the close out status of the project by completion, suspension or abandonment.

Semi-Annual Construction in Progress Report

Represents a report on the status of all projects with an estimated project cost in excess of \$0.5 million, including ongoing projects and those completed, abandoned or discontinued during the period, and copies of the Pre-Bid, Contract Award and Final Project Reports for the period.

Regents Construction in Progress Report

Represents a report on the status of all projects in progress for the period that had been approved by the board, the Facilities Committee, or the Chair.

**University of Alaska
Facilities Policy Project Approval Levels**

No Material Project Change:

Project Levels:	<u>\$1.0 Mil. or Less</u>	<u>\$1.0 Mil. To \$2.0 Mil.</u>	<u>\$2.0 Mil. To \$4.0 Mil.</u>	<u>Over \$4.0 Mil.</u>
Preliminary Project Approval	CFO	CFO	President	President
Formal Project Approval	CFO	Facilities Comm. Chair	Facilities Committee	Board of Regents
Schematic Design Approval	CFO	CFO	Facilities Comm. Chair	Facilities Committee

Material Change after Formal Project Approval:

Schematic Design Approval	CFO	Facilities Comm. Chair	Facilities Committee	Board of Regents
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Outside of Normal Process:

Formal and/or Schematic Approval	Chair (CFO under \$0.750 Mil.)	Facilities Committee	Board of Regents	Board of Regents
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**University of Alaska
Facilities Policy Control Objectives and Requirements**

Control Objective		Policy Statement
1	P05.12.010 Assure that the President, System Office staff and the Board are informed of campus plans and projects far enough in advance to impact those plans.	Requires that capital planning and large capital projects be reviewed and evaluated by the system office and approved by the Board.
2	P05.12.010 Help assure that project budgets are reasonably complete and cover certain categories	Requires that capital project budgets include and clearly identify appropriate amounts for furniture, fixtures, equipment, technology infrastructure, and public art
3	P05.12.010 Help assure that funding is available for capital planning	Require that each MAU include a provision for capital-planning within its admin overhead rate.
4	P05.12.022 Assure that all projects are adequately planned, the need justified and documented, and the project clearly defined.	Requires that a project agreement, including specified information such as a description, need justification, program cost impacts, consistency with master plan, etc. for all projects over \$2.5 million.
5	P05.12.030 Assure that the President, System Office staff and the Board are informed of campus plans and projects far enough in advance to impact those plans.	Requires that each MAU have its master plans for all campuses updated and approved by the Board on a 5 to seven year cycle.
6	P05.12.030 Same as above	Requires campus facilities officer to notify CFO of all significant changes to the master plan to determine if board approval is required.
7	P05.12.030 Same as above	Requires that project approval requests be consistent with the master plan and identify any significant variances.
8	P05.12.031 Assure that the campuses have a reasonably consistent basis on which to determine and document need.	Requires each MAU to develop a Facilities Requirements Analysis, including an inventory of all facilities, a facilities condition and suitability analysis, and a facilities utilization and demand analysis.
9	P05.12.032 Assures a consistent framework in which to compare, evaluate and prioritize the annual budget request.	Requires development and maintenance of a 6-Year Capital Plan of which year 1 shall be the Capital Budget Request.
10	P05.12.032 Assure that the President, System Office staff and the Board are informed of campus plans use of operating fund in lieu of capital spending requests (and to provide information for statutory reports on leases).	Requires MAU to submit certain information on leased facilities in the six year plan as may be requested by the CFO.
11	P05.12.040 Assure that the President, System Office staff and the Board are informed of campus plans and projects far enough in advance to impact those plans.	Defines project approval and reporting levels for all projects.
12	P05.12.041 Limit significant expenditures on low priority projects	Requires Preliminary Project Approval for all capital projects in order to spend more than \$50,000 on planning and design.
13	P05.12.041 Assures that baseline information is available from which to track changes in scope, budget and schedule throughout the life of the project.	Requires establishing baseline estimates of scope, budget and schedule.
14	P05.12.041 Assures that the President has approved all projects on the 6 year plan and that the project has been reasonably well defined.	Requires Preliminary Project Approval for inclusion of a project in the 6 year plan, unless otherwise approved by the board.
15	P05.12.042 Assures that the need and planning for projects on the budget request have been documented and approved.	Requires Formal Project Approval of projects in excess of \$2.5 million to be included in the operating budget for construction funding, unless otherwise approved by the board.

