

# DIVISION OF BUSINESS AFFAIRS

**DISCOVER**  
**YOUR PURPOSE**



University of Wisconsin  
**Stevens Point**

STEVENS POINT • MARSHFIELD • WAUSAU

# Before We Get Started...

- This training session will be recorded for future access
  - Will be posted at:  
<https://www.uwsp.edu/FO/Pages/Training-Opportunities.aspx>
- Please remember to mute your microphone
- Please raise your hand or use the 'chat' feature if you have any questions throughout the presentation
- There will also be time after the presentation for questions

# Facilities Planning, Engineering, & Design

## Internal & Capital Projects

- Overview of Capital Project Types & Processes
- Classroom Utilization & the Effects on Projects
- New Space Modification Request Process & E-Form

\*Planning Engineering & Design (PED)



# Capital Planning



# What is Capital Planning

Biennially, each state agency is required to submit a capital budget request based on identified program needs, building conditions, and space adequacy.

## UW System capital planning involves:

- Identification of building conditions, program needs, space adequacy, & utilization
- Evaluation of alternatives & prioritization of space & program needs
- Development of six-year capital plans by each UW institution



# Biennial Capital Planning Process

## Six-Year Agency Facilities Plans

These plans, which are updated every two years, describe long-term programmatic developments within the agency, link those developments to projected facilities needs and identify specific projects to meet the agency's facilities needs.

## Agency Capital Budget Requests

Agencies submit their Capital Budget requests to DFD Sept of even-numbered years. These documents contain more detailed descriptions of the projects identified in the first two years of the agency's six-year plan.

## Board of Regents & Building Commission Recommendations

In early March of the following year, Board of Regents & Building Commission members review agency requests and develop a set of recommended projects and funding plans that comprise the Commission's Capital Budget recommendation to the legislature.

## Joint Committee on Finance Review

The Building Commission's recommendations are forwarded to the legislature's Joint Committee on Finance in April. The Joint Committee does this by including its proposed State Building Program in the Committee's amendment to the executive budget bill.

## Final Approval

Both houses of the legislature take up the Capital Budget and State Building Program as part of their deliberations on the biennial budget. The governor's veto power extends to the provisions in the budget bill that relate to the Capital Budget. Subject to the legislature's veto review, the new biennial building program goes into effect after it is signed into law by the governor.



# How are Capital Projects Funded

Capital projects are funded from three sources:

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## General Supported Borrowing (GFSB)

General obligation bonding that is amortized with General Purpose Revenue (GPR). The debt service for GFSB becomes part of the university's overall budget but is not part of the operating budget approval. GFSB is used for facilities which house functions that are funded with GPR such as instruction, offices, student services, & libraries.

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## Program Revenue Supported Borrowing (PRSB)

Program Revenue Supported Borrowing is general obligation bonding that is amortized with Program Revenue (PR) from auxiliary operations such as housing, food service, parking, student centers, and student recreation. The debt service for PRSB becomes part of the operating budget of the particular auxiliary operation that operates the facility. PRSB is used for functions that generate revenue through user fees, such as housing and parking; for functions that generate revenue through sales of products, such as food service or bookstores; or for functions that are operated with student segregated fees, such as student unions or recreational facilities.

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## Cash

Cash funding has multiple sources including PR operational funds, GPR operational funds, gift funds, and grant funds, or Building Trust Funds (BTF). BTF is managed by the Department of Administration (DOA) and requires State Building Commission (SBC) approval.

