

Doane University Capital Projects Submittal & Approval Policy

For Projects less than \$100,000

OVERVIEW

This Capital Projects Policy sets forth comprehensive guidelines for the process in which Capital Projects are submitted, approved and financed for construction or implementation. A Capital Project is defined as:

- Any construction project, including all the soft costs, i.e. design fees, technology, equipment and furnishings
- Any technology project that includes soft costs, hardware, software, or cloud systems; and
- Any furniture project or major equipment

It is the objective of the policy that:

1. Projects are submitted in a standardized format.
2. Projects are prioritized and approved based on institutional objectives.
3. Project planning is adequate and meets the financial budget for the fiscal year.
4. Any fundraising objectives related to the project are understood, approved, communicated and met.

This policy will serve to articulate the framework and timeline for all capital project submissions, approvals and financial budgeting. As the university establishes institutional priorities through strategic planning, master planning and facilities management, it is the intention of this process to ensure that institutional improvements are planned in a manner that supports overall project success.

SCOPE

The period between project submittal and project approval will involve an internal review by the Director of Facilities Operations & Construction Projects, Chief Financial Officer, Chief Information Officer, President and the Leadership Team. Once approval is granted, project planning will take place internally along with professional services and contractors if deemed necessary. At the conclusion of the planning process, the Chief Financial Officer and President will be presented with the financial budgets for said Capital Projects. Upon approval of the financial presentation, projects will be executed or proceed with contractual agreements if necessary.

RESPONSIBILITY

Capital Review Committee

The Capital Review Committee shall be concerned with overseeing the submission and processing of requests for capital projects over \$5,000. The Committee shall:

- a. receive and review all projects under \$100,000 and recommend projects for approval by the CFO & President.
- b. receive and review a summary of all capital project requests in excess of \$100,000 for recommendation to the Leadership Team & then Board Committees.
- c. regular review of all projects or budget to actual spending
- d. review all proposed capital spending related to grants prior to approval
- e. ensure that capital policies are updated on a regular basis and support the process

Director of Facilities Operations & Construction Projects

The Director of Facilities Operations & Construction Projects is responsible for the initial review of submitted capital projects. All projects will be prioritized in a collaborative effort with the Chief Financial Officer, Chief Information Officer, President and Leadership Team.

The Chief Information Officer

The Chief Information Officer is responsible for the initial review and submission of IT Capital Projects. All projects will be prioritized in a collaborative effort with the President, Chief Financial Officer and Leadership Team.

President, Chief Financial Officer and Leadership Team

The President and Leadership Team will contribute to the development of recommendations to the Board regarding Capital Projects based on the need for the project, how the project fits into the campus aesthetics and the master plan, the budget, and finally, how the project supports the overall mission and strategic plan.

TIMELINE FOR CAPITAL PROJECT SUBMISSION & APPROVAL

Consideration is given to the current strategic planning, master planning and campus improvement needs. The timeframe for adequate planning and approval is crucial to fiscal responsibility and project success. The timeline is as follows.

- Facilities & Technology project requests may be submitted at any time during the academic year.
- A review of submitted projects will take place on a monthly basis as applicable.
- Approval notifications will be received in a timely manner following the review.

CAPITAL PROJECT SUBMISSION & APPROVAL

1. Only projects that further the mission and strategic goals of the University, either directly or indirectly, will be considered.
2. Capital Project submittals will need department head and/or VP approval.
3. All project submittals will be in electronic format via Service Now. This can be done by going to help.doane.edu and following these steps:
 - a. Click, "Request Something."
 - b. Selecting, "Budget & Finance" from the dropdown menu on the right.
 - c. Selecting, "Capital Project Requests."
4. A \$5,000 minimum threshold will be in place for all selected capital projects. Any projects under this amount will be considered for the annual operating budget.
5. Capital Project prioritization will be structured to meet institutional objectives and needs.
6. Budgets for the project are based on a fiscal year ending June 30th of each year.