



#### Administrative Policy

<b>Policy Title:</b>	<b>Michigan Capital Outlay</b>
<b>Policy Number:</b>	<b>LC-1206</b>
<b>Date Adopted:</b>	<b>2/8/2006</b>
<b>Version:</b>	<b>3.0</b>
<b>Review Cycle:</b>	<b>Annually</b>
<b>Date Last Reviewed:</b>	<b>8/1/2023</b>
<b>Office Responsible:</b>	<b>Business Office</b>
<b>Reviewing Committee:</b>	<b>Leadership Council</b>
<b>Related Policies:</b>	<b>Board Policy - Budget/Forecasting</b>
<b>Related Laws:</b>	<b>MI Management and Budget, PA 8 of 1999; Management and Budget Act, PA 431 of 1984; and the State Building Authority Act, PA 183 of 1964.</b>

#### **Policy Summary:**

Jackson College (JC) establishes this policy in order to comply with all policies and procedures mandated by the Joint Capital Outlay Subcommittee (JCOS) for the State of Michigan and as defined by the College Board of Trustees. This includes, but is not limited to, the filing of the Use and Finance Statement for College projects that exceed \$1.0 million.

#### **Scope:**

This policy applies to all projects that meet the criteria either stipulated by Michigan law, the JCOS, or the JC Board of Trustees

#### **Definitions:**

**Capital Outlay:** Shall mean any expenditure of funds, regardless of the source of funds, for acquiring land, buildings, equipment, or other properties or for their preservation, development, or permanent improvement in accordance with allowable expenses and the College's capital improvement plan. Projects that qualify as Capital Outlay shall include the following:

- Acquisition of land;
- Site development and improvements;
- Construction of new buildings and other structures;
- Major renovations, alterations and improvements to existing buildings and structures;
- Installation, alterations and replacement and extension of major site utility systems including sewer, gas, water, sub-surface drainage, electrical, mechanical and steam distribution systems;
- Installation, alteration, replacement and extension of major building systems including mechanical, electrical, energy management, security, fire protection, etc.; and
- Major initial fixed and movable equipment and furnishings for new buildings and structures and for additions and expansions to existing buildings and structures.

#### **Policy Statement:**

JC shall establish and maintain a five-year master plan. The plan shall include prioritized state-funded project requests, special maintenance needs, and an inventory of current facilities, including a professional assessment of the facilities respective condition.

Annually, the President, Chief Financial Officer, and the Chief Facilities and Logistics Officer shall meet to review the plan and determine what construction; renovation or maintenance projects are needed for the subsequent fiscal year. Assessment of high priority projects shall include cost



estimates.

Projects shall be classified as either Capital Outlay eligible projects or self-funded projects. For projects classified Capital Outlay eligible, a determination will be made regarding the funding availability to match the State's contribution. If it is determined matching funds are available, a Capital Outlay request along with the College's Master Plan will be submitted to Department of Management and Budget by the required due date.

For projects not requiring or ineligible for State funds exceeding \$1.0 million are required to be posted to the College's Budget and Performance Transparency Reporting webpage on or before June 30 and December 31 each year.

**Change Log:**

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
06/13/2012	1.0	Annual Review	M. Gieseke
07/12/2019	2.0	Review and Update to current process	D. Norris
8/1/2023	3.0	Review and Update to current process	J. Globoker