



South Carolina Commission on Higher Education

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Mr. Gary S. Glenn
Interim Executive Director

TO: Chairman Tim M. Hofferth and Members, S.C. Commission on Higher Education

FROM: Members of the Committee on Finance & Facilities

SUBJECT: Items for Consideration on June 2

DATE: May 27, 2016

Attached are items for your review and consideration at the June 2 Commission meeting. Please note the Committee on Finance and Facilities has not yet acted on these items but is scheduled to review and develop recommendations at its meeting scheduled for 9:30 a.m. on June 2. The Committee will bring its recommendations to the Commission for consideration at the Commission meeting. Staff recommendations are included for your information.

If you have any questions about a particular item, or if you need additional information, please contact Gary Glenn at (803) 737-2155.

9.05.A Interim Capital Project(s)

1. The Citadel
 - a. Boat Center Redevelopment
Establish Project
 - b. Duckett Hall HVAC Replacement
Establish Project
2. Orangeburg Calhoun Technical College
 - a. OC-Tech Re-Roofing Project – Buildings A thru J and connecting corridors
Increase Budget
3. York Technical College
 - a. York – Library Expansion and Learning Commons Construction
Change Source of Funds, Revise Scope

9.05.B Lists of Capital Projects & Leases Processed by Staff for May 2016 *(For Information, No Action Required)*

DESCRIPTION OF INTERIM CAPITAL PROJECTS FOR CONSIDERATION

June 2, 2016

THE CITADEL

PROJECT NAME: Boat Center Redevelopment
PRIORITY NUMBER: 3
REQUESTED ACTION: Establish Project
REQUESTED ACTION AMOUNT: \$3,000,000
INITIAL CHE APPROVAL DATE: N/A

<u>Project Budget</u>	<u>Previous</u>	<u>Change</u>	<u>Revised</u>
Professional Service Fees	\$0	\$210,000	\$210,000
Site Development	\$0	\$330,000	\$330,000
New Construction	\$0	\$1,470,000	\$1,470,000
Other Permanent Improvements	\$0	\$100,000	\$100,000
Other (Dredging)	\$0	\$840,000	\$840,000
Contingency	\$0	\$50,000	\$50,000
<i>Total</i>	<i>\$0</i>	<i>\$3,000,000</i>	<i>\$3,000,000</i>

<u>Source of Funds</u>	<u>Previous</u>	<u>Change</u>	<u>Revised</u>
Citadel Foundation Donor Funds	\$0	\$3,000,000	\$3,000,000
<i>Total</i>	<i>\$0</i>	<i>\$3,000,000</i>	<i>\$3,000,000</i>

DESCRIPTION:

The University requests approval to establish a project to re-construct the Citadel Marina and Boating Center. The 7,759 square foot Boat Center house was constructed in 1920. The facility has outlived its useful life expectancy and numerous improvements are required to meet the college's intended purpose and use. The structure has termite damage and the interior finishes have not been updated since the 1970s. The deteriorated condition of the existing facility has a negative impact on the facility's use. Furthermore, the existing marina channel is un-navigable during periods of low tide and cannot support activities such as boating and sailing.

Renovation of the existing facility was considered, but deemed cost prohibitive to meet flood requirements. The relocation of the marina to another location was also considered, but did not provide the same access and amenities required.

E&G MAINTENANCE NEEDS:

Based on Fall 2013 data, the Boating Center has a current condition code of 78 with physical condition, maintainability, and structural condition rated 3 out of 5.

ANNUAL OPERATING COSTS/SAVINGS:

There are no additional operating costs associated with this project.

RECOMMENDATION:

Staff recommends approval of this project as proposed.

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CHE
JBRC
BC Board
JBRC Staff
BC Staff
A-1 Forms Mailed
SPIRS Date
Summary

(For Board Use Only)
SUMMARY NUMBER
FORM NUMBER

BUDGET AND CONTROL BOARD - PERMANENT IMPROVEMENT PROJECT REQUEST

1. AGENCY

Code HO9 Name THE CITADEL
 Contact Person John E. Gardner Phone # (843) 953-6876

2. PROJECT

Project # Name Boat Center Redevelopment
 Facility # 22 Facility Name Boat Center

County Code	<u>10</u>	Project Type	<u>Construction</u>
New Revised Budget	<u>\$45,000.00</u>	Facility Type	<u>E&G</u>

3. CPIP PROJECT APPROVAL FOR CURRENT FISCAL YEAR

CCIP priority number 3 of 4 for FY 16-17

4. PROJECT ACTION PROPOSED (Indicate action(s) from listed included with instructions.)

Establish Project		Decrease Budget		Close Project	
Establish Project - CPIP	<u>X</u>	Change Source of Funds		Change Project Name	
Increase Budget		Revise Scope		Cancel Project	

5. PROJECT DESCRIPTION AND JUSTIFICATION

(Explain and justify the project or revision, including what it is, why it is needed, and any alternatives considered. Attach supporting documentation/maps to fully convey the need for the request.)

This A-1 establishes a project to replace existing waterfront facilities constructed in 1920 with new code compliant, energy efficient construction. This initial A-1 requests approval to proceed with Phase One which consists of the programming, preliminary design, and cost estimating A&E services only. This proposed facility will be comprised of approximately 10,000 gross square feet (see below) and will include staff offices, classroom, boat storage, and floating docks.

Boat House: 8000sf Total (4,000sf heated, 4000sf unconditioned)
 Boat Storage Office: 1000sf heated
 Open Air Covered Pavilion: 1000sf unconditioned

6. OPERATING COST IMPLICATIONS

Attach Form A-49 if any additional operating costs or savings will result from this request. This includes costs to be absorbed with current funding.

7. ESTIMATED PROJECT SCHEDULE AND EXPENDITURES

Estimated Start Date: 15-Jun-16 Estimated Completion Date: 1-Dec-17
 Estimated Expenditures: Thru Current FY: (15-16) \$ 10,000.00 After current FY: \$ \$35,000.00

8. ESTIMATES OF NEW/REVISED PROJECT COSTS

PROJECT NUMBER: _____

- 1. _____ Land Purchase ----->
 - 2. _____ Building Purchase ----->
 - 3. 45,000.00 Professional Services Fees
 - 4. _____ Equipment and/or Materials ----->
 - 5. _____ Site Development
 - 6. _____ New Construction ----->
 - 7. _____ Renovations - Building Interior ----->
 - 8. _____ Renovations - Utilities
 - 9. _____ Roofing - _____
 - 10. _____ Renovations - Building Exterior
 - 11. _____ Other Permanent Improvements
 - 12. _____ Landscaping
 - 13. _____ Builders Risk Insurance
 - 14. _____ Other Capital Outlay
 - 15. _____ Labor Costs
 - 16. _____ Bond Issue Costs
 - 17. _____ Other: Asbestos Abatement
 - 18. _____ Contingency _____
- 45,000.00 TOTAL PROJECT BUDGET

Land: _____ Acres
 Floor Space: _____ Gross Square Feet
 Information Technology \$ N/A
 Floor Space: _____ Gross Square Feet
 Floor Space: _____ Gross Square Feet

ENVIRONMENTAL HAZARDS	
Identify all types of significant environmental hazards (including asbestos, PCB's, etc.) present in the project and the financial impact they will have on the project. Type: _____	
Cost Breakdown	
Design Services	_____
Monitoring	_____
Abate/Remed	_____
Total Costs	_____

9. PROPOSED SOURCE OF FUNDING

Source	Previously Approved Amount	Proposed Increase/Decrease	Original/Revised Budget	Transfer to/from Proj. #	Rev Object Code	Treasurer's ID Number	Rev Sub Fund	Exp Sub Fund
(0) Capital Improvement Bonds, Group 35								
(1) Dept. Capital Improvement Bonds Group								
(2) Institution Bonds								
(3) Revenue Bonds								
(4) Excess Debt Service Type								
(5) Capital Reserve Fund								
(6) Appropriated State Program Source								
(7) Federal								
(8) Athletic								
(9) Other -Specify Gifts	0.00	45,000.00	45,000.00		7602	98800100	3036	3907
TOTAL BUDGET		45,000.00	\$45,000.00					

10. SUBMITTED BY:

Joseph L. Garcia
 COL Joseph L. Garcia
 Vice President for Finance and Business

5-12-16
 Date

11. APPROVED BY:
 (For Board Use Only)

Authorized Signature and Title

Date

**ADDITIONAL ANNUAL OPERATING COSTS / SAVINGS
RESULTING FROM PERMANENT IMPROVEMENT PROJECT**

1. AGENCY Code H09 Name The Citadel

2. PROJECT Project # _____ Name Boat Center Redevelopment

3. ADDITIONAL ANNUAL OPERATING COSTS / SAVINGS. (Check whether reporting costs or savings.)

COSTS SAVINGS NO CHANGE

4.

