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POST-SECONDARY EDUCATION:  
SPECIAL REPORTS TO THE LEGISLATURE  
*1993 Session*

*Supplement to  
Governor Carlson's  
1994-95 Biennial Budget*

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# Appendix

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**1994-95 BIENNIAL BUDGET**

**SPECIAL REPORTS**

**UNIVERSITY OF MINNESOTA**

**REPORTS**

- Repairs & Replacements
- Library/Media Acquisitions
- Non-Resident/Non-Reciprocity Enrollments
- Off-Budget Operations

**SUBJECT:** Repairs and Replacements  
**SPECIAL REPORTS:** 1994-95 Biennial Request  
**AGENCY:** Minnesota, University of

In accordance with the special instructions issued for higher education, the attached comprehensive report addresses the appropriate repairs and replacement issues at the University of Minnesota. The adequacy of the current replacement cost formula can be measured by comparing the total annual need of \$25,460,000 for F.Y. 1993 reported in the "State Supported Building Survey" (excluding the heating plant). Based on age and inventory, the survey projects needed funding annually at or near this level through most of the decade for University facilities.

Although the Laws of Minnesota 1991 do not specify intent funding for repairs and replacements, the attached materials summarize the on-going problems associated with present base funding and growing deferred maintenance. The "State Supported Building Survey" has been supplemented by the University's "Capital Budget Principles" to address both repairs and replacements and capital improvements, specifically focusing on the evaluation of projects and the setting of priorities.

In addition to repairs and replacement issues, each building is evaluated against current building codes for fire safety, sanitary facilities, electrical, mechanical and handicapped access and also for energy efficiencies. As a matter of procedure, new construction will be recommended in those instances where repairs and replacements, building code deficiency and energy efficiency upgrades exceed the cost of razing and rebuilding.

University of Minnesota  
Biennial Request  
1994-95

**SPECIAL REPORTS REPAIRS AND REPLACEMENTS**

Given explicit directions from the Board of Regents, and the spirit of the State Capital Budget Reform Legislation, the University is moving, as rapidly as possible, to implement an annual Capital Budget Management Process. The cornerstone of this process will be a six year Capital Improvement Program. Attached hereto is a copy of the Revenue and Expenditure Principles (Appendix A) introduced to the Regents at their December, 1992 Board meeting. As illustrated by the attached copy of the Capital Budget Calendar (Appendix B), the University intends to bring its Operating and Capital Budgets forward on the same schedule. The University will present this unified expenditures plan and request for funds to the Governor's office in August, 1993.

The Capital Budget and six year Capital Improvement Program will enable the University to concentrate investment in the high priority projects identified as being sequentially critical to support the academic, research and service outreach needs being generated by various departments in pursuit of the University's overall mission. The University has conscientiously chosen to undertake only those projects/studies which are critical to maintaining the integrity of a building, minimizing security risks, making emergency infrastructure repairs, correcting dire safety deficiencies, and completing assessments necessary for preparation of the Capital Improvement Program as a means of facilitating this shift to a more effective use of scarce resources. A list of Fiscal Year 1992-93 Repair and Replacement Projects is attached (Appendix C). It confirms the commitment of \$8.9 million to projects that meet these criteria for the Twin Cities campus. The outstate campus needs are identified in Appendices C.1, C.2, C.3.

A copy of the Preliminary Listing of Capital Needs for Repair and Replacement projects systemwide is also provided (Appendix D). These projects will be prioritized as a part of the Capital Budget Management Process beginning in February 1993 as illustrated in the Capital Budget Calendar. The University will also undertake renovation projects on all campuses in this same six year time frame. These projects too will appropriately utilize Repair and Replacement funds. The systemwide summary of repair and replacement expenditures, appropriations, and total available resources is as follows:

University of Minnesota  
 Repairs and Replacements Summary  
 Critical and Priority Projects  
 Dollars in Thousands

	F.Y. 1992 -----	F.Y. 1993 -----
Projects In Process and Balances Forward	10,599	14,972
Base Funding	9,345	9,345
Expenditures and Proposed Projects	4,972	13,714
Capital Improvement Plan		11,947
Balance Forward	14,972	( 1,344)

**APPENDIX A**  
**REVENUE AND EXPENDITURE PRINCIPLES**

## CAPITAL BUDGET PRINCIPLES

The Capital Budget and Capital Improvement Program are guided by a set of policy principles which serve as the basis for the development of the recommendations forwarded to the Board. An approved Capital Improvement Program must consider the source of funds to finance projects and expenditures principles to prioritize projects. The following Revenue and Expenditures Principles will guide the administrative review of the capital requests presented this year.

### Revenue Principles

#### A. Revenue Sources

Funding for capital improvements projects include the issuance of University general obligation bonds, central operations and maintenance funds, ICR funds, departmental funds, fees, gifts/grants, federal funds, State general obligation bonds, the Internal Loan Fund, central reserves or other funds. The Administration shall require that:

The Capital Improvement Program identifies the sources of revenue for financing proposed projects.

Projects involving requests to the State consider the legislative requirement that the University pay one-third of the debt service.

The use of Federal, State, and other non-University funds be maximized.

Internal Loan Fund financing of capital projects be provided within the guidelines and limits of that loan program and be consistent with all other Capital Improvement Program principles.

#### B. Debt Management

Borrowing funds for financing capital improvements is accomplished through the issuance of general obligation bonds. A capital improvement project provides benefits over future years, and therefore, it is prudent to spread the payments over future years. The amount of revenues devoted to the repayment of debt is determined through the University's debt management policies. The Administration shall require that:

The Capital Improvement Program maintains the University's long term AA/A-1 and short term A1+/P1 credit ratings, provides flexibility to issue different forms of variable and fixed-rate bonds, and minimizes University borrowing costs.

The sale of University general obligation bonds not be undertaken in aggregate amounts of less than \$10,000,000.

The issuance of revenue bonds be limited due to the uncertainty of internal revenue streams and higher debt service costs.

University debt not be incurred for projects with a life expectancy less than the maturity of the bonds.

Bonded indebtedness not be used for operating and maintenance costs.

## Expenditures Principles

### A. Legal Obligations

The University has certain valid, written agreements or contracts with regard to capital Improvements that have been approved by the Board of Regents. The Administration shall require that:

Contractual obligations, made in good faith by both the the University and the construction contractor for capital projects, be honored.

Contractual obligations for design services will, at a minimum, be brought to a point of logical conclusion before being put on hold; and will be interrupted only if there is no realistic possibility of financing the project which they support.

### B. Fire and Life Safety Improvements

Many of the buildings at the University are sixty or more years old. Over the years, constant improvements have been made to the fire and life safety codes designed to protect both people and property. Many of these older structures do not have enclosed stairwells, fire rated exit corridors, automatic alarm systems or emergency lighting. The Administration shall require that:

**The safety and well being of people during an emergency and the protection of existing facilities be the highest rated priority for the expenditure of capital resources.**

Fire and life safety improvements are so critical as to require their inclusion in every major remodeling project. All new construction shall meet applicable building codes, including fire and life safety codes.

**C. Hazard Abatement**

The environmental health and safety of all persons on campus is of the utmost importance. Past construction practices, such as the use of asbestos, potentially present a clear danger to the health of University community members. The Administration shall require that:

**Conditions which present a danger to the safety or health of persons on campus be mitigated, or abated as quickly as possible.**

Other potentially unsafe conditions ranging from poor air quality within a building, for mechanical or other reasons, to vehicular/pedestrian conflicts are recognized as hazards to be eliminated.

**D. Accessibility for Mobility Impaired Persons**

In order to become a truly diversified and richer community, the University's campuses and all University facilities must be accessible to all members of the general population especially those that may be mobility impaired. In support of the spirit and to meet the requirements of the Americans with Disabilities Act (ADA), the Administration shall require that:

**Priority be given to projects that enhance accessibility, and no major renovation of any University facility shall be undertaken without including as a part of the project all actions necessary to make the facility totally accessible to all persons.**

New facilities will also meet this requirement. Commensurate with its intent to make facilities on campus accessible to all persons, the University will also move to insure that all facilities rented by the University will be totally accessible to all persons.

**E. Academic Priorities**

The specific requirements generated by the teaching, research, and service mission of the University are dynamic in nature. The Administration shall require that:

**Recommended capital improvements be in compliance with approved departmental, collegiate and University academic plans; and/or demonstrate a potential for substantial advancement of the University's teaching, research and service mission.**

When a decision is made to remodel an existing facility, or construct a new building, an implicit decision is also made to operate the program in the structure after external funding is gone. For this reason, projects will be undertaken with the understanding of their real ranking among University priorities; and the University may choose not to accept funds because they require a long term commitment to operating expenses the University does not wish to bear.

**F. Conformance with the Campus Plan**

The Master Plan articulates the University's vision for the physical campus environment. Since this vision is achieved incrementally through the implementation of individual projects, the Administration shall require that:

**Capital projects that impact the campus environment comply with the approved Master Plan for long range development and demonstrate that the improvements advance the values which are the basis of the plan.**

Review of prospective projects from a Master Plan perspective will be conducted at the preprogramming stage of the Capital Budget Management Process.

**G. Energy Conservation**

Considerable operating costs savings can be realized through the application of energy conservation efforts in existing facilities. The Administration shall require that:

**Energy conservation measures needed to reduce operating costs in buildings worth investing in be undertaken if the projects have a pay-back period of six years or less.**

Waste management projects are considered to be of an energy conservation nature and given like priority. No specific pay-back period is recommended for waste management projects.

## H. Facilities Utilization and Maintenance

The Administration believes that present University facilities should be utilized to the fullest extent. Implicit in this belief is the desire to place heavy emphasis on maintaining present University facilities so that they will continue to be serviceable. The Administration shall require that:

**The utilization of existing facilities be maximized, and that maintaining present facilities, utilities and other infrastructure elements be given priority over new construction whenever feasible.**

The assignment of space to departments or programs in a facility shall not preclude full utilization of the facility. Maximum utilization of all University facilities helps reduce the need to commit scarce resources to new construction or major renovation. Adequate maintenance is essential to insuring full utilization of University facilities, preserves and protects the University's capital assets, and saves money in the long run.

Facilities which have outlived their functional and structural lives and have not been designated by the Regents as being historically significant may be considered for demolition as a way of maximizing operating and maintenance money for useful facilities. The expense of demolition shall be programmed into the cost of "replacement" facilities.

## I. Operating and Life Cycle Cost Implications

With the initiation of MAPS (maintenance/accounting/planning/scheduling), the establishment of standards for custodial productivity, and the metering of both demand and usage for electricity and steam at individual buildings, it will be possible to better project the operating cost implications of proposed capital projects. Life Cycle costs are a relative comparison of the projected value of a facility or infrastructure improvement over its projected life. The Administration shall require that:

**The operating and life cycle cost implications of all proposed capital projects be identified and priority be given to those which will result in a reduction in operating expenditures; or represents the wisest use of University resources over time.**

Some capital improvements proposed by University departments will require additional operating expenditures, while others may actually reduce operating costs. The application of life cycle costing will result in the selection of designs and components which favor minimizing total cost over initial costs.