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# Capital Project Types



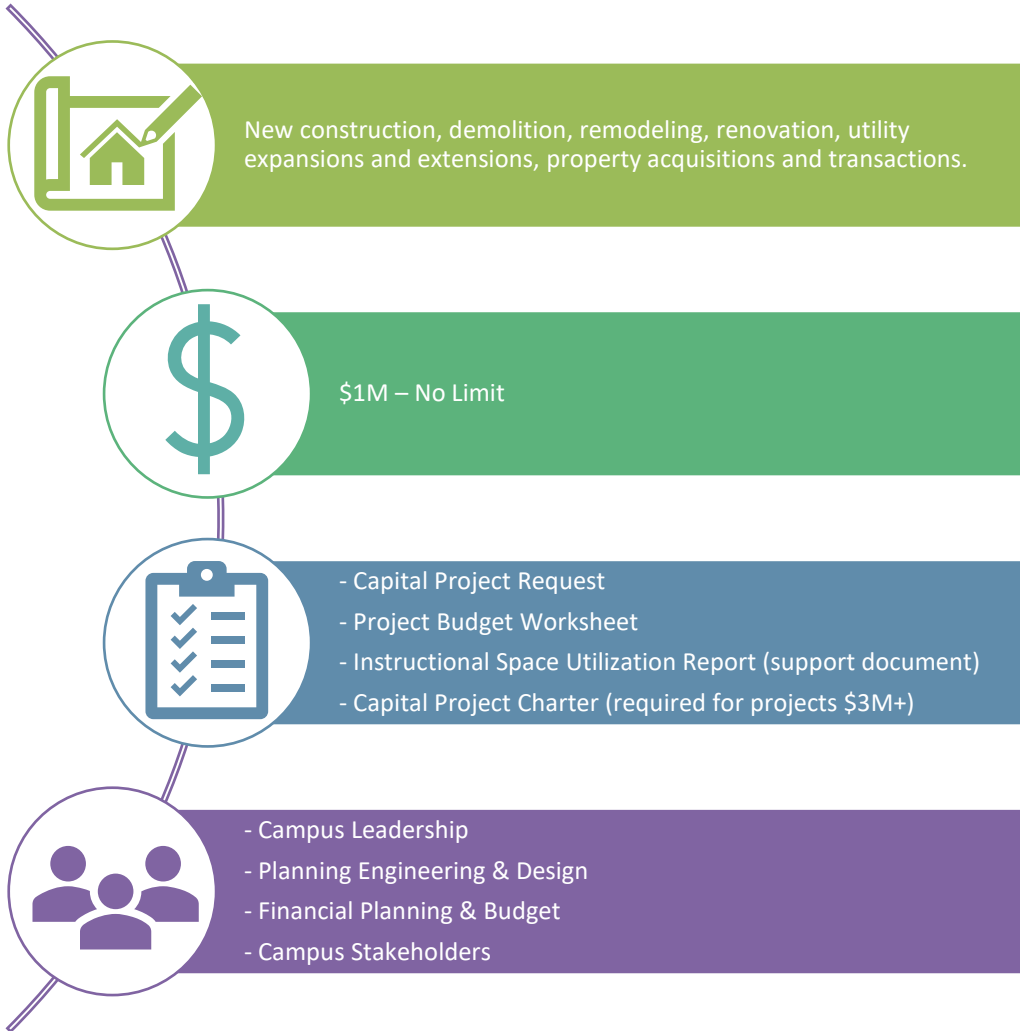


# Capital Project Types

Project Type	Description	Low/High \$ Limit	Required Documentation	Campus Involvement
Major Projects	New construction, demolition, remodeling, renovation, utility expansions and extensions, property acquisitions and transactions.	\$7.4M - No Limit	<ul style="list-style-type: none"> <li>○ Capital Project Request</li> <li>○ Project Budget Worksheet</li> <li>○ Instructional Space Utilization Report (support document)</li> <li>○ Capital Project Charter (required for projects \$3M+)</li> </ul>	<ul style="list-style-type: none"> <li>- Campus Leadership</li> <li>- PED</li> <li>- Campus Stake Holders</li> </ul>
Minor Projects	Building maintenance, repair, and renovation; site improvements; and site utilities maintenance, repair, and renovation	\$3M - \$7.4M	<ul style="list-style-type: none"> <li>○ Minor Project Summaries</li> <li>○ Capital Project Request</li> <li>○ Project Budget Worksheet</li> <li>○ Capital Project Charter</li> </ul>	<ul style="list-style-type: none"> <li>- Campus Leadership</li> <li>- PED</li> <li>- Campus Stake Holders</li> </ul>
All Agency Projects	Primarily intended to accomplish maintenance-related work. <i>*Applies to projects without new square footage.</i>	\$300K - \$3M	<ul style="list-style-type: none"> <li>○ All Agency Project Request Index</li> <li>○ Capital Project Request (for each listed project)</li> <li>○ Project Budget Worksheet (for each listed project)</li> </ul>	<ul style="list-style-type: none"> <li>- Campus Leadership</li> <li>- PED</li> <li>- Campus Stake Holders</li> </ul>
Instructional Space Projects	Focus on maintaining and upgrading the classrooms and instructional laboratories space and technology.	\$300K - \$7.4M	<ul style="list-style-type: none"> <li>○ Capital Project Request</li> <li>○ Project Budget Worksheet</li> <li>○ Instructional Space Utilization Report</li> </ul>	<ul style="list-style-type: none"> <li>- Campus Leadership</li> <li>- PED</li> <li>- Campus Stake Holders</li> </ul>
Small Projects	A subset of the All Agency Projects - maintenance, repair, and renovation projects	\$5K - \$300K	<ul style="list-style-type: none"> <li>○ Capital Project Request</li> <li>○ Project Budget Worksheet</li> </ul>	Facilities Planning, Engineering & Design



