

University Facilities Planning Board

GUIDELINES FOR USE OF ACADEMIC BUILDING R&R FUNDS

Approved August 13, 2012

1. Background

- a. The Academic Building R&R Fund is funded by the Student Academic Building R&R Fee which was established in 2001. This student fee currently generates ~\$320,000 annually.
- b. This student fee represents pledged revenue, and is treated like other pledged building fees in that it is first committed to debt service (to amortize loans made to execute groups of qualifying projects) with any excess available for expenditure on individual projects.
- c. The Student Academic Building R&R Fee is designated for improvements to academic buildings. “Academic Building” means state-funded facilities that house instructional and research uses for which operations and maintenance funding is generally provided by the state (i.e., auxiliaries facilities, sports facilities, non-state funded research facilities, etc., are not considered eligible for use of these funds.
- d. Facilities Planning Design & Construction (FPDC) is responsible for managing the Academic Building R&R Fund.

2. Pertinent Board of Regents Policies

- a. BOR Policy 940.9.1 – Allows the president to authorize projects up to \$75,000, including projects that will use student building fee funding.
- b. BOR Policy 940.9.2 – Allows the Commissioner to authorize projects between \$75,000 and \$150,000, including projects that will use student building fee funding.
- c. BOR Policy 940.9.3 – requires student endorsement for projects that will use student building fee funding in excess of \$200,000. (This policy also requires reporting projects > \$200,000 to the BOR – which is met by the board item requesting authorization for the project.)

3. Parameters for Use of Academic Building R&R Funds

Use of the Academic Building R&R Funds should focus on the following types of projects:

- a. Registrar-controlled instructional spaces, e.g., classrooms, classlabs, seminar rooms, etc.
- b. Public spaces and building systems that benefit students and general building users, e.g., restrooms, lobbies, corridors/egress/ADA, building HVAC/lighting, etc.
- c. Building maintenance/repairs, enhancements, replacement & renewal projects; or to augment the budgets of such projects funded primarily by other sources (e.g., departmental funds, major maintenance funds, Long Range Building Program funds, etc).
- d. May be used to augment department-funded projects for state-supported, departmental assigned classrooms, classlabs or seminar rooms.
- e. Generally *not* to be used for non-building (instructional/research) equipment/technology which is traditionally funded from other sources (e.g., computer fees, equipment fees, IT fees, research funds, etc.)
- f. The Academic Building R&R Funds can be used to finance larger projects or groups of projects using the annual revenue stream to service the debt on funds borrowed to accomplish the work; or allow funds to accrue to execute individual projects periodically.

4. Submitting Projects to UFPB

- a. The University Facilities Planning Board (UFPB) has been designated by the president as the MSU entity responsible to vet project proposals and make recommendations to the president regarding use of the Academic Building R&R Funds.
- b. FPDC will collaborate with key constituents to assess needs, develop project priorities and to periodically present projects to UFPB for recommendation to the president.

- c. FPDC will manage the project development process as described in the Academic Building R&R Fund Project Development Process Outline (below).
- d. FPDC is also responsible to present projects to ASMSU for student endorsement and to procure appropriate project authority.

5. Accountability

- a. FPDC shall prepare and submit a report to UFPB annually, detailing use of Academic Building R&R Funds, including the amount reserved for debt service and the current fund balance, status of projects approved by the president, and a working list of projects for which future funding might be appropriate.

Academic Building R&R Fund Project Development Process Outline

