

## COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE

Section: BOT 500 – Facilities and Capital Budget	Date Approved: December 20, 2007 Effective Date: January 1, 2008 Amended Date: December 9, 2010
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### **510 Campus Planning**

State law (RSA 188-F:6) delegates to the Board of Trustees "... The management and control of all the property and affairs of the Community College System, all of its colleges, divisions and departments..."

#### 511 General Policy on Campus Master Planning

Each College in its current Campus Master Plan, will set forth the boundaries of all the institution's real property holdings (including all leased real property) and the locations of streets, sidewalks, utility and service lines, buildings, athletic and recreational fields, etc. Real property owned by an institution but which is neither in the general vicinity of a campus nor directly used in an educational program shall be listed and described in the supplemental inventory section of the plan. Campus Master Plans will, as a minimum, indicate the approved or proposed development of any facilities or major renovation of existing facilities for which the campus foresees need during the succeeding 10 or more years.

#### 512 General Policy on Capital Projects Planning

The Chancellor develops and maintains the CCSNH Capital Projects Plan (six year) that incorporates all Trustee-approved capital facilities projects, property development and maintenance improvement projects on each Campus Master Plan for the succeeding six-year period. The CCSNH Capital Projects Plan shall be the approved reference document used by the System and the Board of Trustees in the preparation and presentation of its request to the state for appropriations or bonding approval for capital construction and in responding to inquiries regarding long-range capital outlay planning within the System.

The Chancellor also develops and maintains the CCSNH Capital Projects Schedule (two year) that details the major construction and repair and renovation projects which have an approved plan and funding source. The schedule will include all approved projects which are set to begin within the succeeding two-year period.

The Chancellor shall present to the Facilities and Capital Budget Committee periodic reports on the progress of capital projects, critical maintenance projects and activities related to campus facilities development.

The Chancellor shall present to the Facilities and Capital Budget Committee a specific schedule of capital projects for the coming fiscal year at the same time the annual CCSNH operating budgets are being developed and approved.

513 General Policy on CCSNH Information Technology System and Computer Acquisition Planning

The Chancellor develops and maintains the CCSNH Long-range Technology Plan that incorporates all Trustee-approved acquisitions of computer software and hardware for the succeeding three-to-five year period.

514 Trustee Delegation of Authority

The Board of Trustees delegates the responsibility for the coordination of all long range campus planning through the Facilities and Capital Budget Committee. This includes the responsibility for reviews and recommendations to the Board for the approval, adoption or revision of Campus Master Plans, Capital Projects Plans (six year) and CCSNH long range technology plan.

The Board of Trustees delegates to the Facilities and Capital Budget Committee oversight and approval of facilities plans for the development and implementation of specific projects appearing on the CCSNH Capital Projects Plan (six year) and the CCSNH Capital Projects Schedule (two year).

The Board of Trustees delegates to the Chancellor responsibility for:

- Assuring that campus master planning and long-range capital projects (six-year) and technology planning is carried on by each institution and that all plans (and revisions thereto) are submitted to the Facilities and Capital Budget Committee, when

approved by the Chancellor, for scheduled review and action. Facilities and Capital Budget Committee review will include an opportunity for the presidents to describe and discuss the campus master plan and capital projects plan for each respective campus.

- Assuring that a current, comprehensive, and well-coordinated CCSNH Capital Projects Plan (six year) incorporating the Trustee-approved real property development and maintenance plans of each college is updated biennially and presented for Board of Trustees approval. This plan will, as a minimum, identify and describe system and campus projects, priorities, and financial requirements for the succeeding six-year period.
- Assuring that a current, comprehensive, and well-coordinated CCSNH Capital Projects Schedule (two year) is annually updated and presented for the necessary approvals. This schedule will identify major construction and repair and renovation projects with approved plans and funding sources which are set to begin within the succeeding two-year period.
- Assuring that all recommendations, proposals, and funding requests for the acquisition, construction, renovation, and maintenance of real property conform to and are consistent with the current CCSNH Capital Projects Plan (six year), the CCSNH Capital Projects Schedule (two year), and each institution's Campus Master Plan. This responsibility includes preparation of the biennial capital budget request to the state.
- Assuring that a current, comprehensive and well-coordinated CCSNH long-range Information Technology Plan, including educational technology at all the colleges, is annually updated and presented for Trustee approval.

