

# On-Campus Planning Fund

University Facilities (UF)

Internal Procedure: 03.B.05.01

Effective Date: December 2003

Last Modified Date: March 2004

Approved by: Administrative Council

This document establishes a systematic approach to fund major on-campus planning efforts.

## Policy

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It is the policy of Clemson University to include and set aside ½ of 1% of the total project value of capital projects for a Campus Planning Fund. The Fund is established to provide a funding source for the planning of future capital projects, precinct plans, and master plans. All capital projects (H-12 and P-20) that are to be located on campus will participate in this program and set aside the appropriate funds in a central institutional account specifically identified for planning.

## Background

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Funding for capital projects frequently lags behind the concept or need for the project. Substantial delays occur and the project stalls as the University seeks a funding source or sources. Establishing a pool of funds for the initial project planning will enable projects to move forward and improve schedules required to complete capital projects. Over time, the fund must develop to a level to support an update to the Campus Master Plan.

## Procedure

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Upon approval of a new or revised capital project by the Budget and Control Board, ½ of 1% of the project value will be transferred to a CUX account as soon as funds are available. The expenditure of funds from the account requires the approval of the Chief Business Officer and the Campus Master Planner. Projects that are eligible for the use of these funds include advance planning for capital projects that are in the first

three years of the most current approved Comprehensive Permanent Improvement Plan (CPIP), precinct plans that address multiple projects, feasibility studies, and master plans.

## Expenditure Guideline

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No more than 20% of the fund up to a maximum of \$70,000 may be committed over the course of a single calendar year until there is sufficient funding for an update to the Campus Master Plan (\$1M +/- depending on scope). Additionally, the fund must grow in value year to year until the Campus Master Plan is updated or revised. The value of the fund at the end of the fiscal year cannot be less than the value at the beginning of the year after funds are withdrawn from the account for Intermediate Planning Studies. Upon attainment of \$1 million in the fund, the balance will be maintained with additional amounts becoming available for other planning efforts without regard to the 20% / \$70k cap. When the Campus Master Plan is updated, and the balance is drawn down accordingly, the 20% expenditure cap and other provisions will be reinstated.

## Identification and Priority of Projects to be funded with Annual allocation

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The studies that will receive the highest priority for funding will be those projects that have the most critical need and which meet the following criteria: a significant portion of the project or projects must be in the first three years of the CPIP; the project or projects must be pressing from a scheduling perspective compared to the other potential projects. Further, it is intended that those divisions of the University that have contributed to the fund through project allocations will gain over an extended period of time an equitable share of the planning resources made available through this fund. Equity will be based on the proportion of contributions by division relative to the annual allocation.