

I. Purpose

The Five-Year Capital Outlay Plan is intended to capture the institutions facility, infrastructure, and site development needs.

II. Scope

This policy applies to all college-owned properties and facilities.

III. General

The Management and Budget Act, Public Act 431 of 1984, as amended requires community colleges to present a Five-Year Capital Outlay Plan by November 1 of each year to the State Department of Budget. Prior to submission, the Five-Year Capital Outlay Plan must be approved by Lansing Community College's Board of Trustees.

The College's capital outlay plan shall include:

1. The College's Mission Statement.
2. Instructional Programming that provides an overview of current academic programs and major academic initiatives.
3. Staffing and Enrollment which includes staffing and enrollment data and trends.
4. Facility Assessment to identify and evaluate the overall condition of capital facilities under college control. Included in this Assessment is the Information Technology Master Plan.
5. Implementation Plan to identify the schedule by which the institution proposes to address major capital deficiencies.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Administrative Services or his/her designee.

Adopted: 3/18/2002 (original: Facilities Master Plan)

Revised: 12/17/2018 (renamed: Five-Year Capital Outlay Plan)