

Wyoming Community College Commission

FACILITIES HANDBOOK

Wyoming Community College Commission

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Forms

Available on the WCCC web site: www.communitycolleges.wy.edu

WCCC Form 300 Planned Facilities Projects

WCCC Form 301 Contingency Reserve Expenditures

WCCC Form 302 Contingency Reserve Account Distribution

WCCC Form 303 Capital Construction Approval Request

WCCC Form 304 Facilities Inventory

WCCC Form 305 Completed Major Maintenance Projects

WCCC Form 306 Major Maintenance Distribution

A&I Form Capital Outlay Request Form

1. Introduction

This handbook outlines the requirements and deadlines contained in Wyoming statutes and Wyoming Community College Commission rules relating to college facilities.

The forms referenced in this handbook are available in electronic format on the WCCC web site (www.communitycolleges.wy.edu) and are to be submitted to the Commission office in electronic format to facilitate electronic storage of data. Forms may be shortened, lengthened, or otherwise adapted for particular presentations. Signatures are not automatically required, but will be provided if requested by the Commission.

2. Statutory and Rules References

Wyoming Statute 21-18-202(d)(iv)

(iv) Approve all new capital construction projects in excess of fifty thousand dollars (\$50,000) for which state funds are or could be eventually applied. "New capital construction projects" include:

- A. New construction, renovation and capital renewal in excess of fifty thousand dollars (\$50,000) market value which is not necessary maintenance or repair; and
- B. The acquisition of real property in excess of fifty thousand dollars (\$50,000) market value whether by purchase or exchange.

Wyoming Statute 21-18-205 (c)

(c) State funding for the assistance of community colleges shall be appropriated to the community college commission unless otherwise specified by law. Subject to the provisions of this section, funds to community colleges in amounts determined by a funding allocation model adopted by rule of the commission. The commission may maintain a contingency reserve account utilizing any revenue derived under W.S. 9-4-601 (b) (iv) (A) to be distributed as a component of the funding allocation model for specific use by the colleges for emergency repairs and preventive maintenance.

Wyoming Statute 21-18-205 (g)

(g) No state funds shall be used for the maintaining, operating or equipping of any capital construction project in excess of three hundred fifty thousand dollars (\$350,000) which was not approved by the commission and authorized by the legislature.

WCCC Rules:

Chapter 6, Section 6. Approving Capital Construction Projects

- A. Colleges shall submit new capital construction project proposals pursuant to W.S. 21-18-202(d) (iv) to the Commission prior to April 1 of each year.
- B. Under special circumstances, a capital construction project proposal may be submitted for Commission consideration on a date after the April 1 deadline. Such proposals shall include a substantive rationale for not meeting the standard submission date. Proposals advanced under this provision shall be submitted 90 days prior to the Commission meeting at which approval is

to be requested. Such proposals may not meet the timelines of the State Building Commission and may not be proposed to the legislature in the desired session.

- C. Capital construction project proposals shall be approved prior to securing construction funding, accepting title, or accepting grant awards. Reasonable expenses for planning, preliminary drawings, or legal work are permitted prior to approval. The Commission shall be advised of facility project applications submitted to external fund granting entities prior to submission of the application.
- D. Each college shall maintain a master plan for its campus and other facilities, submitted to the Commission only in conjunction with a request for approval of a capital construction project.
- E. Submission of a capital construction project proposal shall be in a format approved by the Commission and shall include:
 - a. A current space utilization study.
 - i. Space utilization standards for academic and administrative office and support space, instructional space, library space, special-purpose spaces and non-assignable areas, research space, auxiliary space, and hybrid spaces shall conform to the methodology of the Wyoming Community College Commission Facilities Policies and Procedures Handbook.
 - ii. Project proposals shall conform to the space utilization standards for the type of space under consideration. New space that exceeds utilization standards as demonstrated by the space utilization report shall not be considered for approval unless justified and documented for a unique purpose.
 - b. Assurance that the proposed project conforms to the college's master plan.
- F. Colleges shall provide assurance that the cost of meeting standards for all environmental, health or safety code liabilities associated with the acquisition of previously owned buildings or renovation of acquired facilities would be the responsibility of the college involved.
- G. The Contingency Reserve Account shall be used to supplement college budgets for emergency repairs and preventative maintenance as provided in the funding allocation model (Chapter 5, Commission Rules). Contingency Reserve Account funds shall be allocated as approved by the Commission and as they become available.

3. Capital Construction - General

College construction projects in excess of fifty thousand dollars (\$50,000) as defined in the statute require approval by the commission. All construction proposals (Non-State Funded and State Appropriation) shall be submitted to the WCCC on Form 303, Capital Construction Approval Request. Supporting documentation shall be attached to the request form and shall include statements of the proposed facility's conformance to the college master plan. (A space utilization study will not be required at this time.)