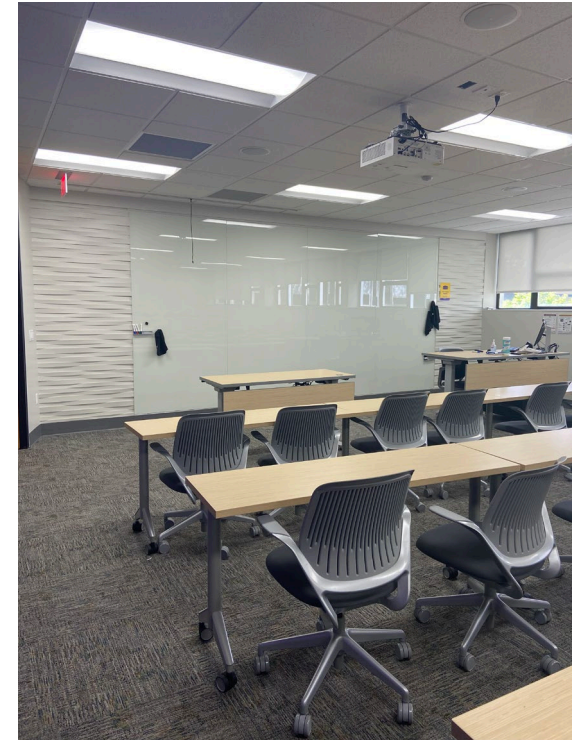
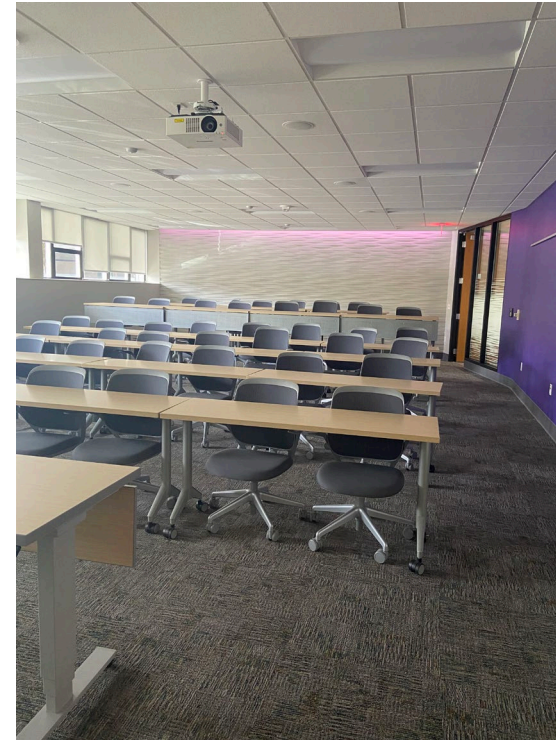
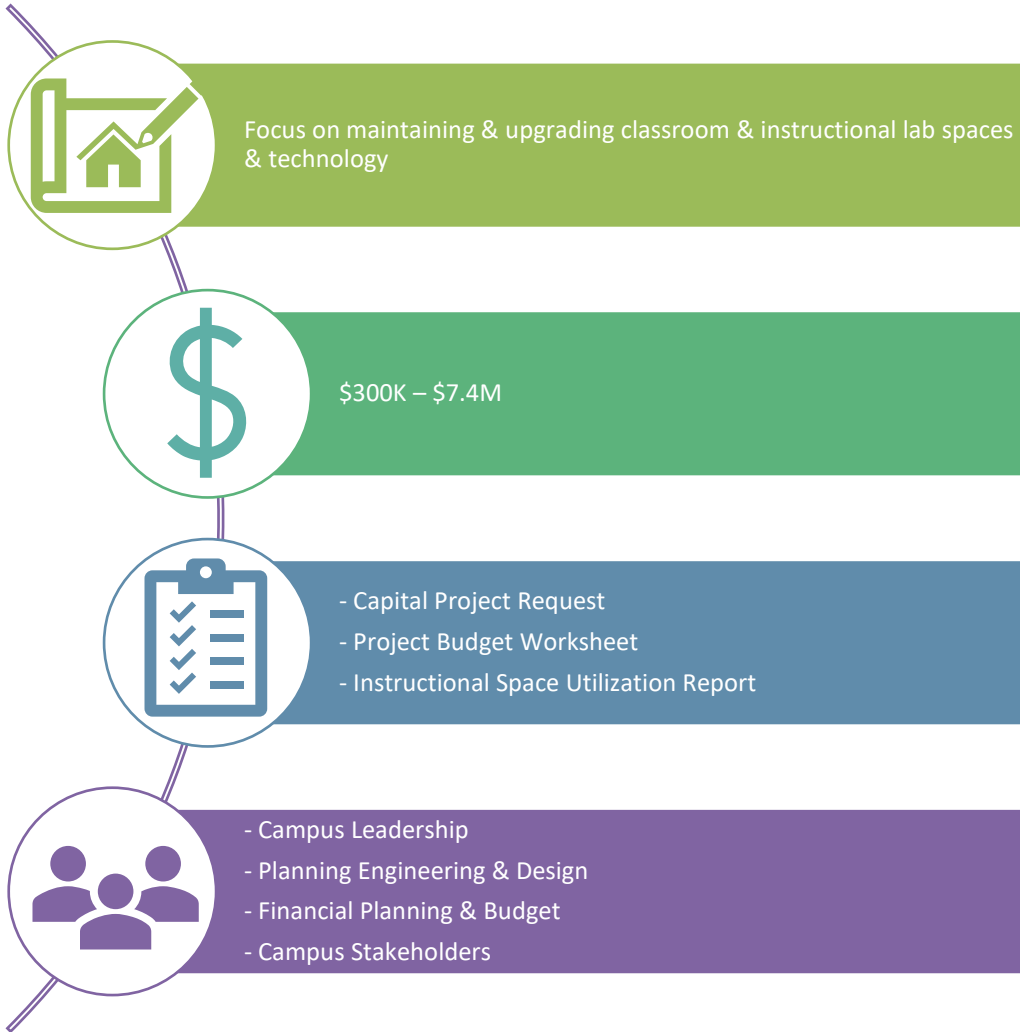
# MAJOR PROJECTS