TOTAL ADDITIONAL OPERATING COSTS / SAVINGS				
Projected Financing Sources				
(1)	(2)	(3)	(4)	(5)
Fiscal Year	General Funds	Federal	Other	Total
1) 2017-18	\$	\$	\$	\$ 0.00
2) 2018-19	\$	\$	\$	\$ 0.00
3) 2019-20	\$	\$	\$	\$ 0.00

5. If "Other" sources are reported in Column 4 above, itemize and specify what the other sources are (revenues, fees, etc.).

6. Will the additional costs be absorbed into your existing budget? YES NO
If no, how will additional funds be provided? N/A

7. Itemize below the cost factors that contribute to the total costs or savings reported above in Column 5 for the first fiscal year.

<u>COST FACTORS</u>	<u>AMOUNT</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
TOTAL	\$0.00

8. If personal services costs or savings are reported in 7 above, please indicate the number of additional positions required or positions saved.

9. Submitted By: Joseph Garcia Col. Joseph Garcia, VP Finance/Business 5-12-16
Signature of Authorized Official and Title Date

The Citadel - Boat Center
Redevelopment

**PERMANENT IMPROVEMENT PROJECT INFORMATION FORMAT
FOR PHASE I A&E PRE-DESIGN PROJECTS**

1. What is the internal projected cost of the project?

At this time the estimated cost is approximately \$3 million. Cost is subject to change based upon programmatic and conceptual design.

2. What is/are the source(s) of funds to be used for A&E pre-design?
Gifts (sub-fund 3036)

3. What is your agency/institution's definition of the source(s) of funds used for the A&E pre-design?
(Please be specific for each source and if there is a statutory authority authorizing the use of the funds for capital projects for the source, please cite the code section. If a source includes any type of fee, what is the fee called, what is the fee amount and when was it put in place?)

The Citadel Foundation has been raising restricted donor gifts for the Boat Center Redevelopment through its current capital campaign. Donor gifts totaling \$45,000.00 have been transferred over to The Citadel for use on the A&E pre-design for this project.

4. What is the current fund balance of uncommitted funds in the source of funds for A&E pre-design?

\$45,000.00

5. What is the source(s) of funds to be used for construction?

Gifts (sub-fund 3036)

6. What is your agency/institution's definition of the source(s) of funds to be used for construction?
(Please be specific for each if different from those in 3 above. If there is statutory authority authorizing the use of the funds for capital project, please cite the code section and if a source includes a fee, what is the fee called, what is the fee amount and when was it put in place?)

The Citadel Foundation has been raising restricted donor gifts for the Boat Center Redevelopment through its current capital campaign. Any gifts raised for the construction are still being held at the Foundation and have not been transferred over to The Citadel yet.

7. What is the current fund balance of uncommitted funds in each source to be used for construction?

\$1 million

8. Will the use of any funds for A&E pre-design or for construction require an increase in any student fee or tuition?

No.

9. If the use of any funds for A&E pre-design or construction will require any student fee or tuition increase, please explain and include the amount of the fees annually or by semester, what the fee is called and when it was put in place.

Not applicable.

10. What is the total square footage of the building to be renovated or constructed? 10,000sf

11. If a portion of the building is to be renovated, what is the square footage of the portion that will be included in the renovation?

Not applicable.

12. What program(s) will use the space to be renovated/constructed?

E&G

13. What is the current age of the building to be renovated?

Not applicable.

14. What is the current age of the building system(s) to be renovated or replaced?

The Boat Center was constructed in 1920 and contains approximately 7,759 square feet.

15. If any new space is being added to the facility, please provide demand/usage data to support the need.

New Building – not applicable.

16. If the A&E pre-design request is above 1.5% of the internal estimated cost of the project, what is the reason the amount exceeds 1.5%?

The design fee is less than or equal to the 1.5% of the estimated project cost.

17. What are the estimated numbers of students, faculty, staff and/or clients that are expected to use the space affected by the project or for the entire building? (Answer for as many as are applicable.)

The SCCC enrollment has grown over the past 10 years from a 2004 level of 1964 cadets to 2343 in 2013. Unconstrained projections of the size of the SCCC reach 2,443 by 2017 and 2,821 by 2027. The size of the Corps is, however, constrained by the school's residential physical plant to approximately 2,350 cadets. Given historical growth trends this maximum number will be reached in 2016, and the size of the cadet population will be at the physical maximum in Fall 2018.

Our 5th year student population has fluctuated over the past ten years but is projected to grow from the 2013 level of 38 to approximately 51 in 2017, and 66 in 2027.

The undergraduate veteran student population has grown from 6 in 2007 to 108 in 2013. Following the historical growth trend would put the veteran student population at approximately 238 in 2017, and 595 in 2027. This seems to be a reasonable growth vector given the current state of a downsizing military, and many military members processing out with G.I. Bill funds for education.

Our active duty undergraduate student population has fluctuated as well over the past 10 years, but with a generally declining trend. The historical projection of this student population would put it at approximately 36 in 2017, and 15 in 2027. The 2013 level was 34.

18. Has the project been included in a previous year's CPIP? If so, what was the last year the project was included and for which year, 1-5?

Project was included in the 2016 CPIP Year 1.

19. What are the economic impacts of the project, including job creation and retention? If there are none, please explain.

In addition to creating an attractive and efficient space to support sailing, rowing and recreational use by the cadets at The Citadel this project replaces an outdated facility constructed in 1920. This facility can also be used for the following purposes:

- Conference space
- Events bringing in the broader general community
- Lectures

The new modern facility will likely increase the retention rate for faculty, staff and students.

20. How will your agency/institution address and fund maintenance of this facility construction/renovation?

The building will be considered E&G (Education & General) so on-going maintenance would be funded by the various maintenance funds The Citadel has reserved for it E&G facilities.

21. If your agency/institution has a deferred maintenance account, what is the name of the account and what is its current uncommitted balance?

Citadel Deferred Maintenance Fund: \$182,104

22. If how maintenance will be addressed and funded for this facility construction/renovation has not been determined yet, what steps are in place to begin to address how your agency/institution will fund maintenance to this and other agency/institution facilities?

Not applicable.

DESCRIPTION OF INTERIM CAPITAL PROJECTS FOR CONSIDERATION

June 2, 2016

THE CITADEL

PROJECT NAME: Duckett Hall HVAC Replacement
REQUESTED ACTION: Establish Project
REQUESTED ACTION AMOUNT: \$1,200,000
INITIAL CHE APPROVAL DATE: N/A

<u>Project Budget</u>	<u>Previous</u>	<u>Change</u>	<u>Revised</u>
Professional Service Fees	\$0	\$70,000	\$70,000
Building Utilities Renovations	\$0	\$1,090,000	\$1,090,000
Contingency	\$0	\$40,000	\$40,000
<i>Total</i>	<i>\$0</i>	<i>\$1,200,000</i>	<i>\$1,200,000</i>

<u>Source of Funds</u>	<u>Previous</u>	<u>Change</u>	<u>Revised</u>
Institutional Capital Project Funds	\$0	\$1,200,000	\$1,200,000
<i>Total</i>	<i>\$0</i>	<i>\$1,200,000</i>	<i>\$1,200,000</i>

DESCRIPTION:

The University requests approval to establish a project to replace the Duckett Hall HVAC System. Constructed in 1969, Duckett Hall contains approximately 23,900 SF and houses the Biology Department. The original HVAC systems are still in operation although they have an expected lifespan of only 20 years. All three HVAC systems are in poor condition and controls are antiquated beyond repair. This project will include the installation of four new air handling units, two lab exhaust fans, and four pumps to replace the existing HVAC system in the building. The scope would also include new ductwork throughout the building, associated piping, insulation, fan coil units and controls. Existing lighting will be replaced with new energy-efficient lighting and new suspended acoustical tile ceilings will be installed throughout.