4. Capital Construction – Non-State Funded

The Wyoming Community College Commission shall be notified of any capital construction project of a Wyoming community college that will use non-state funding. The construction proposal shall be

submitted to the WCCC on Form 303, Capital Construction Approval Request. Supporting documentation shall be attached to the request form and shall include statements of the proposed facility’s conformance to the college master plan. The Commission will report the projects approved by the Commission to the Department of Administration and Information (A&I) General Services Division for informational purposes and for inclusion in the report to the legislature.

Deadline:	April 1	College submit request for approval of project
Form:	WCCC 303	Capital Construction Approval Request

5. Capital Construction – State Appropriation

Requests from a Wyoming community college for state funding of new capital construction projects or remodeling projects not covered by Major Maintenance or Contingency Reserve funds shall be received and evaluated by the WCCC using the following guidelines:

- A. Complete applications shall consist of:
 - a. A copy of the college’s current master plan with highlighted references to project being considered
 - b. Completed WCCC Form 303
 - c. Statement describing the specific facility issues the proposed project will address and the classification(s) of spaces contained in the project in accordance with the Post Secondary Education Facilities Inventory and Classification Manual
- B. Project requests will be prioritized using three criteria—critical and strategic criteria relate to a project’s urgency and importance to delivery of vital services; funding history relates to the frequency and magnitude of past-approved requests.

Critical Criteria:

1. Life-safety or emergency: Conditions presently exist that threaten safety, health and welfare and require new construction or major reconstruction or renovation. Provide documentation of conditions.
2. Building code compliance: Citation by building official of non-compliance that will result in fines and/or condemnation of building. Major renovation, remodeling or new construction is required. Provide documentation of building official or agency’s assessment and directives.
3. Prior binding commitment: Previous actions of Legislature that require subsequent funding to complete a project already under construction. Provide appropriate documentation.

Strategic Criteria:

1. Safety concerns: Conditions related to the safety of building occupants that do not meet the requirements of Critical Criteria.
2. Strategic Plan: The project addresses facility needs prioritized in the college’s master plan.
3. Contribution to effective delivery of vital services to college district, outreach area and the state. (Note: Facilities that directly benefit the delivery of instruction and student services, such as

classrooms, laboratories and student housing will generally receive a higher priority than ancillary facilities such as parking facilities and landscaping.)

4. Operating efficiency improvement: The project will enhance and improve the life-cycle performance of the college.

Funding History:

1. In prioritizing funding requests, the Wyoming Community College Commission (WCCC) will also consider the funding history of colleges submitting requests.
2. Requests for new state funding will be prioritized in part depending upon the recency and magnitude of prior requests approved for funding by the Legislature. The size and frequency of previously funded requests will affect the overall priority of a new request. That is: a college that has not recently received funding for a project will receive priority over a college that has, all other criteria being equal. Consideration in this regard will also be given to the aggregate of funded requests that each college has received in the past.
- C. Capital construction projects requesting state funds shall include a component of non-state funding. Projects recommended to the State Building Commission shall include a portion of the overall funding provided by revenue generated directly or indirectly by the requesting college from non-state revenue sources. In order for projects to be recommended for funding by the WCCC, a minimum of the dollar equivalent of six-tenths of one percent (0.6%) of the applicant district’s assessed valuation (at the time of application), not to exceed fifty percent (50%) of the total project cost (at the time of application), shall come from non-state sources. Non-state sources include, but are not limited to, elector-approved levies, revenue bond issues, gifts, endowments, federal appropriations, and other non-state sources.
- D. WCCC reserves the right to allow exceptions to this policy in cases of emergencies and circumstances of urgency that require special consideration.

Deadlines:	April 1	Colleges submit completed application for approval
	Sept 15	WCCC submits approved college projects to the State Building Commission
Form:	WCCC Form 303	Highlighted copy of college master plan Statement describing specific facility issues A&I Capital Outlay Request Form (not required)

6. College Master Plans

Each college shall maintain a college master plan for facilities, updated at least every five years. Master plans will not be submitted to the Commission, but should be available if requested by the Commission for analysis of construction or maintenance requests.