J. **Flexibility for the Future**

The long-range utilization of University facilities can be enhanced if the construction and/or renovation of facilities are completed with as much flexibility as is possible. The Administration shall require that:

**Every new or renovated facility be designed to maximize flexibility consistent with programmatic needs and operating efficiency.**

The ability to accommodate programmatic changes and/or future growth is enhanced and scarce financial resources can be stretched if facilities are designed to accommodate change. Research laboratory and instructional spaces should be as "modular generic" as possible.

K. **Feasibility and Planning Study**

Continuing maintenance and operations needs demand timely repairs to facilities and the infrastructure of each campus in order to provide adequate support for University programs. In some instances, new facilities and/or utilities are needed to replace functionally obsolete buildings and inadequate utilities. The Administration may require that:

**Studies needed to substantiate the physical condition of a building or infrastructure element, or its ability to support academic activities be undertaken prior to committing capital funds for construction projects.**

Like needs, such as roof repair studies etc. should be appropriately grouped by type of study and the ability to complete the effort in one budget year.

L. **Other Considerations and Constraints**

Unique events or circumstances may require a change in the approved capital improvement plan after its adoption by the Board of Regents. Unforeseen revenues, changing programmatic needs, additions or reductions in the scope of a project, or other emergencies may require changes to the approved Capital Improvements Program during the fiscal year. In order to accommodate these unforeseen events, the Administration shall require that:

**Modifications to the approved Capital Improvements Program necessary to accommodate unforeseen events be adopted by the Board of Regents.**

These amendments to the program will be introduced to the Regents at one meeting, and acted upon at the next.

**APPENDIX B**  
**CAPITAL BUDGET CALENDAR**

## CAPITAL BUDGET CALENDAR

- September The Budget Office distributes the Capital Budget instructions to the Vice Presidents and the Chancellors.
- October Written descriptions and justifications of capital needs, ranked within each Vice President's area of responsibility or by the Chancellor's for each coordinate campus are returned to the Budget Office.
- November In consultation with the Capital Improvements Advisory Committee (CIAC), proposed capital projects are defined by the Planning and Programming staff of Facilities Management, and analyzed by the Budget Office.
- Needs are reviewed to insure consistency/compatibility with academic and physical plans.
  - Preprogramming and cost analysis of proposed capital projects is undertaken.
  - The impact of proposed projects on the operating budget is assessed.
  - Financial analysis is prepared by the Budget Office.
- January Analyses of proposed projects are returned to the Vice Presidents and the Chancellors in preparation for scheduled meetings with the CIAC.
- February CIAC holds meetings to review and prioritize proposed projects.
- VPs/Chancellor's (or designee) present proposed capital projects.
  - CIAC evaluates proposed capital needs, and recommends a prioritized list of proposed capital projects and alternatives with supporting rationale to the Senior Officers.
- April The Senior Officers review the recommendations and formulate an all funds Capital Improvement Program. The program is reviewed by the Cabinet and other appropriate consultative groups.
- May Presentation of the recommended Capital Improvement Program is made to the Board of Regents
- June The annual Capital Budget and six year Capital Improvement Program is adopted by the Board of Regents.
- August Adopted Budget and Plan are given to the Governor's Office.
- September Review and amendment process of the Capital Improvement Program begins.

APPENDIX C  
FISCAL YEAR 1992 -1993  
REPAIR AND REPLACEMENT PROJECTS  
TWIN CITIES CAMPUS

REPAIR AND REPLACEMENT PROJECTS PROGRAM  
FISCAL YEAR 1992-93  
TWIN CITIES CAMPUS

1. BASIS FOR REQUEST:

The maintenance projects being presented represent critical high priority Repair and Replacement Appropriation Funded projects that have been identified as a part of the Twin Cities Campus Capital Budget Planning effort within Facilities Management. The identified projects respond to the following issues:

- Buildings/Systems Assessment/Planning in Preparation of the Capital Budget Plan.
- Building Integrity.
- Program (User) Operational Requirements.
- Security Risks.
- Immediate Safety Repairs.

These projects will be part of the Capital Budget Plan to be presented to the Board in May and June, 1993; however, failure to proceed with these projects at this time will seriously jeopardize the University's ability to operate, maintain, protect and secure its physical assets on the Twin Cities Campus.

The cost estimates listed below are preliminary in nature. Variances from these estimates will be reported back to the Board in accordance with the Regents Policy on Board Operation and Agenda Guidelines.

2. SCOPE OF PROJECTS AND COST ESTIMATES:

Projects Cost Estimate

A. Buildings/Systems Needs Assessment

Conduct buildings and systems studies to evaluate and analyze repair and replacement needs in order to adequately identify, program, estimate, coordinate, and prioritize the expenditure of limited repair and replacement resources. These studies will help assure that the repair and replacement dollars available will be leveraged to the greatest reasonable extent as a part of the Capital Budget Plan.

1.	Jackson/Owre/Millard/Lyon Complex	\$	50,000
2.	Williamson Hall (#152-92-1433)		30,000
3.	Morrill Hall (#046-92-1434)		30,000
4.	Kolthoff/Smith Hall (#122-92-1436)		75,000
5.	Civil Mineral Engineering Building Brick Wall Water Leakage (#156-92-1437)		60,000
6.	Moos Tower/Phillips Wangensteen Plaza (#271-92-1487)		30,000
7.	Pillsbury Hall		50,000

8.	Johnston Hall	30,000
9.	Vincent/Murphy Halls	65,000
10.	Ford Hall	30,000
11.	Lind Hall	50,000
12.	University Stores North	30,000
13.	Management and Economics	50,000
14.	Social Science Tower	50,000
15.	Blegen Hall	30,000
16.	Law School	30,000
17.	Mechanical Engineering	50,000
18.	Akerman Hall	30,000
19.	Miscellaneous Building Assessments (#444-92-1501)	50,000
20.	Window Replacement Survey (#444-92-1498)	150,000
21.	Elevator Survey (#444-92-1500)	100,000
22.	HVAC Cooling System Survey (#444-92-1499)	150,000
23.	Roof Surveys (#444-92-1497)	50,000

**Total Buildings/Systems Needs Assessment      \$1,270,000**

**B. Heating, Ventilation, Air Conditioning (HVAC) Projects**

The proposed HVAC projects are needed to insure that building environments are maintained at satisfactory health and comfort levels using reliable, effective cost and operationally efficient equipment and systems.

St. Paul

1.	Vo-Tech Chiller/Pump Repair (#426-92-1414)	\$ 6,000
2.	Vet Teaching Hospital Chiller/ Pump Repair (#371-92-1415)	12,000
3.	Hodson Hall Chiller/Pump Repair (#393-92-1416)	9,000
4.	Andrew Boss Laboratory Chiller/ Pump Repair (#413-92-1417)	10,000
5.	Biological Sciences Chiller/Pump Repair (#411-92-1418)	10,000
6.	Coffey Hall Chiller/Pump Repair (#322-92-1419)	12,000
7.	Miscellaneous Chiller/Pump Repair (#300-92-1420)	16,000
8.	Alderman Hall Replace Cooling Tower (#394-92-1421)	100,000
9.	Christensen Laboratory (Plant Sciences) Replace Cooling Tower (#396-92-1422)	65,000

Minneapolis

10.	Health Sciences Unit F Radiation System Study (#147-92-1432)	25,000
11.	Electrical Engineering/Computer Sciences Condensate Pan Repair (#165-92-1435)	20,000
12.	Vincent/Murphy Chilled Water Valve Replacement (#060-92-1439)	7,000
13.	Ferguson Hall Replace HVAC Coils (#215-92-1484)	40,000

14.	Health Sciences Replace Chilled Water Valves (#271-92-1488)	120,000
15.	Moos Tower Chemical Feed For Chilled Water System (#142-92-1489)	<u>25,000</u>

**Total Heating, Ventilation, Air  
Conditioning Projects** \$ 477,000

**C. Roof Repair/Replacement Projects**

The proposed roof projects are needed to insure the elimination of moisture penetration, thereby insuring building integrity. The roofs involved have exceeded the expected life expectancy.

1.	Variety Club Research Center (#069-92-1429)	\$ 45,000
2.	Walter Library (#042-92-1438)	10,000
3.	Grey Freshwater Biological Institute (#153-92-1440)	15,000
4.	Lauderdale Roof Ladder (#149-92-1441)	7,000
5.	Physics Building (#049-92-1493)	345,000
6.	University Stores South (#098-92-1495)	<u>150,000</u>

**Total Roof Repair/Replacement** \$ 572,000

**D. Water System Projects**

The proposed water system projects are needed to adequately accommodate the needs of the building occupants. The pumps in Moos Tower also supply water to the Phillips-Wangensteen Building. In addition, the Moos Tower project is needed in order to insure a reliable fire protection system.

1.	Moos Tower Domestic Water Booster Pumps (#142-92-1430)	\$ 450,000
2.	Diehl Hall Domestic Water Heaters (#111-92-1431)	<u>100,000</u>

**Total Water System Projects** \$ 550,000

**E. Law School Projects**

The earthen roof is leaking, causing continual damage to the interior of the building and floor tiles are heaving, causing a hazard.

1.	Roof Replacement (#211-92-1480)	\$2,300,000
2.	Floor Tile (#211-92-1481)	<u>300,000</u>

**Total Law School** \$2,600,000

**F. Wilson Library Projects**

Foundation and roof water infiltration is causing damage to the building interior, exterior stone veneer is detaching causing a life safety hazard and the air conditioning system is no longer reliable. The proposed project addresses these building integrity, user operations, and safety issues.

1.	Building Needs Assessment (#204-92-1424)	\$ 50,000
2.	Stone Veneer Rehab (#204-92-1423)	460,000
3.	Replace Air Conditioning Units in Loop (#204-92-1428)	1,200,000
4.	Roof Replacement (#204-92-1478)	520,000
5.	Plaza Water Proofing Includes Ferguson Hall Plaza (#215-92-1427, #204-92-1479, #215-92-1483)	<u>160,000</u>
	<b>Total Wilson Library</b>	<b><u>\$2,390,000</u></b>

**G. Borlaug Hall Electrical Deficiencies  
(#429-92-1301) \$ 50,000**

The light dimmer controls in the classrooms do not function, thereby, limiting the flexible use of the space. This project is designed to restore the flexible use of these classrooms.

**H. South Tower Shaft of Memorial  
Stadium Asbestos Abatement  
(#026-92-1344) \$ 17,000**

The abatement of asbestos is needed to eliminate life safety hazards.

**I. Lind Hall Replace Entry Door  
(#031-92-1492) \$ 16,000**

The entry doors have deteriorated to the point where it is questionable if the building is secure.