E&G MAINTENANCE NEEDS:

Based on Fall 2014 data, Duckett Hall has a heating and cooling system rating of 2.875 out of 5 with existing maintenance needs of \$1,381,698 over the next twenty years.

ANNUAL OPERATING COSTS/SAVINGS:

Maintenance and energy will require additional operating costs of \$6,900 in the first year, \$7,080 in the second year, and \$7,270 in the third year following project completion.

RECOMMENDATION:

Staff recommends approval of this project as proposed.

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JBRC Staff
BC Staff
A-1 Forms Mailed
SPIRS Date
Summary

(For Board Use Only)
SUMMARY NUMBER
FORM NUMBER

BUDGET AND CONTROL BOARD - PERMANENT IMPROVEMENT PROJECT REQUEST

1. AGENCY

Code HO9 Name THE CITADEL
 Contact Person John E. Gardner / Kathleen M. Dille Phone # (843) 953-7063

2. PROJECT

Project # _____ Name Duckett Hall HVAC Replacement
 Facility # 83 Facility Name Duckett Hall

County Code	<u>10</u>
New/Revised Budget	<u>\$30,000.00</u>

Project Type	<u>Repair / Renovate Existing Facility</u>
Facility Type	<u>Program / Academic</u>

3. CPIP PROJECT APPROVAL FOR CURRENT FISCAL YEAR

CCIP priority number 1 of 4 for FY 15-16

4. PROJECT ACTION PROPOSED (Indicate all requested actions by checking the appropriate boxes)

Establish Project	<input type="checkbox"/>	Decrease Budget	<input type="checkbox"/>	Close Project	<input type="checkbox"/>
Establish Project - CPIP	<input checked="" type="checkbox"/>	Change Source of Funds	<input type="checkbox"/>	Change Project Name	<input type="checkbox"/>
Increase Budget	<input type="checkbox"/>	Revise Scope	<input type="checkbox"/>	Cancel Project	<input type="checkbox"/>

5. PROJECT DESCRIPTION AND JUSTIFICATION

(Explain and justify the project or revision, including what it is, why it is needed, and any alternatives considered. Attach supporting documentation/maps to fully convey the need for the request.)

This A-1 is submitted for Stage I approval of Duckett Hall HVAC System Replacement. Duckett Hall was constructed in 1969 and is approximately 23,900 square feet. The HVAC systems are original to the facility and are still operational. The typical life span of these types of HVAC systems are 20 years; this system has exceeded its life span by 27 years. There are four mechanical rooms in the building, one on each floor and one on the roof. The current HVAC systems are in extremely poor condition, they are unable to adequately keep the facility at proper temperatures and humidity levels, especially at peak demands. The air handlers, piping, pumps, control valves and the controls are antiquated and beyond repair. The duct work and duct insulation is in very poor condition and coming apart in sections. In addition, asbestos insulation is used to insulate the chilled water and hot water pipes throughout the facility and needs to be abated. System failures would preclude the use of educational areas of the building. No alternative is a viable option. This project is imperative to provide proper heating and air-conditioning on all three floors of Duckett Hall.

6. OPERATING COST IMPLICATIONS

Attach Form A-49 if any additional operating costs or savings will result from this request. This includes costs to be absorbed with current funding.

7. ESTIMATED PROJECT SCHEDULE AND EXPENDITURES

Estimated Start Date: 1-Sep-16 Estimated Completion Date: 31-Dec-17
 Estimated Expenditures: Thru current FY: (16/17) \$ 30,000.00 After current FY: \$0.00

8. ESTIMATES OF NEW / REVISED PROJECT COSTS

PROJECT NUMBER: _____

- 1. _____ Land Purchase ----->
- 2. _____ Building Purchase ----->
- 3. 30,000.00 Professional Services Fees
- 4. _____ Equipment and/or Materials ----->
- 5. _____ Site Development
- 6. _____ New Construction ----->
- 7. _____ Renovations - Building Interior ----->
- 8. _____ Renovations - Utilities
- 9. _____ Roofing - _____ Roof Age
- 10. _____ Renovations - Building Exterior
- 11. _____ Other Permanent Improvements
- 12. _____ Landscaping
- 13. _____ Builders Risk Insurance
- 14. _____ Other Capital Outlay
- 15. _____ Labor Costs
- 16. _____ Bond Issue Costs
- 17. _____ Other: Testing & Inspections
- 18. _____ Contingency _____

Land: _____ Acres
 Floor Space: _____ Gross Square Feet
 Information Technology \$ _____
 Floor Space: _____ Gross Square Feet
 Floor Space: _____ Gross Square Feet

ENVIRONMENTAL HAZARDS

Identify all types of significant environmental hazards (including asbestos, PCB's, etc.) present in the project and the financial impact they will have on the project.
 Type: Asbestos Abatement

Cost Breakdown
 Design Services _____
 Monitoring _____
 Abate/Remed _____
 Total Costs \$0.00

30,000.00 TOTAL PROJECT BUDGET

9. PROPOSED SOURCE OF FUNDING

Source	Previously Approved Amount	Proposed Increase/Decrease	Original/Revised Budget	Transfer to/from Proj. #	Rev Object Code	Treasurer's ID Number	Rev Sub Fund	Exp Sub Fund
(0) Capital Improvement Bonds, Group 35					8115	09900539	3043	3043
(1) Dept. Capital Improvement Bonds Group					8115		3143	3143
(2) Institution Bonds								3235
(3) Revenue Bonds								3393
(4) Excess Debt Service Type								3497
(5) Capital Reserve Fund					8895		3603	3603
(6) Appropriated State Program Source					8895	68800100	1001	3600
(7) Federal						78800100		5787
(8) Athletic						88800100		3807
(9) Other -Specify ICPF		\$ 30,000.00	\$ 30,000.00		7262	98800100 98800100	4277	3907 3907
TOTAL BUDGET		\$ 30,000.00	\$ 30,000.00					

10. SUBMITTED BY:

Joseph L. Garcia
 CDL Joseph L. Garcia
 Vice President for Finance and Business

5-12-16
 Date

11. APPROVED BY:

(For Board Use Only)

Authorized Signature and Title

Date

**ADDITIONAL ANNUAL OPERATING COSTS / SAVINGS
RESULTING FROM PERMANENT IMPROVEMENT PROJECT**

1. AGENCY Code H09 Name The Citadel

2. PROJECT Project # _____ Name Duckett Hall HVAC Replacement

3. ADDITIONAL ANNUAL OPERATING COSTS / SAVINGS. (Check whether reporting costs or savings.)

COSTS SAVINGS NO CHANGE

4.

TOTAL ADDITIONAL OPERATING COSTS / SAVINGS				
Projected Financing Sources				
(1)	(2)	(3)	(4)	(5)
Fiscal Year	General Funds	Federal	Other	Total
1) 17-18	\$ 6,900.00	\$	\$	\$ 6,900.00
2) 18-19	\$ 7,080.00	\$	\$	\$ 7,080.00
3) 19-20	\$ 7,270.00	\$	\$	\$ 7,270.00

5. If "Other" sources are reported in Column 4 above, itemize and specify what the other sources are (revenues, fees, etc.).
N/A

6. Will the additional costs be absorbed into your existing budget? YES NO
If no, how will additional funds be provided?
N/A

7. Itemize below the cost factors that contribute to the total costs or savings reported above in Column 5 for the first fiscal year.