515 The Board of Trustees delegate to the Chancellor, who in turn delegates to the President of each college, responsibility for:

- Assuring that the institution develops and maintains a comprehensive Campus Master Plan which will guide the institution's physical development for 10 or more years. The plan will address all aspects of the institution, including physical plan, real estate, changes in academic programs, and administrative structure.
- Assuring that the institution develops and maintains a comprehensive Campus Projects Plan that incorporates

Trustee-approved planning for the institution's needs, including academic program, student service, research, public service and administrative support. The campus projects plan will, as a minimum, identify the institution's Trustee-approved facility projects and priorities for the succeeding six-year period.

- Assuring that the institution's Campus Projects Plan (six – year) makes provision for the major critical maintenance, repair, and renovation of all existing campus facilities, as well as the need for new or replacement construction. The plan shall note any property the Trustees have approved for future acquisition or disposal.

## **520 Property Acquisition**

State law (RSA 188-F:6, XIII) delegates to the Board of Trustees the authority to “acquire by purchase, gift, lease, or rent any property, lands, buildings, structures, facilities or equipment necessary to fulfill the purposes of this chapter.”

### 521 Trustee Delegation of Authority

The Board of Trustees delegates to the Facilities and Capital Budget Committee responsibility for approving, overseeing and making appropriate recommendations through the Finance Committee to the Board on real property acquisitions.

### 522 General Policy on Acquisition of Real Property

- State law generally exempts the institutions of the System from the jurisdiction of zoning regulations in the communities in which the institutions are located.
- The acquisition of any real property not listed in the respective Campus Master Plan must be recommended by the Facilities and Capital Budget Committee through the Finance Committee to the Board
- The Chancellor shall be responsible for developing and carrying out prudent procedures for the acquisition of real property, which will protect the financial and legal interests of the CCSNH System. Those procedures will include the manner by which fair market value of the property is determined, the obtaining of assessment studies, the securing of expert opinion concerning land-use and environmental impacts and/or liabilities that may

be associated with property acquisitions, and the conduct of negotiations leading to such acquisitions.

- All real property acquired by CCSNH must be independently appraised. Each acquisition shall be individually evaluated to determine the number of and nature of appraisals required. All appraisers must be approved by the Chancellor's office.

#### 523 General Policy on Gifts of Real Property

- The Board of Trustees realizes the importance of voluntary charitable support of the CCSNH and its programs, and recognizes that gifts of real property are an important form of giving. State law authorizes the Board of Trustees to accept gifts of real property given to, or, for the benefit of, the System and its component institutions.
- The Chancellor shall develop and implement prudent procedures for the evaluation, receipt, and acceptance of gifts of real property. Those procedures shall provide for appropriate financial and legal review and approval of proposed gifts of real property. A proposed gift may be accepted only if its value to the System (whether financial, educational, or otherwise) is greater than its attendant costs, including exposure to financial, legal or other risks.
- Acceptance of any restricted gifts of real property which may impose substantial financial, legal, or other risks shall be by the Finance Committee. Acceptance of all gifts of real property with a fair market value less than \$500,000 shall be delegated to the Chancellor. Acceptance of all gifts of real property with a fair market value in excess of \$500,000 shall be approved by the Financial and Audit Committee.

#### **530 Disposal of Property**

State law (RSA 188-F:6) delegates the Board of Trustees "The management and control of all the property and affairs of the Community College System, all of its colleges, divisions and departments."

531 Trustee Delegation of Authority

The Board of Trustees delegates to its Finance Committee the authority to grant approvals and make recommendations to the Board on the disposal of property in accordance with these policies.

