

| Category                                                                                                                                                                                                                                                                                                  | Pre-Project<br>Review<br>Task Group | Staff | F&DC | Presi-<br>dent | State<br>Trustees | CHE,<br>SBC,<br>Gov. | General<br>Assembly |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------|------|----------------|-------------------|----------------------|---------------------|
| <b>Land (with or without buildings)</b>                                                                                                                                                                                                                                                                   |                                     |       |      |                |                   |                      |                     |
| Land acquisition plans                                                                                                                                                                                                                                                                                    |                                     | R     | A    | I              | I                 |                      |                     |
| Acquisition (purchase, gift or exchange) in previously approved plans                                                                                                                                                                                                                                     |                                     | A     |      | A              | A                 | A (Gift)             |                     |
| Acquisition (purchase, gift, or exchange) <u>not</u> in previously approved plans                                                                                                                                                                                                                         |                                     | R     | A    | A              | A                 | A (Gift)             |                     |
| Purchase of land or buildings greater than \$2,000,000                                                                                                                                                                                                                                                    |                                     | R     | A    | A              | A                 | A                    |                     |
| Purchase of land or buildings greater than \$2,000,000 if any State funds or student fees used                                                                                                                                                                                                            |                                     | R     | A    | A              | A                 | R                    | A                   |
| Disposition: Sale, transfer, or gift                                                                                                                                                                                                                                                                      |                                     | R     | A    | A              | A                 |                      |                     |
| Permanent public utility or right-of-way easements or right of entry                                                                                                                                                                                                                                      |                                     | A     |      | A              | A                 |                      |                     |
| Other permanent easements or right of entry                                                                                                                                                                                                                                                               |                                     | R     | A    | A              | A                 |                      |                     |
| Temporary right of entry for two years or less                                                                                                                                                                                                                                                            |                                     |       |      |                |                   |                      |                     |
| Public utility or right-of-way easements or right of entry                                                                                                                                                                                                                                                |                                     | A     |      | A              |                   |                      |                     |
| Other easements or right of entry                                                                                                                                                                                                                                                                         |                                     | R     | A    | A              |                   |                      |                     |
| Deed from the State to a State Educational Institution                                                                                                                                                                                                                                                    |                                     | R     | A    | A              | A                 | A                    |                     |
| <b>Facility Leases</b>                                                                                                                                                                                                                                                                                    |                                     |       |      |                |                   |                      |                     |
| New leases or lease renewals that are within the Chancellor's signature authority, \$100,000 or less, and for which no college-wide funds are being requested, do not need higher level approval. However, they need to be reviewed by the Legal Department and entered into Contract Management System * |                                     |       |      |                |                   |                      |                     |
| Rent greater than \$500,000 in any one year of the lease period                                                                                                                                                                                                                                           |                                     | R     | A    | A              | A                 | A                    |                     |
| New Leases                                                                                                                                                                                                                                                                                                |                                     |       |      |                |                   |                      |                     |
| Previously approved in a Region's annual operating budget where:                                                                                                                                                                                                                                          |                                     |       |      |                |                   |                      |                     |
| Term is two years or less                                                                                                                                                                                                                                                                                 |                                     | A     |      | A              |                   |                      |                     |
| Term is greater than two years                                                                                                                                                                                                                                                                            |                                     | A     |      | A              | A                 |                      |                     |
| Rent is greater than \$500,000 for the lease period                                                                                                                                                                                                                                                       |                                     | A     |      | A              | A                 |                      |                     |
| Not previously approved in a Region's annual operating budget where:                                                                                                                                                                                                                                      |                                     |       |      |                |                   |                      |                     |
| Term is greater than two years                                                                                                                                                                                                                                                                            |                                     | R     | A    | A              | A                 |                      |                     |
| Term is two years or less and                                                                                                                                                                                                                                                                             |                                     |       |      |                |                   |                      |                     |
| Rent plus utilities are less than \$100,000 per year                                                                                                                                                                                                                                                      |                                     | A     |      | A              |                   |                      |                     |
| Rent plus utilities are \$100,000 or more per year                                                                                                                                                                                                                                                        |                                     | R     | A    | A              |                   |                      |                     |
| Rent is greater than \$500,000 for the lease period                                                                                                                                                                                                                                                       |                                     | R     | A    | A              | A                 |                      |                     |
| Lease renewals where                                                                                                                                                                                                                                                                                      |                                     |       |      |                |                   |                      |                     |
| Term is two years or less                                                                                                                                                                                                                                                                                 |                                     | A     |      | A              |                   |                      |                     |
| Term is greater than two years                                                                                                                                                                                                                                                                            |                                     | A     |      | A              | A                 |                      |                     |
| Rent is greater than \$500,000 for the lease period                                                                                                                                                                                                                                                       |                                     | A     |      | A              | A                 |                      |                     |