Major Project Example: Construction of the Chemistry Biology Building 2018



# INSTRUCTIONAL SPACE PROJECTS



Instructional Space Project Example: SCI A113 Renovation (2020)





# ALL AGENCY PROJECTS



Primarily intended to accomplish maintenance-related work. Repair, renovate, replace, & upgrade building components & systems.



\$300K – \$3M in/on Buildings; \$5M Outside of Buildings



- Capital Project Request
- Project Budget Worksheet
- All Agency Project Request Index



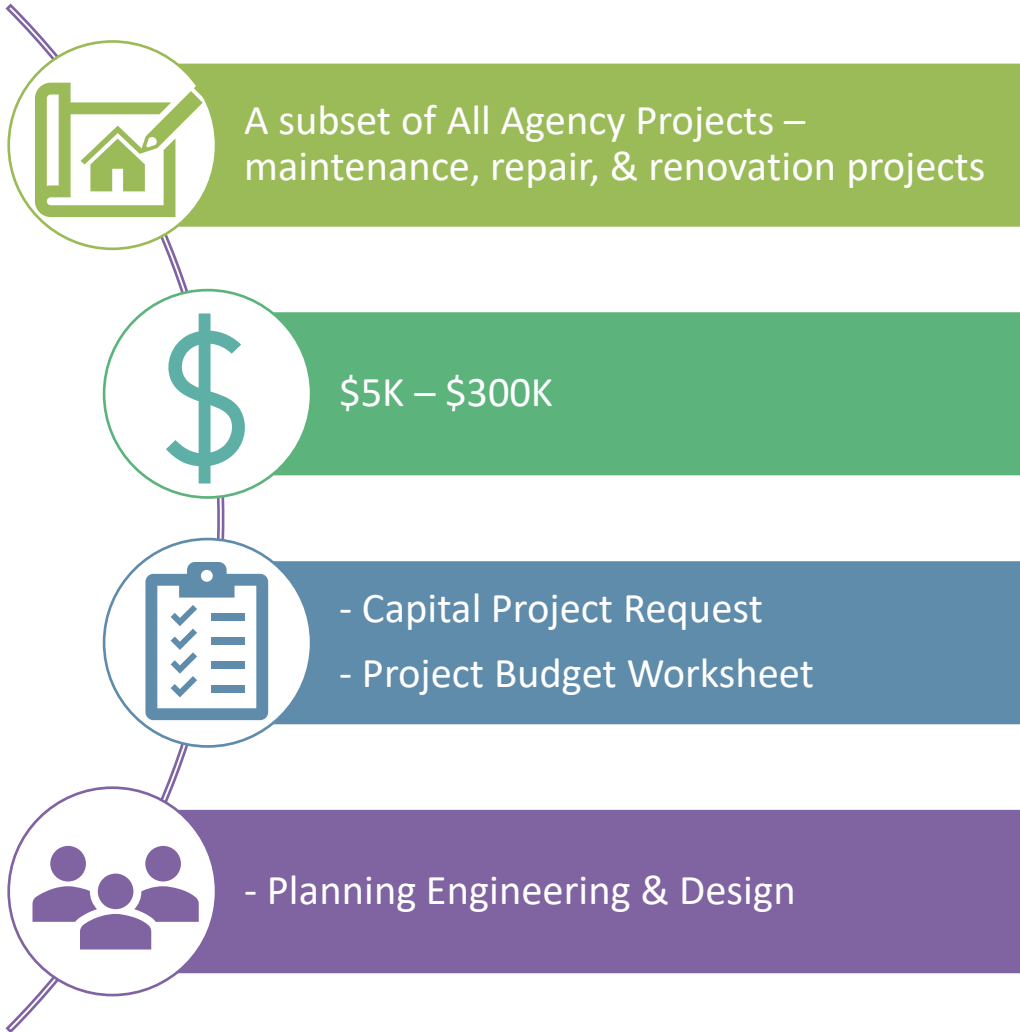
- Campus Leadership
- Planning Engineering & Design
- Financial Planning & Budget
- Campus Stakeholders



