

Agenda  
**Board of Regents**  
**Special Meeting**  
**Facilities and Land Management Committee**  
Tuesday, August 12, 2014, 1:00 p.m. – 5:00 p.m.  
Butrovich Building, Room 204  
University of Alaska Fairbanks  
Fairbanks, Alaska

**Committee Members:**

Fuller A. Cowell, Committee Chair  
Mary K. Hughes, Committee Vice Chair  
Dale Anderson

Timothy Brady  
Jyotsna Heckman  
Patricia Jacobson, Board Chair

**I. Call to Order**

**II. Adoption of Agenda**

**MOTION**

**"The Facilities and Land Management Committee adopts the agenda as presented.**

**I. Call to Order**

**II. Adoption of Agenda**

**III. New Business**

**A. Review Proposed Revisions to Regents' Policy Chapters 05.11 and 05.12**

**IV. Adjourn**

**This motion is effective August 12, 2014."**

**III. New Business**

**A. Review Proposed Revisions to Regents' Policy Chapters 05.11 and 05.12**

Reference 1

Kit Duke, associate vice president of facilities and land management, in conjunction with Jim Lynch, chief procurement officer, Scott Bell, UAF associate vice chancellor of facilities services, Chris Turletes, UAA associate vice chancellor of facilities and campus services, Keith Gerken, UAS director of facilities services, and administration are proposing revisions to Regents' Policy chapters 05.11 and 05.12. The purpose of the revisions is to bring the policies into alignment with current processes and to provide clarity of terms and intent. The policy revisions and the guidelines have been reviewed by UA Office of the General Counsel.

Agenda  
**Special Meeting**  
**Facilities and Land Management Committee**  
August 12, 2014  
Fairbanks, Alaska

Reference 1 contains the proposed policy revisions and the summary guidance for evaluation of the proposed revisions for each policy chapter. Kit Duke, associate vice president of facilities and land management, will present the proposal documents to the members of the committee.

**IV. Adjourn**

# Summary and Guidance for Evaluation of Proposed Policy Changes

## REGENTS' POLICY PART V – FINANCE AND BUSINESS MANAGEMENT Chapter 05.11 – Real Property

The policy changes are meant to address statute changes and improve clarity:

PO5.11.010. Purpose.

No changes proposed.

PO5.11.020. Definitions.

Lists key definitions governing how to collect data, spend money and think about facilities. Changes made ensure consistency of language and intent with regard to industry practice, university and system office academic and strategic planning, and external communications with OMB and the legislature.

- A. Development Plan
- B. Development Project
- C. Disposal Plan
- D. Educational Facilities
- E. Educational Property
- F. Investment Property
- G. Trust Land
- H. University Real

Proposed wording change to definitions B, C, and G for added clarity.

PO5.11.030. Fiduciary Responsibility.

Designates the chief financial officer as the sole authority for delegation of approval authority to others.

No changes proposed.

PO5.12.040. Classification of Real Property.

No changes proposed.

PO5.11.041. Plans and Reports for University Real Property.

No changes proposed.

PO5.11.042. Development Plan and Disposal Plan Notice Requirements.

Conforms this section to be consistent with the Supreme Court ruling which overturned the detailed requirements of this section originally contained in AS 14.40.366. The only remaining requirement is that the university must provide public notice. Removing this detail is no longer required allows the administration to have a more efficient process.

**Comment by Mari Montgomery:**

the explicit details for notice could be administrative requirements and don't need to be in policy. As a general comment, the publishing of development and disposal plans and direct noticing of legislators and municipalities was mandated under AS 14.40.365 (overturned). If the Administration/Regents wish to simplify the real property noticing process, the only law left on the books is that the University must provide public notice. Prior to 2005, the University had a far less time-consuming and expensive public noticing process, allowing for more flexibility (based on the scope of the transaction) and the ability to respond more quickly to opportunities. That said, the Administration/Regents may want to keep the development/disposal plan noticing process as is, to insure a uniform public participation process for all University real property transactions."

REGENTS' POLICY  
PART V – FINANCE AND BUSINESS MANAGEMENT  
Chapter 05.11 – Real Property

P05.11.010. Purpose and Scope.

- A. This chapter establishes guidelines for the prudent management, including trust management, and use of all university real property.
- B. Except as provided in C. of this section, this policy applies to all real property owned by the university or in which the university has a substantial beneficial interest.
- C. This policy does not apply to university positions of certain special leasehold interests that are administered in accordance with university regulation relating to procurement or to the development of educational facilities. A third party use of such facilities is subject to this chapter.

(06-08-06)

P05.11.020. Definitions.

In this chapter, unless the context requires otherwise,

- A. "development plan" means a brief, general description of the major actions to be taken by or on behalf of the university as part of a development project, to include location, type of development, approximate acreage, and property map, and any amendments to the development plan.
- B. "development project" means a substantial, purposeful alteration of investment property. "Development project" includes activities occurring on investment property such as subdivision and related construction activities, commercial timber harvest, other than to clear the land or for personal use; materials extraction for commercial purposes; oil and gas leasing, exploration development; mining leasing, exploration or development; or construction of significant structures, not including repairs, maintenance, expansion, or upgrade which does not materially change the essential character of the structure. ~~"Development project" does not include the~~ grant of an easement or right-of-way or related construction activities; the development of educational facilities; activities to enhance the value of investment property where such activities are minor or incidental to the development of investment property ~~including such as but not limited to~~ clearing land,

interest, excluding easements and rights-of-way, is proposed by the university ~~includes location, acreage, property map, minimum price, if appropriate, the terms and conditions of the disposal, and any amendments to the disposal plan~~

- D. "educational facilities" means campus facilities, buildings improvements, fixtures and major equipment items situated on educational property.
- E. "educational property" means all university property designated for education, research, related support, or administrative purposes.
- F. "investment property" means all university property not designated as educational property.
- G. "trust land" means all land interests in land directly or indirectly acquired in connection with federal grants under the March 10, 1915 and January 29, 1929 Acts of Congress ~~pursuant to AS 14.40.365~~ or otherwise received by or granted to the board for purposes of ~~funding~~ the land-grant endowment ~~trust fund~~ established pursuant to the 1929 Act of Congress and AS 14.40.400. For purposes of the definition, "indirectly acquired" land and interests in land include replacement land acquired from the State and land exchanged for trust land. ~~The~~ Board of Regents is a constitutionally created instrumentality of the State of Alaska, ~~has~~ named by the legislature as trustee and holds such land in trust for the ~~exclusive~~ benefit of the university.
- H. "university real property" means all land interests in land of any kind or nature, including all appurtenances, where title held by either the board or the university, whether acquired through purchase, gift, exchange, or other means.

