PURPOSE:
This policy will provide an established process for the review of minor capital projects generated by campus departments. This policy will help to ensure that department-generated minor capital projects meet institutional review and approval in accordance with all applicable guidelines prior to initiation, implementation, and throughout the project completion if approved. Coordination of departmental requests with the University annual minor capital program is necessary to ensure critical needs of the University are addressed. Proper coordination with all affected University activities is necessary to ensure University objectives are achieved. The minor capital outlay program provides facilities appropriate to CSU Channel Islands’ (CI) approved educational programs, to create environments conducive to learning, and to ensure that the quality and quantity of facilities throughout the campus serve the students, faculty, and staff.

BACKGROUND:
The annual minor capital outlay program exists to improve and/or modify facilities appropriate to support CSU Channel Islands (CI) approved educational programs, to create environments conducive to learning, and to ensure that the quality and quantity of facilities throughout the campus serve the students, faculty, and staff.

As a practice, in the past, when non-routine space improvements/modifications maintenance were requested, the requesting department would submit a work order to Facilities Services (FS). Quotes were created and the department/division would authorize the project to proceed if they had budget available. No campus-wide prioritization of the projects existed; there was no consultation with the Space Advisory Work Group to ensure the project was a University priority and that renovations conformed to the broad needs of the University.

POLICY:
Accountability:
The Department of Facilities Services (FS) is responsible for ensuring this policy is applied to new facilities requests for renovation or any other non-routine requests from campus departments.

Applicability:
This policy applies to all University departments/divisions.
Policy on Minor Capital Outlay Projects

Definition(s):
Minor Capital Outlay: Projects with an estimated cost greater than $525,000 but not more than $639,000, and have a useful life of longer than one year.

Policy Text:
The following are limitations, restrictions, and required approvals associated with the CSU System’s Minor Capital Outlay Program:

1. Top priority shall be given to projects which correct safety items as required by the Division of Industrial Safety, the State Fire Marshal, Public Health, or other authoritative agency, and other projects that support the University’s strategic priorities;
2. State funds cannot be used for projects related to parking lots, residence halls, campus unions, health centers, or other non-state funded projects, though these projects shall follow the same procedures identified below;
3. Projects involving alterations or additions to buildings shall be approved by the State Fire Marshal, and the Access Compliance Section, Division of the State Architect, and other required entities as identified in the State University Administrative Manual for capital projects before proceeding.

Process Procedures:
Each year as part of during the annual budget process, FS will requests will be solicited for minor capital project proposals from all schools and departments. These shall include projects will be proposed for the following fiscal year. For example, in September 2015, the request would be made for fiscal year 2016-17 projects. Working with the requestors, FS will develop project scopes and budgets, and will recommend a prioritized list of projects. ADA and critical life-safety projects will be given the highest priority. Minor capital projects are categorized as follows:

Other categories of projects included in the minor capital program (not initiated by departments) are categorized as follows:

1. Critical – Projects in this category require immediate action to return a facility to normal operation, stop accelerated deterioration and/or correct a cited safety hazard.
Policy on Minor Capital Outlay Projects

2. Code Deficiencies – Projects to bring existing facilities and/or infrastructure up to current standards as per current state building code requirements and safety regulations.

3. Deferred Maintenance – Refers to expenditures for repairs which were not accomplished as a part of normal maintenance or capital repair which have accumulated to the point that facility deterioration is evident and could impair the proper functioning of the facility. Deferred maintenance projects represent catch up expenses.

4. Plant Adaption/Infrastructure – Expenditures required to adapt the physical plant to the evolving needs of the institution and changing code requirements and standards, including strategic priorities for the campus. These are expenditures beyond normal maintenance. Examples include facility alternations required by changing teaching or research pedagogies, and improvements occasioned by the adoption of modern technology.

5. Tenant Improvement/Renovations – Interior changes to a commercial or industrial property by the owner to accommodate needs of the tenant or occupant.

6. Security – Precautions or projects to ensure against theft, vandalism and/or to prevent unauthorized access to special equipment or personnel files, etc.

Non-policy changes

The list of department/division-initiated projects shall be submitted through the budget process for review and consultation with the Space Advisory Work Group. Following that review, the departmental project request list will be submitted to the President for approval as part of the annual budget process.

With the President’s approval of the budget, FS will prepare a timeline for each project and will notify the requestor. If changes to the scope of the work occur after approval, the new scope change will go through another iteration of review if that additional scope exceeds the $5,000 threshold.

Non-policy changes

The recommended prioritized list of department/division initiated projects will be submitted to the Vice President for Business and Financial Affairs for review and consultation with the Space Advisory Work Group. Follow the Group’s recommendations, the project list, along with the associated funding identified, will be submitted to the President for approval. Once approved, FS will prepare a timeline.
Policy on Minor Capital Outlay Projects

for each project and will notify the requestor. If changes to the scope of the work occur after approval, the new scope change will go through another iteration of review if that additional scope exceeds the $5,000 threshold.

In recognition that certain requests for Minor Capital Outlay project funding may occur outside of the cycle of the annual budget process, those requests shall follow the same procedure and review process, but shall be limited to requests that utilize external funding such as grant requests, or code compliance issues that have arisen outside of the budget process timeframe, and other unforeseen needs. These requests will require review by the Space Advisory Work Group using the same criteria.

EXHIBIT(s): None.