**University of Alaska
Facilities Policy Control Objectives and Requirements**

Control Objective		Policy Statement
16	P05.12.042	Assures and documents that information is available to make a reasonable decision or approval.
		Requires Request for Formal Project Approval to include specified documents (e.g. project agreement) generally required to evaluate the project.
17	P05.12.042	Assure that changes in project scope, budget and schedule are tracked and the approval authority is informed of the changes.
		Requires variance report for scope, budget and schedule.
18	P05.12.043	Assure that the President, System Office staff and the Board are informed of campus plans and projects far enough in advance to impact those plans.
		Requires Schematic Design Approval in order to complete the design and prepare construction documents or do any actual construction.
19	P05.12.043	Assures and documents that information is available to make a reasonable decision or approval.
		Requires Request for Schematic Design Approval to include specific issues (e.g. site, functional relationships, design efficiency, etc.) and specified documents and documents generally required to evaluate the project.
20	P05.12.043	Assure that changes in project scope, budget and schedule are tracked and the approval authority is informed of the changes.
		Requires a Request for Schematic Design Approval to include a Variance Report to track the changes in project scope, budget and schedule since Formal Project Approval.
21	P05.12.044	Assure that changes in project scope, budget and schedule are tracked and the approval authority is informed of the changes.
		Requires a Pre-Bid Project Report to track the changes in project scope, budget and schedule since Schematic Design Approval.
22	P05.12.044	Assure that material changes in project scope, budget and schedule are considered and approved prior to going to bid.
		Requires any material change in scope, schedule or budget after schematic design approval to be brought to the attention of the CFO as soon as possible for appropriate authorization to proceed.
23	P05.12.045	Assure that material changes in project scope, budget and schedule are considered and approved prior to going to bid.
		Requires a Contract Award Report to track the changes in project scope, budget and schedule since the pre-bid report. (Note: Policy has no provision for award or commitment in excess of approved levels.)
24	P05.12.045	Assure that material changes in project scope, budget and schedule and close out status are documented.
		Requires a Final Project Report to track the changes in project scope, budget and schedule and notify the CFO of conclusion or abandonment of the project.
25	P05.12.046	Assure that the President, System Office staff and the Board are informed of overall project status.
		Requires a semi-annual Construction in Progress Report for all projects over \$500,000
26	P05.12.046	Assure that the President, System Office staff and the Board are informed of the status of projects approved regents.
		Requires a Construction in Progress Report for all projects approved by the Facilities Committee or Board of Regents for each regular board meeting.
27	P05.12.047	Assure that the CFO has guidelines for board expectations regarding approval levels for changes in scope or budget.
		Although significant latitude is provided to the CFO for determining approval levels and protocols for project approvals, guidelines are defined ("material change" is also described in P05.12.020).
28	P05.12.048	Assure that the President, System Office staff and the Board are informed of campus plans and projects far enough in advance to impact those plans.
		Requires specific (lower) approval levels and protocol for projects that have not been subject to the normal project approval cycle.
29	P05.12.049	Assure that the President, System Office staff and the Board are informed of campus plans and projects far enough in advance to impact those plans.
		Sets approval levels for pooled appropriation distribution or expenditure plans at the same level of capital project approval.

