

Space Allocation, Adaptation and Renewal Committee (SAARC)

Charter - Revised September 2022

1. PURPOSE

The Space Allocation, Adaption and Renewal Committee (SAARC) is a standing advisory committee to the President of the University of New Hampshire. It oversees the development, assignment, and stewardship of all University buildings, grounds, roads, and related infrastructure.

2. RESPONSIBILITIES

2.1 Capital Planning

SAARC oversees implementation of the approved campus master plan and approves the annual update of the Five-Year Capital Plan prior to its submission to the President, USNH and the Board of Trustees (BOT). This plan incorporates all adaptation and renewal projects regardless of fund source or purpose, along with, the funding source(s) and the relative campus priorities. Capitalizable projects will be subject to a cash flow target established by the BOT and is typically set at 1x depreciation, though subject to change by vote of the BOT.

2.2 Space Allocation

Space is a vital, high-cost University asset. Reassignments of space contained within a Functional Unit, and any attendant costs, is ordinarily the responsibility of the administrator of that unit. Reassignment of space between RC Units and any changes in the functional use or repurposing of any space regardless of to whom the space is assigned or the funding source, if any, for such repurposing requires notification to SAARC by the administrator of the units involved. Assignment of new space; either new construction or facilities-controlled swing space, shall be facilitated by Campus Stewardship and the administrator of the Unit and requires SAARC notification.

SAARC is responsible for oversight of space allocation to determine if allocations to programs correlate with the strategic priorities of the University. SAARC will review and approve an annual report prepared by Campus Stewardship depicting space allocation per functional unit.

2.2.1 Reporting and Notification

The Space Allocation Form located in Appendix B is required for actions related to space allocation:

- Reassignments of space contained within a Functional Unit,
- Reassignment of space between RC Units,
- Assignment of new space.

2.3 Renewal and Adaptation (R&A) for Campus Stewardship

2.3.1 R&A Fund Oversight Responsibility

SAARC directly oversees the recurring investments for Renewal and Adaption (R&A), and is responsible for the effective application of these funds to sustain and improve the E&G buildings and campus infrastructure that is funded by University's annual allocation. SAARC is responsible to the President to ensure that R&A funds are used for the purposes prescribed at BOT VI.A.2.6 summarized as follows:

2.3.1.1 Major repairs or replacements of systems and components to extend the life and/or restore systems to their intended function,

2.3.1.2 Compliance with externally imposed codes and requirements including life safety, building codes, ADA and environmental requirements,

2.3.1.3 Adapt buildings and campus infrastructure to meet the Institution's evolving needs and standards, including those that incorporate new technology or support new faculty/staff, classroom changes, or changes in disciplines or curricula,

2.3.1.4 Preparation of master plans and similar studies,

2.3.1.5 Re-payment of internal borrowing when authorized for a project that meets the criteria in 2.3.1.1 through 2.3.1.4 above,

2.3.1.6 New construction if approved by the Financial Affairs Committee of the Board of Trustees.

2.3.7 SAARC reviews reports summarizing R&A spending and the estimated deferred maintenance metrics and trends for the campus, as it considers uses for R&A funds.

2.3.2 R&A Fund Use Responsibility

2.3.2.1 Renewal Projects & Adaptation Projects: The AVP of Facilities is responsible for preparation and updating of two sets of campus project needs related to major maintenance and renewal; and adaption and improvement needs:

2.3.2.1.1 Renewal Projects: A listing derived from our Deferred Maintenance Assessment (DMA) of identified major maintenance and renewal needs necessary to address deficiencies in existing E&G facilities, systems and infrastructure. Annually SAARC will assign Renewal funds to address the highest priority needs identified.

2.3.2.1.2 Adaptation Projects: A list of upgrades, alterations or improvements to E&G facilities, systems and infrastructure that will enhance the built environment of the campus so as to better support the teaching, research and public outreach mission of the University. Annually, SAARC will review the list and may authorize the use of Adaptation funds to address high priority needs.

2.3.2.3 Targeted Allocations: SAARC may target specific allocations of Adaptation funds to achieve designated purposes and may delegate responsibility for managing such funds to the appropriate campus official. Examples include funds to address Environmental Health and Safety issues assigned to the EHS Director, funds to improve emergency preparedness assigned to the Campus Chief of

Police/Executive Director of Public Safety and funds to address accessibility barriers assigned to the Director of the UNH Accessibility Office.

