

COLLEGE AND UNIVERSITY CAPITAL NEEDS

COMMISSION ON HIGHER EDUCATION QUESTIONNAIRE TO INFORM THE LONG-RANGE PLANNING PROCESS

GENERAL INSTRUCTIONS

A principal objective of the higher education long-range planning process is to establish and implement funding policies and methodologies that provide sufficient and reasonably predictable state operating and capital support for colleges and universities in New Jersey. Other principal objectives call for increased capacity and enhanced quality. As we prepare to complete Stage I of the planning process, we must update information regarding the capital plans and needs of the colleges and universities to better inform recommendations to achieve these related objectives.

Please complete and return this questionnaire by August 27, 2003, based on your institution's current capital need projections through FY 2010. Completed questionnaires should be returned via email attachment to kkrishnan@che.state.nj.us. If your current plan covers a shorter period, we encourage you to extend projections through FY 2010 for the purposes of the planning process.

It is understood that available resources and other factors influence capital planning and that planning, particularly for the out years, is highly speculative. Nevertheless, the information requested in this questionnaire will provide valuable projections that are necessary as the plan is further developed to increase access to and quality of academic offerings and research.

The questionnaire, provided as an Excel spreadsheet with four tabs, may be expanded as needed to provide for the total number of projects at your institution. One spreadsheet should be completed for each institution – even those with multiple campuses. Institutions with more than one campus should identify the campus in each project name (e.g., New Library – Camden, Winants Hall renovation – NB).

SPECIFIC INSTRUCTIONS (TAB 1 - CAPITAL)

1. *Institution:* Begin the page with the institution name.
2. *Seq. No.:* List the projects in the order in which you anticipate they will commence, and assign a sequence number based on that order. That is, the first project that your institution plans to undertake will be #1, and so on. Twenty-nine project lines are available. If you have more than 29 projects, group tab 1 and tab 2 and insert additional rows as necessary.
3. *Project Name*:* Provide a brief descriptive name for the project. If your institution has more than one campus, include the campus identification in the project name (e.g., New Library – Camden). (The asterisk refers you to Tab 2 to provide a one-line project description for each project under Project Description column.)

4. *Type**: Identify the project as:
 - 1 – Academic
 - 2 – Administrative
 - 3 – Both Academic and Administrative (provide percentage breakdown on Tab 2 under Type 3 % Breakdown)
5. *Project Category*: Provide the total estimated amount of capital funds for the project in each applicable category. Some projects may have funding in only one category, while other projects may include several categories.

In the Technology Infrastructure and/or Capital Equipment categories, it is not necessary to provide unit detail, such as the number of PCs or specific scientific equipment needed. Instead, report aggregate technology infrastructure and equipment costs for the particular construction or renovation project. In the case of a project that involves only Technology Infrastructure and/or Capital Equipment and is not part of a construction or renovation project, the aggregate costs should be listed, and the project name should reflect whether it is primarily academic or administrative (e.g., academic computing equipment, laboratory equipment, academic/administrative wiring upgrade).

Definition of Project Categories

New Construction is the total cost of a construction project for new facilities or the addition of building area or volume.

Major Renovation is the significant restructuring or modernization of a facility, which will allow the occupancy of previously unoccupied space or a change in the space utilization of the facility.

Acquisition projects should be limited to the purchase, either outright or through lease/purchase, of facilities and land. Do not include the purchase of capital equipment or computer equipment.

Infrastructure improvement projects include the delivery of water supplies, energy efficiency improvements, and construction of roads, parking lots, and sidewalks.

Technology Infrastructure means video, voice, and data telecommunications equipment and linkages, including transport services and network interconnections.

Capital Equipment means any property consisting of, or relating to, scientific, engineering, technical, computer, communications, or instructional equipment.

6. *Funds Identified* (\$)*: Indicate the amount of any funds already identified for the specific project. This does not refer to possible means of funding the project; rather list only funds that the institution has already specifically determined will be used to support the project. (For example, an institution may have \$500,000 in donor funds for a project that they will combine with \$2.0 million from the Capital Improvement Fund. Or, an institution may have decided to issue bonds to support all or a portion of the costs.) It is expected that many projects, especially those not planned to start for several years, will not have identified funds. The asterisk directs you to Tab 2 to list the source(s) of the identified funds.
7. *Project Rationale*: Use up to three codes from the “Rationale Code” list below to describe the main reason(s) for undertaking the project.

