



Ohio Administrative Code

Rule 3342-7-04 University policy regarding the authorization and award of capital construction projects.

Effective: March 1, 2015

(A) Policy statement. Campus planning, construction, rehabilitation, renovation, maintenance, and repair are continually underway across the university's eight-campus system. It is critically important that proper procedures are followed to ensure that the appropriate parties are aware of the projects and that the proper degree of oversight is applied.

(B) Eligibility and scope. This policy applies to all university properties and structures, including but not limited to, campuses, satellite operations, all spaces leased directly by the university, all buildings and grounds owned by the state of Ohio on behalf of Kent State University and/or the Kent State University Board of Trustees.

(C) Implementation.

(1) All phases of the planning, design and construction for new construction, maintenance, or renovation of university facilities, including the selection and awarding of service and construction contracts is the responsibility of the associate vice president for facilities planning and operation, and shall comply with Ohio law and with the rules of the Ohio Office of the State Architect and Engineer.

(2) All proposed projects for new construction, maintenance, or renovations with an estimated total cost greater than one million dollars must be approved by the university board of trustees prior to awarding any contracts or university commitments.

(a) Only when it is determined that time is of the essence, proposed projects for new construction, maintenance, or renovations with an estimated cost at or below one million dollars that are later determined, after final bids are received, to exceed one million dollars may be jointly approved by the university president and chairperson of the university board of trustees. Any projects approved in this manner will be presented and discussed with the full board of trustees at the next regularly scheduled meeting.



- (3) Projects for new construction, maintenance, or renovations with an estimated total cost greater than five hundred thousand dollars must be approved by the university president prior to awarding any contracts or university commitments.
 - (4) Projects for new construction, maintenance, or renovations with an estimated total cost greater than one hundred thousand dollars must be approved by the university vice president for finance and administration prior to awarding any contracts or university commitments.
 - (5) Projects for new construction, maintenance, or renovations with an estimated total cost below one hundred thousand dollars may be approved by the associate vice president for facilities planning and operation, without further approvals.
 - (6) All projects for facilities construction or maintenance must be done with the approval of the associate vice president for facilities planning and operation.
 - (7) For projects subject to the approval by the board of trustees, site analysis and pre-design services totaling one hundred seventy-five thousand dollars or less may be undertaken with the approval of the vice president for finance and administration.
- (D) This policy is effective for all determinations made on or after September 16, 2009.