EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

CH-2 **New Capital Projects Requests**

APPROVED: July 5, 1985 **REVISED**: May 18, 2023
Year of last review: 2023
AUTHORIZING BOARD POLICY: CH

Classification: Institutional
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated contact: Vice President of Financial and Administrative Operations

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OBJECTIVE: To establish guidelines for developing, prioritizing and implementing new capital project requests to include new minor construction, and major and minor renovations with a minimum cost of $5,000 based on available funding.

DEFINITIONS OF FORMS:

Capital Project Request: Submitted for projects that fall under this procedure with a minimum cost of $5,000.

Work Order: Submitted to address small maintenance issues such as painting, safety, climatization, minor floor repairs, wall patching, leaks of any kind, and broken furniture, equipment or windows.

Design Work Request: Submitted to address modifications to existing space or major non-maintenance related projects such as a wall addition or demolition, door relocation, or other renovations.

PROCEDURE:

I. Statement

The following procedure is to be followed for the planning and development of capital improvement projects.

A capital improvement project may consist of a new facility space need and/or renovation of existing space with a minimum cost of $5,000. New capital projects may be identified by any District employee as long as they are moved forward through the supervisory chain and approved by the appropriate Cabinet officer for evaluation and consideration.

All projects with a cost of less than $5,000 need to be submitted to the Physical Plant through a *Design Work Request* or a *Work Order* based on the nature of the project as defined in this procedure. Should a project be submitted to Physical Plant estimated at $5000 or more, Physical Plant will contact the requester to follow the process under this procedure.

II. Preliminary evaluation of request at Vice President level

Once a new capital improvement project is identified, it must be reviewed by the appropriate Dean/Director and finally the area Cabinet officer. The Cabinet officer will then evaluate the proposed capital improvement project to ensure that it is consistent with the District's Master Plan, space utilization standards, departmental and institutional goals and objectives. In conjunction with the Budget Development and Planning processes, new capital project request forms are due to the Executive Director of Physical Plant no later than May 1st of each fiscal year.

III. Preparation of Request

After the space need is defined, the appropriate Cabinet Officer will fill out the *Capital Project Request Form* (CPRF).

The EPCCCD does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

IV. Preliminary Review of Request

The Cabinet officer will then submit the CPRF(s) to the Executive Director of Physical Plant for preliminary assessment and cost estimate. Once the project is assessed and the estimate is completed, the Executive Director of Physical Plant signs off on the document and forwards a copy of the request to the originating Cabinet officer and Vice President of Financial and Administrative Operations. Should a Cabinet officer have multiple requests, projects should be identified in priority order. The Executive Director of Physical Plant will compile a master list of projects, including total estimated cost details for each project. This master list will be submitted to the President's Cabinet through the Vice President of Financial and Administrative Operations. The President and Cabinet will evaluate and prioritize the requests by July 1st for potential funding at the beginning of the new fiscal year. This is a separate process from the Critical Need submission requests during the Budget Development cycle.

V. Final Review of Request

A. Once the President has approved the new capital projects for funding, the Vice President of Financial and Administrative Operations will inform the Cabinet and the Executive Director of Physical Plant of the approved projects to be scheduled for execution.

B. The Executive Director of Physical Plant will then submit a *Banner Fund/Organization/Account Maintenance* Form for the approved new capital projects to the Office of the Vice President of Financial and Administrative Operations for signature. Once a budget has been developed, Physical Plant will inform the project originator and schedule a meeting to begin the execution of the project.

If the project is outsourced to an outside vendor, a purchase requisition will be initiated by the Physical Plant Department to trigger the procurement process in compliance with Board policy and Texas State law.