**J. Hydraulic Lab Window Replacement  
(#058-92-1496) \$ 210,000**

The replacement of deteriorated single pane warehouse style windows will conserve maintenance and energy resources.

K. Central Chilled Water System Analysis (#000-91-1222) \$ 100,000

A central chilled water system for providing air conditioning to building will result in economy of scale and shared cooling capacity saving and improve system reliability. Engineering studies are required to determine how the project can best be approached and implemented.

L. Infrastructure Repair (#000-92-1446, #300-92-1403, #123-92-1544) \$ 171,000

Repair of sidewalks, curbs, street, pedestrian bridges and utilities are needed to provide a functional, safe and secure environment.

M. Emergency Items Unspecified Including Elevators, Roofs, HVAC, Electrical and Water Systems (Any unexpended balance will be reprogrammed as a part of the Capital Budget Plan) \$ 500,000

These funds shall be utilized only to respond to emergency problems that must be resolved without any administrative delays.

Total \$8,923,000

3. FUNDING:

Operating and Maintenance State Appropriation for Repairs and Replacement.

4. ANNUAL OPERATING & MAINTENANCE COST & SOURCE OF REVENUE:

The accomplishment of these projects will have a positive impact on the operating cost and the performance of the building involved. The buildings involved are supported by legislatively appropriated funds.

5. TIME SCHEDULE:

Project expenditures will occur throughout Fiscal Years 1993 and 1994 as the projects are completed.

6. ENGINEER:

Various professionals will be managed by Facilities Management staff.

University of Minnesota, Crookston  
1992-93 Capital Projects

## Appendix C.1

I. Heating Plant (1913)	
Brick chimney repair or replacement	50,000
Replace host water tank w/heat exchangers	50,000
Replace deaerator tank	30,000
Rewire and replace control on 3 old boilers	25,000
Replace condensate pumps	50,000
Replace roof	30,000
Tuck point	30,000
Replace windows	15,000
II. Tunnels	
Recondition and/or replace steam traps	5,000
Replace all pipe supports	50,000
Repair and/or replace pipe covering	150,000
Replace building control valves	6,000
III. Kiehle (1910)	
Repair and paint exterior trim	10,000
Roof replacement	30,000
Tuck point	40,000
Replace Heating controls	15,000
Replace unit heaters in Auditorium	30,000
Replace Windows	60,000
Replace fan drive and controls	10,000
IV. Library (1979)	
Sandblast and paint exterior metal	10,000
Replace fan drives and controls	15,000
V. Dowell Hall (1972) and Dowell Annex (1926)	
Repair windows	10,000
Replace fan drives and controls	25,000
Replace lighting and ceilings	15,000
VI. Bede Hall (1921)	
Tuck point	20,000
Add attic insulation	5,000
Replace waste plumbing	50,000
Repair hardwood floor	5,000
Rewire electrical service	25,000

University of Minnesota, Crookston  
 1992-93 Capital Projects  
 (Continued)

## Appendix C.1

VII. Knutson Hall (1930)	
Tuck point and exterior repair	40,000
Repair walls and floors, replace plumbing fixtures, replace lighting, electrical and swimming pool area.	100,000
Repair hardwood floor	6,000
VIII. Lysaker Gym (1981)	
Recondition proturf floor	30,000
Repair roof	10,000
IX. Owen (1908)	
Tuck point	15,000
X. Selvig (1914)	
Replace lighting	15,000
XI. Conference Center (1980)	
Replace fan drives and controls	30,000
Replace booster heater	20,000
XII. Hill Hall (1959)	
Replace lighting and ceiling	10,000
XIII. Robertson Hall (1910)	
Tuck point	40,000
Replace windows	100,000
Exterior trim repair and paint	10,000
Roof Replacement	30,000
Add attic insulation	5,000
Bathroom repair and/or replacement	40,000
General Repair (floors 2&3)	50,000
Replace halting controls	10,000
Rplace electrical system, lighting and ceilings	60,000

XIV. Greenhouses

Major repairs cannot be justified, should be replaced	NA
Repair plastic greenhouses	5,000

XV. General

Replace surface on outdoor running track	70,000
Sidewalk/street repairs	20,000
Interior signage replacement	50,000
Replace exterior lighting	20,000
Repair/replace sewer lines under Knutson, Bede, Selvig and Dowell Annex	100,000
Repair/replace steam lines and traps and/or covering under Knutson, Bede, Selvig, Robertson and Dowell Annex	100,000
Repair electrical enclosures, transformers	10,000
Landscaping - general	10,000

Total	1,872,000
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I.	Replace Floor Boards in Griggs Stadium	87,500
II.	Rebuild Oakland Avenue South	150,000
III.	Reglaze Windows - Research Laboratories	42,500
IV.	Replace Seat and Carpet - Planetarium	37,500
V.	Repair Windows - Life Science Building	60,000
VI.	Campus Wide Tuck Pointing	100,000
VII.	Repair Stone Facing on Administration Building (feasability Study)	5,000
VIII.	Major Repairs to Steam Distribution System	50,000
IX.	Rebuild Elevators in Various Campus Buildings	100,000
X.	Major Repairs to Campus Facilities and Services (Sidewalks, Streets, Curbs)	150,000
	Total	782,500

I. Repair and Replacement Projects	
Science Water Pipe Replacement	325,000
Humanities-Fine Arts (758) roof, steps and ramp	131,000
Edson Hall (747) roof	91,000
Street (786) repair	16,000
Tennis Court (780) rebuild	90,000
P.E. Center (753) roof	162,000
Sidewalk (787) replacement	6,000
Track (780) upgrade	20,000
II. Health and Safety Projects	
A. Fire and Life Safety	
Corridor Protection P.E. Center (753)	235,000
B. Upgrade for the Handicapped	
Automatic door openers buildings (750), (752), (753) & (758)	215,000
Campus signage	30,000
Automatic door openers buildings (7210, (725) & (756) Humanities (745) total accessibility, including elevator	150,000
	400,000
C. Asbestos Abatement (750)	65,000
III. Program Accommodation Projects	
Computer Network (776) expansion and upgrade	50,000
IV. Energy Conservation	
Heating Plant (754) Boiler trim control	30,000
Energy Management System (799) Expansion	100,000
Campus Wide (799) energy efficient lighting	10,000
HVAC Units (799) Modify for energy efficiency	10,000
Total	2,136,000

**APPENDIX D**  
**PRELIMINARY LIST OF REPAIR AND REPLACEMENT NEEDS**

## PRELIMINARY LISTING OF CAPITAL NEEDS

PRJ TYP	CUFS ID	BUILDING NAME	FILE NO	BLDG NO	PROJECT DESCRIPTION	ESTIMATED PROJECT COST (000)					PRIN REV	UNT RNK	
						1993	1994	1995	1996	1997			1998
RR	DPLS	MISCELLANEOUS BLDGS	102	500	TUCKPOINT MISCELLANEOUS BLDGS		150	100	100	100	100	R&R	5
RR	DPLS	MISCELLANEOUS BLDGS	104	500	REBUILD ELEVATORS		100	100	100	100	100	R&R	6
RR	DPLS	CHEMISTRY	105	520	REMODEL CLASSROOM 200			600				R&R	12
RR	DPLS	FIELDHOUSE	106	561	REPLACE ROOF			250				R&R	11
RR	DPLS	HELLER	107	527	REPLACE ROOF		90					R&R	3
RR	DPLS	HUMANITIES	108	528	REPLACE ROOF		313					R&R	2
RR	DPLS	MARSHALL PERF ARTS CTR	109	551	REPLACE ROOF		270					R&R	1
RR	DPLS	RESEARCH LAB	113	502	REPLACE ROOF DECK			275				R&R	10
RR	DPLS	RESEARCH LAB	114	502	DISMANTLE SMOKESTACK			225				R&R	9
RR	DPLS	MULTIPURPOSE SPORTS BLDG	515	571	REPLACE GLASS IN END PANELS			70				R&R	6
RR	MCFI	FOOD SERVICES CENTER	073	756	REBUILD DOCK	5						R&R	4
RR	MCHA	EDSON HALL	055	747	REPLACE ROOF & EXTERIOR DR, UPGRADE ELECT SERV	91						R&R	2
RR	MCHA	PHYSICAL EDUCATION CTR	066	753	REPLACE ROOF & INSULATION	162						R&R	9
RR	MCHA	HEATING PLANT	070	754	INSTALL AUTO BOILER TRIM CONTROL		30					R&R	6
RR	MCHA	HUMANITIES - FINE ARTS	074	758	REPLACE ROOF & INSULATION	103						R&R	5
RR	MCHA	TRACK	080	780	REPAIR & RECONDITION TRACK		20					R&R	13
RR	MCHA	TENNIS COURTS	081	780	REPLACE THREE COURTS		90					R&R	7
RR	MCSA	SPOONER HALL	044	715	RENOVATE 1ST FL & WASHROOMS	275						R&R	3
RR	MCSA	BLAKELY HALL	049	724	UPGRADE ELECTRICAL SERVICE	20						R&R	8
RR	MCSA	RESIDENCE HALL IV	068	757	REPLACE ROOF & INSULATION	100						R&R	11
RR	MCSA	INDEPENDENCE HALL	071	755	REPLACE ROOF & INSULATION	60						R&R	10
RR	TCBS	ITASCA/CAMPGRND (65) BATH HS	121		REPLACE ROOF & SIDING ON BATH HOUSE	5						R&R	
RR	TCBS	ITASCA/DINING HALL (53)	122		REPAIR WINDOWS	12						R&R	
RR	TCBS	ITASCA/WAREHOUSE(64)	123		REPLACE SIDING	3						R&R	
RR	TCBS	ITASCA/WMEN COTTAG-20,21,24,25	124		RENOVATE COTTAGES	23.5						R&R	
RR	TCBS	ITASCA/LIB & LAB (48)	125		REPAIR FLOOR	6						R&R	
RR	TCBS	ITASCA/FACULTY COTTAGE (02)	126		RENOVATE COTTAGE		50					R&R	
RR	TCBS	ITASCA/WOMEN'S COTTAGE (22,23)	127		RENOVATE COTTAGES			10				R&R	
RR	TCBS	ITASCA/CLSSRM, LAB (45)	128		RENOVATE CLASSROOM/LAB			10				R&R	
RR	TCBS	ITASCA/MENS COTTAGE (30)	129		REPLACE SIDING			3				R&R	
RR	TCBS	ITASCA/FACULTY WASH HS (59)	131		REPLACE SIDING, REPAIR WINDOWS & DOORS			3.5				R&R	
RR	TCBS	ITASCA/LIB & LAB (48)	132		REPLACE ROOF AND SIDING				5			R&R	
RR	TCBS	ITASCA/MENS COTTAGE (34,37,38)	133		REPLACE ROOF & SIDING				9			R&R	

