

## Use and Finance Bi-Annual Reporting Form

Reporting Period (check one):  January 1, 2016 through June 30, 2016  
 July 1, 2016 through December 31, 2016

University/College: Delta College

Number of Projects to Report: 1

Estimated Impact on Tuition and Fee Rates:<sup>1</sup> \$68.77

	Project Description	Project Timeline	Project Costs			Funding Sources
1.	<p><b><u>C-Wing Solarium, Handrail, Founders Hall, Commons and Meeting Rooms Upgrades</u></b></p> <p>This project incorporates three individual maintenance and upgrade projects into one project to take advantage of combined pricing and reduce contractor overhead and supervision costs. The three projects are as follows:</p> <p><b><u>C-Wing Solarium Renovations</u></b></p> <p>This project includes replacing insulated glass window units on the walls and roof as well as providing interior window shades within the Solarium. The new window shades will provide better light and heat control to accommodate the needs of the plant materials grown in the space. This will allow the plants to be grown under different light and heat conditions</p>	<p>Start Date: 5/11/2016</p> <p>Completion: 9/30/2016</p>	Mobilization, General Conditions, Bonds	\$18,995		Tuition \$ _____
			Demo	\$11,760		Millage \$ _____
			Masonry	\$38,514		Bond Proceeds \$ _____
			Structural Steel – Handrails	\$406,504		Donations \$ _____
			Doors and Hardware	\$294		Federal \$ _____
			Glass and Glazing	\$20,090		Other (specify) \$1,275,000
			Motorized Shades	\$41,160		Total: \$1,275,000
			Drywall	\$25,480		Funds for the project have been reserved in the College's Facilities
			Painting	\$5,586		Renovation and Equipment Replacement – Plant Fund
			Carpet	\$83,300		
			HVAC	\$13,720		
			Sprinkler System	\$10,290		
			Electrical	\$58,800		

<sup>1</sup> This amount shall be calculated by dividing the amount of tuition revenue that is annually budgeted for the institution's share of a project's cost by the most recent fiscal year equated student count for the institution.

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<p>providing students the opportunity to study the results.</p> <p><b>Handrail Replacement</b> This project consists of the repair and replacement of stair handrail components throughout the campus. These upgrades will bring the handrails up to current building code and American Disability Act (ADA) requirements. The scope of the project includes six (6) stairways in A-Wing, two (2) stairways in G-Wing, six (6) stairways in N-Wing, one (1) stairway in P-Wing and four (4) stairways in S-Wing.</p> <p><b>Founders Hall, Commons and Meeting Rooms Upgrades</b> This project consists of the complete renovation of Conference Room N007, carpet replacement in the Commons, adjacent meeting rooms and office areas; carpet and flooring replacement in Founders Hall and audio visual (AV) and sound system upgrades for the Commons N005, N007, N008 and N012. The architects worked with the steering committee to update the areas which are heavily used by students, staff and visitors. The Conference Room N007 renovations will update the design of the room to better accommodate meetings for both internal and outside groups. It will include</p>		Audio Visual (AV)	\$156,800		
		Markerboards	\$13,720		
		Glass Film	\$167		
		Tack Wall	\$7,840		
		Reclaimed Wood	\$8,820		
		Solid Surface Millwork	\$44,100		
		Carpentry	\$33,217		
		Ceiling	\$18,620		
		<b>Total Construction Cost</b>		<b>\$1,017,777</b>	
		Code Review Fees / Misc. Owner Costs	\$4,145		
		Design / Engineering	\$111,000		
		Furnishings	\$40,300		
		Contingency	\$101,778		
		<b>Other Costs</b>		<b>\$257,223</b>	
		<b>Total Project Budget</b>		<b>\$1,275,000</b>	

	Project Description	Project Timeline	Project Costs	Funding Sources
	<p>state of the art presentation technology and new furnishings. The sound system upgrades will replace outdated analog amplifiers and equipment with a new digital system. It will also include the addition of speakers and wireless microphones so the system will better meet the needs in the area. The carpet and flooring replacement portion of the project will include the complete removal of the current broad loom carpeting, which is delaminating causing trip hazards, with new carpet tile. The new carpet tile will be easier to clean and can be replaced if an area gets damaged.</p>			

### Instructions:

1. Projects shall be reported on this standard form and submitted to the Joint Capital Outlay Subcommittee, the fiscal agencies, and the State Budget Office **on or before June 30 and December 31 of each year**. Submission to the above parties shall be accomplished by posting the reports on the institution's website under the "Budget and Performance Transparency Reporting" section. If an institution has no projects to report for a six-month period, enter "None" next to "Number of Projects to Report" located on the top of the form.
2. Reports shall include all contracts entered into for new construction of **self-funded projects costing in excess of \$1,000,000.00**. Projects funded by State capital outlay appropriations are not to be included in these reports. Once submitted, a project does not have to be listed in any subsequent report, unless a change in project cost has occurred. In such case, the subsequent use and finance report shall clearly state that the project cost has changed, listing the dollar amount of the change, and including reasons for the cost change.
3. New construction includes land or property acquisition, remodeling and additions, maintenance projects, roads, landscaping, equipment, telecommunications, utilities, and parking lots and structures.
4. Project Description should include a basic overview of the project including the purpose and justification for the project.
5. Reports shall detail by amount the funding sources that are supporting a project (e.g. tuition, fees, bond funds, millage, donations, etc.).
6. **Penalties:** Statutory language in the appropriation act for Universities and Community Colleges provides that institutions shall comply with the current use and finance requirements of the Joint Capital Outlay Subcommittee and provides for a 1.0% reduction in State appropriations for each violation.

### Statutory References

Management and Budget Act, 1984 PA 431, Section 238, MCL 18.1238

State School Aid Act, 1979 PA 94, Section 208, MCL 388.1808

State School Aid Act, 1979 PA 94, Section 275a, MCL 388.1875a