Deadline:	Updated June 30 (every five years) Available upon request by the commission
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7. Facilities Inventory

Each college shall maintain an inventory of facilities, by building, to include gross square feet by space classification including structural square footage. The inventory will not be submitted to the commission, but should be available if requested by the commission to support major maintenance requests to the legislature and for analysis of construction or maintenance requests. The inventory will be based on classifications taken from the Post Secondary Education Facilities Inventory and Classification Manual (1992), National Center for Educational Statistics, as follows:

- A. "Classroom (100 series) and office space (300 series)" includes general-purpose classrooms, lecture halls, recitation rooms, seminar rooms, other rooms used primarily for scheduled non-laboratory instruction and individual, multi-person, or workstation space specifically assigned to academic, administrative and service functions of the University, including support rooms for the classroom or office activity. A classroom may contain various types of instructional aids or equipment, such as multimedia or telecommunications equipment, as long as these do not tie the room to instruction in a specific subject or discipline;
- B. "Laboratory (200 series)" is a facility characterized by special purpose equipment or a specific room configuration, which ties instructional or research activities to a particular discipline or a closely related group of disciplines, including natural sciences, social sciences, computer laboratories and art studios;
- C. "Study facilities (400 series)" are areas used by individuals to study at their convenience, including study rooms, stack areas, open-stack study rooms, processing rooms, and study service;
- D. "Special use Facilities (500 series)" includes areas and rooms for athletic activity, media production, clinical activities, demonstration and agricultural field activities, including gymnasias, basketball courts, stadium, arenas, armories, TV studios, radio studios, research animal shelters, and greenhouses;
- E. "General use facilities (600 series)" are facilities comprising a general service or functional support system for the institutional and participant community populations including auditoria, assembly areas, exhibition spaces, day cares, lounges, merchandising, recreation, publicly available meeting spaces and associated support spaces;
- F. "Support facilities (700 series)" provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational and are not as directly accessible to institutional and community members as general use facilities. These facilities include centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, central services, such as printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores, and hazardous materials areas; and
- G. "Residential Facilities (900 series)" include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment). Note: Not all space in residential facilities is

coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are offices (310), lounges (650), study rooms (410), dining areas (see 630), recreational rooms (see 670), and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the sleep/study service (935) description.

Deadline:	June 30 (annually)	Colleges update Facilities Inventory Submit only if requested by the commission
Form:	WCCC Form 304	Facilities Inventory

8. Annual List of Projects

Each year, to accommodate the September deadline for any budget submissions, the colleges will submit to the Commission WCCC Form 300, Planned Facilities Projects. The project listing will identify the college’s priority for all planned facilities projects including construction, emergency repair and maintenance, and major repair and maintenance projects. The listing shall include all projects over \$10,000 estimated cost forecast. The project list should include at least a six-year projection, and by the renewal date, shall identify those projects in a deferred status. Projects with current funding shall be identified with a funding source. Those projects to be completed with Contingency Reserve Account (Coal Lease Bonus) funding in the upcoming year shall list their project cost in the “Contingency Reserve” columns.

Deadlines:	Sept 1 (annually)	Colleges will submit updated projects list
Form:	WCCC Form 300	Planned Facilities Projects

9. Major Maintenance

Funding received from the legislature for major maintenance shall be distributed to the colleges based on the percentages as prescribed in Rules, Chapter 5 Section 3 (f) (ii). Distribution will be made at the beginning of the biennium.

“Deferred maintenance” projects are those which have passed a renewal date and which are not scheduled for attention in the current operating budget of the college. Projects that are in deferred status will be identified on Form 300.

“Major building and facility repair and replacement” as defined in W.S. 21-15-109 (a)(iii) (provided below) will govern approved expenditures. Examples of major maintenance projects that could be funded from major maintenance payments are included in Appendix A.

W.S. 21-15-109 (a) (iii) "Major building and facility repair and replacement" (major maintenance) means the repair or replacement of complete or major portions of building and facility systems at irregular

intervals which is required to continue the use of the building or facility at its original capacity for its original intended use, including for compliance with the Americans with Disabilities Act, and is typically accomplished by contractors due to the personnel demand to accomplish the work in a timely manner, the level of sophistication of the work or the need for warranted work;

W.S. 21-15-109 (a)(vi) "Routine maintenance and repair" (routine maintenance) means activities necessary to keep a building or facility in safe and good working order so that it may be used at its original or designed capacity for its originally intended purposes, including janitorial, grounds keeping and maintenance tasks done on a routine basis and typically accomplished by state, university or community college personnel with exceptions for any routine tasks accomplished by contractors such as elevator or other specialized equipment or building system maintenance.

Deadline:	July 15 (Even Years)	Major maintenance funding received from the legislature distributed to the colleges by the commission
Form:	WCCC Form 306	Major Maintenance Funds Distribution

Deadline:	September 1 (annual)	Colleges submit report on spending
Form:	WCCC Form 305	Major Maintenance Funds Expenditures/Commitments

10. Contingency Reserve Account

Funding in the Commission’s Contingency Reserve Account is to be used for facility emergency repairs and/or preventive maintenance. Any available funds shall be distributed annually to the colleges based on the percentages as prescribed in Rules, Chapter 5 Section 3 (f) (ii).