532 General Policy on the Disposal of Real Property

- The Chancellor shall develop and implement prudent procedures for the disposal of real property. Those procedures shall protect the Community College System's legal and financial interests and provide that all disposal of real property shall be for fair value. The Chancellor's office shall review and approve all exceptions to the established process.
- Any sale, transfer, or other disposal of real property not scheduled for disposal in the Campus Master Plan shall be recommended by the Facilities and Capital Budget Committee to the Finance Committee.
- The Facilities and Capital Budget Committee recommends to the Finance Committee the disposal of real property when Campus Master Plan indicates that an institution or the System owns real property for which an approved use or need has not been established.
- Authority to proceed with the disposal of real property with a cost less than \$500,000 on the approved list is delegated to the Chancellor. If the disposal is greater than \$500,000, the Board must approve the disposal. The disposal of any property with a cost less than \$100,000, whether on the approved list or not, is delegated to the Chancellor.
- All real property disposed of by CCSNH, except for certain easements as determined by the Chancellor's office, must be independently appraised. Each sale, transfer, or other disposal of real property shall be individually evaluated by the Chancellor's office to determine the number of, and nature of, appraisals required. All appraisers must be approved by the Chancellor's office.
- When the Board authorizes the disposal of real property valued in excess of \$500,000, the Chancellor publicly advertises the intent to sell, and receives bids from prospective buyers. The CCSNH reserves the right to accept or reject any and all bids for any reason. The Finance Committee may authorize the disposal

of such real property by any other means which, in the Committee's opinion, will maximize the return to the System (e.g. negotiated sale or auction). Disposal of real property which a qualified professional appraiser values at \$500,000 or less may be accomplished without competitive bidding in such manner as the Chancellor may approve.

- Prior to the disposition of any real property, the Chancellor will provide notice to the chief municipal administrative officer (i.e., mayor, city manager, chairperson of a town board of selectmen) of the intended disposition of real property in order that the affected municipalities may have a reasonable opportunity to express an interest in, or pursue acquisition of, said property prior to disposition.

#### 533 General Policy on the Disposal of Equipment, Supplies, and Materials

- The Chancellor shall develop and implement prudent procedures for the disposal of equipment, supplies, and materials including procedures for determining when such shall be considered surplus. Those procedures shall protect the System's legal and financial interests and provide that all disposal of equipment, supplies, and materials shall be for fair value.
- Any disposal of equipment, supplies, or materials with a fair market value of less than \$50,000 shall be delegated to the Chancellor who in turn delegates such authority to the President of each CCSNH institution. Disposal of all equipment, supplies or materials with a fair market value in excess of \$50,000 shall be delegated to the Chancellor.

### **540 Construction**

#### 541 General Policy Relative to Construction

- Construction project contracts shall be awarded following an open, competitive process which can include Design/Build, Construction Management and traditional Lump Sum bidding methods. The Chancellor shall develop and implement prudent procedures establishing the form and application of the competitive processes and will ensure the processes comply with generally accepted purchasing guidelines. The Finance Committee must review and approve all construction contracts where CCSNH did not use a competitive bidding process.

- The Chancellor's Office, in collaboration with the College President, has the responsibility for the design and development of campus construction projects, including the selection of architects. The delegation of certain projects to the Presidents may occur when there are campus resources sufficient to manage such projects. Where volume of activity is insufficient to justify separate campus staffs to administer such projects, central services are provided by the Chancellor's Office.
- The Chancellor reviews and approves initial estimates of capital budget projects, presents projects for consideration by the appropriate Committees of the Board, maintains fiscal control, and reports to the state on all projects supported by capital appropriations. All capital projects included in the Capital Budget and other capital projects with costs in excess of \$50,000 shall be reported to the Chancellor's Office. Permanent records of these projects are held in the Chancellor's Office.
- Any change order on a Trustee-approved project which, either, individually or when aggregated with other approved and proposed change orders on the same construction project, either materially alters the design of the project or increases the total project cost by more than \$100,000, or five percent (5%), whichever is greater, must be approved by the Finance Committee.

