



UTAH SYSTEM OF  
HIGHER EDUCATION

# MEMORANDUM

TAB B

March 25, 2021

## **Revision of Board Policy R706, *Capital Facilities Master Planning***

Board Policy R706, *Capital Facilities Planning*, requires the Board to biennially approve institutional master plans and describes the requirements for submitting those plans to the Board. The proposed amendment to Board Policy R706 includes the delegation of annual master plan approval to institutional boards of trustees and requires institutions to submit a five-year capital plan to the Board of Higher Education. The proposal also changes the title of Board Policy R706 to *Capital Facilities Planning*.

### **Commissioner's Recommendation**

The Commissioner recommends the Board adopt changes to Board Policy R706 and re-title the policy *Capital Facilities Planning*, effective immediately.

## R706, Capital Facilities Planning

**R706-1 Purpose:** To provide institutions guidelines for capital facilities master planning and developing comprehensive five-year institutional capital plans.

### R706-2 References

**2.1.** Utah Code 53B-6-101 (Master Planning – Board Establishes Criteria to Meet Capital Budgetary Needs)

**2.2.** [Utah Code 53B-20-101](#) (Property of Institutions to Vest in State Board)

**2.3.** [Utah Code Title 63A, Chapter 5](#) (State Building Board – Division of Facilities Construction and Management)

**2.4.** [Policy and Procedures R701](#), Capital Facilities

**R706-3 Prioritizing Utilization and Efficiency:** The Utah Board of Higher Education seeks to maximize the effective and efficient use of state resources. Institutions' capital facilities plans shall emphasize the effective use of existing space, prioritize replacement and refurbishment over expansion, and focus on increased utilization of campuses.

**R706-4 Master Planning:** Institutions shall complete and maintain a comprehensive capital facilities master plan based on programmatic planning for new and existing facilities. Master plans should be realistic, achievable, and flexible.

**4.1** Master plans shall emphasize renovation, replacement, and improvements to existing capital facilities before additions for new space unless otherwise justified.

**4.2** Institutions shall be thorough and innovative in allocating and reallocating space within their existing physical assets, rather than relying on the addition of new space.

**4.3** The master planning process is continuous and the higher education environment is dynamic; therefore, institutions should review and update their master plans regularly to reflect changes in strategic direction, planning, and environment.

**4.4** Boards of Trustees shall review and approve institutional campus facilities master plans annually and submit them to the Commissioner's Office.

**R706-5 Five-Year Plan:** Institutions shall annually submit a five-year capital plan to the Board for review. The plans shall consider institutional master plans and shall include:

**5.1.** A review and explanation of current and future institutional capital needs including projected needs over a five-year future period based on enrollment projections, program growth, functional obsolescence, and facility condition;

**5.2.** Space utilization information for all state-owned and leased facilities and an explanation of how the five-year capital plan will improve the institution's use of space;

**5.3.** A discussion of how the five-year capital plan will affect institutional attainment goals; and

**5.4.** A calculation of deferred facility maintenance needs by campus, and a strategic plan for how the institution will use capital improvements and other capital projects to eliminate those needs.

*Adopted January 20, 2017, amended March 26, 2021.*

## R706, Capital Facilities Planning<sup>1</sup>

**R706-1. Purpose:** To provide guidance for institutional capital facilities master planning and comprehensive five-year institutional capital plans.

### R706-2. References

- 2.1. Utah Code §53B-6-101 (Master Planning - Board Establishes Criteria to Meet Capital Budgetary Needs)
- 2.2. Utah Code §53B-20-101 (Property of Institutions to Vest in State Board)
- 2.3. Utah Code Title 63A, Chapter 5 (State Building Board - Division of Facilities Construction and Management)
- 2.4. [Board Policy R701, Capital Facilities](#)

**R706-3. Prioritizing Utilization and Efficiency:** The Utah Board of Higher Education seeks to maximize the effective and efficient use of state resources. Institutions' capital facilities plans shall emphasize the effective use of existing space, prioritize replacement and refurbishment over expansion, and focus on increased utilization of campuses.

**R706-4. Master Planning:** Institutions shall complete and maintain a comprehensive capital facilities master plan based on programmatic planning for new and existing facilities. Master plans should be realistic, achievable, and flexible.

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<sup>1</sup> Adopted January 20, 2019; amended March 26, 2021.

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**5.4.** A calculation of deferred facility maintenance needs by campus, and a strategic plan for how the institution will use capital improvements and other capital projects to eliminate those needs.