Notes: A = Approval, R = Review, I = Information, FDC = Facilities and Design Council,  
CHE = Commission for Higher Education, SBC = State Budget Committee, Gov. = Governor

| Category                                                                                                                                                                                                       | Pre-Project<br>Review<br>Task Group | Staff | F&DC | Presi-<br>dent | State<br>Trustees | CHE,<br>SBC,<br>Gov. | General<br>Assembly |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------|------|----------------|-------------------|----------------------|---------------------|
| <b>Projects that could result in a significant commitment of College or Ivy Tech Foundation resources, including leases, land and projects</b>                                                                 | A                                   |       |      |                |                   |                      |                     |
| <b>Capital Budget Request and 10-Year Capital Improvement Plan</b>                                                                                                                                             |                                     | R     | A    | A              | A                 |                      |                     |
| <b>Selection of Architects</b>                                                                                                                                                                                 |                                     |       |      |                |                   |                      |                     |
| Smaller projects (generally less than \$4.0 million) selected and recommended by the Region                                                                                                                    |                                     | A     |      | A              | I                 |                      |                     |
| Larger projects and projects approved by the General Assembly selected and recommended by the F&DC                                                                                                             |                                     | R     | A    | A              | I                 |                      |                     |
| <b>Selection of Construction Management firms for large construction projects</b>                                                                                                                              |                                     | R     | A    | A              | I                 |                      |                     |
| <b>Repair and Rehabilitation (R&amp;R) and parking lot and drive repair PROJECT approval</b>                                                                                                                   |                                     |       |      |                |                   |                      |                     |
| New projects that will have a contract within the Chancellor's signature authority, \$100,000 or less, and for which no college-wide funds are being requested, do not need higher level approval to proceed * |                                     |       |      |                |                   |                      |                     |
| Annual Plan for use of General Assembly General R&R, College-wide R&R, and Parking Lot and Drive funds. Approval of the Plan is an approval to proceed with each project.                                      |                                     | R     | A    | A              |                   |                      |                     |
| Approval to proceed with projects of \$200,000 or less                                                                                                                                                         |                                     | A     |      |                |                   |                      |                     |
| Approval to proceed with projects greater than \$200,000 (if not in Annual Plan)                                                                                                                               |                                     | R     | A    |                |                   |                      |                     |
| Approval to proceed with projects greater than \$750,000 if any State funds or student fees used                                                                                                               |                                     | R     | A    | A              | A                 |                      |                     |
| Approval to proceed with projects greater than \$2,000,000 if no State funds or student fees used                                                                                                              |                                     | R     | A    | A              | A                 | R/A                  |                     |
| <b>New Construction PROJECT approval - includes buildings and parking lots and drives</b>                                                                                                                      |                                     |       |      |                |                   |                      |                     |
| New projects that will have a contract within the Chancellor's signature authority, \$100,000 or less, and for which no college-wide funds are being requested, do not need higher level approval to proceed * |                                     |       |      |                |                   |                      |                     |
| Approval to proceed with projects of \$200,000 or less                                                                                                                                                         |                                     | A     |      |                |                   |                      |                     |
| Approval to proceed with projects greater than \$200,000                                                                                                                                                       |                                     | R     | A    |                |                   |                      |                     |
| Approval to proceed with projects greater than \$500,000                                                                                                                                                       |                                     | R     | A    | A              | A                 |                      |                     |
| Approval to proceed with projects greater than \$2,000,000 if any State funds or student fees used                                                                                                             |                                     | R     | A    | A              | A                 | R/A                  |                     |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------|------|----------------|-------------------|----------------------|---------------------|
| <b>Facility CONTRACTS, including CHANGE ORDERS, for Construction, Renovation, or Leases **</b>                                                                                                         |                                     |       |      |                |                   |                      |                     |
| Any contract or change order within the Chancellor's signature authority, \$100,000 or less, and for which no college-wide funds are being used, does not need higher level approval *                 |                                     |       |      |                |                   |                      |                     |
| Contracts less than \$500,000                                                                                                                                                                          |                                     |       |      |                |                   |                      |                     |
| Contracts between \$100,000 and \$500,000, if within approved project budget                                                                                                                           |                                     | A     |      | A              |                   |                      |                     |
| Contracts for F&DC approved projects that increase the total <u>project</u> budget by more than 10% cumulatively                                                                                       |                                     | R     | A    | A              |                   |                      |                     |
| Contracts greater than \$500,000                                                                                                                                                                       |                                     |       |      |                |                   |                      |                     |
| Contracts greater than \$500,000 for previously approved projects that are <u>less</u> than 10 % higher than assumptions in project request                                                            |                                     | A     |      | A              | A                 |                      |                     |
| Contracts greater than \$500,000 for previously approved projects that are <u>more</u> than 10 % higher than assumption in the request                                                                 |                                     | R     | A    | A              | A                 |                      |                     |
| Any change order that will increase a previously approved State Trustee contract by more than 10 % cumulatively                                                                                        |                                     | R     | A    | A              | A                 |                      |                     |
| Change Orders                                                                                                                                                                                          |                                     |       |      |                |                   |                      |                     |
| For any project or contract approved by the President or State Board, ALL change orders should be forwarded to Facilities Planning for including in the project files. Approval levels are as follows: |                                     |       |      |                |                   |                      |                     |
| Any individual change order greater than \$100,000                                                                                                                                                     |                                     | A     |      | A              |                   |                      |                     |
| Any change order for contracts, for a project previously approved to proceed by <u>staff</u> , that increases the contract by more than 10% cumulatively                                               |                                     | A     |      | A              |                   |                      |                     |
| Any change order for contracts, for a project previously approved to proceed by the <u>F&amp;DC</u> , that increases the contract by more than 10% cumulatively                                        |                                     | R     | A    | A              |                   |                      |                     |

**Reviewed by the Facilities and Design Council, March 2013, and by the State Board of Trustees, April 2013**

\* Any change to FMM policies may results in changes to these approval levels.

\*\* When submitting contracts for review, include MBE/WBE participation levels, and documentation of Outreach Efforts.

**Note:** This document specifies approval levels for Ivy Tech Community College facility projects.

Ivy Tech Foundation, Inc. also has approval requirements under its jurisdiction that are different from College requirements.