(06-08-06)

#### P05.11.030. Fiduciary Responsibility.

- A. The board affirms its fiduciary responsibility to prudently manage all university real property for the exclusive benefit of the university, subject to restrictions imposed by law, conveyance documents ~~gift~~ instruments.
- B. All trust land shall be managed in accordance with sound trust management principles, consistent with the specific fiduciary duties and legal obligations applicable to such land. The chief finance officer is charged with the responsibility of managing trust land in a manner consistent with the fiduciary duties and legal obligations of the board, and shall be directly accountable to the board for the management of such land.

(06-08-06)

#### P05.11.040. Classification of Real Property.

The chief finance officer shall designate which university real property parcels will be managed as investment property and which will be managed as educational property. Such designations will not preclude the compatible use of such university real property parcels for both educational and investment purposes. The president will resolve any disputes regarding classification of properties for investment or educational purposes.

(06-08-06)

P05.11.041. Plans and Reports for University Real Property.

The ~~chief finance officer~~ Office of Land Management shall:

- A. develop, maintain, and periodically update a general strategic plan for the comprehensive management and development of investment property that includes a statement of the goals and objectives to be accomplished;
- B. prepare and publish proposed development plans that describe development projects being considered for university real property;
- C. prepare and publish proposed disposal plans that describe university real property parcels being considered for disposal by sale, lease, exchange or transfer of interest; and
- D. prepare an annual report for the board that contains a summary of the financial performance of the university's land management operations for the prior fiscal year including a summary of receipts, land sales and acquisitions, and land-grant endowment trust fund balances. The report shall distinguish between receipts from trust land and from all other university real property.

(06-08-06)

P05.11.042. Development Plan and Disposal Plan Notice Requirements.

The ~~chief finance officer~~ Office of Land Management shall provide public notice and seek public comment prior to approval of development plans and disposal plan

- B. As used in this section, “offers a parcel of land for sale” means the offer to sell the fee title interest in the surface estate of a parcel of land. It does not include the offer to lease or develop such land, or the sale, lease, or development of natural resources, including without limitation timber, sand, gravel or other materials, ores, mineral leasehold interests, geothermal resources, and fossils, oil and gas on such land. It also does not include the issuance of any permit, easement, license, contract, right-of-way, or other partial interest in the surface estate of such land.

(06-08-06)

#### P05.11.044. Fair Market Value and Other Considerations.

In exercising its fiduciary responsibility, the board shall administer university real property for the exclusive benefit of the university. In the absence of conflict with the board’s fiduciary duties and responsibilities, the chief financial officer/administrator will consider the following principles in managing and developing university real property:

- A. Fair Market Value.

Disposals of university real property interests shall be at not less than fair market value, and acquisitions of real property or interests shall be at not more than fair market value, unless a direct and substantial benefit to the university can be documented, such as when adjacent university property will become more accessible, marketable, or valuable due to increased availability of utilities or access, when the transaction offers other tangible benefits to the university. Reasonable fees may be established for routine transactions such as permits and temporary uses of university real property.

- B. Economic Feasibility.

Development projects shall not be undertaken unless the estimated return exceeds the estimated cost of development in an amount commensurate with the risk involved or the project will position the university to benefit from future opportunities.

- C. Legally and Environmental



Subject to receipt of acceptable indemnification or immunity, the chief finance officer shall:

1. recognize, or provide alternative access, RS 2477 rights-of-way and existing state-identified historic trails that cross university real property; and
2. consider the grant of access easements or rights-of-way at fair market value, including any diminution of value, provided such easements and rights-of-way do not interfere with the ability to develop or use such real property by other university real property.

F. Reasonable Public Uses on University Real Property.

To the extent practicable, the university shall permit reasonable activities of the public on university real property that do not interfere with the university's use or the management of such real property.

G. Compatible Research and Educational Uses of Investment Property.

Investment property shall be made available to faculty and staff for research and educational purposes provided such use is compatible with development plans and disposal plans and approved by the chief finance officer. Academic units will be responsible for all costs and liabilities associated with such research/educational use.

(06-08-06)

P05.11.050. Real Property Acquisitions.

A. Campus Land Acquisitions.

In order to provide an adequate land base to support current and future campus programs, the chief finance officer shall pursue strategic land acquisitions that meet the goals of the university's educational mission. To facilitate such real property acquisitions, the chief finance officer shall consider relevant campus land acquisition plans, as approved by the board as part of campus master plans.

B. Federal and State Land Grants.

~~To rectify inequities in the land grants to State of Alaska compared to other states for their universities, the Board~~ will seek to acquire additional real property through state and federal grants ~~in order to rectify inequities in the land grants to the State of Alaska compared to other states for their universities.~~ When selecting new grant lands, the chief finance officer will attempt to acquire parcels where the selection:

1. is consistent with and enhances the goal

3. enhances or diversifies the university real property portfolio ~~and/or~~
4. has potential for residential, ~~recreational~~ or commercial development, timber harvesting, materials ~~extracti~~on, oil and gas development or mineral development.

C. Other Real Prop~~erty~~ Acquisitions.

The chief finance officer shall consider acquisitions or exchanges of property adjacent to existing university real property, when such property consolid~~es~~es university real property holdings or enhances the access or development potential of other university real property. When economically feasible, and in the university's ~~best~~ interests, the chief finance officer may acquire or invest in real property that will enhance the university real property portfolio.

(06-08-06)

P05.11.060. Negotiation, Approval, and Execution of University Real Property Transactions.

4. real property transactions that have not been approved as part of a development plan and are expected to result in receipts or disbursements of \$1,000,000 or more in value; and
5. Real property transactions that require subordination of an interest in university real property of \$1,000,000 or more in value.