All Agency Project Example: Energy Conservation – Lighting Upgrades



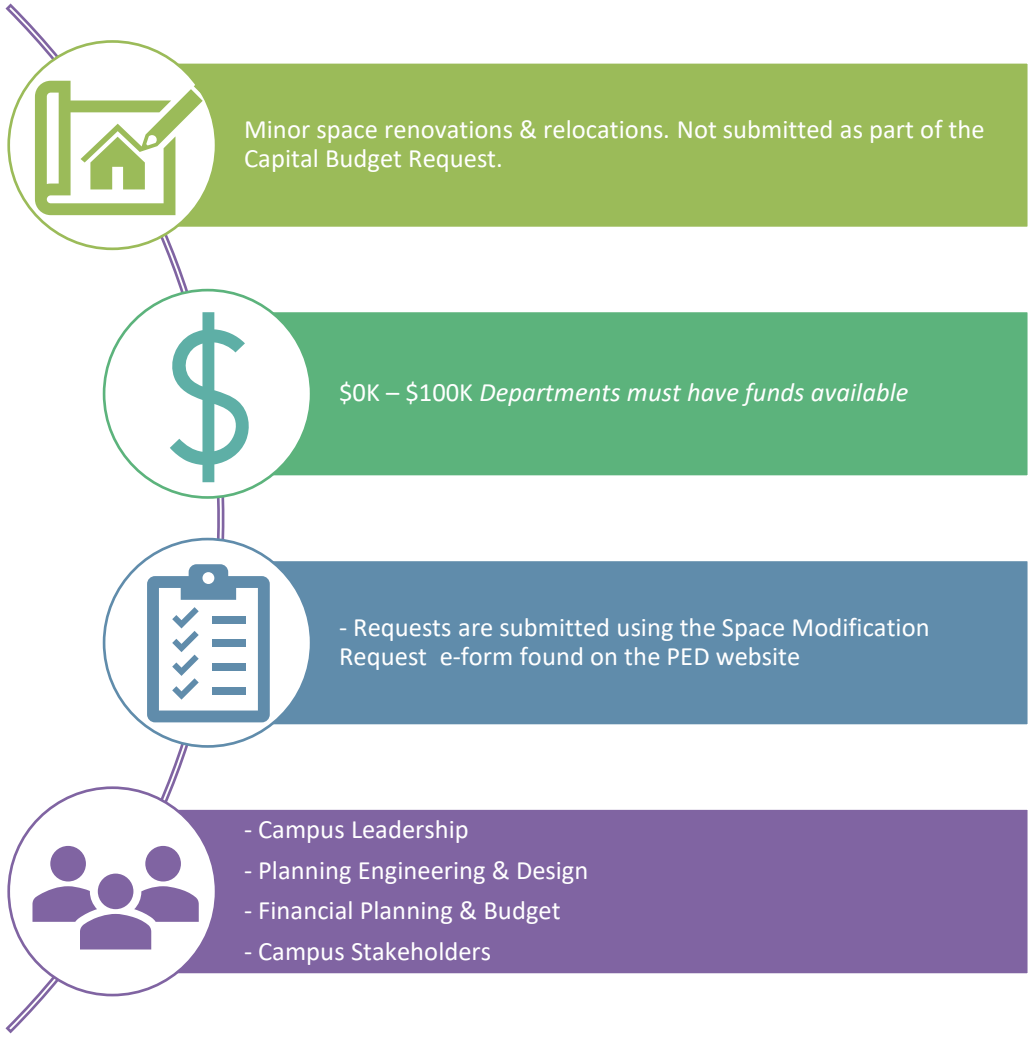
# SMALL PROJECTS



Small Project Example: Treehaven Solar Array 2019



# INTERNAL PROJECTS



Internal Project Example: Anderson C2C Space Renovation (2019)





