

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>Capital Budget Planning</b>	<i>Number:</i> <b>T 225</b>	<i>Page(s):</i> <b>3</b>
	<i>Date:</i> <b>August 31, 2020</b>	

### PURPOSE

Capital planning at Vermont Tech is based on the resolution of physical planning issues. The process begins with the Director of Facilities, who initiates creation of an annual Capital Projects (CP) Requests report to the VTC Executive Committee. Following VTC Executive Committee's review, feedback, and approval, the Director of Facilities sends the approved report to the VSC Chancellor's Office. The process includes the following components:

### STATEMENT OF POLICY

#### 1. Timeline

- The Director of Facilities maintains a list of potential capital projects, based on the needs reflected in #2, #3, and #4 below.
- By June each year, the CP Requests are presented by the Director of Facilities to the Dean of Administration with the VTC Capital Projects Committee for discussion, changes, and additional recommendation(s).
- Each June, the Director of Facilities submits to Executive Committee a preliminary report containing a list of potential capital projects & funding sources to implement during the fiscal year beginning 12 months later. (The list includes state-funded, system-funded, and institutionally-funded projects.) This list will be in alignment with the VTC Campus Master Plan, once this plan is complete.
- The VTC Executive Committee reviews the report in July, and responds to the Director of Facilities indicating which projects will be selected and "green lit". The College President gives final approval.
- The Director of Facilities submits the final report to the VSC Chancellors Office in August.
- The VSCS then submits any state-funded CP Requests to the Vermont State Legislature for consideration as part of a comprehensive annual capital budget for the Vermont State College system.

#### 2. Capital Project Requests reflect aggregated needs data as expressed by:

- Academic Affairs: Requests based on new or revised Academic Program requirements or necessary infrastructure upgrades to enhance student learning.
- Student Affairs: Requests made in response to student input with respect to quality of student experience on campus relating to Commuter and/or Residential students.
- Administration: Requests informed by Campus Master Plans and Strategic Plan.

- Capital Projects Committee: Requests resulting from monthly meetings that include the Director of Facilities, Dean and Associate Dean of Administration, Dean of Student Affairs, Dean of the Williston Campus, and Chief Technology Officer.
  - Executive Committee: the Office of Administration makes semi-annual reports to the Executive Committee on the state of capital projects and solicits feedback to inform and/or add requests.
3. Comprehensive Facilities Conditions Assessments are used to help prioritize deferred maintenance requests.
  4. Campus Master Planning is conducted regularly to establish multi-year plans for the strategic investment of capital resources.

This process is used for the whole range of capital projects and is intended to be rigorous and flexible enough to respond to the unique and diverse facility needs at the college, by fully engaging stakeholders in identifying and resolving those needs. It is also intended to provide the Administration, the VSCS Board of Trustees, and the legislature with defensible capital plans that are based on robust investigation of issues and solutions.

Maintaining Vermont Tech's quality of education depends on careful integration of academic, financial, and facilities planning. Long-range physical planning for the VSCS is an ongoing process that is designed to provide appropriate facilities in response to the dynamic environment of higher education. Vermont Tech utilizes a campus-specific master planning process that defines overall land use patterns, identifies potential phased construction needs, and serves as an illustration to ensure cohesive, aesthetic development that is compatible with the community and the environment.

Campus master plans reflect the needs of students, faculty, staff, and the local communities as identified through extensive stakeholder engagement. Typically, Vermont Tech engages external expertise to manage the development process and compile comprehensive planning documents. Additionally, separate committees are established for the implementation of individual major projects, which include representatives of the proposed facility's user groups.

## PLANNING PRINCIPLES

Vermont Tech adopts the following principles to guide the physical development of campuses.

Planning, prioritization, and funding of physical development should occur using best practices of inclusion, integration, and transparency that include:

1. Physical development that is planned using an integrated model that incorporates programmatic concerns, physical concerns, and financial realities.
2. Involvement of stakeholders that provides a meaningful role for students where student funding and fees are involved.

3. Physical development that is planned within the context of VSCS, institutional, and State of Vermont planning guidelines, policies, and funding parameters.
4. Cooperative planning with the communities in which campuses are located.
5. Campus physical environments that promote optimal accessibility for people with disabilities.
6. Comprehensive campus master plans that are regularly updated and address: space needs; image, identity, and aesthetics; multi-modal transportation access and circulation; parking; open space; building sites; infrastructure and utilities; sustainability; and implementation and physical development that is planned in accordance with those master plans.
7. Planning that includes student enrollment, faculty, and staff projections; applicable space allocation and utilization benchmarks; evidence-based decision making; and best planning practices.
8. Responsiveness to the needs of a diverse student body and the delivery of programs and services that meet those needs.
9. Sustainable design through: optimal use and reuse of existing facilities; minimum construction of new facilities; optimal adaptability for future changes; high-performance and energy efficient design; ease of long-term maintenance and operation; and appropriate use of renewable energy
10. Accurate and defensible project programs, budgets, and schedules developed prior to enumeration.

#### POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
  - a) August 31, 2020

Signed By:  Patricia Moulton President
--