

REGENTS' POLICY
PART V – FINANCE AND BUSINESS MANAGEMENT
Chapter 05.12 - Capital Planning and Facilities Management

P05.12.010. Purpose.

- A. The purpose of this policy is to promote excellent stewardship for buildings, infrastructure and other facilities at each of the University of Alaska campuses: to set forth an expectation for achieving sustained funding that assures preservation of the investment in facilities and extends building life and usefulness; and to establish planning processes that provide accurate data for decision making and effective management.

- B. A comprehensive program of facilities planning, capital budgeting and project development, and facilities operations and maintenance is essential for the university to effectively serve students, faculty, and staff. Facilities planning, design, construction, management, and operation functions shall be systematically performed in accordance guidelines as may be authorized by the chief finance officer.

- C. The university strategic and academic guidance as well as the academic and programmatic needs of each campus will drive the respective facilities functions and the board has adopted the program resource planning process to guide that effort; each of the respective universities will take ownership of and implement those facility functions and capital planning; and the system office will be responsible for development of policies, procedures, and processes for coordination of systemwide studies, due-diligence reviews and oversight on capital projects including a review of projects prior to advancing a project through the various stages of project development and approval.

- D. Before being presented to the board or other authority for approval, capital planning and large capital improvement projects shall be presented to the system office chief facilities officer for review and processing.

- E.

timing of assessment and payment of such fees; may authorize funding of such fee or fees with unrestricted funds or inclusion within a capital-planning surcharge rate; and may periodically review the fees charged to capital projects and approve the applicable planning surcharge rates.

(12-12-14)

P05.12.020. Definitions.

In this chapter

- A. generally
performed in response to tenant or occupant requests for modification of space; these projects may be performed in conjunction with other types of activities, but costs must be identified and apportioned separately from, M&R, DM&R or R&R project activities.
- B. a comprehensive planning document, separate from but, in
support of the institution and campus academic, strategic and capital plans, that is premised on existing physical resources and current and anticipated needs, and is developed through a collaborative or consultative process including the community, faculty, students and others;
- C.
movable equipment, that creates an asset with a useful life in excess of one year, extends the useful life of an existing asset, or corrects a significant backlog of code correction, handicapped barrier removal, or life/plant protection projects; these projects may be funded through capital appropriations, operating budgets, gifts, grants or bond proceeds;
- D. maintenance and or DM&R means the deficiencies from the
cumulative effect of major repair, renewal and replacement, and renovation projects that have not been carried out; special consideration should be given to identification and completion of projects that will result in further deterioration of a facility if not completed; deferred maintenance and renewal excludes new construction unless specifically authorized;
- E.
space; (b) infrastructure, including utilities, Internet connectivity, telecommunications,

O. the affected program department(s), the chief facilities administrator, chief academic officer, chief financial officer, and chancellor, and the system office chief facilities officer documenting a common understanding of the programmatic need, project scope, and other matters related to the project; and includes amendments for any consequential

- V. change in direction clearly expressing desired outcomes and establishing reporting metrics;
- W. means the assignable direct and indirect costs attributable to a project including professional services, construction, equipment and furnishings, and administrative costs, including fees paid for central planning and oversight activities;

P05.12.050. Campus Master Plans.

A. Intent

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D. Development Process; Review and Update; Revision and Amendment

1. Development Process: The administration will implement a process for development of the campus master plan that allows for participation by the local government and members of the university community, including faculty, staff, and students.
2. Review and Update: A campus master plan will be reviewed and updated on a five to seven year cycle.
3. Revision and Amendment: A campus master plan may be revised or amended from time to time. An amendment to accommodate a proposed specific capital project shall be considered and approved by the board prior to consideration of the proposed capital project.

(12-12-14)

P05.12.060. Capital Planning and Budget Request.

- A. Annually, within the capital budget process, each university will prepare and update a long-range

- B. Funds advanced for preliminary planning and design activities from operating, auxiliary, or restricted accounts may be reimbursed from capital appropriations effective for the fiscal year of the expenditure, from debt-financed sources in accordance with Internal Revenue Service requirements and notices of intent to reimburse, and from grant-funded sources in accordance with the terms of the respective grant. All reimbursements are subject to approval of the system office chief finance officer.

- C. No construction contract will be awarded for a capital project without the availability of sufficient funding on hand as outlined in the approved budget for the project, unless approved by the system office chief finance officer.

(12-12-14)

P05.12.070. Capital Project Development: General.