	<u>COST FACTORS</u>	<u>AMOUNT</u>
1.	Maintenance	\$2,900.00
2.	Energy	4,000.00
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
	TOTAL	\$6,900.00

8. If personal services costs or savings are reported in 7 above, please indicate the number of additional positions required or positions saved. 0

9. Submitted By: Joseph L Garcia 5-12-16
Joseph Garcia, VP Finance & Business Date
Signature of Authorized Official and Title

**PERMANENT IMPROVEMENT PROJECT INFORMATION FORMAT
FOR PHASE I A&E PRE-DESIGN PROJECTS**

1. What is the internal projected cost of the project?

\$2,500,000.00

2. What is/are the source(s) of funds to be used for A&E pre-design?

Institutional Capital Project Funds (ICPF)

3. What is your agency/institution's definition of the source(s) of funds used for the A&E pre-design?
(Please be specific for each source and if there is a statutory authority authorizing the use of the funds for capital projects for the source, please cite the code section. If a source includes any type of fee, what is the fee called, what is the fee amount and when was it put in place?)

Institutional Capital Project Funds (ICPF) are accumulated student tuition and registration fees collected on an annual basis in excess of the college's E&G debt service requirements.

4. What is the current fund balance of uncommitted funds in the source of funds for A&E pre-design?

Current fund balance is \$986,708.00

5. What is the source(s) of funds to be used for construction?

Institutional Capital Project Funds (ICPF)

6. What is your agency/institution's definition of the source(s) of funds to be used for construction?
(Please be specific for each if different from those in 3 above. If there is statutory authority authorizing the use of the funds for capital project, please cite the code section and if a source includes a fee, what is the fee called, what is the fee amount and when was it put in place?)

Institutional Capital Project Funds (ICPF) are accumulated student tuition and registration fees collected on an annual basis in excess of the college's E&G debt service requirements.

7. What is the current fund balance of uncommitted funds in each source to be used for construction?

Current fund balance is \$986,708.00

8. Will the use of any funds for A&E pre-design or for construction require an increase in any student fee or tuition?

No.

9. If the use of any funds for A&E pre-design or construction will require any student fee or tuition increase, please explain and include the amount of the fees annually or by semester, what the fee is called and when it was put in place.

Not Applicable

10. What is the total square footage of the building to be renovated or constructed?

23,900 GSF

11. If a portion of the building is to be renovated, what is the square footage of the portion that will be included in the renovation?

23,900 GSF

12. What program(s) will use the space to be renovated/constructed?

Biology Department - Academic Classrooms, Labs and Faculty Offices

13. What is the current age of the building to be renovated?

47 years old; Duckett Hall was built in 1969

14. What is the current age of the building system(s) to be renovated or replaced?

47 years old

15. If any new space is being added to the facility, please provide demand/usage data to support the need.

Not Applicable

16. If the A&E pre-design request is above 1.5% of the internal estimated cost of the project, what is the reason the amount exceeds 1.5%?

Not Applicable

17. What are the estimated numbers of students, faculty, staff and/or clients that are expected to use the space affected by the project or for the entire building? (Answer for as many as are applicable.)

Estimated number of students expected to use this facility: 100

Estimated number of faculty & staff expected to use this facility: 12

18. Has the project been included in a previous year's CPIP? If so, what was the last year the project was included and for which year, 1-5?

Yes; FY 15 – 16, year 1

19. What are the economic impacts of the project, including job creation and retention? If there are none, please explain.

This renovation will provide proper heating and cooling on all three floors. This will increase retention of faculty, staff and students.

20. How will your agency/institution address and fund maintenance of this facility construction/renovation?

This building will be considered E&G (Education & General); therefore ongoing maintenance would be funded by the various maintenance funds The Citadel has reserved for its E&G facilities.

21. If your agency/institution has a deferred maintenance account, what is the name of the account and what is its current uncommitted balance?

Citadel Deferred Maintenance Fund: \$182,104

22. If how maintenance will be addressed and funded for this facility construction/renovation has not been determined yet, what steps are in place to begin to address how your agency/institution will fund maintenance to this and other agency/institution facilities?

Not Applicable

DESCRIPTION OF INTERIM CAPITAL PROJECTS FOR CONSIDERATION

June 2, 2016

ORANGEBURG-CALHOUN TECHNICAL COLLEGE

PROJECT NAME: Re-Roofing Projects – Buildings A-J and Connecting Corridors (*Coming thru as an Interim Capital Project*)
REQUESTED ACTION: Increase Budget
REQUESTED ACTION AMOUNT: \$654,068
INITIAL CHE APPROVAL DATE: 5/7/2015

Project Budget	Previous	Change	Revised
Professional Service Fees	\$50,000	\$58,260	\$108,260
Roofing	\$1,845,000	\$560,280	\$2,405,280
Contingency	\$205,000	\$35,528	\$240,528
Total	\$2,100,000	\$654,068	\$2,754,068

Source of Funds	Previous	Change	Revised
Local Funds	\$2,100,000	\$654,068	\$2,754,068
Total	\$2,100,000	\$654,068	\$2,754,068

DESCRIPTION:

The College requests approval to increase the budget for a project to re-roof buildings A thru J and the connecting corridors. Scope of work will include all components of roof replacement including addressing any secondary drainage. The roofs are over 25 years old and recent assessments have confirmed the need to expedite their replacement. The cost estimate from the architect during Phase I came back higher than anticipated, and an increase in budget is needed to due to higher roofing costs.

E&G MAINTENANCE NEEDS:

Based on Fall 2014 data, Buildings A thru J each have a roof system rating of 4 out of 5, and have combined existing maintenance needs of \$3,008,711 over the next twenty years.

ANNUAL OPERATING COSTS/SAVINGS:

The project is not expected to generate additional operating costs at this time.

RECOMMENDATION:

Staff recommends approval of this project as proposed.

FOR DEPARTMENT USE ONLY	
CHE	_____
JBRC	_____
SFAA	_____
JBRC Staff	_____
ADMIN Staff	_____
A-1 Form Mailed	_____
SPIRS Date	_____
Summary	_____

(For Department Use Only)
SUMMARY NUMBER
FORM NUMBER

PERMANENT IMPROVEMENT PROJECT REQUEST

1. AGENCY
 Code H59 Name Orangeburg Calhoun Technical College
 Contact Person Kim R Huff Phone 803-535-1204

2. PROJECT
 Project # 6109 Name OCtech Re-Roofing Project - Buildings A thru J and connecting corridors
 Facility # _____ Facility Name Multiple facilities

County Code	38 - Orangeburg
New/Revised Budget	\$2,754,068.00

Project Type	3 - Repair/Renovate Existing Facilities/Systems
Facility Type	10 - Campus Wide

3. CPIP PROJECT APPROVAL FOR CURRENT FISCAL YEAR
 CPIP priority number _____ of _____ for FY _____.

4. PROJECT ACTION PROPOSED (Indicate all requested actions by checking the appropriate boxes.)

Establish Project	<input type="checkbox"/>	Decrease Budget	<input type="checkbox"/>	Close Project	<input type="checkbox"/>
Establish Project - CPIP	<input type="checkbox"/>	Change Source of Funds	<input type="checkbox"/>	Change Project Name	<input type="checkbox"/>
Increase Budget	<input checked="" type="checkbox"/>	Revise Scope	<input type="checkbox"/>	Cancel Project	<input type="checkbox"/>

5. PROJECT DESCRIPTION AND JUSTIFICATION
 (Explain and justify the project or revision, including what it is, why it is needed, and any alternatives considered. Attach supporting documentation/maps to fully convey the need for the request.)

This A-1 is being submitted to seek Phase 2 approval of a roof replacement project for Buildings A thru J (and connecting corridors). The scope would include all components of roof replacement, including addressing any secondary drainage. The college initially had plans to do this work as multiple projects over several years but decided to lump together, hoping to save in construction costs as a larger project. The current roofs are over 25 years old and recent assessments have confirmed the need to expedite their replacement. Funding for this project is currently available and will come from college local funds.

6. OPERATING COSTS IMPLICATIONS
 Attach Form A-49 if any additional operating costs or savings will result from this request. This includes costs to be absorbed with current funding.

