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 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 facilitiespresented to th

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. 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. 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. 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. maintenance and 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. 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. campus master plan guidelines through development and adoption of detailed standards.

G. -range 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;

O. the affected program department(s), the respective 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 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

Q. 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. -inclusive annual rental impact, including rent, utilities, related services, and leasehold improvements, ed 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

V. change in direction clearly expressing desired outcomes and establishing reporting metrics;

W. 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. significant changes, as determined by the respective chief facilities administrator, in a project program, scope, budget, deliverables associated with a design-

P05.12050. 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 0.000oETnBT /P /AMCIw00912 0 612W*nBT792 re2(q0d 00.00/n19(with)-461

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

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 consult

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

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.

(05-23-24)

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

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 $500,000 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.

(05-23-24)

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, 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, 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.

(05-23-24)

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.

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

A. Official naming
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 Founda
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.
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.
and advertising with that of the university.

(12-12-14)

P05.12100. 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)

P05.12101. 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)

P05.12102. 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)

P05.12103. 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)

P05.12104. 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.

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

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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 provost will ensure that faculty employment announcements and information provide

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.

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)