- A. Capital projects shall be developed through a series of approvals, reports, and other processes designed to provide various members of the campus, the local community, the system office administration, and the board with meaningful involvement in the planning and outcome of the projects. The approval and reporting processes are intended to identify significant decision points and changes in the projects, particularly decisions and changes that affect the project scope, budget or schedule, early enough for the respective approval authority to participate effectively in decision making. Projects with a total project cost in excess of \$1.0 million exclusive of movable equipment will be developed and completed through the following approval and reporting phases and processes:

C.p Maintenance Projects

1. Maintenance projects with a total project cost in excess of \$0.5 million but not greater than \$5.0 million must be submitted for schematic design approval.
- β. Maintenance projects with a total project cost greater than \$5.0 million are subject to all approval and reporting requirements.

(12-12-14)

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P05.12.071. Capital Project Development: Preliminary Administrative Approval.

- A. Preliminary administrative approval

For projects with an estimated total project cost in excess of \$5.0 million, formal project Year One capital budget request, unless otherwise approved by the board. Requests for formal project approval shall include a record of the Academic and Student Affairs Committee approval of the program proposal, a signed Project Agreement, the proposed cost and funding sources for the next phase of the project and for eventual completion of the project,

to proceed to completion of project construction. If a material change in the project is subsequently identified, such change will be subject to the approval process described in P05.12.074.

- C. Requests for schematic design approval shall include a narrative description of the project, a project budget, identification of the funding plan for construction and operations costs, statements affirming compliance with this policy, campus master plan and the project agreement and applicable design guidelines; drawings and cost estimates in sufficient

- C. Upon determination that a project has been abandoned, discontinued or shelved with no further action anticipated for a considerable time, or consolidated with another project or projects, the responsible chief facilities administrator shall prepare a final project report and closeout the project.

(12-12-14)

P05.12.077. Capital Project Development: Approval Levels for Projects That Have Not

- B. An annual maintenance plan shall be developed by the chief facilities administrators of the respective universities and provided to the system office chief facilities officer.
- C. On an annual basis, the system office chief finance officer will cause to be compiled a report identifying for each university and the system office the:
 - 1. prior fiscal year actual operating and capital expenditures for M&R and R&R support;
 - 2.

- B. Each chancellor shall establish standing or ad hoc advisory committees to make recommendations on the naming of facilities, improvements and other areas of the campus, and to help identify naming opportunities for gifting and development purposes. Recommendations for a naming to honor or memorialize an individual shall be confidential to the maximum extent permitted by law.

- C. Unless otherwise directed by motion of the board, the name of an existing facility, improvement or area, which was named in honor of or to memorialize a specific

P05.12.102. Smoke-Free/Tobacco-Free Campuses.

The university is committed to providing a safe and healthy environment for its students, employees, and visitors, by prohibiting tobacco use and smoking, including the use of electronic cigarettes and similar products, within its campuses and facilities. Implementation of this policy may be established in university regulation.

(12-11-14)

P05.12.103. Alcoholic Beverages on Campus.

Persons who have reached the statutory drinking age are permitted to possess and consume alcoholic beverages on university campuses as provided by applicable university regulation, campus procedures, and all applicable laws and regulations.

(06-20-97)

P05.12.104. Marijuana and Other Illegal Substances.

Possession or use of marijuana or any other substance controlled pursuant to 21 U.S.C. 841 et seq. anywhere on university property is prohibited. Violations of this policy will result in disciplinary action, as provided by applicable university regulation, campus procedures, and all applicable laws and regulations.

(06-20-97)

P05.12.110. Art in University Facilities and Spaces.

A. The university supports the Alaska State Council for the Arts and its public art program and has adopted the following goals for art in university facilities and other spaces:

1. to be an educational resource for art to university students, employees, and visitors;
2. to link, through imagery and symbolism, the art with the activities of a campus and its facilities;
3. to foster Alaskan art and encourage Alaska's artists and craftsmen;
4. to include representatives of the community, the campus, and occupants of the facility in the selection of art to be displayed; and

B. Each capital project for academic or student support facilities (new construction, expansion or significant remodel for reuse) shall include separately identifiable amounts in the project budget with a target of between one-half and one percent of the construction budget, regardless of funding source.

C. The selection of artwork purchased with capital appropriations shall be by a committee appointed by the university chancellor where the capital project is located. Each selection committee will be governed by university regulations and have autonomy in the selection. The acceptance of donations of major works of art will be governed by university regulation.

D. Each university chancellor will make provisions for inventory, management and maintenance of their public art collection.

(12-12-14)

UNIVERSITY REGULATION
PART V – FINANCE AND BUSINESS MANAGEMENT
Chapter 05.12 - Capital Planning and Facilities Management

R05.12.102. Smoke-Free/Tobacco-Free Campuses.