7. ESTIMATED PROJECT SCHEDULE AND EXPENDITURES
 Estimated Start Date: August 2016 Estimated Completion Date: October 2017
 Estimated Expenditures: Thru Current FY: \$26,500.00 After Current FY: \$2,727,568.00

8. ESTIMATES OF NEW/REVISED PROJECT COSTS

PROJECT #	6109
------------------	------

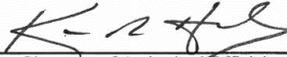
- 1. _____ Land Purchase ----> Land: _____ Acres
- 2. _____ Building Purchase ----> Floor Space: _____ Gross Square Feet
- 3. 108,260.00 Professional Services Fees
- 4. _____ Equipment and/or Materials ----> Information Technology _____
- 5. _____ Site Development
- 6. _____ New Construction ----> Floor Space: _____ Gross Square Feet
- 7. _____ Renovations - Building Interior ----> Floor Space: _____ Gross Square Feet
- 8. _____ Renovations - Utilities
- 9. 2,405,280.00 Roofing - 26 Roof Age
- 10. _____ Renovations - Building Exterior
- 11. _____ Other Permanent Improvements
- 12. _____ Landscaping
- 13. _____ Builders Risk Insurance
- 14. _____ Other Capital Outlay
- 15. _____ Labor Costs
- 16. _____ Bond Issue Costs
- 17. _____ Other: _____
- 18. 240,528.00 Contingency

\$2,754,068.00 TOTAL PROJECT BUDGET

ENVIRONMENTAL HAZARDS	
Identify all types of significant environmental hazards (including asbestos, PCB's, etc.) present in the project and the financial impact they will have on the project. Type: _____	
<u>Cost Breakdown</u>	
Design Services	\$ _____
Monitoring	\$ _____
Abate/Remed	\$ _____
Total Costs	\$ _____ 0.00

9. PROPOSED SOURCE OF FUNDING

Source	Previously Approved Amount	Increase/Decrease	Original/Revised Budget	Transfer to/from Proj. #	Rev Object Code	Treasurer's ID Number	Rev Sub Fund	Exp Sub Fund
(0) CIB, Group			0.00 0.00		8115		3043	3043
(1) Dept. CIB, Group			0.00 0.00		8115		3143	3143
(2) Institution Bonds			0.00 0.00					3235
(3) Revenue Bonds			0.00 0.00					3393
(4) Excess Debt Service			0.00 0.00					3497
(5) Capital Reserve Fund			0.00 0.00		8895		3603	3603
(6) Appropriated State			0.00 0.00		8895	68800100	1001	3600
(7) Federal			0.00 0.00			78800100		5787
(8) Athletic			0.00 0.00			88800100		3807
(9) Other (Specify) College Local Funds	50,000.00	2,704,068.00	2,754,068.00 0.00 0.00			98800100		3907
TOTAL BUDGET	\$50,000.00	\$2,704,068.00	\$2,754,068.00					

10. SUBMITTED BY:  VP Business 5/11/16
 Signature of Authorized Official and Title Date

11. APPROVED BY: _____
 (For Department Use Only) Authorized Signature and Title Date

**ADDITIONAL ANNUAL OPERATING COSTS / SAVINGS
RESULTING FROM PERMANENT IMPROVEMENT PROJECT**

1. AGENCY Code H59 Name Orangeburg Calhoun Technical Colleg

2. PROJECT Project # 6109 Name OCtech Re-Roofing Project - Buildings A thru J and connecting corridors

3. ADDITIONAL ANNUAL OPERATING COSTS / SAVINGS. (Check whether reporting costs or savings.)

COSTS SAVINGS NO CHANGE

4.

TOTAL ADDITIONAL OPERATING COSTS / SAVINGS				
Projected Financing Sources				
(1)	(2)	(3)	(4)	(5)
Fiscal Year	General Funds	Federal	Other	Total
1)	\$	\$	\$	\$ 0.00
2)	\$	\$	\$	\$ 0.00
3)	\$	\$	\$	\$ 0.00

5. If "Other" sources are reported in Column 4 above, itemize and specify what the other sources are (revenues, fees, etc.).
The college does anticipate a slight decline in roofing repair expenditures in future years but there is no way to quantify.

6. Will the additional costs be absorbed into your existing budget? YES NO
If no, how will additional funds be provided?

7. Itemize below the cost factors that contribute to the total costs or savings reported above in Column 5 for the first fiscal year.

	<u>COST FACTORS</u>	<u>AMOUNT</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
	TOTAL	\$0.00

8. If personal services costs or savings are reported in 7 above, please indicate the number of additional positions required or positions saved. _____

9. Submitted By: *K. Kelly VP Business* *5/11/16*
Signature of Authorized Official and Title Date

**PERMANENT IMPROVEMENT PROJECT INFORMATION FORMAT
FOR PHASE II CONSTRUCTION BUDGET**

1. What is the total projected cost of the project and what is it based on? Please attach a summary of the costs prepared during the A&E pre-design phase to support the total cost.

The total projected cost of the project is \$2,754,068. The A1 previously submitted for Phase 1 was \$2.1 million and based on internal estimates for similar work a few years ago. The revised amount is based estimates provided by the architect during the A&E pre-design phase. The amount includes construction costs, A&E fees, and a 10% contingency. Documents from the architect are attached.

2. What is/are the source(s) of funds for the construction? If any private or federal funds are included, please attach a letter guaranteeing the availability of the funds.

College local funds in the college's capital projects account.

3. What is your agency/institution's definition of each fund source to be used for construction? (If any type of fee makes up a portion of the source, what is the fee called, what is the fee amount, and when it was put in place. If there is a statutory authority authorizing the use of the funds for capital projects, please cite the code section.)

The funds in the capital projects account usually result from excess operating revenues over expenses. Each year the college transfers excess funds to the capital projects account to be used for projects. Basically, it is excess tuition revenues. No state funds are included in the transfer, as all state appropriations are used for salaries and benefits each year.

4. What is the current uncommitted balance of funds for each source listed in 3 above?

As of this date, the college has \$2,754,068 of funding available in the capital projects fund for this project. In addition, there is approximately \$1.5 million of additional uncommitted funds to address future maintenance and repair needs.

5. If institution or revenue bonds are included as a source, when were the bonds issued? If not issued yet, when is the bond resolution expected to be brought for State Fiscal Accountability Authority approval?

The college has no institution or revenue bonds and has no plans to incur debt or issue bonds for this project.

6. If a student fee is used to fund debt service, what is the current amount of the fee annually or by semester? Please specify which.

The college has no student fees to fund debt service.

7. Will the use of any funds for construction require an increase in any student fee or tuition? If so, please explain in detail.

No

8. Will the project be LEED certified for energy savings and conservation and if so, at what level will it be certified? For projects requiring or using LEED certification, please attach the required cost-benefit analysis and a checklist of items to be used to achieve LEED points or a description of the energy measures to achieve LEED.

No.

9. What energy savings/conservation measures will be implemented within the project if the project will not be LEED certified? For projects that do not require/use LEED, please provide a paragraph on energy savings measures to be implemented as part of the project. If there are no energy savings measures included, please state that and explain why.

The project is re-roofing only. The college could potentially recognize some energy savings with better insulated roofs.

10. What is the projected date (month and year) for execution of the construction contract?

August 2016

11. What is the projected date (month and year) for completion of construction?

October 2017

12. What program(s) are to be included in the constructed or renovated space?

Various programs are impacted, as this involves multiple buildings on campus. These buildings house faculty and staff offices, classrooms, labs, a lecture hall, and the library.

13. What is the total square footage of the building to be renovated or constructed?

The estimated square footage of the roofs and corridors requiring work is 145,000 sq ft

14. If a portion of the building is to be renovated, what is the square footage of the portion that will be included in the renovation?

This project is only for re-roofing.

15. What is the current age of the building or building systems to be renovated?

The buildings range in age from 40-45 years. The current roofs are approximately 26 years old.

16. If any new space is being added to the facility, please provide demand/usage data to support the need.

No new space being added.

17. What are the estimated numbers of students, faculty, staff and/or clients that are expected to use the space affected by the project or the entire building? (Answer for as many as are applicable.)