# UW-System vs UW-Stevens Point Process

## UWS Process (Capital Projects)

- New construction or renovation projects exceeding \$300,000
- Project creates additional new sqft to campus
- Property acquisitions
- Needs to follow the UWS Capital Planning process & approvals, requires enumeration

## UWSP Process (Internal Projects)

- Minor renovations & repair projects
- Projects can be completed using in-house staff
- Does not need to follow the UWS Capital Planning process & approvals
- Follows Space Modification Request Process



# Instructional Space Utilization



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# What is Instructional Space Utilization

The amount of time an instructional space is used compared to the maximum possible time the space could be used.

## Formula for Calculating Utilization

$$\text{Room Utilization} = \frac{\text{Scheduled Hours X Fill Rate}}{\text{Weekly Hours X 100\% Fill Rate}}$$



# Why is Instructional Space Utilization Important?



UW System prioritizes projects and funding based on the campus's demonstrated need for projects like renovations and new buildings.



Having instructional spaces that meet or exceed UW System's benchmarks provide justification for the need to improve spaces.

# How are We Doing?

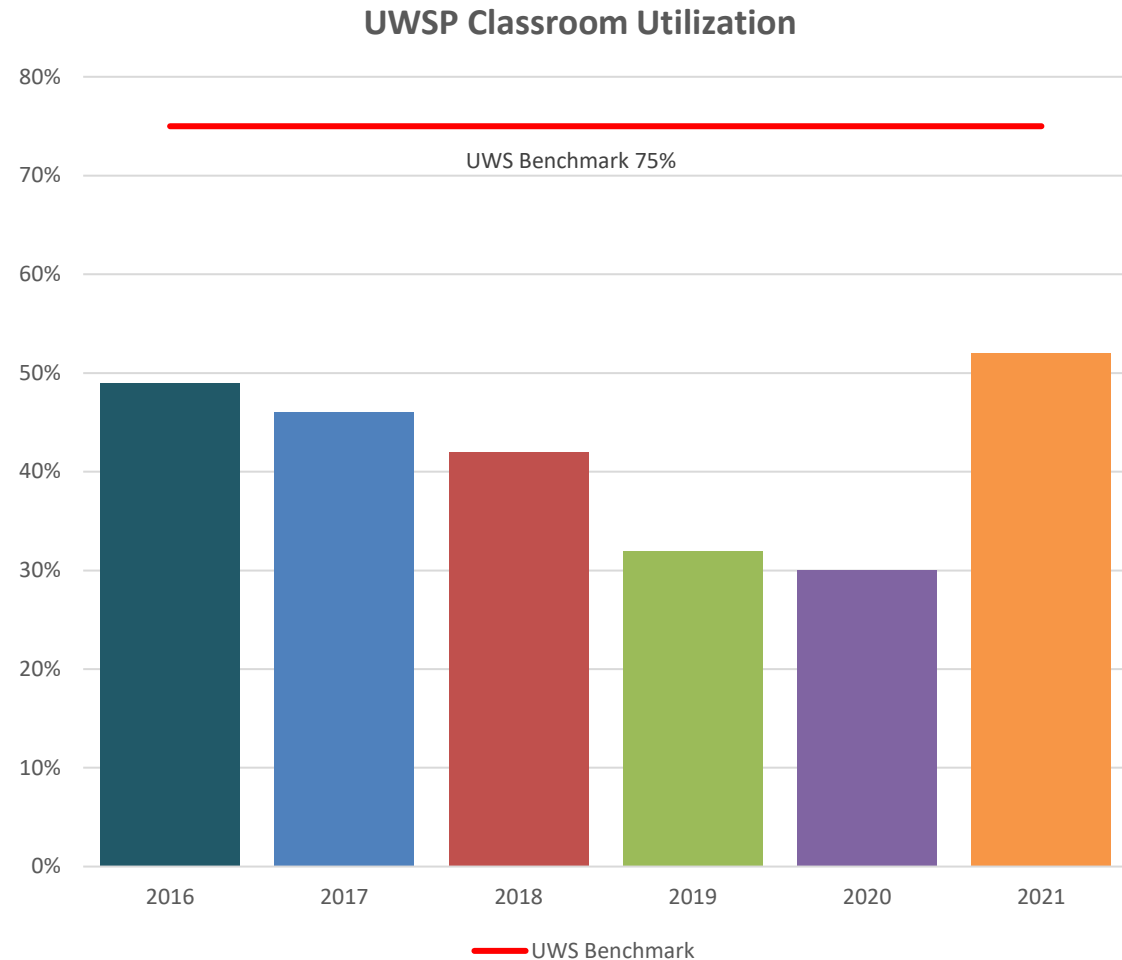
**Currently we are not meeting  
UWS benchmarks!**