PRELIMINARY LISTING OF CAPITAL NEEDS

PRJ TYP	CUFS ID	BUILDING NAME	FILE BLDG		PROJECT DESCRIPTION	ESTIMATED PROJECT COST (000)						PRIN UNT		
			NO	NO		1993	1994	1995	1996	1997	1998	SRCE	REV	RNK
RR	TCBS	ITASCA/DIRECTORS CABIN (03)	134		RENOVATE CABIN				20				R&R	
RR	TCBS	ITASCA/WOMENS COTTAGE (39)	135		RESTORE BLOCK WORK				7				R&R	
RR	TCBS	ITASCA/LAB (44)	136		RENOVATE LAB BLDG						15		R&R	
RR	TCBS	ITASCA/FACULTY COTTAGE (10)	137		RENOVATE INTERIOR & EXTERIOR						25		R&R	
RR	TCBS	ITASCA/FACULTY WASH HS (5-8)	138		INSULATE FOOTINGS						4		R&R	
RR	TCOA	BORLAUG HALL	321	429	RENOVATE SOIL SCI, HORT & AGRON LABS								R&R	6
RR	TFOP	MISCELLANEOUS BUILDINGS	514	000,300	INSTALL STEAM & ELECT METERS IN SUPPORT BLDGS								R&R	59
RR	TPPO	TC CAMPUS	522		REPLACE & UPGRADE LANDSCAPING								R&R	1
RR	TPPO	CME	005	156	REPAIR BRICK WALL	60							R&R	38
RR	TPPO	WILSON LIBRARY	010	204	REPLACE CHILLER	10							R&R	40
RR	TPPO	HUMPHREY CENTER	011	216	MODIFY FRESH AIR INTAKE	80							R&R	23
RR	TPPO	ANDERSON HALL	017	205	REPLACE EXIT DOORS	138							R&R	42
RR	TPPO	MANAGEMENT & ECONOMICS	018	201	MODIFY WOMENS RESTRMS	10							R&R	44
RR	TPPO	LAW SCHOOL	019	211	REPLACE CARPET	170							R&R	21
RR	TPPO	DIEHL HALL	023	111	REPLACE DEIONIZED WATER SYS	40							R&R	20
RR	TPPO	KLAEBER COURT	032	132	REPAIR ROOF	120							R&R	11
RR	TPPO	WILLIAMSON HALL	033	152	REMOVE SOLAR PANELS & HOT WATER STORAGE TANKS	35							R&R	37
RR	TPPO	MORRIL HALL	034	046	REPLACE ROOF	100							R&R	
RR	TPPO	GOLF COURSE SHOPS	043	349	REPLACE ROOF	25							R&R	
RR	TPPO	GRAY FRSHWR BIO INST	141	153	REPLACE CARPET IN COMMON AREAS								R&R	
RR	TPPO	826 BERRY STREET	189	133	COMPLETE DEFERRED MAINTENANCE								R&R	
RR	TPPO	HOLMAN BLDG	198	101	COMPLETE DEFERRED MAINTENANCE								R&R	
RR	TPPO	SMITH HALL	233	035	RENOVATE RESTROOMS (5MEN & 3 WOMEN)								R&R	
RR	TPPO	CME	238	156	REFURBISH CLSSRM 202								R&R	
RR	TPPO	EE/CS	247	165	REPLACE CARPET RMS 4-192 & 4-204								R&R	
RR	TPPO	PILLSBURY HALL	272	002	REPLACE COMPRESSED AIR SYSTEM IN LABS								R&R	
RR	TPPO	2642 UNIVERSITY AVENUE	291	140	UPGRADE HVAC SYSTEM								R&R	
RR	TPPO	2642 UNIVERSITY AVENUE	292	140	UPGRADE ELECTRICAL WIRING								R&R	
RR	TPPO	2642 UNIVERSITY AVENUE	293	140	REPLACE CARPETING								R&R	
RR	TPPO	MCNEAL HALL	311	338	REPLACE CARPET & FURN IN PUBLIC AREAS	800							R&R	49
RR	TPPO	11 OAK STREET	331	129	REPLACE ROOF								R&R	
RR	TPPO	MOOS/PHILLIPS WANGENST	342	142,144	REPAIR WATER LEAKS IN BUILDING LINK								R&R	49
RR	TPPO	FOOD SCI & NUTRIT	360	381	REPLACE COOLING TOWER	50							R&R	27

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PRELIMINARY LISTING OF CAPITAL NEEDS

PRJ TYP	CUFS ID	BUILDING NAME	FILE NO	BLDG NO	PROJECT DESCRIPTION	ESTIMATED PROJECT COST (000)						PRIN REV	UNT RNK
						1993	1994	1995	1996	1997	1998		
RR	TPPO	MCNEAL HALL	363	338	REPLACE SEATING	15						R&R	50
RR	TPPO	HAECKER HALL	364	350	REPLACE SEATING	15						R&R	51
RR	TPPO	BORLAUG HALL	365	429	REPLACE SEATING	15						R&R	55
RR	TPPO	BORLAUG HALL	366	429	REBUILD FAN INLET VANES	25						R&R	54
RR	TPPO	CEDAR CREEK/BARN	460		REPAIR/REPLACE ROOF PANELS	3.4						R&R	56
RR	TPPO	CEDAR CREEK/FENCE	461		REPLACE PERIMETER FENCE	72	72	72	72	72	72	R&R	57
RR	TPPO	CEDAR CREEK/RESIDENCE	462		REPLACE SIDING & REPAIR WINDOWS	12.5						R&R	58

**SUBJECT:**  
**SPECIAL REPORTS:**  
**AGENCY:**

Equipment and Library Acquisitions  
1994-95 Biennial Request  
Minnesota, University of

In accordance with the Governor's instructions, the attached exhibit details the required information for equipment purchases supported by the general fund in the 1992-93 biennium. The format of the exhibit for equipment expenditure parallels the "step-down" procedures used in establishing fully allocated instructional costs. The library acquisition information is summarized by campuses.

UNIVERSITY OF MINNESOTA  
 State Funded Equipment Purchases  
 By Category and Function  
 FY 1992 - FY 1993  
 Dollars in Thousands (137,522 = 138)

Equipment Category	Instruc- tion	Research	Public Service	Other	Academic Support	Student Support	Insti- tutional Support	Physical Plant
Software	672	6	27	2	591	62	1,209	30
Hospital								
Office & Furniture	1,637	107	209	5	959	223	482	134
Teaching & Research	1,693	253	44	2	454	58	217	50
Medical & Surgical								
Machinery	( 13)		23		3			137
Transportation	9		( 2)		( 3)		( 6)	( 248)
Other	224	1	36	9	178	1	111	160
Transfers	( 78)	( 4)	12		270		4	15
Total	4,144	363	351	19	2,452	343	2,017	278
Physical Plant	111	79	12	1	30	19	27	( 278)
Institutional Support	718	562	643	4	72	45	( 2,044)	
Student Support	399	8				( 407)		
Academic Support	2,357	110	83	3	( 2,553)			
Total FY 1992	7,729	1,122	1,088	27				
Total FY 1993	7,484	1,086	1,054	26				

Notes:

"State Funded" represents all equipment purchased with "10 Funds", including tuition.  
 "Office and Furniture" purchases include classroom desks, office desks and chairs,  
 file cabinets and all computers.  
 "Teaching and Research" purchases include laboratory equipment, scientific equipment,  
 medical equipment.

UNIVERSITY OF MINNESOTA  
State Funded Library Aquisitions  
By Campus  
FY 1992 - FY 1993  
Dollars in Thousands (137,522 = 138)

Campus .....	Actual F.Y. 1992 .....	Projected F.Y. 1993 .....
Twin Cities	3,444	3,571
Duluth	741	773
Morris	226	150
Crookston	29	28
Waseca	17	
	.....	.....
Total	4,457 =====	4,523 =====

**SUBJECT:** Nonresident-Nonreciprocity Enrollments  
**SPECIAL PROJECTS:** 1994-95 Biennial Request  
**AGENCY:** Minnesota, University of

In accordance with the Governor's instructions for preparation of the 1994-95 biennial request, the attached reports summarize the nonresident--nonreciprocity enrollments (FYE students) for F.Y. 1992 and F.Y. 1993. These reports support the nonresident--nonreciprocity student counts reflected in the Average Cost Funding Matrix.

UNIVERSITY OF MINNESOTA  
 FY 1992 ENROLLMENTS  
 NONRESIDENT-NONRECIPROCIITY

		CREDIT HOURS -----	LOWER DIVISION -----	UPPER DIVISION -----
<b>TWIN CITIES</b>				
MANAGEMENT	Lower Division	286	286	
MANAGEMENT	Upper Division	1,030		1,030
DENTAL HYGIENE	Lower Division	33	33	
DENTAL HYGIENE	Upper Division	14		14
EDUCATION	Lower Division	171	171	
EDUCATION	Upper Division	495		495
TECHNOLOGY	Lower Division	4,775	4,775	
TECHNOLOGY	Upper Division	5,216		5,216
BIOLOGICAL SCIENCES	Lower Division	62	62	
BIOLOGICAL SCIENCES	Upper Division	922		922
MEDICAL TECHNOLOGY	Lower Division	42	42	
MEDICAL TECHNOLOGY	Upper Division	198		198
NURSING	Lower Division	36	36	
NURSING	Upper Division	149		149
LIBERAL ARTS	Lower Division	14,723	14,723	
LIBERAL ARTS	Upper Division	9,876		9,876
UNIVERISTY COLLEGE	Lower Division	54	54	
UNIVERISTY COLLEGE	Upper Division	420		420
GENERAL COLLEGE	Lower Division	2,024	2,024	
GENERAL COLLEGE	Upper Division	132		132
ARCHITECTURE	Lower Division	155	155	
ARCHITECTURE	Upper Division	446		446
OCCUPATIONAL THERAPY	Upper Division	9		9
MORTUARY SCIENCE	Lower Division	11	11	
MORTUARY SCIENCE	Upper Division	111		111
AGRICULTURE	Lower Division	1,533	1,533	
AGRICULTURE	Upper Division	795		795
NATURAL RESOURCES	Lower Division	395	395	
NATURAL RESOURCES	Upper Division	123		123
HUMAN ECOLOGY	Lower Division	395	395	
HUMAN ECOLOGY	Upper Division	556		556
<b>DULUTH</b>				
BUSINESS & ECONOMICS	Lower Division	725	725	
BUSINESS & ECONOMICS	Upper Division	147		147
FINE ARTS	Upper Division	177		177
EDUCATION & HSP	Lower Division	416	416	
EDUCATION & HSP	Upper Division	122		122
LIBERAL ARTS	Lower Division	436	436	
LIBERAL ARTS	Upper Division	478		478
SCIENCE & ENGINEERING	Lower Division	419	419	
SCIENCE & ENGINEERING	Upper Division	1,067		1,067
<b>MORRIS</b>				
MORRIS	Lower Division	3,395	3,395	
MORRIS	Upper Division	1,425		1,425
<b>CROOKSTON</b>				
CROOKSTON	Lower Division	3,522	3,522	
<b>WASECA</b>				
WASECA	Lower Division	462	462	
<b>ACADEMIC YEAR TOTALS</b>				
		57,976	34,069	23,907
<b>FULL YEAR EQUIVALENT STUDENTS (FYE)</b>				
		1,288	757	531
<b>GROSS TUITION ASSESSMENTS (EST)</b>				
		9,990,022	5,627,168	4,362,854
<b>LESS: WAIVERS</b>				
		921,221	518,904	402,317
<b>NET TUITION ASSESSMENTS (EST)</b>				
		9,068,802	5,108,264	3,960,537