C. The chief finance officer or the officer's designee shall approve the following:

1. disposal plans;
2. development plans that do not require the approval of the board ;
3. development projects that are expected to result in disbursements of not more than \$1,000,000 in value;
4. real property transactions that have been approved by the board as part of a development plan or are expected to result in receipts or disbursements of not more than \$1,000,000 in value;
5. Real property transactions that require subordination of an interest in university real property of not more than \$1,000,000 in value; and
6. Project cost increases for development projects previously approved by the board,

REGENTS' POLICY  
PART V – FINANCE AND BUSINESS MANAGEMENT  
Chapter 05.11 – Real Property

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- B. “development project” means a substantial, purposeful alteration of investment property. “Development project” includes activities occurring on investment property such as subdivision and related construction activities, commercial timber harvest, other than to clear the land or for personal use; material extraction for commercial purposes; oil and gas leasing, exploration and development; mining leasing, exploration or development; or construction of significant structures, not including repairs, maintenance, expansion, or upgrade which does not materially change the essential character of the structure. The grant of an easement or right-of-way or related construction activities; the development of educational facilities; activities to enhance the value of investment property where such activities are minor or incidental to the development of investment property such as clearing land, investigating its, incidental filling, drilling water wells, constructing driveways, installing utilities, landscaping, or minor construction; and environmental remediation or other actions specifically required by government agencies are not considered development projects for purposes of this section.
- C. “disposal plan” means a brief, general description including location, acreage, property map, minimum price and the terms and conditions of disposal, if available, of the real property for which a sale, lease, exchange or transfer of interest, excluding easements and rights-of-way, is proposed by the university.

- D. "educational facilities" means campus facilities, buildings improvements, fixtures and major equipment items situated on educational property.
- E. "educational property" means all university real property designated for education, research, related support, or administrative purposes.
- F. "investment property" means all university real property not designated as educational property.
- G. "trust land" means all land and interests in land directly or indirectly acquired in connection with federal grants under the March 4, 1916 and January 29, 1929 Acts of Congress, or otherwise received by or granted to the board for purposes of funding the land-grant endowment established pursuant to the 1929 Act of Congress and AS 14.40.400. For purposes of this definition, "indirectly acquired" land and interests in land include replacement land acquired from the State of Alaska and land exchanged for trust land. The Board of Regents, as a constitutionally created instrumentality of the State of Alaska, has been named by the legislature as trustee and holds such land in trust for the exclusive benefit of the university.
- H. "university real property" means all land and interests in land of any kind or nature, including all appurtenances, where title is held by either the board or the university, whether acquired through purchase, gift, exchange, or other means.

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- A. The board affirms its fiduciary responsibility to prudently manage all university real property for the exclusive benefit of the university, subject to restrictions imposed by law, conveyance documents or gift instruments.
- B. All trust land shall be managed in accordance with sound trust management principles, consistent with the specific fiduciary duties and legal obligations applicable to such land. The chief finance officer is charged with the responsibility of managing trust land in a manner consistent with the fiduciary duties and legal obligations of the board, and shall be directly accountable to the board for the management of such land.

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P05.11.041. Plans and Reports for University Real Property.

The Office of Land Management shall:

- A. develop, maintain, and periodically update a general strategic plan for the comprehensive management and development of investment property that includes a statement of the goals and objectives to be accomplished;
- B. prepare and publish proposed development plans that describe development projects being considered for university real property;
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- D. prepare an annual report for the board that contains a summary of the financial performance of the university's land management operations for the prior fiscal year including a summary of receipts, land sales and acquisitions, and land-grant endowment trust fund balances. The report shall distinguish between receipts from trust land and from all other university real property.

(06-08-06)

#### P05.11.042. Development Plan and Disposal Plan Notice Requirements.

The Office of Land Management shall provide public notice and seek public comment prior to approval of development plans and disposal plans. Notice shall be provided not less than 30 days before the proposed action.

(06-08-06)

#### P05.11.043. Offer of First Refusal to Nearest Municipality Pursuant to AS 14.40.366.

- A. Before the university offers a parcel of land for sale that was acquired under AS 14.40.365, the Office of Land Management will notify the closest municipality of the intention to sell the parcel of land and will, pursuant to AS 14.40.366, offer to such municipality the right to purchase the parcel of land and the terms and conditions applicable to the offering, for a period of 30 days.
- B. As used in this section, "offers a parcel of land for sale" means the offer to sell the fee title interest in the surface estate of a parcel of land. It does not include the offer to lease or develop such land, or the sale, lease, or development of natural resources, including without limitation timber, sand, gravel or other materials, ores, minerals, geothermal resources, and fossils, oil and gas on

responsibilities, the administration will consider the following principles in managing and developing university real property:

A. Fair Market Value.

Disposals of university real property interests shall be at not less than fair market value, and acquisitions of real property or interests shall be at not more than fair market value, unless a direct and substantial benefit to the university can be documented, such as when adjacent university property will become more accessible, marketable, or valuable due to increased availability of utilities or access, when the transaction offers other tangible benefits to the university. Reasonable fees may be established for routine transactions such as permits and temporary uses of university real property.

B. Economic Feasibility.

Development projects shall not be undertaken unless the estimated return exceeds the estimated cost of development to the university, or the estimated return exceeds the estimated cost of development to the university from commercial or other non-university sources.

To the extent practicable, the university shall permit reasonable activities of the public on university real property that do not interfere with the university's use or the management of such real property.

G. Compatible Research and Educational Uses of Investment Property.

Investment property shall be made available to faculty and staff for research and educational purposes provided such use is compatible with development plans and disposal plans and approved by the chief finance officer. Academic units will be responsible for all costs and liabilities associated with such research/educational use.

(06-08-06)

P05.11.050. Real Property Acquisitions.

A. Campus Land Acquisitions.

In order to provide an adequate land base to support current and future campus programs, the chief finance officer shall pursue strategic land



(06-08-06)

P05.11.060. Negotiation, Approval, and Execution of University Real Property Transactions.

All university real property transactions and agreements are subject to the following:

- A. Only individuals authorized under AS 36.30 to execute space leases or in writing by the chief finance officer to negotiate real property transactions may do so on behalf of the university or the board. These real property transactions include, without limitation, any transaction involving lease, sale, cooperative development, right of occupancy, use, permit,



# Summary and Guidance for BOR Evaluation of Proposed Policy Changes

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

The policy changes are meant to address board concerns and ensure that:

1. PRP process is fully implemented,
2. mission drives investment,
3. project development implements Board investment decisions, and
4. maintenance and operations expenditures sustain and extend the life of university buildings and infrastructure.

