

Procedure Title: Facilities Planning and Construction
Procedure Number: 01-2006-0013
Board Policy Reference: IV.A. General Executive Direction
NWCCU Standard:

Accountable Administrator: Chief Operating Officer
Position responsible for updating: Director Facilities and Grounds
Original Date: 02-14-06
Date Approved by Cabinet: 08-16-11
Authorized Signature: *Signed original on file*
Date Posted on Web: 03-07-22
Revised: 07-27-11
Reviewed: 01-22

Purpose/Principle/Definitions:

The college will gather and analyze appropriate data to evaluate the college's facilities needs on a long-range basis. Such data will include, but not be limited to, enrollment projections, anticipated changes in the instructional program, analysis of community building plans, analysis of sites, and evaluation of present facilities.

The college shall prepare a five-year capital plan documenting new construction, remodeling, maintenance, equipment, and projects needed to meet the Americans with Disabilities Act, including requirements of the projects costs of meeting these needs.

The five-year plan shall be updated every two years.

Energy-Conserving Construction

The college recognizes the importance and need for energy conservation in the construction of new facilities.

Proposed construction and renovation projects that contain the most efficient energy-saving plans within an acceptable budget will have high priority. Energy-saving designs will be documented in the architectural evaluation and will comply with state requirements, educational specifications, and cost-control checklists as determined by the college.

Facilities will maintain a continuous study of energy problems and energy sources for future planning. As needed, the information will be distributed to the Chief Operating Officer and the President.

Capital Construction Program

The college may submit to voters, on any election date specified in Oregon Revised Statutes, the question of contracting a bonded indebtedness to build or renovate college buildings or to purchase college sites as provided by law. Before such a bond election, the college will communicate to the public the specific needs for facilities. The college will develop and communicate careful estimates of the amounts required for the project.

All new construction or alterations to existing buildings will ensure to the maximum extent feasible and in accordance with local, state, and federal regulations that facilities are readily accessible and usable by individuals with disabilities.

Following approval by the voters, the bonds to be issued will be advertised appropriately. The date of issue will be coordinated with tax collection dates, payments on bonds already outstanding, and favorable market conditions. Disposition of the bonds may be accomplished by public sale on a competitive bid or negotiated basis, as determined by the Board of Education.

The college will annually appropriate funds in the bonded debt service fund for the purpose of paying interest and principal on outstanding bonds. If sufficient funds are not available in the debt service fund, the Board of Education may authorize by resolution an inter-fund loan for the purpose of meeting debt service requirements.

The capital projects bond fund is the fund authorized by the approval of the bond issue. Initial receipts from the sale of bonds are deposited in, and actual expenditures made from, this fund. The Board of Education will adopt an annual budget appropriation resolution authorizing payments from the fund of the amounts needed to meet contractual obligations due architects, contractors, and other individuals or firms. The Board of education will receive periodic reports from the vice president of operations or the president on expenditures made from this fund as compared with original appropriations for various projects.

Legal References:

[OAR 589-003-0100](#)

[ORS 195.110](#)

[ORS 197.295 - 197.314](#)

[ORS Chapter 255](#)

[ORS Chapter 294](#)

[ORS 341.290](#)

[ORS 341.290 \(2\)](#)

Toxic Substances Control Act, 15 U.S.C. Sections 2601-2629, as amended by the Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. Sections 2641-2656.

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).