## UWS Standard Number of Weekly Periods

- Classrooms: 40 Hours
- Labs: 32 Hours

## UWS Target Weekly Utilization (75%)

- Classrooms: 30 Hours
- Labs 24 Hours



# How are we Improving?



**Completing draft analysis prior to schedule release allows time for corrections.**



## **Strategic Plan Outcome**

Align space utilization with available resources to maximize student success and financial sustainability.  
Improve classroom utilization rates to 75% by Spring 2022 to gain UW System funding for classroom modernization.



**Creating awareness across campus of space utilization**



# Space Modification Requests

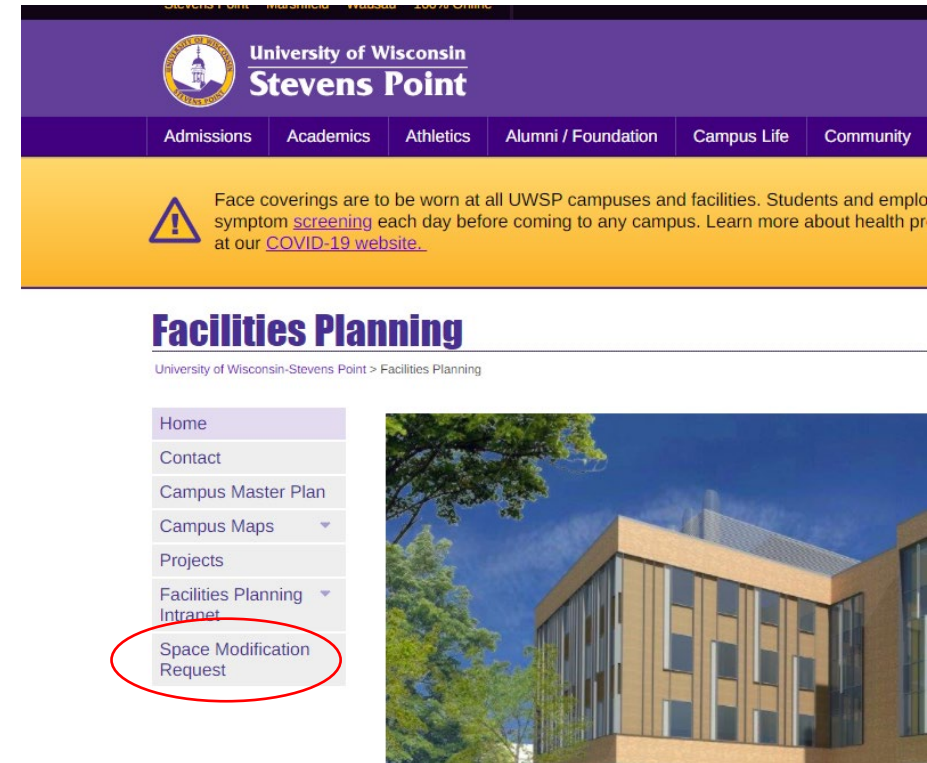


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# Space Modification Request

The space modification request process streamlines project requests by ensuring all pertinent information is collected, necessary approvals are received, and enhances communications.

The Space Modification Request form can be found on the [PED website](#)



The screenshot displays the University of Wisconsin-Stevens Point website. At the top, the university's name and logo are visible. Below the navigation bar, a yellow banner contains a warning icon and text about face coverings and COVID-19 screening. The main content area features a 'Facilities Planning' section with a breadcrumb trail: 'University of Wisconsin-Stevens Point > Facilities Planning'. A vertical menu on the left lists various options, with 'Space Modification Request' circled in red. To the right of the menu is a photograph of a modern building with large windows.