A. Prohibitions

Smoking and the use of all tobacco and tobacco-related products are prohibited within all university real property, buildings and vehicles. Littering an area with, or with the remains of, tobacco-related or smoking-related products is also prohibited. This prohibition applies to all university events, events held on university grounds or property and applies to all members of the university community including faculty, staff, students, friends, volunteers, patients, customers, vendors, contractors, guests and visitors.

B. Definitions

1. c university site or property.
2. s means inhaling, exhaling, burning, or carrying of any lighted or heated or vaporized tobacco-related product or non-tobacco plant product, or operating an electronic smoking or vaping device, instrument or apparatus which can be used to simulate the experience of smoking, or which can be used to house a liquid containing nicotine for delivery in any form to the user, including but not limited to hookahs, water pipes, e-cigarettes, e-cigars, e-pipes, and vape pens.
3. t - but not limited to cigarettes, cigars, pipes, kreteks, bidis, other inhalable burning substances and all smokeless tobacco and tobacco-containing products.
4. tobacco u includes inhaling, smoking, sniffing, chewing, dipping, or any other assimilation of tobacco products.
5. u es, campus grounds, athletic facilities, university vehicles, exterior open spaces, covered walkways, breezeways, walkways between sections of buildings, trails, exterior stairways and landings, recreational areas, university-owned parking lots, driveways, loading docks, university-owned streets, shuttle bus stops, sidewalks within all university campuses, and all property that is owned, operated, leased, occupied or controlled by the university except as specified below.
6. v oods or services on university property or grounds.

C. Notices

1. No smoking/no tobacco use signs shall be posted conspicuously throughout each campus and in university facilities and vehicles as a reminder of the prohibition.
2. _____ provost will ensure that faculty employment announcements and information provided to new faculty recruits and hires contain information about the tobacco-free environment.
3. Statewide Office of Human Resources will ensure that job postings and application portals contain information about the tobacco-free environment. Regional human resource offices will ensure that new employees receive information about the tobacco-free environment during the new employee orientation.
4. _____ Il ensure that university communication and information provided to prospective students and to enrolling students includes information about the tobacco-free environment.
5. Provisions regarding the tobacco-free requirements are to be included in all contracts and agreements with vendors, contractors, and any other entity doing business, holding events or performing volunteer work on university-controlled property.
6. Assistance with tobacco use cessation for students, faculty, and staff will be available through local student health services and the University of Alaska Wellness and Employee Assistance programs.
7. The full text of the policy will be available in relevant handbooks, and on the university website.

D. Exclusions

The prohibition in this regulation shall not apply in the following situations, to the extent that smoking or the use of tobacco or tobacco-related products is otherwise in conformity with applicable state, local and federal law:

1. Personally owned vehicles parked or being driven on the campus, provided that the vehicles aThe prohibiD.

4. Areas within a fenced construction project in which the contractor has complete care, custody, and control of the job site, if the relevant contract explicitly authorizes the contractor to allow smoking within the site, provided that any smoking is to occur no less than 50 feet distant from the exterior fence;
5. The use of tobacco products necessary in the course and scope of university research, provided the university researcher obtains the prior approval of the chancellor, and that any smoke or vapor generated from the research is entirely contained within a laboratory fume hood;
6. The use of natural organic pesticides containing tobacco or tobacco derivatives and used in the official maintenance of the university campus grounds or as an academic instructional material;
7. Tobacco use on university-owned properties that are leased to a non-university party, if the provisions of the applicable lease or agreement explicitly allow such use and have been approved by the vice president of finance and administration;
8. Tobacco use in facilities that are not owned by, leased to, or controlled by the university and subject to the tobacco policies applicable to those particular facilities;
9. Tobacco use for educational, clinical, or religious ceremonial purposes with prior approval of the dean or director responsible for the facility, the provost or appropriate vice president or vice chancellor, and in the case of smoking, the local fire marshal;
10. Outdoor-only tobacco use at isolated research locations or on research vessels owned, leased, or controlled by the university when authorized by the onsite individual in charge of that location/vessel.

E. Compliance and enforcement

1. Implementation of this prohibition will rely heavily on the consideration and cooperation of both users and non-users of tobacco, and the willingness of all members of the university community to share the responsibility of adhering to and enforcing the prohibition, and of holding themselves and each other accountable. Whenever possible, concerns about tobacco and related product use should be respectfully addressed at the time such concerns arise, through respectfully informing the individual about the prohibition and encouraging compliance in a courteous and considerate manner.
2. Concerns regarding violations of the tobacco-free policy or regulation should be referred to the appropriate unit for review and action:
 - a. Students will be referred to the appropriate university student affairs representative for educational resources with an emphasis on cessation;
 - b. Faculty, staff, and volunteers will be referred to their respective supervisors for appropriate action (reference P04.07.040);

