

## **Operating Guidelines for the Building & Grounds Committee**

### **B & G's Charge**

The Building and Grounds (B&G) Committee has been charged by the President with responsibility for policy and decision-making relative to the physical infrastructure at the Storrs and Regional campuses.

### **Meeting Schedule**

The Building and Grounds Committee generally meets bi-weekly for approximately 1 ½-2 hours.

### **Responsibilities**

- 1) Prioritizing construction of new buildings, major renovation projects, and other major capital projects, including equipment, information technology and major software acquisitions;
- 2) Planning, prioritizing and monitoring the expenditure of UCONN 2000 funds, Phases I, II, and III, and capital funds from other sources for UCONN 2000 named projects, in a manner that best supports the academic mission and ensures proper financial reporting to the President, Board of Trustees and external entities;
- 3) Establishing and implementing plans to utilize the UCONN 2000 Deferred Maintenance funds in a way that addresses the highest priority deferred maintenance needs of the Storrs and Regional campuses; and
- 4) Establishing and maintaining mechanisms to receive, consider and incorporate into campus plans input from advisory groups relative to environment, facilities and utility master planning, landscaping, signage and other elements that contribute to the aesthetic quality of the University experience.

### **Membership**

The membership is comprised of the Provost and the Vice President & Chief Operating Officer (who serve as co-chairs); the Vice President and Chief Financial Officer; the Executive Director of Architecture and Engineering Services; the Vice Provost for Strategic Planning or other representative of the Provost's Office as determined by the Provost; the Vice President for Student Affairs; the Dean of the College of Liberal Arts and Sciences; one other Dean appointed by the President on the recommendation of the Council of Deans; and one faculty member appointed by the Executive Committee of the University Senate.

### **Processes for Consideration of Issues:**

Matters for consideration by the Committee are routed through the normal internal organizational reporting channels and conveyed to the co-chairs by the appropriate Dean,

Vice Provost, Vice President, or Associate Vice President. The Provost takes substantial matters pertaining to academic affairs to the Council of Deans for discussion before they are presented to the B&G Committee. Similarly, the VP and COO ensures that the appropriate administrative and operational directors review the non-academic issues that are routed to him/her. For example, he/she ensures that the Office of the Fire Marshal and Building Inspection, Director of Environmental Policy, CIO and other groups are consulted as needed for input before decisions that have implications for change in any of these areas are considered. The VP and COO ensures appropriate coordination with and review by fiscal management. If issues can be resolved by working groups from the represented departments or other units, the issues may not require B&G review. Conversely, it is anticipated that from time to time matters may be referred by the B&G Committee to an ad hoc task force for study and for subsequent reporting back to the Committee. All issues that require capital funding, at the appropriate time, are submitted to B&G for consideration and prioritization.

### **Agenda Setting & Operating Procedures**

- The agenda is set by the co-chairs. The agenda for each meeting comprises “Consent”, “Discussion”, and “Action” items. Barring unforeseen emergencies, major issues appear on the discussion agenda before being put on the action agenda for a subsequent meeting.
- The B&G Committee meets bi-weekly.
- The agenda for each meeting and the actions taken at each meeting are published on the B&G Website.
- In addition, the co-chairs provide a brief update of B&G activity to the University Senate in the fall and spring as scheduled by the Senate Chairperson.
- Items for the B&G agenda must be routed through the appropriate Dean, Vice Provost, Vice President or Associate Vice President. In submitting these items, submitters are reminded that several discussions and considerable research may be required prior to the item being placed on the B&G agenda. Consequently, issues that must meet a schedule should be submitted well in advance of the time when a decision is required.
- The Provost and the VP and COO determine which items need to be referred to other campus departments, committees, or working groups for input before they are presented to B&G.
- Substantial items that impact the academic affairs division are discussed by the Council of Deans prior to their placement on the B&G agenda.
- Major policy issues are discussed at one meeting of the B&G Committee and action does not occur until the following meeting.

## **Budgeting:**

### **I. Process for Budgeting Individual Projects Greater than \$500,000:**

1. For all capital projects for which planning commences after July 1, 2005, and for which expenditures are projected to equal or exceed \$500,000, the "three-stage" budgets (planning, design and final) are presented to the Board for approval. Pursuant to the new process, project budgets are presented to the Board for review and approval at three stages: At the outset of planning (Planning Budget); during or near the end of detailed design (Design Budget); and, prior to the initiation of construction (Final Budget).

For those capital projects commencing after July 1, 2005 for which expenditures are projected to be less than \$500,000, authority to approve the budget rests with the President or his designee.

2. The Administration continues to submit annually a list, with estimated costs, of projects to be funded from the Deferred Maintenance line of UCONN 2000 as part of the capital budget process (see below). In keeping with past practice, during the first quarter of each fiscal year, the Administration presents to the Board a report listing actual projects and expenditures from Deferred Maintenance in the prior year compared to the estimated amounts submitted previously to the Board. For individual Deferred Maintenance projects of \$500,000 or greater, the 3-stage budget process described in #1 above applies as an additional budget requirement.
3. In order to ensure that the Board is provided additional detail relative to the UCONN 2000 line item entitled "Equipment, Library Collections and Telecommunications", a similar process as discussed in #3) above will be instituted during FY 2006/07.

### **II. Process for Budgeting Deferred Maintenance**

#### **Definition:**

The term "Deferred Maintenance" can be confusing because it can be interpreted in different ways. The most important element in accounting for Deferred Maintenance is consistency of application. For purposes of clarity, with regard to the UCONN 2000 program, Deferred Maintenance may include the following costs:

- Mold/lead/asbestos abatement.
- Roof repairs and replacements when the roof life has met or exceeded the manufacturer's life expectancy.
- Window replacements and repairs when the windows' life has met or exceeded the manufacturer's life expectancy.
- Utility and telecommunication infrastructure from 5 feet of the building to connect the building to the central utility or telecommunication services.

- Handicap accessibility issues in buildings constructed prior to the issuance of ADA federal requirements.

### Budgeting

1. Once the Deferred Maintenance amount for the coming fiscal year is known, that amount is divided between Storrs-based facilities and the regional campuses based on a quantitative measure.
2. B&G prioritizes for the Storrs-based needs within the categories shown in #3 below.
3. The separate Deferred Maintenance Budgets for Storrs and the Regional Campuses include designated amounts for specific categories:
  - Emergency Funding
  - Designated Project Budgets
  - Handicap Accessibility
  - Mold/asbestos/lead removal
  - Roof Repairs and Replacements
4. The proportion for each category is determined based on historical spending or a quantitative assessment of needs.
5. The regional campus directors, in conjunction with the Vice Provost for Undergraduate Education & Regional Campus Administration and the Director of Facilities Operations, prioritize their use of funds using the consultant's facilities assessment report as a point of departure. B&G does the same, but within the noted categories above.

### Project Tracking:

1. The Board of Trustees receives and reviews a Construction Status Report from University management at each regularly scheduled Financial Affairs Committee meeting.
2. B&G receives and reviews an updated Construction Status Report after each Board of Trustees meeting.
3. An updated spreadsheet of Deferred Maintenance Projects is regularly provided to the B&G members reflecting commitments to date and the remaining balance in each category, along with the previously planned commitments through the remainder of the year. This allows B&G to make informed choices when needs are presented.