



State University
Construction Fund

**CHARGING CAMPUS STAFF
TO CAPITAL APPROPRIATIONS-
EDUCATIONAL/ HOSPITAL
FACILITIES GUIDELINES**

INTRODUCTION

This document provides guidelines for the approval and administration of positions under [SUNY Procedure 7302 “Charging Campus Staff to Capital Appropriations”](#). Each University campus, including System Administration, may fund Capital Project Staff from educational and hospital facility capital appropriations allocated to each campus under their existing capital plans, with the approval of the State University Construction Fund (the Fund).

Capital Project Staff responsibilities may include:

- Supporting and facilitating Fund managed capital projects
- Managing Campus Let Capital projects
- Capital project contract management
- Capital planning

CAPITAL PROJECT STAFF ADMINISTRATION & FUNDING GUIDELINES

A campus may fund the *approved* number of Capital Project Staff under this procedure. The positions and responsibilities will vary depending on campus needs and the assigned roles; however all Capital Project Staff are subject to the following criteria:

- The addition of Capital Project Staff cannot reduce the number of existing positions for maintenance and operations of the facilities.
- Capital Project Staff can be employed to specifically assist with overseeing, coordinating, and facilitating Fund administered projects, with direct responsibilities to the Fund pertaining to the planning, design, and construction of the project.
- Capital Project Staff may be employed on a full-time, part-time, and/or on a temporary basis.
- Capital Project Staff may not be split funded (i.e., 1/2 educational facilities capital and 1/2 residence hall capital).
- Capital Project Staff may support a campus funded project when the delivery of such project is required to enable an Educational/Hospital Facility capital project.
- Capital Project Staff must be fully dedicated to capital planning, capital project management, and/or capital contract administration to deliver the Educational/Hospital Facility capital plan with no day-to-day facilities or other core operational responsibilities.
Capital Program Staff responsibilities may include, but are not limited to the following:
 - Facilitate, supervise, and support long range campus capital program planning, design, and construction efforts.
 - For Fund managed projects, they serve as a campus point of contact/ liaison to the Fund project team for campus information, campus staff, communication, scheduling, building access, coordination, etc.

- Co-create working documents for campus capital planning, including the annual work plans.
- Participate in the design process, including the review and redlining of drawings.
- Develop, initiate, and transmit appropriate project requests for both Fund and campus managed projects.
- Develop procurement documents including the Request for Qualifications (RFQ) and Invitation for Bids (IFB); and manage the procurement and change order process.
- Participate in project scoping sessions, including pre-scoping information, programmatic information, early surge, and shutdown need identification, to guide development of capital projects.
- Manage consultants and contractors; supervise project and site staff who are assigned directly to a capital project.
- Understand NYS financial requirements, codes, regulations, directives, and Fund requirements.
- Develop equipment lists and budgets; and manage timely purchases of furniture, fixtures, and equipment.
- Manage the progress of the Minor Critical Maintenance Program and assist with emergencies.
- Monitor program progress; be directly responsive to overall plan and project progress and issues.

The campus must create and maintain an internal cost accounting mechanism for tracking labor hours (i.e., worked) on a capital project and tie that information to a chargeable capital project using a discrete Fund issued capital project number. Considerations include:

- Labor costs can be charged to specific capital by using the SUNY accounts provided by the State University Construction Fund. The charges allocated to these accounts must be supported by the internal cost accounting mechanism noted above.
- Positions must be justified based on the level of design and construction activity on campus.
- Campus capital plan funds to support the positions for three (3) years are available and budgeted.
- Funding release for the positions will be authorized annually.
- Positions will be subject to annual review with the Fund to verify compliance.
- Currently filled Capital Project Staff positions may need to have new project numbers and account coding established pursuant to this procedure provided they satisfy the criteria above.

Campuses requesting these positions must submit a work plan that identifies the projects that will be assigned to these individuals and the extent of their involvement or role with respect to each project and overall capital plan. The plan should clearly delineate the individual's responsibilities on both Fund projects and campus administered projects. Additionally, the source of funds in support of the position must be identified.

PROJECT ACCOUNTING GUIDELINES

Capital Project Staff Project Set Up and Close Out

- Submit a Project Initiation Form, including the Capital Project Staff's resume and annual salary.
- Include a 3-year funding requirement in the campus plan when a position is established.
- Project numbers are unique to the individual Capital Program Staff employee; project titles shall include the initials of the staff member's name in the title. Campuses must establish a new project number for new staff and close out projects for staff no longer employed.
- The maximum period for a Capital Project Staff project number is five years; campuses must periodically close staff to bonds project numbers and establish a new project number.
- If capital funds are no longer available to support these positions, or there is insufficient capital work available, campuses must change these positions to be funded from other sources.

Object Code Scheme:

- Specific capital project numbers and object codes need to be created for each Capital Project Staff position. The Capital Construction Object Codes table includes the OSC object, SFS Account and corresponding SUNY object codes that campuses should use are below:

CAPITAL CONSTRUCTION OBJECT CODES							
Legacy SUNY Object	WEB SUNY Object	SUNY Title	OSC Legacy Object	SFS Acct	OSC Seg	SFS Seg	SFS Title
7582	575820	Site Rep/Campus Projects*	71080	50101	00000		Regular Employee - Base Salary

*The SUNY Title "Site Rep/ Campus Projects" and the associated codes from the list above are to be used for ALL Capital Project Staff positions.

Project Numbering Scheme and Budget and Funding review:

1. Capital Project Staff

- After the *approval* of the Capital Project Staff position by the Fund's Program Manager a project will be created using the project numbering system* with work code X88. Each project will be titled "Capital Project Staff- XX (employee's initials)" and will have a separate project number.
- Annually, review projects, revise budgets as necessary and request coding to be released.

Summary – Project Numbering Scheme

CHARGING CAMPUS STAFF TO CAPITAL APPROPRIATIONS SUMMARY					
Positions	Project Number	Project Title	1 to 1 Relationship with Project Number	SUNY Objects	Work Code
Capital Project Staff	XXXXXX**	Capital Project Staff- (XX)	YES	7582	X88

***Next available number within series at respective campus.*