UNIVERSITY OF MINNESOTA  
 FALL 1992 ENROLLMENTS  
 NONRESIDENT-NONRECIPROCITY

		CREDIT HOURS -----	LOWER DIVISION -----	UPPER DIVISION -----
<b>TWIN CITIES</b>				
MANAGEMENT	Lower Division	193	193	
MANAGEMENT	Upper Division	793		793
DENTAL HYGIENE	Upper Division	14		14
EDUCATION	Lower Division	132	132	
EDUCATION	Upper Division	163		163
TECHNOLOGY	Lower Division	2,192	2,192	
TECHNOLOGY	Upper Division	2,762		2,762
BIOLOGICAL SCIENCES	Lower Division	47	47	
BIOLOGICAL SCIENCES	Upper Division	326		326
MEDICAL TECHNOLOGY	Upper Division	70		70
NURSING	Lower Division	19	19	
NURSING	Upper Division	75		75
LIBERAL ARTS	Lower Division	7,101	7,101	
LIBERAL ARTS	Upper Division	4,267		4,267
UNIVERSITY COLLEGE	Upper Division	170		170
GENERAL COLLEGE	Lower Division	1,028	1,028	
GENERAL COLLEGE	Upper Division	46		46
ARCHITECTURE	Upper Division	178		178
OCCUPATIONAL THERAPY	Upper Division	27		27
MORTUARY SCIENCE	Lower Division	16	16	
MORTUARY SCIENCE	Upper Division	68		68
WASECA	Lower Division	12	12	
AGRICULTURE	Lower Division	608	608	
AGRICULTURE	Upper Division	382		382
NATURAL RESOURCES	Lower Division	139	139	
NATURAL RESOURCES	Upper Division	122		122
HUMAN ECOLOGY	Lower Division	162	162	
HUMAN ECOLOGY	Upper Division	121		121
<b>DULUTH</b>				
BUSINESS & ECONOMICS	Lower Division	220	220	
BUSINESS & ECONOMICS	Upper Division	131		131
FINE ARTS	Upper Division	77		77
EDUCATION & HSP	Lower Division	219	219	
EDUCATION & HSP	Upper Division	85		85
LIBERAL ARTS	Lower Division	237	237	
LIBERAL ARTS	Upper Division	200		200
SCIENCE & ENGINEERING	Lower Division	299	299	
SCIENCE & ENGINEERING	Upper Division	236		236
<b>MORRIS</b>				
MORRIS	Lower Division	1,291	1,291	
MORRIS	Upper Division	493		493
<b>CROOKSTON</b>				
CROOKSTON	Lower Division	1,169	1,169	
<b>FALL QUARTER TOTALS</b>				
		25,890	15,084	10,806
<b>ESTIMATED FY1993 TOTALS (CREDIT HOURS)</b>				
		71,162	38,312	32,850
<b>FULL YEAR EQUIVALENT STUDENTS (FYE)</b>				
		1,581	851	730
<b>GROSS TUITION ASSESSMENTS (EST)</b>				
		13,685,996	7,148,288	6,537,708
<b>LESS: WAIVERS</b>				
		1,278,640	667,842	610,798
<b>NET TUITION ASSESSMENTS (EST)</b>				
		12,407,356	6,480,446	5,926,910

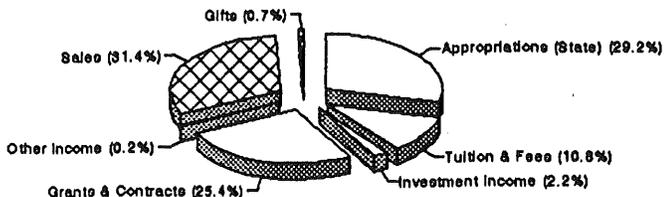
**SUBJECT:**  
**SPECIAL REPORTS:**  
**AGENCY:**

Off-budget Operations Budget  
1994-95 Biennial Request  
Minnesota, University of

In accordance with the Governor's instructions for preparation of the 1994-95 biennial request, the attached graphs with appropriate labelling, have been prepared to summarize the "Off-budget Operations." The legislatively supported operations have been included with the off-budget operations providing relative measurements of all activities.

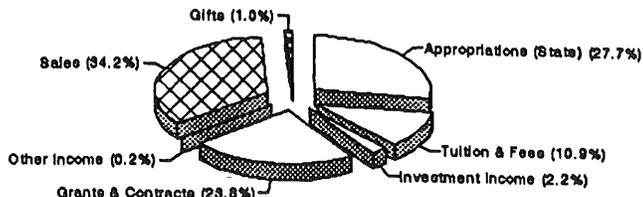
# University of Minnesota

Revenues by Source for FY92



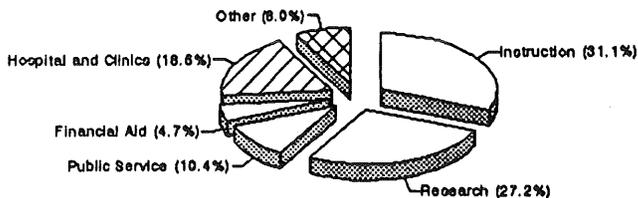
Total Revenue = \$ 1,530,717 (in thousands)

Projected Revenues by Source for FY93



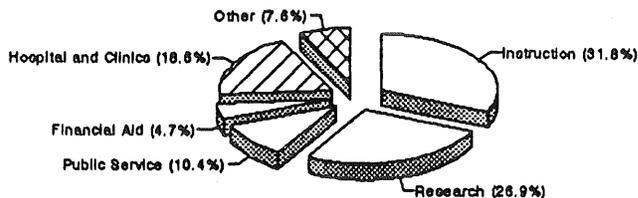
Projected Revenue = \$ 1,572,000 (in thousands)

Expenditures by Mission for FY92



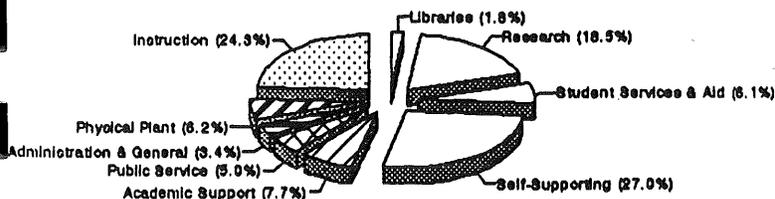
Total Expenditures = \$ 1,517,470 (in thousands)

Expenditures by Mission for FY93



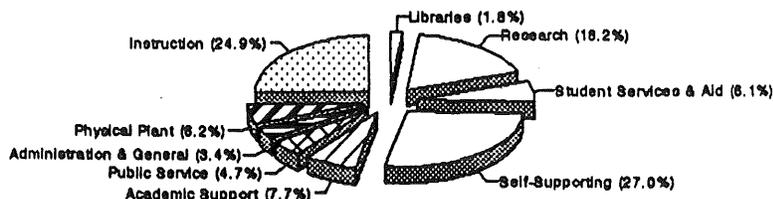
Projected Expenditures = \$ 1,572,000 (in thousands)

Expenditures by Function for FY92



Total Expenditures = \$ 1,517,470 (in thousands)

Expenditures by Function for FY93



Projected Expenditures = \$ 1,572,000 (in thousands)

1994-95 BIENNIAL BUDGET

SPECIAL REPORTS

STATE UNIVERSITY SYSTEM

REPORTS

- Repair & Replacement
- Equipment
- Library/Media Acquisitions
- Non-Resident/Non-Reciprocity Enrollments
- Off-Budget Operations

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# REPAIR AND REPLACEMENT

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MINNESOTA STATE UNIVERSITY SYSTEM

**SUPPLEMENT: REPAIR AND REPLACEMENT**  
**System: MINNESOTA STATE UNIVERSITY SYSTEM**

1994-95 Biennial Budget

**PURPOSE/DESCRIPTION:**

Repair and replacement funds in the amount of \$2,500,000 in F.Y. 1992 and \$2,500,000 in F.Y. 1993 were allocated to the campuses consistent with procedures approved by the State University Board. The allocations provide the universities with funding for a broad range of relatively small general repairs as well as funds for larger projects.

Of the total appropriation 51 percent is allocated to the universities for relatively small general repairs - projects normally costing less than \$5,000. These funds are an essential component of the universities' preventive maintenance program. A substantial portion of the money is used to purchase materials for work done by campus maintenance personnel.

With the exception of a small reserve, the balance of the appropriation is allocated for major projects normally costing between \$5,000 and \$200,000. These larger projects are categorized within five criteria:

1. Safety and Health
2. Building and Equipment Integrity
3. Energy Conservation
4. Preventive Measures Involving Future Building Integrity
5. Remodeling and Landscaping

Annually the universities examine their outstanding repair needs in respect to the five criteria. Proposals for such projects totaled \$8,994,471 in F.Y. 1992 and \$10,595,759 in F.Y. 1993. Subsequently, members of the Chancellor's staff visit each university, consider all requests, and prioritize the individual proposals within the five categories. The projects judged to be most urgent are recommended to the Board for approval. In F.Y. 1992, 31 projects with a total cost of \$1,190,700 were approved - 35 projects costing \$1,177,900 were authorized for F.Y. 1993.