With the intent to achieve:

1. Legacy. Support BOR focus on legacy decisions and stewardship of assets.
2. Alignment. Integrate the UA Mission, SAF statements and the University Program Resource Planning Process with campus planning, facilities delivery and operation functions and policy.
3. Discipline. Create an objective process to prioritize capital facility investment and development system-wide; to systematically address the deferred maintenance backlog; to establish the University Building Fund as a working tool; and, to deliver Accountability to Alaska's People.
4. Collaboration. Integrate academic, research and student support with facilities development.
5. Clarity. Develop consistent language to align policy with internal UA strategic guidance, industry practice and required reporting.
6. Usability. Reorganize the policy to reflect the logical sequence of planning, budgeting, and project approvals and delivery. Eliminate duplication in code and regulation.
7. Efficiency. Reshape BOR approval authority levels to emphasize those actions/decisions that have significant impact on the UA System of campuses. Eliminate repetitive approval processes from Board focus. Bundle maintenance projects for one annual BOR approval.

PO5.12.010. Purpose.

- A. Demonstrates the focus on stewardship and legacy investments related to systematic planning and management of resources for facilities and infrastructure.
- B. Describes the comprehensive and integrated system of facilities planning driven by academic and student support needs through development, operations and maintenance.
- C. Notes the driving role of UA and campus strategic goals, academic and programmatic needs in shaping facilities to be implemented through each MAU. Requires the system office to hold responsibility for policies, processes, due diligence and oversight.

- D. Speaks to the process of facilities identification through rigorous evaluation of academic program and other mission support, moving from the universities through the system office to the board.
- E. Adds the requirement to consider life cycle costs to ensure cost effectiveness from delivery through operations.
- F. Notes the necessity and the process of collection of funds to support capital project planning through surcharges and fees.

PO5.12.020. Definitions.

Lists key definitions governing how to collect data, spend money and think about facilities. Changes made ensure consistency of language and intent with regard to industry practice, university and system office academic and strategic planning, and external communications with OMB and the legislature. The additional definitions add clarity and consistency.

- A. Alterations and improvement (added term)
- B. Campus master plan
- C. Capital project
- D. Deferred maintenance and renewal (DM&R)
- E. Long-range capital plan
- F. Maintenance and repair (M&R) (To ensure consistent statistical reporting, this excludes tenant improvements and new construction. The definition in and of itself does not preclude those work items being performed within same project.)
- G. Material change (adds schedule delay as an element)
- H. New construction
- I. Operating cost
- J. Other cost considerations
- K. Program resource planning process (added term)
- L. Mission area analysis (added term)
- M. Statement of need (added term)
- N. Statement of requirements (added term)
- O. Project agreement (adds requirement to document variances)
- P. Project budget
- Q. Renewal and replacement (R&R)
- R.



PO5.12.070. Capital Project Development: General.

- A. Outlines the collaborative approach and sequence of approvals and reports for all capital projects greater than \$1 million.
  - a. Preliminary Administrative Approval
  - b. Formal Project Approval
  - c. Schematic Design Approval
  - d. Project Change Approval
  - e. Project Completion Budget Status/Approval (?)  
(Added to reflect FLMC request for a report soon after project acceptance so that FLMC can offer input for spending any remaining project fund balance.)
  - f. Final Project Report
- B. Requires regular construction progress reports for all projects.
- C. Defines the range of Total Project Cost for Major Maintenance Projects that will require Schematic Design Approval as between \$0.5 million and \$5 million. All projects over \$5 million Total Project Cost require all approvals and reporting.

PO5.12.071. Capital Project Development: Preliminary Administrative Approval.

- QUESTION: do regents want to change the limits as recommended or to a different amount?
- A. Catalogs the requirements for provisional approval of projects to support planning and development of project agreements aligned with programmatic analysis and

- C. Defines the level of approval associated with total project cost of greater than \$5.0 million as the Board, with committee recommendation; total project cost greater than \$2.0 million and not more than \$5.0 million as the Board committee or its Chair as delegated; total project cost of \$2.0 million or less as the system office chief finance officer.

PO5.12.073. Capital Project Development Schematic Design Approval.

(Board input at this stage is less cost effective, this is the last opportunity for board to ensure their expectations for a project are met.)

- A. Defines schematic design approval noting the mandatory requirement to implement the adopted campus master plan.
- B. Approves the proposed cost of the fund base(s) of the project and authorizes design development, bid and award and construction unless there is no material change. Material changes require approval through PO5.12.076.
- C. Outlines the requirements for schematic design approval request package, adding site development, functional relationships of the interior spaces, exterior design, energy management and space utilization and design efficiency.
- D. Notes that the process requires identification of any significant or material changes since the formal project approval.
- E. Defines the schematic design approval levels as: the board based on committee recommendation for total project cost greater than \$5.0 million; the board

Current practice is that we report on projects over \$250,000 for community campuses and \$500,000 for main campuses. If the proposed rule had been in effect for the last five years, the result would have been that 27 fewer of 43 main campus projects would have been reported on. If the policy had been followed as it currently exists, 18 out of 54 community campus projects would not have been reported on.

- A. Requires regular reporting for all projects with total project cost greater than \$250,000 for community campuses, and \$1.0 million for main campuses, or for projects designated by the system office chief facilities officer to be of interest to the board.
- B. Requires the system office chief facilities officer to report on the construction in progress at each regular board meeting on any project that required formal project approval by the board facilities committee or higher level, and other projects designated by the system office chief facilities officer to be of interest to the board.

PO5.12.076. Capital Project Development: Post-Occupancy and Final Project Reports.

(Adds a new requirement desired by regents to allow them to influence expenditure of project balances.)

- A. Requires filing of a post-occupancy report more than 90 days after beginning occupancy of Board-approved project with total project cost of more than \$5.0 million. Notes the requirement to identify remaining fund balances and priorities for expending, significant changes in scope or costs, or other significant circumstances.
- B. Requires filing of a final project report within 90 days after the end of the warranty period for all Board-approved projects of more than \$5.0 million. The final report updates the post-occupancy report, identifies variances and notes significant circumstances including lessons learned.
- C. Requires the university chief facilities administrator to prepare a final project report to close out projects that have been abandoned or discontinued or consolidated with another project.

PO5.12.077. Capital Project Development: Approval Levels for Projects That Have Not Been Subject to the Defined Planning and Approval Process.