**University of Alaska
Facilities Policy Control Objectives and Requirements**

Control Objective		Policy Statement
30	P05.12.060	Assure that the President, System Office staff and the Board are informed of campus plans and projects far enough in advance to impact those plans.
		Prohibits expenditure of capital appropriations, grants or revenue bond funding except as authorized by this chapter.
31	P05.12.060	Assure that transfers between appropriations and appropriation years are handled in a reasonable manner.
		Requires approval of the CFO to reimburse other funding sources for preliminary planning and design activities.
32	P05.12.060	Assure that commitments in excess of funded revenue sources are handled in a reasonable manner, that the commitments are critical, that the probability of funding is and appropriate parties are notified of
		Requires approval of the CFO to issue a contract in excess of currently available funding.
33	P05.12.070	Assures that at least minimal funding is available for facilities costs and operations.
		Requires full funding of M&R requirements unless directed or approved by the Board.
34	P05.12.070	Assures that the President and the Board are informed about the status of facilities expenditures.
		Requires CFO to report annually on expenditures for M&R, R&R for the prior year, the current year's commitment to M&R and R&R, an estimate of deferred renewal, and status of renewal projects.

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

P05.12.010. Introduction and Purpose.

- A.** A comprehensive program of facilities planning, capital budgeting and project development, and facilities operations and maintenance is essential for the university to effectively serve present and future faculty, students and staff.
- B** The purpose of this chapter in conjunction with other planning processes and operating procedures is to:
1. provide systematic processes for management of the university's largest physical resource, which must be properly maintained in order to adequately support its various missions;
 2. provide a rational methodology for planning, budgeting, development, implementation, and monitoring of capital improvement programs;
 3. provide healthy and safe space environments;
 4. ensure longer life expectancy of campus facilities;
 5. ensure economy and efficiency of operations;
 6. establish a process to identify priorities for new constructions, remodeling, renovation, adaptation, and renewal;
 7. establish a process to systematically determine priorities for spending for new construction, operating and maintenance funds;
 8. ensure that facilities and space planning addresses the current space available, its use, suitability for such use, physical condition, and current and future needs; and
 9. ensure that the facilities management processes respond to regents' policy and regulatory requirements in a cost effective manner.
- C.** Capital planning and large capital improvement projects are initiated by each MAU and reviewed and evaluated by the system office administration before being recommended to the board or other authority for approval. Facilities planning, design, construction, management, and operation functions shall be performed in accordance with regents' policy, university regulation, and processes and procedures as may be authorized by the chief finance officer.
- D.** In establishing this policy, the board expects that the academic and programmatic needs of each campus will drive the respective facilities functions; that each MAU will take

ownership of and implement those facility functions; and that the system office will be responsible for development of policies, procedures, and processes for coordination of systemwide studies, and for due-diligence and oversight on capital projects including a review of selected projects prior to advancing a project through the various stages of project development and approval. The chief finance officer may delegate these authorities and responsibilities.

- 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 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 MAU, the system office, or the board .
- F. In addition to other information that may be required by the chief finance officer, capital project budgets shall include and clearly identify appropriate amounts for the furniture, fixtures, equipment, and technology infrastructure necessary for the intended use of the facility, and such amount for public art as may be determined by the respective chancellor considering previous investments in art, the nature of the facility, and other applicable circumstances.
- G. To help implement and maintain a comprehensive capital planning, budgeting and project development program, each MAU shall include a capital-planning surcharge within its capital project administrative overhead rate in accordance with procedures to be established by the chief finance officer. The system office may also assess a fee or fees to the MAUs to fund central planning and oversight activities relative to capital assets. The board considers such activities and fees essential for effective capital planning and construction. The 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 MAU planning surcharge rate.
(09-18-03)

P05.12.020. Definitions.