**FUNDING DETAIL:**

In F.Y. 1992 projects listed by category follow:

**CATEGORY 1 -- SAFETY AND HEALTH**

<u>Description</u>	<u>Amount</u>
Upgrade building exhaust system - Bemidji	\$ 50,000
Replace sanitary sewer line - Bemidji	30,000
Rehabilitate HVAC system - Mankato	45,000
Campus fire protection and water main system - Mankato	8,000
Install intrusion alarm system - Metropolitan	7,300
Extend water main and fire hydrant - Moorhead	13,000
Replace and upgrade lighting - Moorhead	48,500
Replace fume hoods - St. Cloud	81,100
Hazardous materials management system - St. Cloud	44,400
Relocate two (2) high voltage switches - Southwest	62,000
Extend fire alarm system - Winona	5,000
Replace gymnasium floor -- Phase II - Winona	130,500
Install dust collector - Winona	6,700
Sub Total	<u>\$531,500</u>

**CATEGORY 2 -- BUILDING AND EQUIPMENT INTEGRITY**

<u>Description</u>	<u>Amount</u>
Replace filter equipment - Bemidji	\$ 65,000
Outdoor tennis courts - Mankato	45,100
Rehabilitate existing boiler stack - Metropolitan	17,200
Replace roof - Metropolitan	40,000
Heating plant - Moorhead	22,000
Replace steam traps - Moorhead	9,500
Repair boiler controls - St. Cloud	59,200
Overhaul one elevator - Southwest	33,800
Repair two chillers - Southwest	24,100
Replace theatre lighting - Southwest	12,000
Renovate racquetball court walls - Winona	39,000
Replace theatre lighting - Winona	66,000
Sub Total	<u>\$ 432,900</u>

**CATEGORY 3 -- ENERGY CONSERVATION**

<u>Description</u>	<u>Amount</u>
Campus chiller loop - St. Cloud	\$ 99,100
Electrical load management system - Southwest	75,000
Sub Total	<u>\$ 174,100</u>

**CATEGORY 4 -- PREVENTIVE MEASURES INVOLVING FUTURE BUILDING INTEGRITY**

<u>Description</u>	<u>Amount</u>
Fund roof maintenance contract-Bemidji	\$ 7,000
Fund roof maintenance contract - St. Cloud	5,000
Fund annual roof inspections - Systemwide	19,000
Sub Total	<u>\$ 31,000</u>

**CATEGORY 5 -- REMODELING AND LANDSCAPING**

<u>Description</u>	<u>Amount</u>
Remodel and install ventilation system - Winona	\$ 21,200
	\$ 21,200
General Repair	<u>\$1,309,300</u>
Grand Total F.Y. 92	<u>\$2,500,000</u>

SUPPLEMENT: REPAIR AND REPLACEMENT 1994-95 Biennial Budget  
System: MINNESOTA STATE UNIVERSITY SYSTEM

FUNDING DETAIL:

In F.Y. 1993 projects listed by category follow:

**CATEGORY 1 -- SAFETY AND HEALTH**

<u>Description</u>	<u>Amount</u>
Abate steamline asbestos - Bemidji	\$ 20,000
Repair high voltage service - Bemidji	10,000
Replace steam header and safety valve - Bemidji	15,000
Engineering study to improve air quality - Mankato	25,000
Install fire alarm system - Mankato	50,000
Rehabilitate HVAC system - Mankato	60,000
Replace asbestor ceiling tile - Metropolitan	35,300
Install security cameras - Metropolitan	46,000
Install door openers for handicapped accessibility - Metropolitan	10,200
Replace failed sidewalds over utility tunnel - Moorhead	10,000
Replace fire alarm system - Moorhead	14,500
Install sprinkler system - Moorhead	11,500
Replace failed fiberglass ductwork - St. Cloud	200,000
Fill cracks and resurface tennis courts- Winona	6,500
Engineering study to improve air quality - Winona	10,000
Sub Total	\$524,000

**CATEGORY 2 -- Building and Equipment Integrity**

<u>Description</u>	<u>Amount</u>
Replace audio - visual system - Bemidji	\$ 79,300
Replace 13,800 volt service - Mankato	96,000
Replace circulating pump - Metropolitan	7,600
Replace chiller - Moorhead	10,000
Install additional electric service - St. Cloud	60,000
Overhaul one elevator - Southwest	35,000
Repair water softener - Southwest	7,100
Replace underground pipe - Southwest	30,000
Replace cooling tower - Southwest	90,000
Waterproof records storage room - Southwest	10,000
Waterproof floor - Winona	20,000
Replace autoclave - Winona	36,000
Replace underground fuel tanks	10,000
Sub Total	\$491,000

**CATEGORY 3 -- ENERGY CONSERVATION**

<u>Description</u>	<u>Amount</u>
Engineering study for chiller loop system - Bemidji	\$ 13,500
Enclose in conduit transmission cable - Moorhead	20,000
Install storm widows - St. Cloud	13,800
Sub Total	\$ 47,300

**CATEGORY 4 -- PREVENTIVE MEASURES INVOLVING FUTURE BUILDING INTEGRITY**

<u>Description</u>	<u>Amount</u>
Roof maintenance contract - Bemidji	\$ 7,000
Roof Maintenance contract - St. Cloud	5,000
Roof Management inspections - Systemwide	32,600
Sub Total	\$ 44,600

**CATEGORY 5 -- REMODELING AND LANDSCAPING**

<u>Description</u>	<u>Amount</u>
Convert three vacated nursing classrooms - Winona	\$ 71,000
Sub Total	\$ 71,000
General Repairs	\$ 1,322,100
Grand Total F.Y. 1993	\$ 2,500,000

NOTE: Actual expenditures for each year vary from allocated amounts shown above as all projects were not completed before June 30th and some repair and replacement dollars are carried over into the following year for payment at the completion of the project.

FUNDING ADEQUACY:

The architectural firm Pauly Olson Bettendorf Eastwood and Associates, Ltd. (P/O), using Department of Finance format, performed a 1990 facilities audit on a cross section of 18 of the System's academic/administrative buildings -- 3 at each of the 6 outstate universities. In P/O's opinion, the buildings that were evaluated compare favorably to similar buildings in the private college systems and mechanical and electrical systems have in their opinion received better than average maintenance and care. Many of the mechanical/electrical systems have exceeded their expected life and are now causing numerous problems, which account for approximately 40% of the repair dollars identified in the P/O report. The report also identified problems with the foundations and building exteriors, as well as the building interiors and elevators, amounting to approximately 35% and 25% of repair dollars required, respectively.

The report identified 3 of the 18 buildings as requiring major renovation and overhaul; these will be dealt with separately as capital budget requests.

Total cost to repair the remaining 15 buildings, in 1991 dollars, total \$6,015,000, classified as follows:

Foundations and exterior	\$2,107,200
Interiors and elevators	768,500
Roofs	777,800
Heating, ventilating and air conditioning	1,608,200
Plumbing	225,400
Electrical	527,900
Total	\$6,015,000

REPLACEMENT COST FORMULA

Funding rate required to remedy problems identified in the P/O report for the 15 buildings analyzed is \$4.99 per gross square foot. Projecting this rate to all of the System's academic and administrative buildings (6,391,322 gross square feet) yields a repair cost of approximately \$31.9 million. Assuming a five year schedule to execute repairs yields an annual funding rate of \$1 per gross square foot plus inflation. Current funding rate (F.Y. 1993) is \$0.39/gross square foot.

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**EQUIPMENT**

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**MINNESOTA STATE UNIVERSITY SYSTEM**

SUPPLEMENT: EQUIPMENT

1992-93 Biennial Budget

System: MINNESOTA STATE UNIVERSITY SYSTEM

Purpose/Description

The Legislature in the 1989 session recognized that the quality and condition of equipment had been eroding throughout all of the higher education systems and attempted to provide some limited assistance. Again in the 1991 session the Legislature set aside part of the base appropriation for the purchase of instructional equipment. For our System this resulted in an appropriation set aside of \$6,331,000 in both F.Y. 1992 and 1993.

Funding Detail

For purposes of this report the Department of Finance has asked that we report as equipment expenditures only those where the unit price is at least \$500. As the accounting system does not identify equipment expenditures in terms of fully allocated instruction or non-instruction in this report we will identify 94.2% of the total as instruction and the remaining 5.8% as non-instruction. This follows the same distribution of costs found in our most recent cost study for F.Y. 1991. The following table shows actual expenditures for equipment during the last three years and estimates for F.Y. 1993.

	Instruction	Non-Instruction	Total
Fiscal Year 1990	\$ 8,323,978	\$ 512,517	\$ 8,836,495
Fiscal Year 1991	8,202,398	505,031	8,707,429
Fiscal Year 1992	8,603,441	529,724	9,133,165
Fiscal Year 1993	7,649,764	471,005	8,120,769

Below is a list of the object of expenditure detail for both F.Y. 1992 and F.Y. 1993.

Obj Code	Description	F.Y. 1992	F.Y. 1993
400	General Equipment	\$ -0-	\$ 5,146,695
401	Principal Payments on Equipment	3,001,704	396,791
402	Interest Payments on Equipment	479,552	54,657
420	Watercraft/Marine	8,063	625
424	Tractors/Snowmobiles	31,886	5,945
425	Motor Vehicles	330,574	113,581
434	Woodworking/Metalworking	67,207	51,834
435	Service/Trade	7,833	2,220
436	Commercial Printing Machinery	78,838	-0-
437	Grounds/Agriculture Machinery	10,643	1,479
439	Material-Handling	11,836	5,405
441	Refrig, Cooling & Air Conditioning	1,791	4,446
442	Safety Equipment	2,271	2,588
444	Furnace	1,116	884
449	Shop Equipment	14,284	6,046
451	Tools	5,302	9,792
454	Scaffolding/Ladders	29,554	-0-
458	Communication	331,071	124,039
459	Electrical/Electronic	37,379	5,522
463	Traffic/Transit Signal	5,579	-0-
465	Medical/Dental/Veterinary	7,376	3,002
466	Scientific Laboratory/Test	691,766	423,911
467	Photography/Micrographic/Graphic	50,948	26,794
469	Training Aids/Devices	5,233	10,109
471	Furniture/Furnishings	66,225	27,485

Obj Code	Description	F.Y. 1992	F.Y. 1993
472	Commercial Appliances	5,513	6,887
474	Office Machines/Computers/Copiers	3,618,833	1,620,768
477	Musical Instruments	132,847	34,607
478	Athletic/Recreational	34,716	11,927
479	Janitorial/Household/Envir. Cleaning	38,222	13,087
482	Arts/Crafts	15,772	9,643
488	Biological	9,231	-0-
<b>TOTALS</b>		<b>\$ 9,133,165</b>	<b>\$ 8,120,769</b>

In addition to equipment expenditures that are \$500 or more the system spent in F.Y. 1992 \$732,792 and plans to spend in F.Y. 1993 \$602,706 for what we consider equipment purchases that because of the accounting definition used by the state for inventory purposes are excluded from the numbers shown above. Examples of equipment purchases made that are under \$500 in unit price are the following:

Signal generators, shelving, chairs, hard disk drives, VCR's, microphones, overhead projectors, CD players, skeletal models, portable ball retrievers, easel, weights, monitors, printers, copiers, calculators, ladders and saws but to name just a few.