The 10 buildings being re-roofed contain the following: offices for 85 faculty and/or staff, 20 classrooms with an average capacity of 21 each, 15 labs with an average capacity of 21, one large computer lab with a capacity of 90, one large lecture room with a capacity of 180, and the college's library.

18. If the construction cost increased significantly from the internal estimate (30% or more), what factors caused the cost to increase?

The college was using internal estimates based on previous roofing work done several years ago. This did not reflect increases in product costs, labor costs, or current market conditions.

19. If the contingency is more than 10%, please explain why.

Contingency is set at 10%

20. If funds are being transferred from another project, what is the current status of the project from which funds are being transferred?

No funds being transferred from another project.

21. Has the project been included in a previous year's CPIP? If so, what was the last year the project was included and for which year, 1-5?

The project has been included in the 2015 and 2016 CPIPs. It is on the 2016 CPIP as a Yr 2 project.

22. What are the economic impacts of the project, including job creation and retention? If there are none, please explain.

N/A. This project is a re-roofing project for multiple existing buildings on campus.

23. How will your agency/institution address and fund maintenance of this facility construction/renovation?

N/A. No additional recurring costs will be incurred as a result of this project.

24. If your agency/institution has a deferred maintenance account, what is the name of the account and what is its current uncommitted balance?

The college does not have an account specifically for deferred maintenance. The college includes funds annually in its operating budget for routine maintenance. The college has been able to minimize deferred maintenance by having a system of planned maintenance projects. Funding for large maintenance projects comes from the college's capital projects account.

25. If how maintenance will be addressed and funded for this facility construction/renovation has not been determined yet, what steps are in place to begin to address how your agency/institution will fund maintenance to this and other agency/institution facilities?

N/A

YORK TECHNICAL COLLEGE

PROJECT NAME: Library Expansion & Learning Commons Construction
PRIORITY NUMBER: 1
REQUESTED ACTION: Change Source of Funds, Revise Scope
REQUESTED ACTION AMOUNT: \$1,495,938.75
INITIAL CHE APPROVAL DATE: 6/20/2012

<u>Project Budget</u>	<u>Previous</u>	<u>Change</u>	<u>Revised</u>
Professional Service Fees	\$835,571	\$61,992	\$897,563
Equipment and/or Materials	\$0	\$348,194	348,194
Site Development	\$147,518	\$531,540	\$679,058
New Construction	\$6,426,732	(\$2,510,787)	\$3,915,945
Interior Building Renovations	\$1,928,979	\$906,706	\$2,835,685
Other Permanent Improvements (Additional Casework)	\$161,715	(\$161,715)	\$0
Landscaping	\$10,000	(\$10,000)	\$0
Builders Risk Insurance	\$9,600	(\$9,600)	\$0
Other (Chapter 1 & Chapter 17 Inspection Services)	\$28,000	(\$28,000)	\$0
Other (Inspections/Material Testing/LEED)	\$0	\$299,188	\$299,188
Contingency	\$424,810	\$572,482	\$997,292
Total	\$9,972,925	\$0	\$9,972,925

<u>Source of Funds</u>	<u>Previous</u>	<u>Change</u>	<u>Revised</u>
College Capital Reserve Funds	\$8,476,986.25	\$1,495,938.75	\$9,972,925
YTC Foundation	\$1,495,938.75	(1,495,938.75)	\$0
Total	\$9,972,925	\$0	\$9,972,925

DESCRIPTION:

The College requests approval to start Phase II of the Library Expansion & Learning Commons Construction project. This project was originally approved through the FY2013-14 CPIP, and was staff approved for Phase I as an interim project in June 2012. The scope of the project in June 2012 included a 31,507-square-foot addition, which consisted of a first floor addition of 17,092-square-feet and a second floor addition of 14,415-square-feet. An estimated 1,242-square-feet of the current library was to be renovated.

The current project revision seeks to renovate 20,480-square-feet of the current library, which is an increase of 19,238-square-feet from the June 2012 project proposal, and to construct a library addition of 14,130-square-feet, which is a decrease of 17,377-square-feet from the June 2012 project proposal. A second floor addition is no longer included in the project scope.

The College also seeks to change \$1,495,938.75 in the source of funds from the York Technical College Foundation to the College Capital Reserve Funds, which are excess revenues generated by college operations. When the College began planning for the Learning Commons in 2010, the College did not have sufficient funds in its College Capital Reserve Funds to complete the Learning Commons project without help from the York Technical College Foundation. Thus, the initial CPIP included the Foundation as a funding source for this project. In 2016, the College's financial position had improved enough so it can cover the complete cost of the Learning Commons project.

The Learning Commons project is included in the College's Master Plan. The existing Library will be renovated and an addition will be added to the East and South ends of the current building. The

renovation and expansion of the library has a twofold purpose. First, the Library/Learning Commons will essentially serve as the hub of student campus life and will provide library resources, private study areas, group collaboration areas, bookstore, and food service operations. Secondly, other programs and services will be brought to this building to support student retention and job placement. Some of these programs include Academic Coaching & Tutoring, Career Resources, Information Services Help Desk, Work-Based Learning, and Instruction Development.

Approximately 20,480-square-feet of the existing building will be renovated and 14,130-square-feet will be added to allow additional space for student and group work areas as well as café and dining seating. Total project square footage is estimated at 34,610. The purpose of the Learning Commons concept is to create an atmosphere of community and a place for students and faculty to gather and collaborate.

E&G MAINTENANCE NEEDS REDUCTION:

The project will alleviate a portion of the \$34,792 in existing maintenance needs.

ANNUAL OPERATING COSTS/SAVINGS:

Utilities, maintenance, custodial services, and benefits will require additional operating costs of \$38,992 in the first year, \$40,162 in the second year, and \$41,367 in the third year following project completion.

RECOMMENDATION:

Staff recommends approval of this project as proposed.

FOR BOARD USE ONLY	
CHE	_____
JBRC	_____
BC Board	_____
JBRC Staff	_____
BC Staff	_____
A-1 Form Mailed	_____
SPIRS Date	_____
Summary	_____

(For Board Use Only)
SUMMARY NUMBER
FORM NUMBER

BUDGET AND CONTROL BOARD - PERMANENT IMPROVEMENT PROJECT REQUEST

1. AGENCY
 Code H59 Name York Technical College
 Contact Person Robert Brown Phone (803) 981-7375

2. PROJECT
 Project # 6056 Name York - Library Expansion and Learning Commons Construction
 Facility # TBD Facility Name Library and Learning Commons

County Code	46
New/Revised Budget	\$9,972,925.00

Project Type	Renovate / Construct
Facility Type	Program/Academic

3. CPIP PROJECT APPROVAL FOR CURRENT FISCAL YEAR
 CPIP priority number 1 of 2 for FY 2016

4. PROJECT ACTION PROPOSED (Indicate all requested actions by checking the appropriate boxes.)

Establish Project	<input type="checkbox"/>	Decrease Budget	<input type="checkbox"/>	Close Project	<input type="checkbox"/>
Establish Project - CPIP	<input type="checkbox"/>	Change Source of Funds	<input type="checkbox"/>	Change Project Name	<input type="checkbox"/>
Increase Budget	<input checked="" type="checkbox"/>	Revise Scope	<input type="checkbox"/>	Cancel Project	<input type="checkbox"/>

5. PROJECT DESCRIPTION AND JUSTIFICATION

(Explain and justify the project or revision, including what it is, why it is needed, and any alternatives considered. Attach supporting documentation/maps to fully convey the need for the request.)

This project is being submitted for Phase II approval. The Library Expansion & Learning Commons Construction project is included in the College's Master Plan. The existing Library will be renovated and an addition will be added to the East and South ends of the current building. The renovation and expansion of the library has a two fold purpose: First, the Library/Learning Commons will essentially serve as the hub of student campus life and will provide library resources, private study areas, group collaboration areas, bookstore & food service operations. Secondly, other programs/services will be brought to this building to support student retention and job placement. Some of these programs include Academic Coaching & Tutoring, Career Resources, Information Services Help Desk, Work-Based Learning, and Instruction Development. Approximately 20,480 SF of the existing building will be renovated and a 14,130 SF will be added to allow additional space for student/group work areas as well as cafe/dining seating. Total project square footage is estimated at 34,610. The purpose of the Library/Learning Commons concept is to create an atmosphere of community and a place for students and faculty to gather and collaborate.