In this chapter

- A “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; “budget” is interchangeable with “total project cost;”
- B. “campus master plan” means a planning document, separate from but in support of the campus academic plan, that identifies the existing and preferred campus land uses, buildings, landscapes, open space, pedestrian and vehicular circulation systems, and conceptual plans for development and improvement; the plan is premised on existing

physical resources and current and anticipated needs, and 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 renewal” means the correction of 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 deferred renewal projects that will result in further deterioration of a facility if not completed; deferred renewal excludes new construction unless specifically authorized;
- E. “facilities pre-design statement” means an abbreviated substitute for a Project Agreement, in a form as may be approved by the chief finance officer, that addresses similar issues to those addressed in a Project Agreement, but in a briefer and less formal manner;
- F. “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 may take the form of routine or preventive activities or emergency work or service contracts; maintenance and repair costs may not be capitalized; maintenance and repair excludes new construction unless specifically authorized by the university’s chief finance officer;
- G. “material change” means a change in a project or campus master plan that, in the judgment of the chief finance officer, might reasonably cause the respective approval authority to revise or limit its prior approval; this determination requires judgment regarding financial, scope, and other changes, but is generally deemed to be equivalent of a cumulative budgetary or scope impact in excess of the lesser of \$1.0 million or 20 percent of the previously approved budget or scope;
- H. “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;
- I. “operating cost impact” means the annual cost of facilities operation and maintenance and the estimated renewal and replacement requirements; the estimated renewal and replacement requirement shall be calculated for year seven of the facility’s useful life;
- J. “other cost considerations” means the consequential or other costs associated with the project or related program, including costs that may be funded from operating or other sources, such as move-in costs, renovation of vacated space and related relocation costs, temporary relocations and surge space, 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;

- K. “project agreement” means a formal agreement between the affected program department, the MAU’s chief facilities administrator, chief academic officer, chief financial officer, and chancellor, and the chief facilities administrator documenting a common understanding of the programmatic need, project scope, and other matters related to the project as set out in P05.12.022;
- L. “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, but such costs have not been considered when developing the institutional calculation for R&R needs;
- M. “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 \$250,000 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;
- N “significant change” means a change in the scope, program or budget for a project or a change or variance from a campus master plan that, in the judgment of the MAU’s chief facilities administrator, requires disclosure to the chief finance officer;
- O. “6-year capital plan” means a comprehensive listing of all planned capital asset investments for the next six years, regardless of funding source, including proposed construction, renovations, and educational property acquisitions with an estimated cost of \$250,000 or more, selected equipment and technology improvements, and reportable leased facilities regardless of funding source;
- P. “total project cost” is 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;
- Q. “variance report” means a report identifying significant changes, as determined by the MAU’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.

(09-18-03)

P05.12.022. Project Agreement Requirements.

A. A project agreement must include:

- 1 the programmatic needs for the project;
2. how fulfillment of those programmatic needs support the respective missions, strategic plans, and initiatives of the university, the MAU and the campus;
- 3 an analysis of impact on students, faculty and constituents to be served;
4. what additional services or programs will be offered or required;
- 5 a detailed needs assessment based on the campus facilities requirements analysis and other pertinent information;
6. the plan for reallocation or disposition of vacated space including estimates of associated costs of consequential relocation, renovation, and related activities, if any;
7. the incremental costs of program and service enhancements;
8. the facilities maintenance and operating costs including a provision for renewal and replacement costs;
9. considerations regarding site, location, and consistency with master plans; and
10. proposed funding plan for the project, including detail relating to the design component or various construction phases as appropriate.

B The supporting documents shall also discuss or disclose those items that are normally part of a complete project, such as furnishings, fixtures, movable and non-moveable equipment, technology systems, related parking, landscaping, signage, walks and roadways, and works of art, which for funding source, funding constraints, timing or what ever reason, are not included as part of the project budget being agreed upon.

C. A project agreement is required for all projects with a total project cost anticipated to exceed \$2.5 million. The chief finance officer may, however, waive or modify the project agreement content requirements or specify that a pre-design statement be used in place of the project agreement.

(09-18-03)

P05.12.030. Capital Improvement Planning: Campus Master Plans.

