A. The Board of Trustees recognizes that a major part of its responsibilities involves the use of limited public funds to maintain the buildings and other facilities which comprise the Gaston College campus. These projects include, but are not limited to: repairs, renovations, small construction projects, paving/repaving, sidewalk construction and repair, curb and guttering, roof repair, electrical work, plumbing, painting, and similar projects. These projects will be completed under the direction of the President but with special responsibilities assigned to the Chief Financial Officer. For purposes of this Policy and Procedures Manual, these projects are defined as those anticipated to cost more than $10,000, but less than $100,000. Most projects which exceed $100,000 will require policy and procedures which are required by the North Carolina Community College System and the State Office of Construction. The Chief Financial Officer is assigned the responsibility for coordinating these projects with the Facilities Committee, the Board of Trustees, appropriate college officials, and architects/ engineers/ contractors.

B. A list of projects which are projected to be completed during the next fiscal year will be presented annually to the Board of Trustees no later than the month of June. These projects will be approved by the Facilities Committee and the Board of Trustees.

C. The Facilities Committee and the Board of Trustees will select an engineering firm annually during the month of June and will enter into a general services agreement. Developing specifications and cost estimates will be the responsibility of the engineering firm.

D. The Board of Trustees will establish priorities for the approved projects. Once priority is established, the President will authorize starting the process of approval and completion of the individual project.

E. The Chief Financial Officer will be the administrative liaison between college staff, Facilities Committee, Board of Trustees, and the engineering firm. As such, the Chief Financial Officer will assure compliance with all requirements for preparation of specifications.

F. All projects which are anticipated to cost in excess of $10,000 will be advertised in newspapers in Gaston and Lincoln counties. Use of other advertisements, such as the Charlotte Observer, the Association of General Contractors, the Dodge Reports, etc., will be determined by the Chief Financial Officer.
Policy 6-13
Completion of Campus Projects

Effective: 4/15/97
Supersedes: First Issue

G. Subsequent to receiving bids on projects over $10,000, the Chief Financial Officer will evaluate them, will certify that appropriate procedures have been followed, and will determine if it is appropriate to proceed based upon anticipated expenditures and other factors.

H. After bids are received and the decision is made to proceed, the project will be placed on the agenda of the next meeting of the Facilities Committee.

I. Subsequent to approval by the Facilities Committee, the project will be presented to the Board of Trustees for approval.

J. Approved contractors will be notified in writing of acceptance of their bids, and they will be issued a purchase order to proceed.

K. The engineering firm which prepared the specifications will assure compliance with those specifications and will certify same in writing at the conclusion of the project.

L. The Facilities Committee and the Board of Trustees will be informed on a monthly basis of the status of all projects which have been approved.

M. The Facilities Committee has authority to award contracts for projects under $10,000. The Board will be informed of such projects at its next regular meeting.