6. OPERATING COSTS IMPLICATIONS

Attach Form A-49 if any additional operating costs or savings will result from this request. This includes costs to be absorbed with current funding.

7. ESTIMATED PROJECT SCHEDULE AND EXPENDITURES

Estimated Start Date: February 2013 Estimated Completion Date: August 2018
 Estimated Expenditures: Thru Current FY: \$149,590.00 After Current FY: \$9,823,335.00

8. ESTIMATES OF NEW/REVISED PROJECT COSTS

PROJECT #	6056
------------------	------

1. _____ Land Purchase ---->
 2. _____ Building Purchase ---->
 3. 897,563.00 Professional Services Fees
 4. 348,194.00 Equipment and/or Materials ---->
 5. 679,058.00 Site Development
 6. 3,915,945.00 New Construction ---->
 7. 2,835,685.00 Renovations - Building Interior ---->
 8. _____ Renovations - Utilities
 9. _____ Roofing - _____ Roof Age
 10. _____ Renovations - Building Exterior
 11. _____ Other Permanent Improvements
 12. _____ Landscaping
 13. _____ Builders Risk Insurance
 14. _____ Other Capital Outlay
 15. _____ Labor Costs
 16. _____ Bond Issue Costs
 17. 299,188.00 Other: Inspections/Material Testing/ LEED
 18. 997,292.00 Contingency
- \$9,972,925.00 TOTAL PROJECT BUDGET

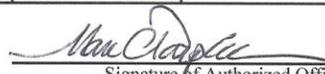
Land: _____ Acres
 Floor Space: _____ Gross Square Feet
 Information Technology _____
 Floor Space: 14,130 Gross Square Feet
 Floor Space: 20,480 Gross Square Feet

ENVIRONMENTAL HAZARDS	
Identify all types of significant environmental hazards (including asbestos, PCB's, etc.) present in the project and the financial impact they will have on the project. Type: _____	
<u>Cost Breakdown</u>	
Design Services	\$ _____
Monitoring	\$ _____
Abate/Remed	\$ _____
Total Costs	<u>\$ 0.00</u>

9. PROPOSED SOURCE OF FUNDING

Source	Previously Approved Amount	Increase/Decrease	Original/Revised Budget	Transfer to/from Proj. #	Rev Object Code	Treasurer's ID Number	Rev Sub Fund	Exp Sub Fund
(0) CIB, Group					8115		3043	3043
(1) Dept. CIB, Group					8115		3143	3143
(2) Institution Bonds								3235
(3) Revenue Bonds								3393
(4) Excess Debt Service								3497
(5) Capital Reserve Fund					8895		3603	3603
(6) Appropriated State					8895	68800100	1001	3600
(7) Federal						78800100		5787
(8) Athletic						88800100		3807
(9) Other (Specify) College Capital Reserve Fund	149,590.00	9,823,335.00	9,972,925.00			98800100		3907
TOTAL BUDGET	\$ 149,590.00	\$ 9,823,335.00	\$9,972,925.00					

10. SUBMITTED BY:


 Vice President for Business Services
 Signature of Authorized Official and Title

May 11, 2016

Date

11. APPROVED BY:

(For Board Use Only)

 Authorized Signature and Title

 Date

ADDITIONAL ANNUAL OPERATING COSTS / SAVINGS
RESULTING FROM PERMANENT IMPROVEMENT PROJECT

1. AGENCY Code H59 Name York - Library Expansion and Learning Commons Construction

2. PROJECT Project # 6056 Name Library Expansion and Learning Commons Construction

3. ADDITIONAL ANNUAL OPERATING COSTS / SAVINGS. (Check whether reporting costs or savings.)

COSTS SAVINGS NO CHANGE

4.

TOTAL ADDITIONAL OPERATING COSTS / SAVINGS				
Projected Financing Sources				
(1)	(2)	(3)	(4)	(5)
Fiscal Year	General Funds	Federal	Other	Total
1) 2018-2019	\$	\$	\$ 38,992.00	\$ 38,992.00
2) 2019-2020	\$	\$	\$ 40,162.00	\$ 40,162.00
3) 2020-2021	\$	\$	\$ 41,367.00	\$ 41,367.00

5. If "Other" sources are reported in Column 4 above, itemize and specify what the other sources are (revenues, fees, etc.).
 Local County appropriations will be used to cover operational expenses.

6. Will the additional costs be absorbed into your existing budget? YES NO
 If no, how will additional funds be provided?

7. Itemize below the cost factors that contribute to the total costs or savings reported above in Column 5 for the first fiscal year.

<u>COST FACTORS</u>	<u>AMOUNT</u>
1. <u>Utilities (Elect, Gas, Water & Sewer)</u>	<u>\$3,110.00</u>
2. <u>Maintenance</u>	<u>23,152.00</u>
3. <u>Custodian - Personnel</u>	<u>12,730.00</u>
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
TOTAL	<u>\$38,992.00</u>

8. If personal services costs or savings are reported in 7 above, please indicate the number of additional positions required or positions saved. 0.5

9. Submitted By: *Man Charles* Vice President for Business Services May 11, 2016
 Signature of Authorized Official and Title Date

**PERMANENT IMPROVEMENT PROJECT INFORMATION FORMAT
FOR PHASE II CONSTRUCTION BUDGET**

1. What is the total projected cost of the project and what is it based on? Please attach a summary of the costs prepared during the A&E pre-design phase to support the total cost.

\$9,972,925.00 See attached summary from phase I construction cost estimate.

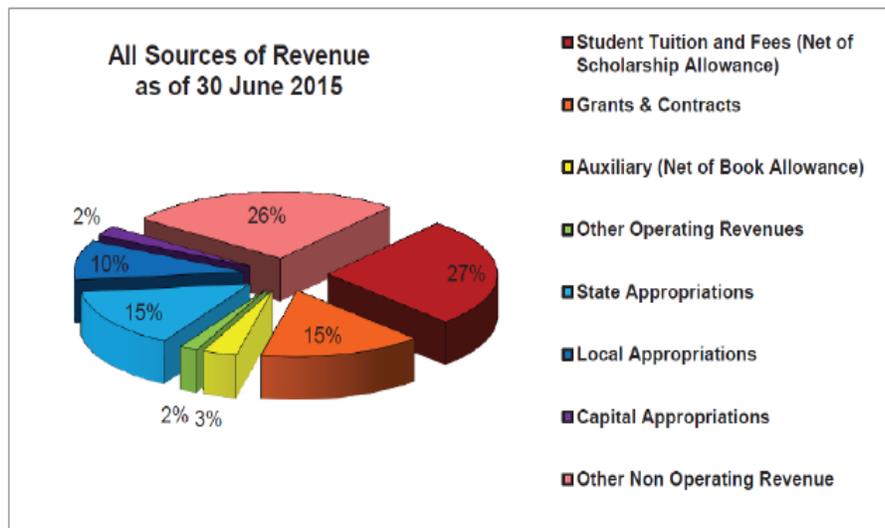
2. What is/are the source(s) of funds for the construction? If any private or federal funds are included, please attach a letter guaranteeing the availability of the funds.

York Technical College Capital Reserve Fund

3. What is your agency/institution's definition of each fund source to be used for construction? (If any type of fee makes up a portion of the source, what is the fee called, what is the fee amount, and when it was put in place. If there is a statutory authority authorizing the use of the funds for capital projects, please cite the code section.)

Capital reserve funds come from excess revenues generated by college operations.

Makeup of college revenues:



More than one-quarter of all revenues come from Pell and other Federal Financial Aid programs, which is approximately equal to actual student out-of-pocket expense. Because individual revenue dollars (with the exception of grant/contract programs that run zero cash flow) are not tracked as they are spent, it is impossible to say with absolute certainty what portion of net unrestricted assets come from student payments.

