



Procedures Manual

Annual Planning and Resource Allocation for Facilities and Capital Improvements

Number: BO-270

Policy Number (if applicable):

Office of Primary Responsibility: Office of VP Administration/CFO

Effective Date: November 6, 2017

Purpose:

The purpose of this procedure is to provide guidance and operational actions that are required to ensure Hocking College policies are adhered to in an accurate, effective, efficient, and professional manner. These guidelines also ensure that personnel evaluate and effectively prioritize new and existing facility maintenance, deferred maintenance, and capital improvement needs. Based on this criteria and guidelines, the College will appropriate funding and resources to sustain and improve the teaching learning environment at Hocking College. These procedures will assist staff in decision-making to enhance the use of College resources.

Definitions:

1. “Contracting” for goods and services for the College means that an authorized person of the College makes a valid offer or acceptance (must be in writing) on behalf of the College to commit the College to benefit or give something (i.e. payment, use of resources, or use of intellectual/academic property). All contracts must comply with the terms and conditions for Ohio public entities. The Office of the Ohio Attorney General acts as the General Counsel and provides guidance on all contract terms and conditions.
2. “Works of improvement” are improvements to real property, including without limitation, construction, reconstruction, enlargement, alteration, modification and repair of a building or other real property.
3. “Project scope approval” is defined documented scope of work for a project that meets the College criteria for prioritizing maintenance and capital projects.
4. “Capital Projects” may be funded by State or other college resources.

Procedures:

Every facilities maintenance, deferred maintenance, and capital improvement decision that allocates resources shall be made in accordance with this procedure, comply with Ohio law, and College policies.

a) Board of Trustees Approval:

- i. The Hocking College Board of Trustees approves the annual budget consisting of operating expenditures, special fund expenditures, capital expenditures, transfers, restricted funds expenditures, and auxiliary funds expenditures.
- ii. Funding for maintenance, deferred maintenance, and capital improvements will be considered as part of this fiscal plan in addition to funding that is approved by the State under the Capital Improvement Plan allocations.
- iii. All contracts for the sale or acquisition of real estate require the Board of Trustees and any mandated State approval if applicable, i.e. Ohio Controlling Board.

b) Exceptions

Emergency: When an emergency is declared by the College President due to nature, force majeure or man-made disasters, needed repairs, maintenance, and restorations will be made in the most expeditious manner to sustain the College's operations, preserve life, and ensure a safe working and teaching/leading environment. As required, the goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; for special time sensitive events; or for emergency repair or replacement of existing equipment essential for daily operations will be expeditiously obtained and used.

c) Criteria

Priority Criteria: Project scope approval is the documented scope of work for a project that meets the College criteria for prioritizing maintenance and capital projects. These projects may be eligible for funding pursuant to the requirements, standards, and guidelines outlined by Ohio's Capital Planning criteria and the Ohio Department of Higher Education. The Capital projects will be developed using the state's guidelines and presented to the College President prior to the State's deadline.

Capital projects are ranked by Cabinet and presented to the Hocking College Board of Trustees for approval.

1. **Funding Approval Process.** During the annual budget development process, the VP Admin/CFO will request a priorities listing of all projected maintenance and capital improvement projects.
 - a. The Administration will solicit input to determine campus capital priorities and make recommendations to the Board of Trustees.
 - b. The Office of Facilities will develop the listing and estimate projected costs, project schedule and timeline, and facility impact to college operations.
 - c. The VP Admin/CFO will develop and submit an annual Capital Spending Plan to the President for consideration of funding in the next budget cycle from the prioritized list of scope-approved projects previously discussed.
 - d. Annual funding of these projects is contingent upon their ability to meet the state's capital priorities and the availability of funds to meet continuing needs.