

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Kassy Fisher, Assoc VP for Campus Services and Chief of Staff to the VPFA
Policy Title & Policy :	Allocation of Building Use Credits
Submitted on Behalf Of:	Jamie Moffitt, Vice President for Finance and Administration (VPFA)
Responsible Executive Officer:	Vice President for Finance and Administration (VPFA)
Current Policy # (if applicable):	Former UO Policy 06.00.03

SELECT ONE: New Policy Revision Repeal
Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: Yes No
If yes, which attorney(s): Jessica Price

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

This policy, created in 1985, describes procedure for the distribution and use of “building use credits,” funds set aside from the overhead generated from grants and contracts to be used for remodeling projects.

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

Related policies:

Campus Planning, IV.07.07, updated in 2017

Real Property, Space Use and Facilities Planning, IV.07.06, updated in 2017

Related processes:

Space allocation, <https://provost.uoregon.edu/space>

Initiating projects, <https://cpfm.uoregon.edu/design-construction>

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

This policy, created in 1985, describes a very detailed procedure. Procedures do not belong in “big P” policy. More important, however, is that the procedure described does not reflect current practice for the university with regard to implementation of facilities projects. Furthermore, building use credits do not exist.

AFFECTED PARTIES

Who is impacted by this change, and how?

Parties cited in this policy include the VP for Research, deans, directors (and their respective vice presidents), VP for Administration, and Campus Planning.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
Cass Moseley	Office of VP for Research	Nov 2018
Brad Shelton	Office of the Provost/former Interim VP for Research	Nov 2018
Mike Harwood	Campus Planning and Facilities Management	Nov 2018

POLICY TEXT- To be repealed

Building Use Credits (Allocation of)

Last Updated:

03/01/1985

Effective Date:

03/01/1985

Reason for Policy:

To explain the policy and procedures to be followed in the allocation of Building Use Credits.

[Office of the VP of Research and Graduate Studies](#)

[Rich Linton, Vice President](#)

Policy Statement:

Procedure:

The University periodically distributes Building Use Credits funds to Schools, Colleges and administrative units for various small rehabilitation and remodeling projects. These funds are derived from the overhead

generated by grants and contracts performed within the University. The use of these funds is limited to facility renovation and rehabilitation. The Oregon State Board of Higher Education Financial Administration Standard Operating Manual Section 01.26A and Section 0.04D outline Board guidelines for the expenditure of Building Use Credits.

1. Building Use Credits are distributed four times a year to provide a relatively timely response to critical situations. Quarterly distribution tends to even out the workload for estimators, designers and other Facilities Services workers who may be engaged in the implementation of these projects.
2. Requests from Deans and Directors should be directed to the appropriate Vice-President or to that Vice President's designee. Each Dean and Director should determine how best to solicit requests from department heads and others within that individual's jurisdiction.

Building Use Credit requests are to be made by a simple memorandum. The request should describe the need for the proposed project, outline generally the nature of the proposed improvement, and identify the building(s) and room(s) involved. It also should include a reasonably recent and reliable estimate of costs to be obtained from the Facilities Services estimator.

3. As soon as a proposal is received, it will be reviewed by the Vice-President to determine the extent and urgency of need and its eligibility for funding from Building Use Credits. Simultaneously, it will be reviewed by the Campus Planning Office to determine the necessity for further review by others, including the Campus Planning Committee. If additional reviews are required or if the proposal presents programmatic questions requiring additional consultation, appropriate referrals will be made automatically and the affected Dean(s) or Director(s) will be notified.

4. In mid-February, May, August and November, the President and Vice-Presidents will review proposals collected and cleared during the preceding three months. The amount of funds available for the quarterly distribution will be determined, and the relative priorities of the proposals in hand will be established.

5. Projects approved for funding will be identified, and the Vice President for Resource Management will be instructed to request the Board's Office to transfer the funds.

Deans and Directors will be advised of the status of their requests. Proposals given priority but not funded will be carried forward to the next cycle, where they will be evaluated in relation to other proposals then under consideration.

6. Upon notification of OSSHE approval, the Vice-President for Administration will authorize Facilities Services to proceed with project implementation.

Reviewed and Approved By:

President's Staff

Date:

03/01/1985

Issued by:

Vice-President for Administration

Date:

03/01/1985

Revision History: 02/08/2010 Policy number revised from 6.000 to 06.00.03

Original Source: UO Policy Statement

Reason for Policy

To explain the policy and procedures to be followed in the allocation of Building Use Credits.

Entities Affected by this Policy

Web Site Address for this Policy

<http://policies.uoregon.edu/policy/by/1/06-finance-and-business-affairs/building-use-credits-allocation>

Responsible Office

Office of the Vice President of Finance and Administration: 541-346-3003, vpfa@uoregon.edu

Enactment & Revision History

02/08/2010 Policy number revised from 6.000 to 06.00.03
Reviewed and Approved By: President's Staff 03/01/1985
Issued by: Vice-President for Administration 03/01/1985

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Related Resources

NA