The college is reluctant to borrow; its preferred strategy is to save up sufficient funds to directly pay for capital activities without borrowing and incurring debt service charges. A consequence of this pay-as-you-go strategy is steady growth of the college's unrestricted fund balance prior to the start of major capital projects. At the end of FYE2015, YTC had a net unrestricted assets balance (net of long-term pension liability) of \$26.4M with no long-term debt.

4. What is the current uncommitted balance of funds for each source listed in 3 above?
The entire capital reserve fund is committed to master plan projects, so there is no uncommitted balance. As of 30 June 2015, \$16,359,740 were allocated to the capital reserve fund
5. If institution or revenue bonds are included as a source, when were the bonds issued? If not issued yet, when is the bond resolution expected to be brought for B&C Board approval?
N/A
6. If a student fee is used to fund debt service, what is the current amount of the fee annually or by semester? Please specify which.
N/A
7. Will the use of any funds for construction require an increase in any student fee or tuition? If so, please explain in detail.
No
8. Will the project be LEED certified for energy savings and conservation and if so, at what level will it be certified? For projects requiring or using LEED certification, please attach the required cost-benefit analysis and a checklist of items to be used to achieve LEED points or a description of the energy measures to achieve LEED.
Yes, LEED Silver See attached cost-benefit analysis and checklist.
9. What energy savings/conservation measures will be implemented within the project if the project will not be LEED certified? For projects that do not require/use LEED, please provide a paragraph on energy savings measures to be implemented as part of the project. If there are no energy savings measures included, please state that and explain why.
N/A
10. What is the projected date (month and year) for execution of the construction contract?
May 2017
11. What is the projected date (month and year) for completion of construction?
August 2018
12. What program(s) are to be included in the constructed or renovated space?
Library Services: Circulation, Reference, Archives, and information literacy.
Central Information Desk: Direction to all services, Check out/loan services to include books, learning objects, DVDs and other media. Tutoring Services sign in. Print Services.
Academic Coaching and Tutoring Center: Academic Coaching sessions, Academic Subject tutoring, Writing Center.
Career Resources: Career Assessment and Planning, Employability Skills, Work-based Learning, Cooperative Work Experience, Internship, and Apprenticeship.
Information Services Help Desk: Login and computing assistance, Computing and application training, Learning Management System assistance.
Bookstore & Food Services

13. What is the total square footage of the building to be renovated or constructed?

34,610 sf (20,480 sf renovation and 14,130 sf addition)

14. If a portion of the building is to be renovated, what is the square footage of the portion that will be included in the renovation?

20,480 sf

15. What is the current age of the building or building systems to be renovated?

24 years

16. If any new space is being added to the facility, please provide demand/usage data to support the need. **Approximately 14,000 of new space will be added to the building. This will allow the bookstore and food service operations to be under the same roof as the Library services. Also the addition of 14,000 sf will allow more student zones for both private and collaborative group study. The college's student success initiative will be supported by having the bookstore and food services in the same building as the Library services. This will provide students the opportunity for a meal or light snack and study/collaborate with other students and faculty. Our students want more spaces on campus that allow interactive and collaborative learning engagement or a place to relax between classes.**

The usage data for the Library over the past 3 years has increased significantly in the areas of database and computer usage by our students. Also our gate count has increased significantly as our students are looking for a place to touchdown. *See attached Library usage data.

17. What are the estimated numbers of students, faculty, staff and/or clients that are expected to use the space affected by the project or the entire building? (Answer for as many as are applicable.)

The college's annual enrollment is over 7,700 and we expect all of these students to use the Library/Learning Commons while they are on campus. We also believe that the majority of our faculty and staff will utilize the building each semester to meet with students, other faculty, or to have a meal/snack. We expect the new renovation/addition to provide over 300+ seats.

18. If the construction cost increased significantly from the internal estimate (30% or more), what factors caused the cost to increase?

N/A

19. If the contingency is more than 10%, please explain why.

N/A

20. If funds are being transferred from another project, what is the current status of the project from which funds are being transferred?

N/A

21. Has the project been included in a previous year's CPIP? If so, what was the last year the project was included and for which year, 1-5?

Yes, CPIP 2016 in Year 1.

22. What are the economic impacts of the project, including job creation and retention? If there are none, please explain.

This project does not directly create jobs, but because it is expected to improve student retention and success, which in turn creates a larger better-skilled workforce for the region, we believe that it will bring better jobs to York, Chester, and Lancaster counties.

By combining our Library Services, Food Services, Bookstore, Academic Coaching/Tutoring, Career Resources, and Help Desk under one roof, we will create for our students a "one-stop shop" for learning and collaboration. The Learning Commons will become the nexus for collaborative

learning and positive student outcomes. We believe that this concept will help our students stay engaged, provide easy access to a variety of program/services, and that our Career Resources will be able to help them gain employment immediately following graduation.

23. How will your agency/institution address and fund maintenance of this facility construction/renovation?

Local County funds will be used to address maintenance of this renovation/addition. All campus operations are funded by the local County.

24. If your agency/institution has a deferred maintenance account, what is the name of the account and what is its current uncommitted balance?

The college currently does not have any deferred maintenance projects. Ongoing maintenance is funded by the College's Maintenance Reserve and Local County Funds. \$1,000,000 of the college's unrestricted fund balance is allocated to the Maintenance Reserve, which in combination with local county funding of \$750,000 per year, is sufficient to deal with scheduled maintenance activities for the next 5 years.

25. If how maintenance will be addressed and funded for this facility construction/renovation has not been determined yet, what steps are in place to begin to address how your agency/institution will fund maintenance to this and other agency/institution facilities?

N/A, The College currently has a maintenance staff and plant operations are funded by local county funds which are used for maintenance of all buildings.

INFORMATION ITEM

Capital Projects & Leases Processed by Staff								
May 2016								
Date Approved	Project #	Institution	Project Name	Action Category	Budget Change	Revised Budget	Original Approval Date	Revised Building Condition Survey With Close-out
Maintenance Needs Projects using FY 2015-16 Lottery Allocation and Match								
5/19/2016	9613	The Citadel	FY 2014-15 Maintenance Needs ¹	Change Source of Funds	\$0	\$1,300,000	10/27/2014	-
5/19/2016	New	College of Charleston	2015-16 Maintenance Needs ²	Establish Project	\$390,000	\$390,000	5/19/2016	-
5/23/2016	9538	Lander University	2014-15 Maintenance Needs ¹	Change Source of Funds	\$0	\$292,719	10/27/2014	-
Routine Staff Approvals								
5/20/2016	6112	USC Columbia	North Energy Plant Expansion and Chilled Water Loop Extension	Establish Construction Budget	\$12,132,250	\$12,310,000	5/18/2015	-
¹ Incorporates FY15-16 Maintenance Needs in lieu of overmatched institutional support. ² See supporting narrative.								

Leases Processed by Staff						
May 2016						
Date Approved	Action	Institution	Project Name	Purpose/Additional Info	Rates	Term

COLLEGE OF CHARLESTON

PROJECT NAME: 2015-16 Maintenance Needs
REQUESTED ACTION: Establish Project
REQUESTED ACTION AMOUNT: \$390,000
INITIAL CHE APPROVAL DATE: 5/19/2016

<u>Source of Funds</u>	<u>Previous</u>	<u>Change</u>	<u>Revised</u>
FY2015-16 Lottery Funds	\$0	\$124,301.24	\$124,301.24
Institutional Capital Project Funds	\$0	\$265,698.76	\$265,698.76
<i>Total</i>	<i>\$0</i>	<i>\$390,000</i>	<i>\$390,000</i>

DESCRIPTION:

This project will provide for the design and replacement of the existing underground HVAC utilities under Green Way between the existing manholes located in the vicinity of the Randolph Hall water fountain and the intersection of College Way and Green Way. This project includes engineering services, trenching, excavation, and replacement of the approximately 45-year-old HVAC piping systems. Fill material and brick pavers will be re-installed. Landscape work will also be included.

E&G MAINTENANCE NEEDS:

N/A

ANNUAL OPERATING COSTS/SAVINGS:

N/A

RECOMMENDATION:

Staff recommends approval of this project as proposed.