QUESTION: Do regents want to change the items recommended, or differently?

- A. Defines approval levels for projects outside the normal processes as the board, with recommendation from the board committee for facilities, for projects with total project cost greater than \$5.0 million; the board committee for facilities or its designated Chair, for projects in excess of \$2.0 million and less than \$5.0 million; the system office chief finance officer for projects of \$2.0 million or less.
- B. Provides the authority for the system office chief finance officer to determine approvals required for multiple projects that are bundled and exceed the normal approval levels, and for multiple projects funded through a single appropriations.
- C. Requires that split appropriations be approved by system office chief finance officer.



PO5.12.080. Operations and Maintenance.

(Clarifies that expenses for tenant improvements are not categorized as maintenance investments.)

- A. Identifies budgets for full funding of annual maintenance and repair (M&R) as the annual operations budget, facility renewal and replacement (R&R) and deferred renewal projects as the cap budget request and long range capital plan; and, remodeling will be reported as A&I.
- B. Requires each university chief facilities officer to prepare an annual maintenance plan, and to provide and report on progress to the chief finance officer.

(Adds a new requirement which aligns with

PO5.12.092. Contractual Opportunities for Naming Facilities and Improvements.  
(No Substantive Changes.)

Requires naming through commercial contracts to comply with PO5.14.080 and R05.14.080.

These policies have been rearranged, but

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

P05.12.010. ~~Introduction and~~ Purpose.

A. The purpose of this policy is to promote excellent stewardship for buildings, infrastructure

facilities functions and has adopted the Program Resource Planning Process to guide that effort; that each of the respective universities MAU will take ownership of and implement those facility functions and capital planning and that the system office will be responsible for development of policies, procedures and processes for coordination of systemwide studies and for due-diligence reviews and oversight on capital projects including a review of selected projects prior to advancing a project through the various stages of project development and approval. The chief finance officer may delegate these authorities and responsibilities.

- ~~D.G.~~ Capital planning and large capital improvement projects are initiated by each MAU and reviewed and evaluated by the system office administrative before being recommended 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. Facilities planning, design, construction, management, and operation functions shall be performed in accordance with regents' policy, university regulation, and processes and procedures as authorized by the chief finance officer.
- E. Capital projects for the creation, renovation, renewal, remodeling and adaptation of buildings, outdoor spaces, other support space supporting infrastructure shall be developed and justified through a planning process that considers total cost of ownership and program delivery, and assures cost effective and practical solutions in support of program delivery. Projects shall be professionally designed and managed; optimal utilization of existing space emphasized; and existing facilities maintained in a manner that is cost effective, extends their useful lives and is consistent with campus objectives as may be approved or modified by the respective ~~MAU~~ university, the system office, or the board.
- ~~F.~~ In addition to other information that may be required by the chief finance officer, capital project budgets shall include and clearly identify appropriate amounts for the furniture, fixtures, equipment, and technology infrastructure necessary for the intended use of the facility, and such amount for public art as may be determined by the respective chancellor considering previous investments in art, nature of the facility, and other applicable circumstances.
- ~~F.G.~~ To help implement and maintain a comprehensive capital planning, budgeting and project development program, each ~~MAU~~ university shall include a capital-planning surcharge within its capital project administrative overhead in accordance with procedures to be established by the system office chief finance officer. The system office may also assess a fee or fees to the ~~MAUs~~ respective projects to fund central planning and oversight activities relative to capital assets. The board ~~considers~~ such activities and fees essential for effective capital planning and construction. The system office chief finance officer may coordinate the timing of assessment and payment of such fees, may authorize funding of such fee or fees with unrestricted funds or inclusion ~~in~~ in a capital-planning surcharge rate; and may periodically ~~review~~ the fees charged to capital projects and approve the applicable ~~MAU~~ planning surcharge rate.

(09-18-03)

In this chapter

- A. “alterations and improvements” are construction improvements that are 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 tracked separately from, MR, DM&R or R&R project activities.
- B. “campus master plan” means comprehensive planning document, separate from, but support of the institution and campus academic, strategic and capital plans; identifies the existing and preferred campus land use, buildings, landscapes, open space, pedestrian and vehicular circulation systems, and conceptual plans for development and improvement; the plan 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. “capital project” means a project with add project cost in excess of \$50,000, excluding 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 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. “deferred maintenance and renewal” means the correction of 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 deferred renewal projects that will result in further deterioration of a facility if not completed; deferred maintenance and renewal excludes new construction unless specifically authorized;
- E.O. 12812—“Six-Year Long-range capital plan” means a comprehensive listing of all planned capital asset investments consistent with the campus master plan for a set period of not less than the next six years, consistent with the campus master plan, regardless of funding source, and with an estimated cost of \$250,000 or more, including fixed equipment and

~~alterations and improvements, and new construction unless specifically authorized by the university's chief finance officer~~

- G. "material change" means a change in a project ~~campus master plan~~ that, in the judgment of the ~~system office~~ chief finance facilities

~~ed in the (Q&M) section of the budget, such as building for projects throughout the space affected by a given project, personnel relocation, opportunity gained or lost; is the document that identifies all the potential impacts and potential costs associated with a mission creation, expansion or change; is submitted to the board for review and acceptance;~~

~~KO-~~ “project agreement” means a formal agreement between the affected program department(s), the MAU’s respective university’s 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 w 1s M8a4 idens22(ittrsl )]TJ 0.0015 Tc 015318 Tw610588 0 Td [rehtogthe prog

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signage, utilities, residential life and others. Issues to be considered include enrollment, retention and completion rates and projected space utilization measures, space types and deficits or overages, program and other needs to support degree completion. The plan should include identification of short and long term investment priorities.

1. Projected enrollment and other factors affecting the need for facilities and infrastructure;
2. General areas for land acquisition and disposal;
3. The general location of new or upgraded infrastructure, including roads, parking, pedestrian circulation, transit, and utilities;
4. Demolition of buildings, structures, and facilities;
5. General location, size, and purpose of buildings, structures, and facilities;
6. Guidelines for landscaping;
7. General location and interfor open spaces, plazas, etc.;
8. Guidelines for signage, both freestanding and on buildings and structures;
9. Architectural guidelines for all buildings, structures, and facilities;
10. Environmental and cultural issues, ADA access, and energy conservation;
11. The relationship of the campus to its surroundings and coordination with local government land use plans and ordinances; and
12. General priorities for capital projects.