# When to Use the Space Modification Request

## When to Use the Space Modification Request Process

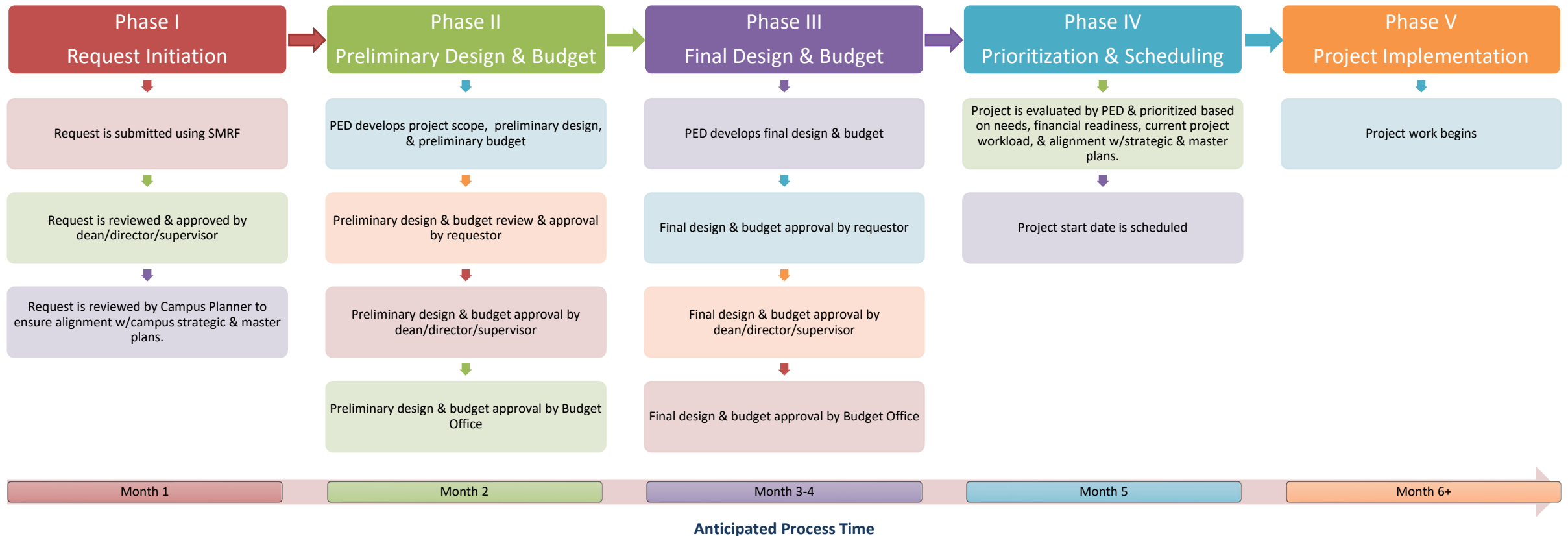
- Change of space use (classroom to office, taking classroom offline, office to meeting space, etc.)
- Requesting additional/new space
- Space relocation/allocation (moving from one office to another, biology is now occupying a space previously allocated to chemistry)
- Space renovations (addition/demo of walls or doors, flooring, lighting, etc.)
- Major Painting Projects

## Use a Facility Services Work Request For

- General Maintenance & Repairs
- Moving Furniture
- Requesting a Confidential Shredding Brute
- Routine Painting of One or Two Rooms
- Hanging Pictures/Whiteboards



# Space Modification Request Workflow



**\*\*Processing times vary based on project needs and current pending projects. Expect 9-12 months for total process.\*\***





# Summer Project Requests



Must be submitted to PED by the 3<sup>rd</sup> Friday in December to be considered for construction during the following summer.



Funding for approved summer projects will be transferred from department account to central project account in the fourth quarter of the fiscal year.



Summer projects will be evaluated and prioritized based on needs, financial readiness, current project workload, and alignment with strategic plans.

# Information to Know

- Projects will be evaluated and prioritized based on needs, financial readiness, current project workload, and alignment with strategic plans.
- For non-summer projects – funding will be transferred from department account to central project account upon final project approval.
- Requests for summer projects must be submitted by the 3<sup>rd</sup> Friday in December.

# Who Do I Contact?

If you have questions please contact the Facility Services Planning, Engineering, & Design team.



[Facilities.planning.office@uwsp.edu](mailto:Facilities.planning.office@uwsp.edu)



715-346-4219

To request a project for consideration, please complete the Space Modification Request Form found on the Facility Services [PED website](#)

# Additional Resources

- [UW-System Capital Planning](#)
- [UWSP Facility Services Planning, Engineering, & Design](#)



# Questions?



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