Below is a list of equipment expenditures under \$500 and over \$500 by university for FY 1992 and FY 1993:

	Under \$500	Over \$500	Total
<b>Bemidji</b>			
1992	\$ 106,744	\$ 593,581	\$ 700,325
1993	90,000	310,150	400,150
<b>Mankato</b>			
1992	150,000	1,937,476	2,087,476
1993	150,000	1,534,719	1,684,719
<b>Metropolitan</b>			
1992	106,609	320,637	427,246
1993	65,099	49,812	114,911
<b>Moorhead</b>			
1992	29,950	718,513	748,463
1993	75,000	795,126	870,126
<b>St. Cloud</b>			
1992	125,000	1,523,885	1,648,885
1993	125,000	1,266,576	1,391,576
<b>Southwest</b>			
1992	26,029	237,362	263,391
1993	26,000	304,060	330,060
<b>Winona</b>			
1992	171,662	464,824	636,486
1993	54,607	552,776	607,383
<b>Chancellor's Office</b>			
1992	7,843	13,179	21,022
1993	8,000	13,063	21,063
<b>Computer Center</b>			
1992	8,955	3,323,708	3,332,663
1993	9,000	3,294,487	3,303,487
<b>Systemwide Totals</b>			
1992	\$ 732,792	\$ 9,133,165	\$ 9,865,957
1993	\$ 602,706	\$ 8,120,769	\$ 8,723,475

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**LIBRARY AQUISITIONS**

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**MINNESOTA STATE UNIVERSITY SYSTEM**

**SUPPLEMENT: LIBRARY ACQUISITIONS**  
**System: MINNESOTA STATE UNIVERSITY SYSTEM**

1994-95 Biennial Budget

Purpose/Description

The Legislature in the last session recognized that library acquisitions had been eroding throughout the public higher education systems and intended to assure that expenditure for that purpose would not fall below specific levels. For this System it resulted in an appropriation set aside of \$2,613,000 in both F.Y. 1992 and F.Y. 1993. This requires that expenditures for library acquisitions in each year of the 1992-93 biennium be no less than FY 1990 expenditures.

Funding Detail

For purposes of this report the Legislative staff has asked that we report as library acquisitions only those that are reported in the statewide accounting system under object of expenditure categories 376 - books, magazines, publications and subscriptions and 369 - training aids and devices, training films and tapes. The following table shows actual expenditures for library acquisitions during the last three years and estimates for F.Y. 1993.

	<u>FY 1990</u>	<u>FY 1991</u>	<u>FY 1992</u>	<u>FY 1993</u>
Bemidji	\$ 200,367	\$ 181,391	\$ 237,307	\$ 242,507
Mankato	809,911	693,144	675,216	758,547
Metropolitan	-0-	8,000	8,000	8,000
Moorhead	333,873	380,407	408,409	436,656
St. Cloud	525,950	774,191	823,306	769,410
Southwest	182,163	171,675	191,469	198,450
Winona	<u>560,787</u>	<u>276,544</u>	<u>429,747</u>	<u>440,941</u>
System Total	\$ 2,613,051	\$ 2,485,352	\$ 2,773,454	\$ 2,854,511

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**NON-RESIDENT/NON-RECIPROCITY ENROLLMENT**

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**MINNESOTA STATE UNIVERSITY SYSTEM**

**SUPPLEMENT: NON-RESIDENT/NON-RECIPROCITY ENROLLMENT 1994-95 Biennial Budget  
System: MINNESOTA STATE UNIVERSITY SYSTEM**

Purpose/Description

The Legislature in the 1991 session eliminated the appropriation subsidy for undergraduate non-resident/non-reciprocity (NR/NR) students enrolled in the four public higher education systems. They indicated that when state dollars were limited support should follow resident students.

Funding Detail

Given this directive from the legislature the Board increased NR/NR tuition by 18% between FY91 and FY92 and another 14% between FY92 and FY93. Tuition rates for those students increased from \$62.30 to \$73.35 in FY92 and to \$83.80 in FY93. This means that in FY93 a NR/NR student will pay \$3,771 in tuition or 74% of total FY93 instructional costs based on estimated expenditures.

According to Board policy certain undergraduate students who are by state policy defined as NR/NR are allowed to pay resident tuition. Examples of NR/NR tuition waived students are high ability students and new and transfer students from minority groups.

The following table shows the number of both NR/NR students who pay non-resident tuition and those who are granted a waiver and pay resident tuition.

	FY 1991			FY 1992			FY 1993		
	<u>Paying</u>	<u>Waived</u>	<u>Total</u>	<u>Paying</u>	<u>Waived</u>	<u>Total</u>	<u>Paying</u>	<u>Waived</u>	<u>Total</u>
Bemidji	128	171	299	155	198	353	179	156	335
Mankato	633	120	753	657	88	745	549	111	660
Metropolitan	0	25	25	7	37	44	6	37	43
Moorhead	83	134	217	85	145	230	75	144	219
St. Cloud	250	110	360	245	146	391	267	149	416
Southwest	99	67	166	97	72	169	96	91	187
Winona	<u>901</u>	<u>78</u>	<u>979</u>	<u>723</u>	<u>106</u>	<u>829</u>	<u>688</u>	<u>313</u>	<u>1,001</u>
Total	2,094	705	2,799	1,969	792	2,761	1,860	1,001	2,861

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**OFF BUDGET FUND REPORT**

**REVENUE  
ACTIVITY  
PRIVATE GRANTS  
FEDERAL**

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**MINNESOTA STATE UNIVERSITY SYSTEM**

FUND TITLE: REVENUE

	1992 (Dollars in Thousands) <u>F.Y. 1992</u>	1993 Est. <u>F.Y. 1993</u>
Beginning Balance	\$ 59,328	\$ 64,164
Transfers In		
Revenues		
State Appropriations		
Tuition/Fees	33,085	32,070
Federal Funds		
Sales - Goods/Services	3,716	3,500
Bond Sales		
Donations/Endowments		
Other	3,382	2,600
Expenditures		
Instruction and Departmental Research		
Sponsored Research		
Public Services		
Academic Support		
Student Support		
Physical Plant		
Auxiliary Services	33,802	31,083
Other - Bond Defeasance	1,545	1,450
Transfers Out		
Ending Balance	\$ 64,164	\$ 67,201

DESCRIPTION:

The Minnesota State University System's Revenue Fund is a self-supporting enterprise that is authorized by the legislature to acquire, construct, remodel, equip, operate, control, and manage residence halls, dormitories, dining halls, student union buildings, and any other similar revenue producing buildings. This fund is administered by the staff of the Chancellor's Office under the guidance of the Minnesota State University Board.

Minnesota State Statute 136.35 defines the revenue fund as the "gross total income derived from the sale of bonds, and receipts and income derived from charges or fees, rentals, and all other revenue established for the use and service of any such buildings or structure....."

This fund is administered through four separate accounts:

**Capital Expenditure Account** - proceeds from the sale of revenue bonds, appropriated funds, and funds received from any other sources to finance new facilities.

**Maintenance and Operating Account** - monies received from room and board charges, student union fees and income from users of the program's facilities and services.

**Bond and Interest Account** - debt service payments are made from this account which draws its resources from room and board charges, student union debt service fees, and other income.

**Reserve Account** - mandated reserve deposits--a bond and interest reserve, a repair and replacement reserve, and a six-month operating reserve. Finally, the Reserve Account includes revenues above those required to meet the needs of the capital expenditure, maintenance and operating, and bond and interest accounts. The Fund also maintains a rate stabilization reserve designed to protect against sudden, temporary fluctuations in operating costs.

The Fund has four sources of continuing revenue:

- Room and board fees paid by students,
- Student Union debt service fees paid by all students registered for credit on campus,
- Recovered costs (rental and other usage fees paid by university and non-university groups for use of Revenue Fund facilities), and
- Investment income.

On November 30, 1988 the Minnesota State University Board approved a new bonding program of up to \$40,000,000 for expansion and remodeling of existing facilities and construction of new dormitories. The sale of new bonds was accomplished as second lien bonds under a new bond resolution, and this required that the current bonds be economically defeased. The Board sold \$20,000,000 in bonds in May 1989. A second sale of \$12,350,000 is planned for February 2, 1993.

FUND TITLE: ACTIVITY

	FY92	FY93
	(Dollars in Thousands)	
	F.Y. 1992	F.Y. 1993
Beginning Balance	\$ 40,381	\$ 42,000
Transfers In		
Revenues		
Tuition/Fees	6,218	6,300
Federal Funds	33,221	33,000
Sales - Goods/Services	11,463	11,800
Donations/Endowments	3,238	3,900
Other	1,991	1,500
Expenditures		
Academic Support		
Student Support	12,692	13,000
Auxiliary Services	3,461	3,600
Financial Aid	39,877	38,500
Transfers In	1,518	
Ending Balance	\$ 42,000	\$ 43,400

DESCRIPTION:

Minnesota Statute 136.11 subdivision 3 authorizes the Board to establish the activity fund as follows: "The state university board shall establish in each university a fund to be known as the university activity fund. The purpose of this fund shall be to provide for the administration of university activities designed for student recreational, social, welfare, and educational pursuits supplemental to the regular curricular offerings. The university activity fund shall encompass accounts for student activities, authorized university agencies, authorized auxiliary enterprises, and student loans, and in addition such other accounts as the board may prescribe."

The following table displays the F.Y. 1993 projected ending balance for each of the accounts maintained within the activity fund. These funds are deposited in local bank accounts and are managed by the individual universities.

Loan Funds	\$26,600,000
Auxiliary Enterprises	7,600,000
Endowments	3,900,000
Student Services	5,300,000
<b>Total Ending Balance</b>	<b>\$43,400,000</b>

Loan Funds

Projected reserves totaling \$26,600,000 shown in this fund primarily represent monies received for students in the federal Perkins (NDSL) Loan program. Small fund balances for student emergency loans are also included in the total. As loans are repaid, the cash is used to issue new loans to current students. The balance is not available for the general operation of the university.

Auxiliary Enterprises

Estimated reserves in the Auxiliary Enterprise fund totaling \$7,600,000 include fund balances for university auxiliary operations such as bookstores, parking lots, vending machine sales, and variety stores. About 1.1 million of the funds represents bookstore inventories at Winona and Moorhead State Universities. St. Cloud State University has reserved \$1 million in auxiliary funds for student scholarships. The remaining reserves are held for reducing accounts payable, repairing and lighting parking lots, repurchasing student books at the end of each quarter, and general operations.

Endowments

Projected endowment reserves of \$3,900,000 are held exclusively for student scholarships and aid. These funds are normally restricted by the donor for use only as student aid and are not available for the general operation of the university.

Student Services

A fund balance totaling \$5,300,000 is projected for the students service funds which include the student activity account and the university health service operations. The student activity account includes such operations as student government, campus newspapers, yearbooks, cheerleading, speech and debate, athletics, concert/lecture series and similar student activities. The health service account exists to provide students with on-campus nursing and physician care. Balances in both of these accounts are restricted to the respective student service and are unavailable for general operations.

Agency Accounts

Universities also hold funds in trust for university clubs, organizations and faculty accounts. The universities serve as custodian of these funds and provide fiduciary services much like a bank. Funds held in agency accounts remain under the control of the depositors and are not available for general university operations. The estimated amount of funds held in trust as of June 30, 1993 is \$2,200,000.