DC. Development; Review and Update; Revision, and Amendment Process.

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,

- ~~1. Purpose and Function: When adopted by the board, the campus plan governs the capital improvements plan and budget request for the campus, and approval of all proposed capital projects on the campus. The board may not grant schematic approval for a capital project request unless it implements the adopted campus master plan.~~
- ~~2. Renovations: When a capital project consists of the renovation of an existing building, structure, or facility, as part of the renova~~



that affect the project scope, budget or ~~scope~~, early enough for the respective approval authority to participate effectively in decision making. ~~Except for Major Maintenance Projects, p~~ Projects with a Total Project Cost in excess of ~~of \$ 0.5~~ million exclusive of movable equipment will be ~~de~~veloped and completed through the following approval and reporting phases and processes:

1. Preliminary Administrative Approval Authorization to plan a project and to develop a Project Agreement document ~~reg~~ the programmatic need, scope and estimated cost of the project;
2. Formal Project Approval – Authorization ~~to~~ develop the basic ~~design~~ of the facility or project through creation ~~of~~ a schematic design;
3. Schematic Design Approval – Authorization ~~to~~ complete the design of the facility or project, to develop construction documents and, subject ~~to~~ material changes, bid and award a contract;
4. Project Change Approval – Authorization ~~to~~ modify the project budget or scope after schematic design approval;
5. ~~Pre-Bid Project Report – Report on the~~ ~~results of the final design process;~~

3. ~~Major~~ Maintenance Projects with a ~~total~~ Project Cost greater than ~~\$2.0~~ \$5.0 million are subject to all approval and reporting requirements.

D. For all projects with a total project cost



- A. Schematic design approval represents approval of the location of the facility relationship to other facilities, the functional relationship of interior areas, the basic design including construction materials, mechanical, electrical, technology infrastructure and telecommunications systems, and any other changes to the project since formal project approval. The board may not grant schematic design approval for a capital project unless it implements or amends the adopted campus master plan.
- B. Unless otherwise designated by the approval authority or a material change in the project is subsequently identified, Schematic Design Approval also represents approval of the proposed cost of the ~~intended next~~ phase(s) of the project and authorization to complete the design development process, to bid and award contract within the approved budget, and to proceed to completion of project construction. Provided however, 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 should include a narrative description of the project, a project budget, identification of the funding and construction and operations costs, and statements affirming compliance with this policy, campus master plan and applicable the Project Agreements or facilities pre-design standards and applicable design



D. The request for schematic design approval ~~shall include a variance report~~ identifying any significant ~~or material~~ changes in scope, cost, schedule, funding plan, operating cost impact, or other cost considerations ~~from the time the project received formal project approval.~~

E. ~~E.~~ Schematic design approvals shall be as follows:

1. Projects with an estimated total project cost in excess of ~~\$0.4~~ \$4.0 million will require approval by the board based ~~on~~ recommendations from the regents' committee responsible for facilities;
2. Projects with an estimated total project cost of more than \$2.0 million but not more than ~~\$5.0~~ \$4.0 million will require approval by the regents' committee responsible for facilities The committee may delegate approval authority to the committee chair as it determines convenient and appropriate
3. ~~Projects with an estimated total project cost of more than \$1.0 million but not more than \$2.0 million will require approval by the chair of the regents' committee responsible for facilities;~~
34. Projects with an estimated total project cost ~~of~~ \$0



chief ~~finance~~ facilities officer, a status report for all projects with an estimated total project cost in excess of ~~\$500,000~~ \$250,000 for community campuses and \$1.0 million for main campuses, or those projects that the system chief facilities officer deems due to their location or complexity to be of particular interest to the board including both ongoing projects and those projects that were completed, abandoned or discontinued during the period.

~~The pre-bid project reports, construction contract award reports and final project report for the applicable period shall be~~ included as appendices to

P05.12.07748 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 finance officer.

~~C.B.~~ 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 MAU the:

1. prior fiscal year actual operating and capital expenditures for M&R and R&R support;
2. current fiscal year's budgeted operating and capital commitment for M&R and R&R;
3. current annual calculated need for M&R and R&R;
4. current estimate of accumulated deferred renewal; and
5. the status of ongoing deferred renewal projects.

~~D.G.~~ The annual R&R funding will be determined based on type of use and occupancy of a facility. ~~For facilities that are used for general university occupancy or operations, annual expenditures for R&R will be based upon the level of need and the level of resources available for such projects as determined through the budget process.~~ For facilities that are leased to, or substantially utilized by, university auxiliaries or non-university entities, annual R&R requirements will be fully funded in the operating or capital budget unless otherwise approved by the system office chief finance officer.

~~(09-18-03)~~

P05.12.0980. Naming of Campus Facilities: Formal Naming of Campus Facilities and Infrastructure.

A. Official naming of all "significant" bu

donations provided for under P05.14.080; and

5. Alaska rivers, mountains, flora, fauna, cities, or communities.
- 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 or to memorialize a specific individual, group, event, place, or an object of historic, geographic, cultural, or local significance, will remain for the life of the facility or improvement. Unless specifically authorized by the board, the name of a facility to be demolished will not be transferred to a new facility.
  - D. The president is authorized to determine which namings will be considered "significant" for purposes of approval by the board. In making that determination, the president shall consider the type, location, usage, condition, and value of the facility or area to be named; the individual, event or other to be memorialized.

All canvassing, peddling, or solicitation on university grounds or in university buildings will be subject to university regulation and campus procedures as to time, manner, and place.

(06-20-97)

P05.12.102. Smoking in University of Alaska Buildings.

Smoking will be prohibited in all nonresidential university facilities open to the public and all public areas of all residential university facilities.

(06-20-97)

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 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;

~~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 and the acceptance of donations of major work of art will be governed by university regulation. Selections or acceptances of works of art valued at more than \$100,000 will be referred to the board for comment before approval by the appropriate chancellor and the president.~~

(06-20-97)

~~D. Each university chancellor is to make provisions for management and maintenance of their public art collection.~~







or limit its prior approval; this determination requires judgment regarding financial, scope, schedule and other changes; a financial and scope change, a material change is generally deemed to be equivalent to an impact in excess of the lesser \$2.5 million or 25 percent of the previously approved budget or scope, or a schedule change, it is a change in project delivery that delays occupancy for a period that will have a major adverse effect on the institution.

