

**NEVADA SYSTEM OF HIGHER EDUCATION
PROCEDURES AND GUIDELINES MANUAL**

CHAPTER 1

CAMPUS DEVELOPMENT

| | | |
|-------------------|---|----------|
| Section 1. | Campus Development | 2 |
| Section 2. | Property | 2 |
| Section 3. | New Campus and Branch Campus Instructional Sites | 8 |
| Section 4. | NSHE Salvage Value Policy, July 2005..... | 9 |

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CHAPTER 1

CAMPUS DEVELOPMENT

Section 1. Campus Development

Standardized plaques shall be placed on Nevada System of Higher Education (NSHE) buildings as follows:

- a. Building plaque should be installed for the building dedication.
- b. The plaque should be one piece, cast bronze, wall mounted in main entrance to building.
- c. Plaque should not exceed 36" x 36" and may include the following:

Building name and year of completion

University Institution

Special message if appropriate

Names of Regents*

Governor*

Chancellor*

Institution President*

State Public Works Board

Name of Design Firm

(*At the time of dedication.)

(Added 6/05)

Section 2. Property

1. Vandalism

- a. Damage to NSHE institutional buildings, equipment or other property resulting from vandalism shall be reported immediately to the president of the division involved. The campus police, sheriff's office or city police should also be notified and asked to investigate.
- b. After investigation, if the president determines that action should be taken to recover the cost of such damage, such president may request the institution general counsel to take action to try to recover the cost of repairs.

2. Naming of Campus Buildings

Institutions of the NSHE shall adhere to the following standardized procedures for naming buildings, rooms, or public spaces. Names for new or unnamed buildings, building additions, or for renaming existing buildings are subject to approval by the NSHE Board of Regents. Names for a room, part of a building or a public space on campus are subject to approval by the president of the institution with written notification to the Chancellor.

- a. The naming of a building, room, part of building, or public space shall be considered in accordance with the following principles, if it is to be named after a person or persons:
 - i. Years of service to public education;
 - ii. Contributions to public education (other than employment);
 - iii. Quality and time of service to community or state;
 - iv. Years residing in the community or state;
 - v. Contributions to the development of the community or state; and
 - vi. Significant or substantial donations to the cost of the building or to a System institution without personal gain.

When a building is named in recognition of a donor or non-donor honoree that name will generally be effective for the useful life of the facility. Notwithstanding the foregoing, the Board of Regents reserves the right at any time to rename a building in the event it determines that name of the building is no longer consistent with the institution's mission and values, or causes harm to the institution's reputation.

- b. When a building named in recognition of a gift or an individual has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated building may be renamed. Appropriate recognition of earlier donors and honorees shall be included in or adjacent to the new or renovated building or in an appropriate way on the same campus. When a building is proposed for renaming, the institution will make all reasonable efforts to inform in advance the original donor or honorees and their immediate family members, as appropriate.
- c. A name on a building that was named in recognition of a gift may be removed with approval of the Board of Regents if the donor defaults on the gift.
- d. The naming of a building, room, part of building, or public space shall not be considered under the following conditions, if it is to be named after a person or persons:
 - i. The person is currently employed by the NSHE.
 - ii. The person is currently serving on the Board of Regents.
 - iii. The person is an elected public official.
- e. No more than three buildings at the same NSHE institution shall be named for an individual person. This limitation does not apply to buildings named for private foundations, companies, or other corporate entities.
- f. In considering potential names for new buildings, both the campus constituents and appropriate community groups shall be consulted, as appropriate.

- g. For buildings 1) located on property not owned by NSHE or 2) built cooperatively in partnership with another entity, the selection of a name to be recommended by the president shall be done in consultation with the partner.
- h. The president of the institution will recommend the proposed building name to the Chancellor for review. The nomination will include biographical data, if applicable.
- i. After review by the Chancellor, the Chancellor shall forward the recommendation to the Chair of the Board of Regents for consideration by the full Board.
- j. The Board of Regents may, in its sole discretion, waive any of the provisions or limitations of this Subsection 2.

