Doane University Capital Projects Submittal & Approval Policy

OVERVIEW

This Capital Projects Policy sets forth comprehensive guidelines for the process in which projects are submitted, approved and financed for construction. A Capital Project is defined as any construction project (including all the soft costs, i.e. design fees, technology, equipment and furnishings), technology project, furniture project or major equipment over $10,000. It is the objective of the policy that:

1. Projects are submitted in a standardized format.
2. Projects are prioritized and approved based on institutional objectives.
3. Project planning is adequate and meets the financial budget for the fiscal year.
4. Any fundraising objectives related to the project are understood, approved, communicated and met.

This policy will serve to articulate the framework and timeline for all capital project submissions, approvals and financial budgeting. As the university establishes institutional priorities through strategic planning, master planning and facilities management, it is the intention of this process to ensure that institutional improvements are planned in a manner that supports overall project success.

Unplanned and immediate repairs of buildings and/or equipment to maintain its integrity, and/or to sustain the safety of our students, faculty and staff, which at times may be at significant cost, will continue to occur from the operating budget as in the past. As appropriate , the Board, Executive Committee of the Board and/or Board Committees will be informed and involved according to governance procedures.

SCOPE

The period between project submittal and project approval will involve an internal review by the President, Executive Council and the Director of Facilities. A prioritized list of projects will be brought to the Board of Trustees for approval. Once approval is granted, project planning will take place internally along with professional services and contractors if deemed necessary. At the conclusion of the planning process, the Board of Trustees will be presented with the financial budgets for said capital projects. Upon approval of the financial presentation, projects will go into contractual agreements.

RESPONSIBILITY

Board of Trustees
The Board of Trustees is responsible for approving capital projects, both in concept and financially. The Board of Trustees has ultimate decision making authority and responsibility for capital project assumption and financial obligations as it relates to the approval, planning and completion processes.

Buildings & Grounds Committee of the Board of Trustees
The Buildings & Grounds Committee is responsible for the review and recommendation to the Board of Trustees the capital projects list for said fiscal year. The committee will consider and act upon recommendations from the President, Executive Council and the Director of Facilities based on the need for the project, how the project fits into the campus aesthetics and the master plan, and finally, how the project supports the overall mission and strategic plan.

Audit & Business Committee of the Board of Trustees
Once the Buildings & Grounds Committee has approved the list of capital projects based on their criteria, the Audit & Business Committee is responsible for the review and recommendation to the Board of Trustees the funding sources and overall budgets for the capital projects list for said fiscal year.

Technology Committee of the Board of Trustees
The Technology Committee is responsible for review and recommendation to the Board of Trustees the IT Capital Projects for said fiscal year. The Committee will consider and act upon recommendations from the President, Vice President for Information Technology and other members of the Executive Council based on the need for the project, how the project fits into the institutions' IT plan, mission and strategic plan.

President and Executive Council
The President and the Executive Council will contribute to the development of recommendations to the Board regarding capital projects based on the need for the project, how the project fits into the campus aesthetics and the master plan, the budget, and finally, how the project supports the overall mission and strategic plan. The Vice President for Information Technology is responsible for the initial review and submission of IT Capital Projects.

Director of Facilities

The Director of Facilities is responsible for the initial review of submitted capital projects. All projects will be prioritized in a collaborative effort with the President and Executive Council. The Director of Facilities will work closely with the VP of Finance to generate the list of projects to be vetted by the President, Executive Council and the Board of Trustees.

TIMELINE FOR CAPITAL PROJECT SUBMISSION & APPROVAL

Consideration is given to the current strategic planning, master planning and campus improvement needs. The timeframe for adequate planning and approval is crucial to fiscal responsibility and project success. The timeline is as follows.

1. **June 1st** of each fiscal year will be the deadline for **Facilities & Technology** capital project submittals.
2. **May-October** - projects will be reviewed and prioritized by the Director of Facilities in consultation from the President and Cabinet.
3. **October Board Meeting** – capital projects will be presented to the Buildings & Grounds Committee and the Board of Trustees for approval without developed budgets (approval of the capital project in concept only).
4. **October-February** – capital project planning takes place and budgets are established.
5. **February Board Meeting** – financial budgets for approved capital projects are submitted to the Building & Grounds Committee and the Audit & Business Committee with recommendations to the Board of Trustees for final approval. Once approved by the Board, projects are awarded and contractual agreements made.
6. An update of actual costs to budget for capital projects happens at each Board meeting as applicable.

CAPITAL PROJECT SUBMISSION & APPROVAL

- Only projects that further the mission and strategic goals of the University, either directly or indirectly, will be considered.
- Capital project submittals will need department head and/or VP approval.
- All project submittals will be in electronic format.
- A $10,000 threshold will be in place for all capital projects. Any projects under this amount will be considered for the annual operating budget.
- Capital project prioritization will be structured to meet institutional objectives and needs.
- Budgets for the project are based on a fiscal year ending June 30th of each year.

CAPITAL PROJECT PLANNING AND BUDGET PROCESS
(These are the projects that have made it through steps 1 and 2 of the timeline)

1. Drawings are created in conjunction with the VP, technology, facilities, and internal stakeholders (as identified by the VP). May use professional design services as needed.
2. Budgets and project timelines are established and shared with the drawings to the above parties.
3. Sign off on projects as ready to go and projects are put out to bid by above parties, the Director of Facilities, and the VP of Finance.
4. Final bids and projects are shared with the Board as outlined above for final approval in February.
5. Contracts executed and projects can begin.