

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: II.J

TOPIC: Policy 304, "Capital Facilities Requests and Development"

BACKGROUND

Policy 304, "Capital Facilities Requests and Development", sets forth the guidelines by which capital development projects within UCAT are prioritized and submitted to the State Building Board and Legislature for consideration. The policy also describes the responsibilities of the Office of the Commissioner pertaining to capital facilities requests and the construction of funded projects.

The purpose of Policy 304 is to ensure that current and future capital development projects originate and proceed with collaboration, transparency, integrity, and operational clarity.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees approve Policy 304, "Capital Facilities Requests and Development", for immediate implementation.

Attachments: Draft Policy 304, "Capital Facilities Requests and Development"





Subject:	Capital Facilities Requests and Development
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304.1 Purpose

To ensure current and future capital development projects originate and proceed with collaboration, transparency, integrity and operational clarity.

304.2 References

[UCA 53B-2a-104](#)

[UCA 53B-2a-112](#)

[UCA 63A-5-104](#)

304.3 Approval

UCAT Board of Trustees approval: March 23, 2017 (pending).

304.4 Definitions

- 4.1 **Capital Facilities:** Land, land improvements, and any property attached to land including, but not limited to buildings, other structures, parking lots, landscaping, etc.
- 4.1 **Capital Development and Capital Improvement:** The same definitions as in [UCA 63A-5-104](#)
- 4.2 **DFCM:** The Utah Division of Facilities Construction and Management
- 4.3 **Building Board:** The Utah State Building Board
- 4.4 **Board:** UCAT Board of Trustees

304.5 Capital Development Projects

- 5.1 **Board of Trustees Responsibility:** Per [UCA 53B-2a-104](#), the Board of Trustees shall receive funding requests pertaining to capital facilities and land purchases from each applied technology college, ensure that the requests comply with [UCA 53B-2a-112](#), prioritize the requests, and submit the prioritized requests to the Building Board.
- 5.2 **Office of the Commissioner:** The Office of the Commissioner shall be directly involved in all capital development projects within the UCAT system from ascertaining need through substantial completion.
 - 5.2.1 **Request Phase:** The Office of the Commissioner shall facilitate the process by which the Board of Trustees hears, prioritizes, and submits capital development projects.
 - 5.2.1.1 **Request Development:** The Office of the Commissioner shall receive any official documents pertaining to the official process for requesting



Subject:	Capital Facilities Requests and Development
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funding required by DFCM, the Building Board, or the legislature at the time such documents are submitted.

5.2.1.2 Board of Trustees Prioritization: The Office of the Commissioner shall facilitate the presentation of capital development priorities to the Board. In consultation with the Building Board, the Board shall develop and follow a scoring process to rank and prioritize projects annually. Once the Board has officially prioritized projects for the upcoming fiscal year, any changes proposed by a college to size, scope, or projected cost shall be provided to the Office of the Commissioner immediately to determine whether Board or other action is necessary.

5.2.1.3 Request Presentations: The Office of the Commissioner shall be represented whenever practical for capital development presentations to the Building Board and legislative committees and participate when appropriate.

5.2.1.4 Alternative Funding Sources: The Office of the Commissioner shall verify the existence and source of any funding outside of requested State-appropriated funds prior to the use of any such funding to promote a capital development project. Non-appropriated funding shall not create a future liability for the state or college and must be given to the college with no expectation of repayment.

5.2.2 Construction Phase: Once funding is obtained for a capital development project, the Office of the Commissioner shall continue to provide support by periodically attending construction meetings, visiting the capital development sites, and reporting progress and any issues to the Board of Trustees.

304.6 Capital Improvements: The Office of the Commissioner shall be apprised of all capital improvement projects presented to DFCM or the Building Board at the time any required documents are supplied to DFCM or the Building Board.