3. Campus Master Planning

The following general procedures and divisions of responsibility shall govern all campus master planning:

- a. The NSHE has the basic responsibility for campus master planning.
- b. All physical development plans and proposals and contemplated land acquisitions shall be submitted to the State Public Works Board for review and comment.
- c. The staff of the State Public Works Board may be requested to provide architectural and engineering assistance to the NSHE in developing physical master plans.

4. Capital Improvement Programming

The following general procedures and divisions of responsibility shall govern the capital improvement programming of all NSHE projects:

- a. The NSHE shall determine the sequence of priority and scope of work of all NSHE projects.
- b. The sequence of priority and scope of work shall be submitted to the State Public Works Board for review and comment. Should the State Public Works Board disagree with the projects submitted, or the priority assigned, the submission shall be returned to the NSHE with an explanation. Representatives of the two agencies shall then meet and attempt to develop a satisfactory list. Should agreement not be reached, the proposals of both agencies shall be transmitted to the Governor and Legislature by the respective agencies.
- c. The State Public Works Board shall develop budget estimates of total project costs based on the project scope of the work and shall submit the budget estimates to the NSHE for review and comment prior to adoption.

5. Project Design Process for State Funded Projects

The following general procedures and divisions of responsibility shall govern the design of all projects financed in whole or part by state-appropriated funds:

- a. Detailed project programs based on legislative action shall be prepared by the campus committee and submitted to the State Public Works Board for approval.
- b. The campus committee shall include representatives from the college or department to be served by the building, at least one representative from the Physical Plant Department/Facilities Management and the chief financial officer serving that campus. The program shall contain the educational and departmental needs for space with proposed room sizes.
- c. Detailed project budgets based on the campus program and legislative appropriations and authorizations shall be prepared by the State Public Works Board and submitted to the campus committee for review and comment prior to adoption by the State Public Works Board.
- d. The State Public Works Board shall insure that qualified architects and engineers are retained to design all projects. On all campus projects, the State Public Works Board shall extend to the Board of Regents the courtesy of nominating two or more architectural or engineering firms, ranked in preferential order, and the State Public Works Board shall either select from among those nominated or request a new slate be submitted. The preparation, execution and administration of professional service agreements shall be a State Public Works Board responsibility.
- e. Preliminary plans and specifications, which shall include a cost estimate, a building configuration, number of floors, shape, exterior appearance, building blueprint, elevations, relationship to other facilities on campus, relationship of departments and rooms within the structure, shall be recommended by the campus building committee to its president for approval. The president will then forward the preliminary plans to the State Public Works Board for its approval.
- f. During the preparation of the working drawings, all communications from the architects, consultants or State Public Works

6. Construction Projects

The following general procedures and divisions of responsibility shall govern the construction procedures on all projects funded in whole or in part by State appropriated funds:

- a. The State Public Works Board shall award construction contracts with the concurrence of the campus. Construction contracts jointly financed by state appropriated funds and by non appropriated funds shall be executed by both the State Public Works Board and the campus.
- b. The administration of construction contracts shall be a State Public Works Board responsibility and the Board shall comply with all commitments made by the campus in obtaining non-appropriated funds. Expenditures during the administration of the contract shall be consistent with the approved budget. All change orders shall be submitted to the campus for review and comment prior to approval. During the construction of the project, the campus will be represented by the Physical Plant Department/Facilities Management. All communications from the contractor, architects, consultants or the State Public Works Board should be directed to the chief financial officer or designee from the Physical Plant Department/Facilities Management.
- c. Final inspection will be made by the State Public Works Board, architect/consultants, and the Physical Plant Department/Facilities Management to assure that the building has been built in strict conformance with the plans and specifications. The project should be signed off, not only with a deficiency list, but with the approval of consultants attesting to the fact that it does meet the plans and specifications as drawn and that it will function as designed

- b. Preliminary plans showing the site and architecture may be submitted to the State Public Works Board for review and comment.
- c. Proposed acquisitions of land by the NSHE may be submitted to the State Public Works Board for review and comment.
- d. The State Public Works Board shall provide all possible architectural and engineering services.

2. Branch Campus

A branch campus is a permanent or semi-permanent partial service facility that is either owned or leased by the NSHE where limited general education and specialized programs are made available. Classrooms and partial student and/or academic support services are provided by the institution. Laboratory facilities may also be provided in some circumstances.

3. Satellite