A. Each MAU shall develop and maintain campus master plans for its various campuses, which shall be presented to the board for approval. Because a master plan is a living document reflecting the aspirations of each campus, the planning process does not end

with the approval of a plan. Campus master plans will be revised as necessary in response to changes in strategic plans, educational objectives, enrollment plans, teaching techniques, space plans, new technologies, regulatory mandates, and expected funding. Campus master plans shall be formally reviewed and updated on a 5- to 7-year cycle.

- B** The MAU chief facilities administrator shall report all proposed significant changes to campus master plans to the chief finance officer for determination as to materiality and the appropriate approval authority level, if required. Requests for capital project approval shall be consistent with the campus master plan and identify any significant variance from the plan.

(09-18-03)

P05.12.031. Capital Improvement Planning: Facilities Requirement Analysis.

In connection with its master planning process, each MAU shall develop and maintain a facilities requirement analysis for the respective campuses. The analysis will include a complete inventory of all facilities owned, leased or otherwise used by the campus, a facility condition and suitability analysis, and a facility utilization and demand analysis. The analyses should be based upon current demands and enrollment or program activity, enrollment and program projections as may be approved by the president or designee, and standards as may be approved by the chief finance officer or designee.

(09-18-03)

P05.12.032. Capital Improvement Plan and Budget Request.

- A.** Annually, within the capital budget process, each MAU will prepare and update a 6-year capital plan proposal. The MAU 6-year capital plan proposals, which are developed based upon approved strategic, academic and other planning assumptions, will be consolidated into a systemwide 6-year capital plan in accordance with guidelines approved by the board and procedures established by the chief finance officer. The systemwide 6-year capital plan will be presented to regents' committees responsible for facilities and budgeting for review and comment prior to submission to the full board for approval. Once the 6-year capital plan is approved, the MAU 6-year capital plans shall consist of those projects in the sequence and with the funding sources as identified in the board-approved 6-year capital plan.
- B.** The 6-year capital plans shall be reviewed and updated each year as part of the capital budget submission process. Year one of the approved systemwide 6-year capital plan, exclusive of any operating leases and other property or facilities funded from current operating funds, shall become the university's capital budget request for the next capital appropriation cycle.
- C.** Each MAU shall include as part of its budget submittal such information regarding reportable leased facilities as may be requested by the chief finance officer.

(09-18-03)

P05.12.040. 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. In general, all projects with a Total Project Cost in excess of \$0.5 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. Pre-Bid Project Report – Report on the results of the final design process;
 5. Construction Contract Award Report – Report on the results of the bid process and award of a contract; and
 6. Final Project Report – Report on wrap-up of the project.
- B** In addition, semi-annual construction in progress reports will provide information on the status of all projects with a total project cost in excess of \$0.5 million exclusive of movable equipment.
- C.** For all projects with a total project cost of \$0.5 million or less exclusive of movable equipment, the university’s chief finance officer may prescribe approval and reporting processes.

(09-18-03)

P05.12.041. 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 or a facilities pre-design statement. Preliminary administrative approval is a prerequisite for inclusion

in the 6-year capital plan unless otherwise approved by the board. Requests for preliminary administrative approval should include a preliminary description of the project scope, the programmatic need addressed by the project, 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 with an estimated total project cost of more than \$2.0 million will require approval by the president;
 - 2. Projects with an estimated total project cost of \$2.0 million or less will require approval by the chief finance officer.

- C. Notwithstanding the provisions of B. of this section, prior to requesting preliminary administrative approval an MAU may commit up to \$50,000 in unrestricted funds for initial planning, conceptualization, scoping, and design, including contracted architectural, engineering and consulting services. The chief finance officer may authorize the commitment of up to \$250,000 in unrestricted funds or available capital funds for this purpose in special circumstances. Except as may be authorized by the chief finance officer for capital projects under \$0.5 million, no employee, officer or agent may commit the university to planning or other obligations in connection with a proposed capital project that are in excess of \$250,000 or have an equivalent non-cost impact on the university without formal project approval.

