



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700
RESOLUTION

concerning

POLICIES AND PROCEDURES RELATING TO CAPITAL PROJECTS

September 1, 1983

RESOLVED, The following guidelines for the handling of capital projects are established within the Connecticut State University in order to establish clear lines of reporting and to fix responsibilities.


1. The authorization to accept as completed a capital project from the Bureau of Public Works, Construction Section, costing one million dollars or more shall be a responsibility of the Executive Director for the Connecticut State University or the Director's designee.
2. All requests for capital projects will be submitted by the campuses to the Executive Officer for Finance and Management. They will not be submitted directly to the Bureau of Public Works. Such requests shall be signed by the President or the President's designee.
3. All correspondence concerning capital projects shall be addressed to the Executive Officer for Finance and Management, except in cases that the President or the President's designee consider emergencies. In emergencies, the President or the President's designee shall contact the Bureau of Public Works directly asking for assistance. Having done this, the President or the President's designee shall inform the Executive Officer for Finance and Management of the problem and the action being taken to solve it. Once the emergency situation has been brought under control, the procedures established by these guidelines shall be followed.
4. The campus President shall designate a person (hereafter referred to as Campus Planning Coordinator for Capital Projects) to plan, initiate, direct and monitor capital projects. The persons so designated shall be responsible to maintain a liaison with the Executive Officer for Finance and Management and the Bureau of Public Works.
5. The Campus Planning Coordinator shall be responsible for maintaining accurate records of all programmatic changes and, prior to initiating such changes with the Bureau of Public Works, shall obtain a clearance from the Executive Officer for Finance and Management or the Executive Officer's designee.

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6. In matters relating to capital projects, the Executive Officer for Finance and Management or the Executive Officer's designee shall maintain a liaison with the Campus Planning Coordinator, the Department of Higher Education, the Office of Policy and Management and the Bureau of Public Works.
7. The Executive Officer for Finance and Management or the Executive Officer's designee shall serve as Capital Projects Coordinator for all capital projects costing one million dollars or more. The Executive Officer for Finance and Management shall work closely with each campus and shall issue such communications or directives as are needed to obtain the objectives established by the campus and approved by the Executive Director or the Board of Trustees. The Capital Projects Coordinator shall represent the Connecticut State University and the campus at all meetings with architects, professional consultants and persons employed by the Bureau of Public Works. Campus representatives will also be present at such meetings and will be informed of communications between the Department of Administrative Services, Bureau of Public Works and the Capital Projects Coordinator.

A Certified True Copy:


James A. Frost
Executive Director