

University of Wisconsin-Madison Space and Remodeling Policies Committee

Fund 101 Remodeling Allocation Policy

The Fund 101 remodeling allocation has been at the level of \$280,000 for approximately ten years. The primary emphasis of this funding exercise is for support of the instructional program.

The larger schools and colleges have a specified amount of funding available each year (Category 1A). This predictable level of funding allows better planning and enables them to split the funds, if they wish, among several projects. Staff at Facilities Planning & Management (FP&M) plan for the use of classroom (Category 3) and all-campus contingency funds (Category 2) to meet the most pressing needs in these areas.

Under Category 1B, divisions have applied annually for a share of \$50,000 on a competitive basis. Relatively few of the proposed projects in the last five years have fit well under the criteria of support for the instructional program. Recognizing that the College of Letters and Science has the greatest share of the undergraduate instructional responsibility for the University, the SRPC voted in December, 2004 to allocate the \$50,000 to L&S in future years. L&S will provide the SRPC with an annual report of how these funds have been utilized. As a result of this action, there will be no competition for remodeling funds in future years.

This funding allocation policy and process will be evaluated by the SRPC annually (December) to decide if modifications are necessary or appropriate. If there is an increase or decrease in funds, the SRPC would determine to which category or categories this should be allocated.

A report (December) will be made to the SRPC on the use of the prior year's annual allocation and will include a short descriptive title of each project and the project cost.

The three categories and the procedures for allocating funds within the categories are as follows:

Category 1

A. Instructional Needs Determined by Schools & Colleges (\$90,000 for FY99; \$22,500 for each major school/college)

Letters and Science, Engineering, Education, and CALS each receive equal shares of a sum established by the SRPC for projects that primarily benefit undergraduate instruction. The primary emphasis of this funding exercise is for support of the instructional program. FP&M will process budget transfers to the four units in July of each fiscal year in the allocated amount. Each unit should set aside a UDDS for this purpose. Units will write requisitions against this UDDS. If a unit would like to set up Fund 101 account numbers to separately account for the projects, they will need to work with Accounting Services to set this up. The four units receiving funds will report once each year in December on how these funds have been used.

B. Other Instructional Projects (\$50,000)

Recognizing that the College of Letters and Science has the greatest share of the undergraduate instructional responsibility for the University, the SRPC voted in December, 2004 to allocate \$50,000 to L&S on an annual basis for instructional projects. L&S will provide the SRPC with an annual report of how these funds have been utilized.

Category 2

Fund 101 All-Campus Contingency Category (\$40,000 for FY99)

This category includes contingency fund needs in support of the instruction program as determined by FP&M, primarily for projects under \$5,000 each. Any individual project, any series of related projects campus-wide, or any total commitment of all projects to a single building during the fiscal year, exceeding fifteen percent of the contingency allocation for that fiscal year shall be brought to the SRPC for consideration in advance of exceeding this limit. A report to the SRPC on how these funds are expended is made in December of each year.

Category 3

Classroom remodeling needs (\$100,000 for FY99)

This category provides for general assignment classroom remodeling needs as determined by the Space Management Office (classroom planning & management section). Non-traditional expenditures or those having policy implications will be brought to SRPC for consideration in advance of commitment of funds. A report to the SRPC on how these funds are spent is made in December of each year.

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Revised by SRPC: May 13, 1999

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