

Assessment Cycle

Academic Year 2016-2017

Capital Outlay and Special Projects

Prepared by: Gil Gilson

Date: 6/9/17

Approved by: Dr. Marcus Jones

Date: 6/12/17

Northwestern State University Mission. Northwestern State University is a responsive, Student-oriented institution that is committed to the creation, dissemination, and acquisition of knowledge through teaching, research, and service. The University maintains as its highest priority excellence in teaching in graduate and undergraduate programs. Northwestern State University prepares its Students to become productive members of society and promotes economic development and improvements in the quality of life of the citizens in its region.

University Affairs Mission. University Affairs is a diverse group of innovative and talented professionals who provide quality facilities, maintenance and management services in support of education and research at Northwestern State University. University Affairs is committed to being fully responsive to the needs of faculty, students, staff and the public, by the Physical Plant, Capital Outlay Office, Grounds and Custodial Services, Environmental Health and Safety, University Police, ADA Compliance and International Student Services.

Office of Capital Outlay and Special Projects Mission: The State of Louisiana funds major renovations and new construction on campus through the capital outlay process. As a requirement of the State Capital Outlay process, NSU annually submits a prioritized five-year plan for capital improvements to the State Legislature through the ULS Board of Supervisors and Board of Regents. This plan is the result of intensive university-wide planning efforts that include the Office of the President, the Office of Facility Services, the Facility Design and Development Committee, the Office of Academic Affairs and the Office of Finance and Administrative Services, with the President serving as the final decision maker. The Capital Outlay Director is responsible for communicating with appropriate state agencies, project managers, architects, engineers, and contractors during the planning and implementation of capital outlay and University-funded small capitalization projects and for assuring that all projects meet the stipulations set forth by state agencies and the bid process.

Methodology: The assessment process includes:

- (1) Data from assessment tools are collected by to the Capital Outlay Director;
- (2) The Capital Outlay Director will analyze the data to determine whether the applicable outcomes are met;
- (3) Results from the assessment will be discussed with appropriate University staff;
- (4) Individual meetings will be held with staff as required;
- (5) The Capital Outlay Director, in consultation with university staff and senior leadership, will propose changes to measurable outcomes, assessment tools for the next assessment period and, where needed, service changes.

Capital Outlay

Service Outcome 1: Ensure institution identifies capital outlay needs and develops a five year capital outlay plan responsive to the university's five Strategic Focus Areas (The Student Experience, Academic Excellence, Market Responsiveness, Athletic Prominence, and Community Enrichment).

Measure 1.1. The Capital Outlay Director develops and submits a comprehensive Five Year Capital Outlay Plan. The target is to complete and submit a Five Year plan by the University of Louisiana System (ULS) deadline.

Finding 1.1 Target Met. Capital Outlay Director submitted the Five Year Capital Outlay Plan to the ULS system office for approval and submission to the Board of Regents. The Board of Regents included items they determined fundable in House Bill 2. The Five Year Capital Outlay Plan was submitted by the deadline of November 1, 2016, for fiscal year 2017-18. The Five Year Capital Outlay Plan is attached.

Analysis 1.1 The Plan was submitted by the deadline for approved projects to be included in the 2017 House Bill 2, currently under consideration by the Louisiana Legislature.

Decision 1.1 Develop new capital outlay plan for 2018-19 due November 1, 2017. Work with University President to establish a Facilities Committee to drive the development of the new Five Year Plan.

Measure 1.2. The Five Year Capital Outlay Plan address the university's Strategic Focus Areas. The target is to address all five Strategic Focus Areas in the Five Year Capital Outlay Plan.

Finding 1.2 Target Met. As demonstrated in the attached table, the Five Year Capital Outlay Plan includes 13 projects: 13/13 address The Student Experience; 11/13 address Academic Excellence; 11/13 address Market Responsiveness; 5/13 address Athletic Prominence; 11/13 address Community Engagement.

Analysis 1.2 Plan addresses all five Strategic Focus Areas as identified in Measure 1.2.

Decision 1.2 Work with University President to establish a Facilities Committee to drive the development of a new Five Year Plan and ensure it properly addresses the University's five Strategic Focus Areas.

Service Outcome 2: Ensure institution completes capital outlay and special (small capitalization) projects within prescribed time and budgetary limits.

Measure 2.1. The Capital Outlay Director, in coordination with the State Facility Planning and Control Project Manager, ensures that all capital outlay and small capitalization projects are completed within the prescribed time limits stipulated in the bid process. The target is 100% completion within the prescribed time limits.

Finding 2.1 Target Met. As demonstrated in the attached chart, 5/5 capital outlay / small capitalization projects completed in 2016-17 were completed within the deadlines prescribed in the bid process. One ongoing project is scheduled to be completed on time in July.

Analysis 2.1 All projects were completed according to the prescribed timelines.

Decision 2.1 Maintain familiarity with state capital outlay, small capitalization, and construction processes and deadlines to ensure projects are completed on time.

Measure 2.2. The Capital Outlay Director, in coordination with appropriate University staff, ensures that all capital outlay and small capitalization projects are completed within the prescribed budget stipulated in the bid process. The target is 100% completion within the prescribed budgetary limits.

Finding 2.2 Target Met. As demonstrated in the attached chart, 5/5 capital outlay / small capitalization projects completed in 2016-17 were completed within the budget prescribed in the bid process. One ongoing project is scheduled to be completed within the prescribed budget in July.

Analysis 2.2 All projects were completed within the prescribed budgetary limits.

Decision 2.2 Maintain familiarity with state capital outlay, small capitalization, and construction processes to ensure projects are completed within the prescribed budgetary limits.

Summary of Key Findings and or Decisions

The 2016-17 assessment revealed that the Capital Outlay office successfully developed and submitted a five year plan to the University of Louisiana System. This assessment also revealed that all capital outlay and small capitalization projects completed in 2016-17 were completed within the prescribed deadlines and budgets.

The primary action to be implemented in 2017-18 will be to work with the University President to establish a Facilities Committee to drive the development of the five year plan and ensure it meets the needs of the University's strategic plan and strategic focus areas.