

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
Policy No. G-4

Section 1. General

- 1.1 Scope: This policy governs the management of Mountwest Community and Technical College's Facilities Master Plan, Five Year Campus Development Plan and capital projects in excess of \$250,000.
- 1.2 Authority: WV Code §18B-1-6, 18B-1B-4, and 18B-10-8, WV Council for Community & Technical College Education Title 135, Series 12
- 1.3 Effective Date: November 26, 2023

Section 2. Purpose

- 2.1 The purpose of this policy is to establish guidelines, delegate appropriate authority and assign responsibility for the governance of capital planning and management activities under the authority of the Mountwest Community and Technical College Board of Governors. This policy shall also govern the acquisition of facilities, real property, and capital equipment by lease or lease/purchase.

Section 3. Governing Board's Assignment of Responsibility and Process for Review and Approval of Capital Projects.

- 3.1 It shall be the responsibility of the President or his (her) designee to propose to the Governing Board for review and approval all of the following:
 - Ten-year facilities master plans
 - Capital projects expected to exceed a total of \$250,000.
 - Capital lease or lease /purchase agreements in excess of \$250,000.
 - Acquisition or disposal of real property.
- 3.2 Such projects as cited in section 3.1 above shall be submitted to the Board of Governors through its Finance Committee.
- 3.3 Capital projects including capital leases expected to exceed one million dollars require Council approval.
- 3.4 In the event of multiple capital projects exceeding \$250,000, the projects should be recommended in proposed order of priority.
- 3.5 Prior to submission to the Council, Facilities Master Plans should be reviewed by the Governing Board to insure that the plans are designed to support the mission and current programs of the college and are realistically consistent with anticipated funding.
- 3.6 Individual Capital Projects exceeding \$250,000 should be reviewed by the Governing Board for funding availability and consistency with the objectives of the current campus five-year development plan or such other justification as may be warranted.