Emergency maintenance is defined as the repair or replacement of facility components requiring immediate attention because the functioning of a critical system is impaired. This includes 1) threats to personal safety, 2) threats to structural integrity, or 3) threats to the environment.

Preventive maintenance projects are designed to fill the needs of the facility and to produce cost savings by reducing downtime of critical systems, or by extending the life of facilities, or by improving the overall appearance of facilities.

Examples of emergency repair and preventive maintenance projects that could be funded from the Contingency Reserve funds are included in Appendix B.

Deadline:	When funding is received	WCCC distributes Contingency Reserve Funds
Form:	WCCC Form 301	Contingency Reserve Funds Distribution

Deadline:	September 1 (even years)	Colleges submit report on spending
Form:	WCCC Form 300	Contingency Reserve Funds Expenditures

11. Handbook Changes

As requirements are modified and with the passage of time changes to the Facilities Handbook will occur. The following procedure will ensure all handbooks remain updated and valid.

- A. All pages in the handbook will have a date (e.g., Current as of....)
- B. Colleges are encouraged to submit recommendations for changes to the Facilities Handbook any time the need arises. Changes should be submitted to the Director of Budget and Finance.
- C. When a change occurs, the WCCC will distribute new pages electronically to the colleges along with instructions on updating the Facilities Handbook. The new pages will include:
 - a. A new Table of Contents page,
 - b. A new Summary of Changes page, and
 - c. The appropriate page(s) to be replaced in the Handbook with a new date only on the bottom of the pages with a change.
- D. The WCCC will maintain the master copy on the WCCC website (www.communitycolleges.wy.edu), which may be referenced by those wanting to ensure their copy, is up-to-date.

Summary of Handbook Changes

Change 1 Facilities Inventory February 28, 2006

Appendix A

Examples of major maintenance activities that could be funded from major maintenance funds as listed in the draft to the State Building Commission on major maintenance funding formula for facilities of the State, Community Colleges, and the University of Wyoming. (List is not considered to be all-inclusive)

- A. Structural repairs to buildings and foundations
- B. Major roof repair or replacement
- C. Extensive plumbing work and repair
- D. Repair of interior or exterior walls
- E. Repair of floors or ceilings, including new tile or carpet

- F. Repair of fixed equipment. Replacement is only authorized in cases where the equipment has served out its useful life and replacement is realistically the only available means for addressing the problem
- G. Removal or encasement of asbestos
- H. Improvement of ADA-related access for the building or site related projects
- I. Significant maintenance of heating, ventilation and air conditioning systems including the replacement of a major component such as a boiler. This may include the purchase of technology items or parts that are required for the HVAC systems to be effectively brought back on-line, or to reduce or eliminate the deficiencies as illustrated by the statewide condition assessment full report.
- J. Electrical system repair, including non-routine major component replacement (large motors, breakers, etc.) when necessary and wire harnesses/networking wiring.
- K. Site work and improvement. Common issues could be landscaping, parking lot paving, drainage problems, sidewalk repair, site lighting, playground improvement, etc. If it is deemed necessary that equipment or tools are absolutely needed, they should be predominantly used for non-routine maintenance purposes.
- L. Architectural and engineering services. This may include studies that would lead to a net gain in dollars from more efficient use of major maintenance funds, or lead to removing deficiencies as illustrated by the statewide condition assessment full report.
- M. Small demolition projects (garages, trailers, very small buildings)
- N. Major and non-routine security and safety issues
- O. The purchase or transportation of portable or modular structures when no other means are available
- P. Putting up a small storage shed (if it aids in maintenance)
- Q. Energy efficiency improvements (if it will decrease maintenance and provide a net positive cash flow for the district after a reasonable payback period)
- R. Repair work to correct conditions causing poor indoor air quality
- S. Any of other unmentioned maintenance tasks that are irregular in occurrence and are as significant in scope as the above-mentioned tasks

Appendix B

There is considerable overlap in what constitutes projects that are emergency in nature and those that are identified as preventive maintenance. Examples of emergency repair and preventive maintenance projects that could be funded from contingency reserve funds are listed below. (List is not considered to be all-inclusive)

- A. Electrical Systems
- B. Heating/Ventilation/Air Conditioning Systems (HVAC)
- C. Roof Repairs and/or Replacements
- D. Parking Lot Overlay/Sealing/Repairs
- E. Communication Systems
- F. Fire Alarm/Smoke Detection Systems

- G. Asbestos Abatement
- H. Water/Sewer Systems
- I. Window Replacements
- J. Structural Integrity
- K. Code Compliance
- L. Other life/Safety Repairs