- H. “new construction” means the erection of a facility or the addition or expansion of an existing facility or internal build-out of unfinished space that adds to the building's usable space; new construction may include support facilities for the buildings including outside utilities, parking, roads, walkways, landscaping, and signage;
- I. “operating cost” means the annual cost of facility ownership, including operation and maintenance and the estimated annual renewal and replacement requirement; when calculating this cost for new construction the estimated M&R requirement shall be calculated for year seven of the facility's useful life;
- J. “other cost considerations” means the essential or other costs associated with the project and related program delivery, including costs that may be funded from operating or other sources: such as faculty and staff relocation of vacated space and related relocation costs, temporary relocations and surge space,

- O “project agreement” means a formal agreement between the affected program department(s), the respective university’s facilities administrator, chief academic officer, chief financial officer, and chancellor,





P05.12.062. Capital Budgets, Capital Appropriations, and Spending Authority.

- A. No spending or other commitment of state capital appropriations, grants, or the proceeds of revenue bonds or other debt financing for capital improvement projects will occur unless authorized in accordance with this chapter, and procedures established by the system office chief finance officer. Such authorizations will be specific to the project identified.
- 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 stated in the approved budget for the project, unless approved by the system office chief finance officer.

(09-18-03)

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 reports, 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:
  - 1. Preliminary Administrative Approval Authorization to plan a project and to develop a Project Agreement document regarding the programmatic need, scope and estimated cost of the project;
  - 2. Formal Project Approval – Authorization to develop the basic design of the facility or project through creation of a schematic design;
  - 3. Schematic Design Approval – Authorization to complete the design of the facility or project, to develop construction documents and, subject to material changes, bid and award a contract;
  - 4. Project Change Approval – Authorization to modify the project budget or scope after schematic design approval;

5. Project Completion Budget Status – Report projected expenditure status for any remaining project balance not more than 90 days after substantial completion, and
  6. Final Project Report – Report on wrap-up of the project.
- B. Regular construction in progress reports will provide information on the status of all projects that meet portable requirements..
- C.



- C. Notwithstanding the provisions of B. of this section, prior to requesting preliminary administrative approval a university may contribute up to \$250,000 in unrestricted funds for initial planning, conceptualization, scoping, and design, including contracted architectural, engineering and consulting services.

(09-18-03)

#### P05.12.072. Capital Project Development Formal Project Approval.

- A. Formal project approval represents approval of the Project including the program justification and need, scope, total project cost, and funding plan for the project. It also represents authorization to complete project development through the schematic design, targeting the approved scope and budget as otherwise designated by the approval authority.

For projects with an estimated total project cost in excess of \$5.0 million, formal project approval is a prerequisite for the inclusion of construction funding in the university's 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 for eventual completion of the project, identification of project delivery method, recommended level of investment in public art, and variances including any significant or material changes in scope, budget, schedule, deliverables or prescriptive criteria associated with the project, a business plan which identifies: the project phase(s), remodeling requirements due to vacancies created in existing buildings, funding plan for both program and capital project costs, operating cost impact, or other cost considerations from the time the project received preliminary administrative approval.

- B. If a project will include multiple phases of construction for funding or other reasons, it is preferable to describe all planned phases at this approval step. Requests submitted for Schematic Design Approval requests should cover the particular phase(s) funded at time request is submitted.
- C. The level of approval required for formal project approval shall be based upon estimated total project costs:
1. Projects with an estimated total project cost in excess of \$5.0 million will require approval by the board based on recommendations from the regents' committee responsible for facilities;
  2. Projects with an estimated total project cost in excess of \$2.0 million but not more than \$5.0 million will require approval by the regents' committee responsible for facilities. The committee may delegate approval authority to the committee chair as it determines is convenient and appropriate;
  3. Projects with an estimated total project cost of \$2.0 million or less will require approval by the system's chief finance officer.

P05.12.073. Capital Project Development Schematic Design Approval.

- A. Schematic design approval represents approval of the location of the facility; its relationship to other facilities; the functional relationship of interior areas; the basic design including construction materials, mechanical, electrical, technology infrastructure and telecommunications systems; and any changes to the project since formal project approval. The board may not grant schematic design approval for a capital project unless it implements or amends the adopted campus master plan.
- B. Unless otherwise designated by the approval authority or a material change in the project is subsequently identified, Schematic Design Approval also represents approval of the proposed cost of the funded phase(s) of the project, and authorization to complete the design development process, to bid and award a contract within the approved budget, and to proceed to completion of project construction.

P05.12.074. Capital Project Development Approval Levels for Project Changes in Funding Sources, Total Project Cost, Scope or Schedule Subsequent to Schematic Design Approvals

Approval of project change(s) is required for projects which exceed the authority level delegated to the universities or cause a project to exceed level. Approval levels required for material changes in the source of funds, increases in budget, or material changes in project scope or schedule identified subsequent to schematic design approval shall be determined by the system office chief facilities officer based on the extent of the change and other relevant circumstances. This determination requires judgment, but will generally be based on the nature of the funding source, the amount, the impact on occupancy and the budgetary or equivalent scope impact relative to the approved budget at the schematic design approval stage, and assigned as follows:

- A. Changes with an estimated or actual project budget impact in excess of the lesser of 1) greater than 25% of the total project cost or 2) greater than \$2.5 million or with a schedule delay impact of two academic semesters or more will require approval by the regents' committee responsible for facilities;
- B. Changes to projects with a total project cost greater than \$0.5 million that do not require approval by the regents' committee responsible for facilities will require approval by the system office chief finance officer.

(06-07-12)

P05.12.075. Capital Project Development Construction in Progress Reporting.

- A. On a regular basis the chief facilities administrator for each university shall prepare, in accordance with procedures established by the system office chief facilities officer, a status report for all projects with an estimated total project cost in excess of \$250,000 for community campuses and \$1.0 million for main campuses, or those projects that the system office chief facilities officer deems due to the location or complexity to be of particular interest to the board including both ongoing projects and those projects that were completed, abandoned or discontinued during the period.
- B. At each regular meeting of the regents' committee responsible for facilities, the system office chief facilities officer shall report on construction progress, providing a status report on all projects that required formal project approval at the regents' committee responsible for facilities or higher level, and such other projects that are deemed by the system office chief finance officer to be of particular importance to the board.