#### 542 Pre-Qualification for Construction Related Services

542.1 CCSNH may pre-qualify organizations that provide construction related services in such areas as architectural design, facilities planning/utilization, and engineering, as well as firms to provide services of site testing of soils, concrete, steel and the monitoring of construction activities for code compliance. This includes firms that assess sites for hazardous materials and monitor hazardous material removal.

542.2 CCSNH establishes pre-qualified organizations by publically seeking statements of capability and experience from organizations offering the desired range of construction related services.

542.3 Organizational applications will be reviewed by a selection committee including the director of facilities and capital projects and representatives from the System Office and the colleges. Selection will be made using a commonly accepted rating schedule.



542.4 Selected organizations may be retained for one or more construction related service contracts normally not to exceed a cumulative total of \$250,000 over a period of three (3) years from the date of selection.

542.5 Contracts for construction related services shall be executed and approved according to BOT and CCSNH policies.

542.5 Selected organizations may apply for an additional period of pre-qualification at the conclusion of their three (3) year approval period.

## **550 Leasing of Property**

The Board of Trustees delegates to the Chancellor the responsibility for administering the real property leasing program of the Community College System.

### 551 General Policy on the Leasing of Real Property

- The Chancellor shall develop prudent procedures under which the CCSNH may lease real property for its use and may lease its own real property to third parties. Those procedures shall contain sufficient safeguards to adequately protect the legal and financial interests of the System.
- The Finance Committee must approve any proposal to lease real property (whether the System is the lesser or the lessee) under which the lease payments over the full term would total between \$100,000 and \$500,000. The Finance Committee must approve for recommendation to the full Board any such proposal to lease where the payments would total over \$500,000.

### 552 General Policy on the Leasing of Equipment, Supplies, or Materials

- The Chancellor shall develop prudent procedures under which the CCSNH may lease equipment, supplies, and materials for its use and may lease its own equipment, supplies, or materials to third parties. These procedures shall contain sufficient safeguards to adequately protect the legal and financial interests of the System.

## **560 Policy on Operations and Maintenance**

State law authorizes, and obligates, the Board of Trustees to manage and control the property of the Community College System (RSA 188-F:6)

### 561 Delegation of Authority to Chancellor

- The Board of Trustees delegates to the Chancellor the responsibility for administering an operations and maintenance program for all property owned by the CCSNH.
- The Chancellor in turn delegates to the Presidents the responsibility for administering an operations and maintenance program for all property owned by their respective institutions.

### 562 Policy on Operations and Maintenance

- The property of the CCSNH (including land, buildings, structures, other facilities, equipment, supplies, and materials) shall be operated and maintained in a prudent manner, and with reasonable care, so that the property may be safely and efficiently applied to the pursuit of the System's educational and other missions.
- The Chancellor shall develop prudent procedures for the operations and maintenance of the property of the CCSNH. Those procedures shall establish a program of operation and maintenance which will adequately protect the System's financial and legal interests.
- The Chancellor also shall establish procedures to ensure the prudent management of environmental health and safety in compliance with applicable state and federal laws.

## **570 Definitions**

### 571 Campus Master Plan

A comprehensive long-range plan that will guide the physical development of an institution for 10 or more years. A Campus Master Plan addresses all aspects of the institution including physical plant, real estate, changes in academic programs, and administrative structure. Those plans are reviewed and approved on a five-year cycle by the CCSNH Board of Trustees in accordance with the policies set forth herein.

572 Capital Projects Plan

A System-wide six year plan that incorporates projects on the Campus Facilities Plan for each CCSNH institution. The CCSNH Capital Projects Plan, updated biennially, identifies projects, priorities, and financing requirements for the next six year period and is the basic document used in preparing and presenting prioritized requests to the state government for capital appropriations. This plan is reviewed and approved every two years by the CCSNH Board of Trustees in accordance with the policies set forth herein.

573 Capital Projects Schedule

A System-wide two-year plan detailing the construction and major repair and renovation projects which have an approved plan and source of funds. The schedule will include those projects which are set to begin within the next two-year period and will be reviewed and approved every year by the Board of Trustees in accordance with the policies set forth herein.