In addition, there are annual Targeted Allocations provided to SAARC Voting Members. Where such funds are assigned for specific purposes, and management of those funds delegated to specific campus officials, those officials will insure the Adaptation funds so assigned are used for purposes consistent with Trustee policy noted above and will provide an annual report to SAARC summarizing investments made.

2.3.2.3.1 Reporting: Unit Administrators and voting SAARC members who receive Targeted Allocations are required to report expenditures of the Allocation to the committee. Reporting shall have enough detail to determine capitalizable from non-capital expenses.

2.3.2.4 E&G Unit Requests for Renewal and Adaptation Funding: Units may bring specific facility deficiency needs to SAARC via their respective VP for consideration and potential R&A funding. The AVP Facilities is responsible to first review such requests and the Facilities staff will assist the units by preparing supporting project scope development and cost estimates. All requests should be accompanied by: a) a construction cost estimates, b) identified sources of funds, c) the amount of funds requested and d) linkage to the Campus Strategic Plan or Master Plan as may be appropriate. In addition, any incremental operating costs that may be incurred, inclusive of energy, maintenance, grounds and or housekeeping, are also to be identified.

2.4 DIRECT RC UNIT EXPENDITURES ON FACILITIES

SAARC also has oversight responsibility for the stewardship of facilities managed by individual Responsibility Center (RC) Units (non-E&G Units described in 2.3.2.4) including the auxiliary enterprise units. These units self-fund major maintenance, repair and improvement projects. Annually, a representative of each RC unit with the assistance of Facilities Asset Planners, will submit to SAARC a summary of the condition of the facilities for which they propose making any adaptations or renewals, regardless of the funding sources, for the upcoming year. Ordinary maintenance of buildings and related equipment is generally the responsibility of the Facilities Division.

2.5 RECURRING INVESTMENTS

SAARC has oversight responsibility for prioritizing projects in recurring investment programs. Facilities Asset Planners will develop project lists with applicable units for each program and present recommendations to the SAARC committee for approval.

2.5.1 recurring programs and responsible units:

Energy/Infrastructure – Executive Director of Energy and Utilities
Residential Life/Housing – Director, Department of Housing
Dining – Executive Director of Hospitality Services
Parking – Transportation - Executive Director of Hospitality Services
Memorial Union Building – Director, Memorial Union Building and Activities
Athletics (non-E&G) – Athletic Director
Campus Recreation – Director, Campus Recreation
Research – Associate Vice President & Chief Research Administration Officer

Health & Wellness – Director of Health and Wellness
College / Dept Project – Facilities Asset Planner
USNH IT Capital Projects – Senior Director Enterprise IT Ops & Business Systems
Capital Budget Contingency (Continuity of Operations) – Facilities Asset Planner

3 COMMITTEE MEMBERSHIP

3.1 Voting Members

Chief Financial Officer (Chair)
Provost and Vice President for Academic Affairs
Senior Vice Provost for Research, Economic Engagement & Outreach
UNH Foundation President & Vice President for Advancement
Chief of Staff, President's Office
Director of Athletics
Senior Vice Provost of Student Life

3.2 Ex Officio Non-Voting

Faculty Senate Representative
Dean's Council Representative
Student Senate Representative
Graduate Student Senate Representative
PAT or Operating Council Representative
Associate Vice President for Facilities
CEPS Facilities Representative
Law Facilities Representative
CHHS Facilities Representative
Manchester Facilities Representative
COLA Facilities Representative
COLSA Facilities Representative
Paul Facilities Representative
Cooperative Extension Representative
Sustainability Institute Representative
USNH Representative
Central Finance Representative
Assistant Vice Provost of Student Life
Executive Director of Hospitality and Campus Services

3.3 Staff Support

Executive Director of Campus Stewardship and University Architect – Facilitator
Associate Architect – SAARC Manager
Senior Administrative Assistant – Administrative support
Director of Capital and Asset Planning – 5-year Capital Plan
Asset Planners – Development of recurring program lists
Director of Finance – SAARC Finance Manager

4. REPORTING

The Chair of the SAARC Committee will provide the following reports to the President for consideration at the end of each calendar year:

- 5-Year Capital Plan
- Annual Space Allocation Report

5. PROCESS AND SCHEDULE

July (Start of FY)	At the beginning of the fiscal year Campus Stewardship sends out space allocation and campus improvement surveys to all E&G Representatives, RC Units, and sponsored research to prioritize projects for the next fiscal year; included is last year's BOT approved 5-Year Capital Plan.
August	RCUs return surveys and Campus Stewardship follows up with individual requests and prepares updated lists for Recurring Investment Funds in the 5-Year Capital Plan for SAARC review.
September	<p>Strategic Pre-committee Meeting:</p> <ol style="list-style-type: none"> 1. Review SAARC Committee membership, 2. Review 5-year Capital Plan; adjust for strategic priorities. <p>Post Meeting:</p> <p>Publish 5-Year Capital Plan to all SAARC Members.</p>
September	<p>Full SAARC Committee Meeting 1 of 4:</p> <ol style="list-style-type: none"> 1. Process overview 2. Review of the 5-Year Capital Plan. <ol style="list-style-type: none"> a. BOT Approved Projects b. Strategic Investments c. Major Capital Investments d. SI Backlog e. Recurring Investments 3. Space Allocation <ol style="list-style-type: none"> a. Space Allocation Summary 4. Meeting Goals: <ol style="list-style-type: none"> a. Address questions about items on the various lists, b. Identify projects that require more/better information, c. Identify anything missing from the lists, d. Initial discussion about priorities for Strategic Initiatives and Major Capital Investments.
October	<p>Strategic Pre-committee Meeting:</p> <ol style="list-style-type: none"> 1. Confirm leadership concurrence with outcomes of last meeting. 2. Revise capital plan accordingly. 3. Frame strategic priorities for full committee
October	<p>Full SAARC Committee Meeting 2 of 4:</p> <ol style="list-style-type: none"> 1. Review 5-Year Capital Plan <ol style="list-style-type: none"> a. BOT Approved Project: Status Update b. Strategic Initiative: Prioritize c. Major Capital Investments: Prioritize

	<ul style="list-style-type: none"> d. Introduce Renewal (DMA) and Adaptation (SAARC, SARRC Initiatives, or SI) projects 2. Meeting Goals: <ul style="list-style-type: none"> a. Finalize the prioritization of strategic Initiatives and Major Capital investments, b. Discussion about Renewal and Adaptation priorities.
November	<p>Strategic Pre-committee Meeting:</p> <ul style="list-style-type: none"> 1. Confirm leadership concurrence with outcomes of last meeting, 2. Revise Capital Plan Accordingly 3. Frame motion to vote on Strategic Investments and Major Capital Projects
November	<p>Full SAARC Committee Meeting 3 of 4:</p> <ul style="list-style-type: none"> 1. Vote on Strategic Investments and Major Capital Projects, 2. Finalize Adaptation priorities, 3. Finalize Renewal priorities, 4. Prioritize Recurring Investments, 5. Meeting Goals: <ul style="list-style-type: none"> a. Approve Strategic Investments and Major Capital Projects, b. Frame motion to vote on Renewal and Adaptation, c. Discussion about Recurring Investment priorities.
December	<p>Strategic Pre-committee Meeting:</p> <ul style="list-style-type: none"> 1. Confirm leadership concurrence with outcomes of last meeting. 2. Review Draft SARRC Recommendations Letter to the President
December	<p>Full SAARC Committee Meeting 4 of 4:</p> <ul style="list-style-type: none"> 1. Vote on Renewal and Adaptation priorities list, 2. Finalize and Vote on recurring investment priorities, 3. Vote on SAARC recommendations Letter to the President, 4. Meeting Goals: <ul style="list-style-type: none"> a. Approve 5-Year Capital Plan. b. Approve SAARC Recommendations Letter to the President.
January	Approved projects are assigned Facilities –Project Management.
January-June	Design team solicitation / selection.
July (start of FY)	Design Start

6. APPENDIX

- 1.1 Appendix A – Definitions – [Under Development]
- 1.2 Appendix B – Forms – [Under Development]
- 1.3 Appendix C - Capitalizable Items Table – [Under Development]
- 1.4 Appendix D – Reinvestment Guidelines – [Under Development]