(09-18-03)

P05.12.042. 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 \$2.5 million, formal project approval is a prerequisite for the inclusion of construction funding in the university's capital budget request, unless otherwise approved by the board. Requests for formal project approval shall include a signed project agreement or facilities pre-design statement, the proposed cost and funding sources for the next phase of the project and for eventual completion of the project, and a variance report identifying any significant changes in scope, budget, schedule, deliverables or prescriptive criteria associated with a design-build project, funding plan, operating cost impact, or other cost considerations from the time the project received preliminary administrative approval.

- B. 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 of in excess of \$4.0 million will require approval by the board based on recommendations from the regents' committee responsible for facilities;
2. Projects with an estimated total project cost in excess of \$2.0 million but not more than \$4.0 million will require approval by the regents' committee responsible for facilities;
- 3 Projects with an estimated total project cost in excess of \$1.0 million but not more than \$2.0 million will require approval by the chair of the regents' committee responsible for facilities;
4. Projects with an estimated total project cost of \$1.0 million or less will require approval by the chief finance officer.

(09-18-03)

P05.12.043. 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 other changes to the project since formal project approval.
- 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 next phases 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. Provided however, if a material change in the project is subsequently identified, such change will be subject to the approval process described in P05.12.047.
- C. Requests for schematic design approval should include a narrative description of the project, a project budget, and statements affirming compliance with this policy and applicable Project Agreements or facilities pre-design statements, drawings and cost estimates in sufficient detail to enable the approval authority to review:
 1. site plans, showing the relationship of the facility to the site, to other facilities, and to the campus as a whole;
 2. the exterior design of the facility;
 3. the principal materials to be used in the construction of the facility;
 4. the functional relationship of interior areas;

5. the types of mechanical, electrical, and telecommunication systems to be installed;
 6. conformance with applicable life, health and safety codes and standards;
 7. the estimated cost of major components of the project;
 8. the design efficiency based upon approved standards;
 9. the conformance with approved space and design standards;
 10. proposed funding plan for completion of the design and for completion of the project; and
 11. relevant life cycle costing and energy management information.
- D. The request for schematic design approval shall also include a variance report identifying any significant 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 the same as formal project approval levels; provided however, if no material change in the project has been identified since formal project approval, approval levels shall be as follows:
1. Projects with an estimated total project cost of more than \$4.0 million will require approval by the regents' committee responsible for facilities;
 2. Projects with an estimated total project cost of more than \$2.0 million but not more than \$4.0 million will require approval by the chair of the regents' committee responsible for facilities;
 3. Projects with an estimated total project cost of \$2.0 million or less will require approval by the university's chief finance officer.

(09-18-03)

P05.12.044. Capital Project Development: Pre-Bid Project Report or Approval.

Upon completion of the design, the MAU's chief facilities administrator shall prepare, in accordance with procedures established by the chief finance officer, a pre-bid project report, including a description of the product delivery method, rationale for any bid alternates, and a variance report identifying any significant changes in scope, budget, schedule, deliverables or prescriptive criteria associated with a design-build project, funding plan, operating cost impact, and other cost considerations, from the time the project received schematic design approval. Any change that has the potential to be considered a material change in the project shall be brought to the attention of the chief finance officer as soon as practicable for appropriate authorization to proceed. Such reports shall be maintained in a manner so as to allow incorporation into the semi-annual construction in progress report.

(09-18-03)

P05.12.045. Capital Project Development: Award and Project Reports.

- A. Upon award of a contract, the MAU's chief facilities administrator shall prepare, in accordance with procedures established by the chief finance officer, a construction contract award report on the status of the contract award and a variance report identifying any significant changes in scope, cost, schedule, funding plan, operating cost impact, or other cost considerations since issuance of the pre-bid project report. Such reports shall be maintained in a manner so as to allow incorporation into the semi-annual construction in progress report.
- B. Upon determination that a project is substantially complete, that the project has been abandoned, discontinued or shelved with no further action anticipated for a considerable time, or consolidated with another project or projects, the MAU's chief facilities administrator shall prepare, in accordance with procedures established by the chief finance officer, a final project report.
- C. The final project report must include 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 semi-annual construction in progress report.