Rationale Code

- A. Expanding/renovating to accommodate current student population
 - B. Expanding/renovating to accommodate growing number of students
 - C. Replacing or renovating obsolete facility
 - D. Increasing research capacity
 - E. Changing teaching methodology
 - F. Changing space to accommodate technology
 - G. Enhancing technology infrastructure/capital equipment
 - H. Expanding to accommodate an increased number of faculty and/or administrative staff
 - I. Other (explain)
8. *Total*: The amount of funds needed in each category will be totaled automatically.

SPECIFIC INSTRUCTIONS (TAB 2 – PROJECT DESCRIPTION)

1. *Project Description*: Provide a one-line description of the project (e.g., New library on site of 100 year-old existing library, nearly doubling space and providing state-of-the-art technology).
2. *Type3- % Breakdown*: If the project is coded as Type 3 on Tab 1, provide the percentage of Academic and Administrative space. For example: 90% Acad., 10% Adm.
3. *Source(s) of Identified Funds*: If you reported an amount of Funds Identified on Tab 1, list source(s) and the amount from each source (e.g., Chapter 12 - \$1 million, Donor - \$500,000).

SPECIFIC INSTRUCTIONS (TAB 3 – PROJECT NARRATIVE)

Narrative: Provide more detailed information on up to three (3) of the institutions most important capital projects. This information should provide a brief description that will succinctly convey the substance and benefits of the project. Two examples:

Addition to Science Building: 10,000 square feet of research laboratory space will be added to XYZ Hall. Equipped with state-of-the-art laboratory equipment, this additional space will accommodate approximately 250 more biochemistry students. Research space will also support the work of students and faculty in the areas of biochemistry and pharmacology.

Renovation of Library: The entire interior of ABC Library, built in 1922, will be restructured to accommodate current needs. Fifty percent more space will be devoted to computing stations with on-line research capabilities. In addition, the mechanical functions of the building will be updated to provide more reliable and accurate climate control for document preservation and proper lighting and soundproofing will be installed.

SPECIFIC INSTRUCTIONS (TAB 4 - OTHER)

1. *Total Capital Need:* Provide the total capital need for FY 2004-FY 2010 in each category: Compliance, Deferred Maintenance, and Preservation/Maintenance.
2. *Capital Need Not Accounted for on Tab 1:* It is important to acknowledge that some portion of current compliance, deferred maintenance, and preservation/maintenance will be accounted for through new construction and renovation. Provide the amount of capital need in the compliance and deferred maintenance categories that will not be addressed by the projects included on Tab 1. This will require you to deduct from the amount of total capital need in each of the three categories the amount that will be addressed through projects listed on Tab 1.

Definition of Project Categories

Compliance projects are those whose purpose is to comply with federal or state laws and regulations. Such projects usually have specific compliance standards and penalties for non-compliance. The category also includes projects necessary to comply with permits and environmental regulations.

Deferred Maintenance is defined as preservation and maintenance projects that were not performed in the time period in which they were scheduled or first identified due to fiscal or other conditions, the result of which is physical deterioration or loss in value of a plant (capital) asset.

Preservation/maintenance projects are those for regularly scheduled repair, replacement, rehabilitation, upgrade, or maintenance of plant assets to preserve and maintain facilities for their intended use. Preservation/maintenance projects address the repair, replacement, rehabilitation, and upgrade of electrical systems, heating, ventilation & air conditioning (HVAC) systems, roofs, security systems, as well as critical repairs to the structure itself.

3. *Funds identified:* If funds have been identified to meet any of the estimated need, provide the dollar amount.
4. *Source of Identified Funds:* Provide a description of the source of funds identified above. For example, \$500,000 of current year operating funds will be used for deferred maintenance projects.
5. *Anticipated Debt Load for FY 2004:* Report the anticipated capital debt liability for the institution for academic and administrative facilities for FY 2004. Exclude debt issued and paid for by the state (e.g., an institution should include only its 25% share of the debt service for equipment leasing bond funds allocated to the institution). Community colleges should report debt issued on their behalf, including the county share of Chapter 12 bond funds.
6. *Enrollment Capacity:* Provide the actual academic year 2002 – 2003 enrollment headcount in the cell provided. Assume that the projects listed on Tab 1 are undertaken, and estimate the enrollment capacity for 2009 - 2010 in the second cell.

If you have any questions, contact Kris Krishnan or Nancy Style at 609-292-4310.