



CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF A POLICY RELATIVE TO THE USE OF THE
EXECUTIVE OFFICE AUXILIARY SERVICES ACCOUNT

December 4, 1987

WHEREAS, A policy is needed to assure the proper administration of the Executive Office Auxiliary Services Account, be it

RESOLVED, That the policy as set forth in the addendum to this resolution shall be the policy of the Board of Trustees for Connecticut State University governing the use of the Executive Office Auxiliary Services Account.

A Certified True Copy:

Dallas K. Beal
President

POLICY FOR USE OF BOARD OF TRUSTEES' EXECUTIVE OFFICE
REPAIR AND RENOVATIONS/AUXILIARY SERVICES FUND ACCOUNT

The following policy is intended to govern the use of funds allocated from the Board of Trustee's Executive Office Auxiliary Services account for repairs and renovations to auxiliary services funded facilities at the four campuses of the Connecticut State University.

This program will be limited to the following:

1. Emergency repairs and renovations,
2. Nonrecurring renovations and repairs.

Funding for the above is not intended to serve as a replacement for normal budgetary planning and will be limited to situations when other viable funding sources do not exist. Routine and/or recurring maintenance projects will not normally qualify for funding under this program.

I. AUTHORITY

Section 10a-95 of the Connecticut General Statutes gives the Board of Trustees of the Connecticut State University the authority to maintain an Auxiliary Services Fund to be used for the operation, maintenance, repair and equipment of dormitories, food service, and such other auxiliary activities as the Board of Trustees determines.

On July 15, 1977, the Board of Trustees adopted resolution #77-70 establishing a reserve and a cash repository in the Executive Office to fund nonrecurring major repairs to student residences, food service areas and student centers. This resolution was subsequently amended to meet the changing needs of the University. Other adopted resolutions have dealt with the elimination of fire and safety hazards (#78-44), and replacing equipment and refurbishing residence halls, student unions, and food service facilities (#80-53). Board resolution #80-135 directed each campus to establish reserves within its Auxiliary Services Fund account of 1% to not more than 5%, funded from associated fees, to meet recurring costs of refurbishing and equipment replacement for housing, food service, and student center facilities.

All projects to be funded from the Executive Office Auxiliary Services account must first have the authorization of the Board of Trustees. In addition, oversight authority for all projects funded under these guidelines is vested in the President of the University and exercised by his designee, the Vice President for Finance and Management.

II. CRITERIA FOR PROJECTS

A. Emergency Projects

1. The Vice President for Finance and Management will be the final authority in determining whether a project can be considered to be an emergency project and, therefore, eligible for funding under this program.

B. Nonrecurring Projects

1. Nonrecurring projects must have a minimum life of ten years. Fixed equipment installed as part of a project must have a minimum life of five years.
2. Nonrecurring projects must cost between \$15,000 and \$100,000 in order to be funded under this program. The Vice President for Finance and Management shall have the authority to waive these limits on an ad-hoc basis.

- C. The President of the University will have discretionary authority to approve funding for actual or anticipated cost overruns of up to 15% for individual projects, not to exceed \$ 15,000, without approval of the Board of Trustees. Funding for cost overruns in excess of 15% or \$15,000 must have the approval of the Board.

- III. The President of the University shall establish administrative procedures for the Executive Office Auxiliary Services Account and make revisions to such procedures, from time to time, as it becomes necessary.