(09-18-03)

P05.12.076. Capital Project Development: Post-Occupancy and Final Project Reports.

- A. The post-occupancy report shall be filed not more than 90 days after beginning occupancy of any board-approved projects of more than \$5.0 million, including new construction, expansion and significant remodel for reuse. The post-occupancy report must identify

project funding balances and expected times for spending any remaining balances, significant changes in scope, budget, schedule, funding plan, operating cost impact, anticipated expenditures and project balance through project closeout, or other cost considerations since issuance of the construction contract award report, and an explanation of any significant circumstances surrounding project completion, including lessons learned. Such reports shall be maintained in a manner so as to allow incorporation into the regular construction progress report.

- B. The final project report shall be filed within 90 days after the end of the warranty period for all Board-approved projects of more than \$5.0 million, including new construction, expansion and significant remodel for reuse. The final project report will update the post-occupancy report including a variance report identifying any significant changes in scope, budget, schedule, funding plan, operating cost impact, or other cost considerations since issuance of the construction contract award report, and an explanation of any significant circumstances surrounding project completion or discontinuance. Such reports shall be maintained in a manner so as to allow incorporation into the regular construction in progress report.
- 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.

(09-18-03)

#### P05.12.077 Capital Project Development Approval Levels for Projects That Have Not Been Subject to the Defined Planning and Approval Process.

- A. For projects that have not been subject to the normal planning, budget, and approval processes described in this chapter, the level of approval required for formal project approval shall be as follows:
  - 1. Projects with an estimated total project cost of in excess of \$5.0 million will require approval by the board based on recommendations from the regents' committee responsible for facilities.
  - 2. Projects with an estimated total project cost in excess of \$2.0 million but not more than \$5.0 million will require approval by the regents' committee responsible for facilities. The committee may delegate approval authority to the committee chair as it determines is convenient and appropriate.
  - 3. Projects with an estimated total project cost of \$2.0 million or less will require approval by the chief finance officer.
- B. If multiple projects are bundled in order to solicit lower prices or for efficiency or other purposes and the aggregate cost exceeds the normal approval level, the system office chief finance officer shall determine the level of approval required based on the funding sources and the size and nature of the projects.

- C. The system office chief finance officer approval will be required if a single appropriation is split into funding for multiple projects.

(09-18-03)

#### P05.12.080. Operations and Maintenance.

- A. The annual need for maintenance and repairs shall be fully funded in the annual operating budget of the university unless otherwise directed or approved by the board. In addition, the funding for facility renewal and replacement as well as elimination of accumulated deferred renewal will be included in the capital budget request and long range capital plan. At a minimum, an amount equal to the annual M&R need shall be expended on routine maintenance and repair, major repairs, either current or deferred, and mandated improvements. Unless the scope of work relating to accommodate tenant occupancy is minor, it may not be included when reporting M&R annual stewardship expenditures and should be reported as expenses for routine or capital improvements for asset reinvestment.
- B. An annual maintenance plan shall be developed by the chief facilities administrators of the respective universities and provided to the system office chief finance 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. current fiscal year's budgeted operating and capital commitment for M&R and R&R;
  3. current annual calculated need for M&R and R&R;
  4. current estimate of accumulated deferred renewal; and
  5. the status of ongoing deferred renewal projects.
- D. The annual R&R funding will be determined based on type of use and occupancy of a facility. For facilities that are leased to, substantially utilized by, university auxiliaries or non-university entities, annual R&R requirements will be fully funded in the operating or capital budget unless otherwise approved by the system office chief finance officer.

#### P05.12.090. Naming of Campus Facilities: Formal Naming of Campus Facilities and Infrastructure.

- A. Official naming of all "significant" buildings, building subcomponents such as wings, additions, auditoriums, and libraries, streets, parks, recreational areas, plazas and similar facilities or sites will be approved by the board. These facilities, improvements and areas will generally be named to honor or memorialize specific individuals, groups, events,

places, or objects of historic, geographic, cultural, or local significance, including the following:

1. Former members of the board and the University of Alaska Foundation's Board of Trustees;
  2. Distinguished former university presidents, chancellors, faculty, staff, and alumni of the university;
  3. Distinguished Alaskans and others who have made outstanding contributions to society, the nation, the state, or the university;
  4. Contributors of substantial financial or other support to the university, including donations provided for under P05.14.080; and
  5. Alaska rivers, mountains, flora, fauna, cities, or communities.
- 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 individual, group, event, place, or an object of historic, geographic, cultural, or local significance, will remain for the life of the facility or improvement. Unless specifically authorized by the board, the name of a facility to be demolished will not be transferred to a new facility.
- D. The president is authorized to determine which namings will be considered "significant" for purposes of approval by the board. In making that determination, the president shall consider the type, location, usage, condition, and value of the facility or area to be named; the individual, event or other to be memorialized; and the compatibility of the name with the facility or other improvement.
- E. The board reserves the right to name any facility when, in its sole discretion, it determines that the renaming is in the best interest of the university.

(06-10-04)

#### P05.12.091 Functional, Descriptive, or Directional Naming of Facilities and Infrastructure Improvements.

Functional, descriptive, and directional naming of facilities, improvements, or areas shall be approved in accordance with university rules and procedures.

(06-10-04)

#### P05.12.092 Contractual Opportunities for Naming Facilities and Improvements.

Commercial contracts to name university facilities shall be in accordance with P05.14. . Criteria for approval shall include compatibility of the contracting party's image and advertising with that of the university.

(06-10-04)

#### P05.12.100 Public Use of Facilities.

Facilities of the university will be open to the public for educational, recreational, cultural activities, and other use in accordance with use priorities and other requirements as may be set forth in university regulation and campus procedures.

(06-20-97)

#### P05.12.101 Campus Solicitation.

All canvassing, peddling, or solicitation on university grounds or university buildings will be subject to university regulation and campus procedures as to time, manner, and place.

(06-20-97)

#### P05.12.102 Smoking in University of Alaska Buildings.

Smoking will be prohibited in all nonresidential university facilities open to the public and all public areas of all residential university facilities.

(06-20-97)

#### 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 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 university students, employees, and visitors;
2. to link, through imagery and symbolism, 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 reconstruction, 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.

(06-20-97)

- D. Each university chancellor is to make provisions for management and maintenance of their public art collection.



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