(09-18-03)

P05.12.046. Capital Project Development: Construction in Progress Reporting.

- A. On a semi-annual basis each MAU chief facilities administrator shall prepare, in accordance with procedures established by the chief finance officer, a status report for all projects with an estimated total project cost in excess of \$500,000, including both ongoing projects and those projects that were completed, abandoned or discontinued during the period. The pre-bid project reports, construction contract award reports and final project report for the applicable period shall be included as appendices to the semi-annual construction in progress report
- B. At each regular meeting of the regents' committee responsible for facilities, the chief finance officer shall report on construction in progress, providing a status report on all projects that required formal project approval at the regents' committee responsible for facilities or higher level, and such other projects that due to their location or complexity are deemed by the chief finance officer to be of particular importance to the board.

(09-18-03)

P05.12.047. Capital Project Development: Approval Levels for Changes in Funding Sources, Total Project Cost, or Scope Subsequent to Schematic Design Approval.

Approval levels required for changes in the source of funds, increases in budget, or material in project scope identified subsequent to schematic design approval shall be determined by the chief finance officer based on the extent of the change and other relevant circumstances. This

determination requires judgment, but 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 impact in excess of \$1.0 million will require approval by the board based on recommendations from the regents' committee responsible for facilities;
- B. Changes with an estimated impact in excess of \$0.4 million but not more than \$1.0 million will require approval by the regents' committee responsible for facilities;
- C. Changes with an estimated impact in excess of \$0.2 million but not more than \$0.4 million will require approval by the chair of the regents' committee responsible for facilities;
- D. Changes with an estimated impact in of \$0.2 million or less will require approval by the chief finance officer.

(09-18-03)

P05.12.048. 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, as determined by the chief finance officer, the level of approval required for formal project approval shall be as follows:

Projects with an estimated total project cost of in excess of \$2.0 million will require approval by the board based on recommendations from the regents' committee responsible for facilities.

- 2. Projects with an estimated total project cost in excess of \$1.0 million but not more than \$2.0 million will require approval by the regents' committee responsible for facilities.
- 3. Projects with an estimated total project cost in excess of \$0.75 million but not more than \$1.0 million will require approval by the chair of the regents' committee responsible for facilities.
- 4. Projects with an estimated total project cost of \$0.75 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 chief finance officer shall determine the level of approval required based on the funding sources and the size and nature of the projects. The chief finance officer shall determine the level and timing for each approval required when a single appropriation is split into multiple projects or phases.

(09-18-03)

P05.12.049. Capital Project Development: Capital Expenditure Plan Approval.

- A. Capital appropriation acceptance, distribution, or expenditure plan approval for pooled multi-project appropriations, such as facility revitalization, Deferred Renewal, or code corrections, does not represent project approval.
- B. Pooled appropriation distribution or capital expenditure plans shall be approved at the same authority level as capital projects based on the total of the appropriation. If a subsequent transfer of funding between projects or to a new project is requested, the chief finance officer shall determine the level of approval required based on the size and nature of the transfer.

(09-18-03)

P05.12.050. Delegation of Approval Authority.

Designated approval authority under this policy may be delegated. In establishing this policy, the board contemplates that the chief finance officer, in the officer's sole judgment, will prudently delegate the authority vested with chief finance officer by this policy to the other administrators, MAU chief financial officers, and MAU chief facilities administrators as is necessary for effective and efficient administration, operation, and maintenance of the campus facilities.

(09-18-03)

P05.12.060. 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 receipt of project budget approval in accordance with procedures established by the chief finance officer. Such authorizations will be specific in amount and to the project.
- 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 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 chief finance officer.

