

**BOARD POLICY  
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**Facilities Planning and Design**

**Educational Specifications**

To ensure that all new and remodeled facilities are designed to best implement the educational program of the College, the President will provide for the development of detailed educational specifications to apply to the design and construction of new or remodeled buildings. The preparation of educational specifications will serve the following purposes:

1. Clarify and consolidate the thinking of the staff, administration, Board and community on the needs, desires and objectives of educational programs to be conducted within the proposed new or remodeled building; and
2. Organize important information in a manner that can be easily and clearly interpreted by an architect.

When educational specifications are prepared, an introductory section will be devoted to a brief description of the community, enrollment trends, and the educational philosophy of the College. Educational specifications are detailed descriptions of the following items:

1. Activities that will take place in the building;
2. Organization of instruction and curriculum to be housed in the building;
3. Specific architectural characteristics desired;
4. Facilities needed, equipment required and space relationship to other facility elements; and
5. Pertinent budget and other governing factors.

The persons involved in developing educational specifications should include the Board, which adopts policies, approves final specifications, employs the construction management firm and provides the budget; the President, who provides administrative leadership, interpretation and evaluation; instructors, staff members, students and patrons, who utilize the facilities; and the construction manager and architect, who develop plans for the facility. Input will be sought from other stakeholders as appropriate and necessary.

Consultants may be used in the development of educational specifications when deemed necessary by the President and the Board of Trustees.  
(approved 3/29/04)

## **FACILITIES DEVELOPMENT**

**Policy 7120**  
**(Regulation 7120)**

### **Facilities Planning and Design**

#### **Procurement of Architects, Engineers and Land Surveyors**

The College may need to engage the services of an architect, engineer, or land surveyor when capital improvement or other College needs arise. The College recognizes that hiring architects, engineers, or land surveyors who have performed acceptable work for the College in the past promotes continuity, efficiency and quality. The College also recognizes that a construction management firm retained by the College may wish to work with a particular architect, engineer, or land surveyor with whom it has a solid working relationship. The College will observe the procedures as outlined in Regulation 7120 when selecting architectural, engineering, or land surveying services.

Under this policy, the terms *architect*, *land surveyor*, and *professional* include, but are not limited to, any individual, firm, partnership, corporation or other entity providing architectural, engineering, or land surveying services.

(approved 3/29/04)

## **FACILITIES DEVELOPMENT**

**Policy 7130**  
**(Regulation 7130)**

### **Facilities Planning and Design**

#### **Construction Manager Selection**

The Board of Trustees may desire to engage the services of a construction manager when planning, designing, improving, altering, repairing, or constructing a building or structure. The College recognizes the need to enter into contracts with qualified construction managers at a price the College considers to be fair and reasonable. It shall be the formal policy of the College to observe the procedures set forth in its administrative regulations when the College determines that construction management services are needed.

(approved 3/29/04)

**FACILITIES DEVELOPMENT**

**Policy 7140**  
**(Regulation 7140)**

**Facilities Planning and Design**

**Change Orders**

Facilities construction projects may require unanticipated changes in order to successfully complete the work that has been approved. The President may approve time-sensitive change orders up to \$5,000. All change orders above \$5,000 must be approved by the Board of Trustees.

(approved 7/25/05)

## **FACILITIES DEVELOPMENT**

**Policy 7210**  
**(Regulation 7210)**

### **Facilities Construction**

#### **Construction Contracts, Bidding and Awards**

The construction contracts shall be awarded to the best bidders whose bids are in accordance with the Board-approved plans and specifications and who have provided the required security. The Board reserves the right to waive any informalities in or reject any or all bids or any part of any bid. No bid for the construction, alteration, or repair of any building shall be accepted if it does not conform to the Board approved plans and specifications.

(approved 1-23-06)

## **FACILITIES DEVELOPMENT**

**Policy 7220**

### **Facilities Construction**

#### **Board Inspection and Acceptance**

The Board of Trustees shall withhold the acceptance of new construction until all details are complete, the buildings are certified complete by the President in consultation with the construction manager, and the appropriate municipal entity has issued a Certificate of Occupancy for all construction.

(approved 3/29/04)

## **FACILITIES DEVELOPMENT**

**Policy 7310**  
**(Regulation 7130)**

### **Naming Facilities**

#### **Recognition Opportunities**

The College may from time-to-time, honor or memorialize certain individuals or organizations in recognition of extraordinary contributions to the College. These contributions may include financial gifts or time and talent devoted to the College by community members. The appropriate recognition opportunities will be identified by executive staff and recommended by the President to the Board of Trustees. The Board of Trustees will deliberate and evaluate options, and make the final decision on the recommendation.  
(approved 3-3-05)