

## William Paterson University Policy Functional Policy

<b>SUBJECT:</b>	Capital Planning	<b>TITLE:</b>	POLICY FOR NON-ACADEMIC AREA RENOVIATION PROPOSALS	
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>University</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>
<b>Responsible Executive:</b>	Vice President, Administration & Finance		<b>Responsible Office:</b>	Capital Planning, Design and Construction
<b>CODING:</b>	02-30-40-00-00	<b>ADOPTED:</b>	11/9/15	<b>AMENDED:</b>
			<b>LAST REVIEWED:</b> 11/9/15	

**I. PURPOSE**

This policy is intended to create a coordinated and structured process to review requests for renovations to non-academic spaces. This policy also intends to align the funding for renovations with the annual budgeting process.

**II. ACCOUNTABILITY**

This policy is administered by the Associate Vice President, Administration.

**III. APPLICABILITY**

This process does not apply to minor repairs, regular maintenance, or emergencies. Additionally, it does not apply to academic areas assigned to colleges and departments reporting to the Provost's Office.

**VII. POLICY FOR NON-ACADEMIC AREA RENOVIATION PROPOSALS:**

Part One: No later than December 1<sup>st</sup> of each fiscal year:

Upon receiving preliminary approval from their Vice President, department heads with the assistance of the Capital Planning, Design and Construction Office (CPDC), will define the needs, building spaces, programs, staff, and operations affected by the proposed work. CPDC will provide a conceptual cost estimate and identify risks, assumptions, exclusions, scheduling issues, and other considerations. Proposals should identify the reasons for the renovation request and explain how the proposal aligns the strategic plan or other initiative. The Vice President must approve the proposed project at the conclusion of this phase before pursuing the next step.

Part Two: No later than February 1<sup>st</sup> of each fiscal year:

After receiving approval from the Vice President in Part One, CPDC will work with the department head to further define the parameters of the proposed project refining the aspects conceptually addressed in Part One, but with greater detail and accuracy for a complete package that defines budget, schedule, and other considerations.

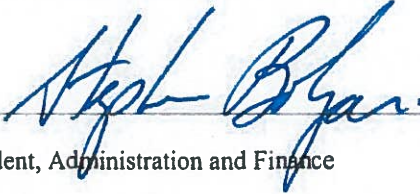
Part Three:

Upon the Vice President's review and approval of the proposal in Part Two, the project will be reviewed with the Vice President, Administration and Finance for inclusion in the list of priorities to be considered by Cabinet and

President for presentation to the Board of Trustees for the next budget cycle. Approved projects will be included in the Capital Plan.

By Direction of the Vice President, Administration and Finance:

Date

11/3/15 

Stephen Bolyai, Vice President, Administration and Finance