(09-18-03)

P05.12.070. 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 continues to be a university priority. At a minimum, an amount equal to the annual M&R need shall be expended on routine maintenance and repair, major repairs, R&R, whether current or deferred, alterations, remodeling, mandated improvements, and capital planning.

B On an annual basis, the chief finance officer will report for each MAU the:

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.

C. The annual R&R funding will be determined based on type of use and occupancy of a facility. For facilities that are used for general university occupancy or operations, annual expenditures for R&R will be based upon the level of need and the level of resources available for such projects as determined through the budget process. 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 chief finance officer.

(09-18-03)

P05.12.080. 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:

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)

P05.12.081. 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 MAU rules and procedures.

(06-10-04)

P05.12.082. Contractual Opportunities for Naming Facilities and Improvements.

Commercial contracts to name university facilities shall be approved by the board. Criteria for approval shall include compatibility of the contracting party’s image and advertising with that of the university.

(06-10-04)

P05.12.090. 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)

P05.12.091. 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)

P05.12.092. Smoking in University of Alaska Buildings.

Smoking will be prohibited in all nonresidential university facilities open to the public and all public areas of all residential university facilities.

(06-20-97)

P05.12.093. 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)

P05.12.094. 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)

P05.12.100. 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
5. to include separately identifiable amounts in accordance with P05.12.010, in all budgets for capital renewal and new capital construction at the university regardless of funding source.

- B.** The selection of artwork purchased with capital appropriations and the acceptance of donations of major works of art will be governed by university regulation. Selections or acceptances of works of art valued at more than \$100,000 will be referred to the board for comment before final approval by the appropriate chancellor and the president.

(06-20-97)

Draft BOR Facilities Committee Strategic Policy

Regents' Policy
Part V – Finance and Business Management
Chapter 05.12 – Facilities Management and Capital Management

Outline:

P05.12.010 Introduction and Purpose

- Very high level discussion of the importance of facilities and real estate in the mission of the University of Alaska
- Discussion of the importance of stewardship and legacy decisions
- Purposes of this chapter of Board policy – to define policy regarding facilities management and capital planning, to establish roles and responsibilities for the Board and University Administration, and to set broad guidance for execution of Regents' policy

P05.12.020 Roles and Responsibilities

- **Board of Regents** – As the governing body of the University of Alaska, responsible for the long term vision for University lands, campuses, and facilities; steward of the University's physical assets; and legacy decision making.

University President – As the Chief Executive of the University, provides the leadership to achieve Regent's vision for the University lands, campuses, and facilities. Responsible for stewardship of the University's physical assets; long term campus, facilities, and capital planning; execution of capital and other project; and efficient management of the facilities enterprise

Chancellors – As the Chief Operating Officers of their Major Administrative Units, Chancellors have responsibilities similar to the Presidents for the campuses under their purview

Chief Procurement Officer – Statutory authority under State of Alaska statutes for procurement of facilities maintenance, construction, and services contracts

P05.12.030 Long Range Planning

- Master Planning
Capital Planning

P05.12.040 Stewardship Renewal and Replacement

- Maintenance and Repair

P05.12.040 Authority and Delegation for Facilities Projects

- Project Approval Thresholds

New Construction Projects

President: < \$2 Mil

Regents' Facilities Committee: \$2 Mil - \$5 Mil

Board of Regents: > \$5 Mil

Repair and Replacement Projects

President: < \$5 Mil

Regents' Facilities Committee: \$5 Mil - \$10 Mil

Board of Regents: > \$10 Mil

Delegation

President may delegate authority to Chancellors or other Seniors Officers

Board of Regents may delegate authority to Chair of the Regents' Facilities Committee

P05.12.050 Naming of Campus Facilities and Infrastructure

P05.12.060 Art in University Facilities and Spaces

P05.12.080 Definitions

- New Construction
Repair and Replacement
Project Cost
Master Planning
Capital Planning