**SUPPLEMENT: OFF BUDGET FUND SUMMARY**  
**System: MINNESOTA STATE UNIVERSITY SYSTEM**

**1994-95 Biennial Budget**

**FUND TITLE: PRIVATE GRANTS**

(Dollars in Thousands)  
F.Y. 1992    F.Y. 1993

Beginning Balance	\$ 797	\$ 1,090
Transfers In		
Revenues		
State Appropriations		
Tuition/Fees		
Federal Funds		
Sales - Goods/Services		
Bond Sales		
Donations/Endowments	4,352	4,400
Other		
Expenditures		
Instruction and Departmental Research		
Sponsored Research		
Public Services		
Academic Support		
Student Support	4,059	4,400
Physical Plant		
Auxiliary Services		
Other		
Transfers Out		
Ending Balance	\$ 1,090	\$ 1,090

**DESCRIPTION:**

Funds deposited in the private fund accounts consist of gifts and grants to the university to perform a service other than financial aid to students. The grants usually come from private agencies or businesses but may come from individuals as well. This fund includes such activities as Bush Foundation grants for teacher development, microcomputer training, minority student orientation, cultural diversity grants, and similar university activities.

These funds are restricted to the purpose for which they were donated and are not available for general university operations.

FUND TITLE: FEDERAL

(Dollars in Thousands)

F.Y. 1992    F.Y. 1993

Beginning Balance	\$ 0	\$ 0
Transfers In		
Revenues		
State Appropriations		
Tuition/Fees		
Federal Funds	4,695	4,800
Sales - Goods/Services		
Bond Sales		
Donations/Endowments		
Other		
Expenditures		
Instruction and Departmental Research	4,695	4,800
Sponsored Research		
Public Services		
Academic Support		
Student Support		
Physical Support		
Auxiliary Services		
Other		
Transfers Out		
Ending Balance	\$ 0	\$ 0

DESCRIPTION:

Funds deposited in the federal fund account consist of receipts from contracts and grants to the university to perform a service or conduct research for the federal government. These funds do not include financial aid to students. Accounts found in the federal fund include such activities as Small Business Development, Early Childhood Education, Seat Belt Safety Education, Drug Education, and Vocational Rehabilitation for certain workers.

These funds are restricted to the purpose for which they were granted by the federal government and are not available for general university operations.

**1994-95 BIENNIAL BUDGET**

**SPECIAL REPORTS**

**COMMUNITY COLLEGE SYSTEM**

**REPORTS**

- Instructional Equipment Expenditures
- Library/Media Acquisitions
- Non-Resident/Non-Reciprocity Enrollments
- Off-Budget Operations

**MINNESOTA COMMUNITY COLLEGE SYSTEM**  
**INSTRUCTIONAL EQUIPMENT**  
**EXPENDITURE REPORT**

Submitted as a Supplement  
to the FY94-95 Biennial Budget  
December, 1992

MINNESOTA COMMUNITY COLLEGE SYSTEM

INSTRUCTIONAL EQUIPMENT

Included in the Laws of 1991, Chapter 356, Article 1, Section 4, subdivision 2, is the following language:

"The legislature intends that at least \$2,288,000 be spent each year for instructional equipment."

This amount was based on expenditures in FY 1990, less the non-recurring appropriation of \$1,280,000.

Special codes were established in FY 1990 in our internal accounting system to identify expenditures of the special appropriation. These same codes were used in FY 1992 and FY 1993. The following page details the expenditures in FY 1992, by campus, by category. The "Other" category includes items purchased from the special allocation that did not meet the Department of Finance definition of \$500 per unit cost. These items are considered equipment by our instructors, necessary to conduct classes, but do not cost \$500 per unit. Examples are computer tables, computer software, computer cabling, maps, training aids, etc. Because of the Governor's veto of \$10,000,000 plus from our FY 1993 appropriation, all areas of our budget were reduced in FY 1992 in anticipation of the reduction.

The page detailing budgets for FY 1993 reflects the impact of the veto being restored on instructional equipment purchases. The column labeled "Computer Allocation" includes amounts not allocated to the colleges as of December 1, 1992. Most of the purchases from this special allocation will be instructional computers on our campuses. Each campus is establishing a local area network.

In summary, our expenditures in FY 1992 including "Other" totaled \$2,104,719. Our expenditures in FY 1993 will exceed \$3,000,000, excluding purchases of "equipment" that do not meet the \$500 test. Our expenditures will exceed \$5,000,000 in the 1992-93 biennium for instructional equipment costing at least \$500 per unit.

INSEQUIP/DOCUMENT

MINNESOTA COMMUNITY COLLEGE SYSTEM  
 Instructional Equipment Report  
 FY 1992

College	Library/ A.V.	Instructional Computers	Labs	Classroom	Total	Other
Anoka Ramsey	2,088	80,231	91,421	8,600	182,340	21,740
Cambridge	2,650	10,500	10,008	685	23,843	4,775
Hibbing	9,831	30,124	4,918	3,699	48,572	5,150
Duluth	0	11,260	57,713	6,918	75,891	17,872
Itasca	3,584	28,981	1,807	16,046	50,418	0
Mesabi	1,771	11,576	0	1,610	14,957	5,906
Fond du Lac	0	1,270	26,882	2,300	30,452	3,818
Rainy River	3,203	4,973	5,358	12,986	26,520	8,500
Vermilion	0	0	28,347	14,584	42,931	13,201
Austin	1,391	93,306	61,660	0	156,357	13,615
Brainerd	12,205	68,394	1,676	699	82,974	0
Fergus Falls	5,008	23,071	16,575	6,859	51,513	20,911
Northland	0	39,073	0	0	39,073	18,322
Inver Hills	10,836	100,739	21,014	29,087	161,676	21,674
Lakewood	14,374	105,076	14,609	76,583	210,642	35,201
Minneapolis	19,082	101,966	11,646	26,000	158,694	11,265
Normandale	16,839	81,345	11,863	28,886	138,933	17,965
No. Hennepin	33,878	76,765	14,975	13,246	138,864	8,568
Rochester	15,958	8,868	0	93,286	118,112	24,552
Willmar	0	0	33,336	0	33,336	9,304
Worthington	10,431	15,458	13,283	12,352	51,524	4,758
	163,129	892,976	427,091	354,426	1,837,622	267,097

MINNESOTA COMMUNITY COLLEGE SYSTEM  
 Instructional Equipment Report  
 FY 1993 (Budgeted)

College	Library/ A.V.	Instructional Computers	Labs	Classroom	Total	Computer Allocation
Anoka Ramsey	3,100	87,400	95,278	7,532	193,310	
Cambridge	0	0	0	16,000	16,000	84,665
Hibbing	0	50,000	0	0	50,000	84,466
Duluth	1,000	21,000	17,351	0	39,351	
Itasca	3,600	134,313 *	0	1,000	138,913 *	
Mesabi	14,000	25,000	10,000	0	49,000	86,920
Fond du Lac	5,000	0	33,644	3,100	41,744	92,559
Rainy River	1,132	41,217	22,629	0	64,978	
Vermilion	0	0	42,194	22,203	64,397	74,052
Austin	18,633	22,712	18,633	18,633	78,611	
Brainerd	12,568	168,119 *	5,127	10,889	196,703 *	
Fergus Falls	0	35,847	58,549	0	94,396	
Northland	0	45,568	0	23,259	68,827	
Inver Hills	5,200	204,914 *	21,689	5,011	236,814 *	
Lakewood	3,188	76,549	112,767	0	192,504	261,112
Minneapolis	0	99,622	30,419	20,000	150,041	208,708
Normandale	5,300	152,739	0	1,551	159,590	
No. Hennepin	32,645	356,275 *	56,678	0	445,598 *	
Rochester	1,065	20,766	9,709	129,059	160,599	217,531
Willmar	500	1,000	59,923	1,849	63,272	
Worthington	4,191	5,000	44,244	10,261	63,696	78,363
	111,122	1,548,041	638,834	270,347	2,568,344	1,188,376

\* Includes Special Computer Allocation.

**MINNESOTA COMMUNITY COLLEGE SYSTEM**

**LIBRARY ACQUISITIONS  
EXPENDITURE REPORT**

Submitted as a Supplement  
to the FY94-95 Biennial Budget  
December, 1992

MINNESOTA COMMUNITY COLLEGE SYSTEM  
LIBRARY ACQUISITIONS

Included in the Laws of 1991, Chapter 356, Article, 1, Section 4, subdivision 2, is the following language:

"\$907,570 in each year is for library acquisitions."

This amount was based on expenditures in FY 1990, as of January 2, 1991, in object code 376 - Books/Maps/Subscriptions. Following discussions with legislative staff, object code 369 - Training Aids and Devices expenditures were to be included in our report for FY 1992 and FY 1993. The attached report is based on expenditures through November 30, 1992.

In addition to the reported expenditures in the two selected object codes, our colleges also purchased services from the University of Minnesota as part of the Minnesota Interlibrary Telecommunications Exchange, and from the State University System as part of the Project For Automated Library Systems.

The FY 1993 report is based on budgets as of Fall Quarter 1992.

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MINNESOTA COMMUNITY COLLEGE SYSTEM  
 Library Acquisitions  
 Expenditures For FY 1992

College	Object Code 369	Object Code 376	Total
Anoka Ramsey	21,595	77,345	98,940
Cambridge	3,165	12,405	15,570
Hibbing	5,364	25,327	30,691
Duluth	0	0	0
Itasca	9,199	16,060	25,259
Mesabi	5,482	15,052	20,534
Fond du Lac	6,730	9,545	16,275
Rainy River	4,102	14,567	18,669
Vermilion	4,379	15,706	20,085
Austin	5,521	35,014	40,535
Brainerd	7,299	39,626	46,925
Fergus Falls	1,203	45,534	46,737
Northland	14,814	29,012	43,826
Inver Hills	14,996	72,875	87,871
Lakewood	24,252	113,879	138,131
Minneapolis	14,775	54,881	69,656
Normandale	39,314	120,703	160,017
No. Hennepin	11,290	99,619	110,909
Rochester	13,711	107,505	121,216
Willmar	8,093	39,514	47,607
Worthington	7,661	22,322	29,983
	222,945	966,491	1,189,436

MINNESOTA COMMUNITY COLLEGE SYSTEM  
Library Acquisitions  
Budgets FY 1993

College	Budgeted FY 1993
-----	-----
Anoka Ramsey	47,317
Cambridge	26,450
Hibbing	27,200
Duluth	1,700
Itasca	52,000
Mesabi	17,700
Fond du Lac	32,000
Rainy River	23,825
Vermilion	20,500
Austin	39,140
Brainerd	38,035
Fergus Falls	38,015
Northland	22,988
Inver Hills	86,220
Lakewood	108,060
Minneapolis	64,760
Normandale	219,298
No. Hennepin	167,618
Rochester	93,821
Willmar	33,200
Worthington	21,500
	-----
	1,181,347
	=====

**MINNESOTA COMMUNITY COLLEGE SYSTEM**

**NON-RESIDENT  
NON-RECIPROCITY  
ENROLLMENT**

Submitted as a Supplement  
to the FY94-95 Biennial Budget  
December, 1992

MINNESOTA COMMUNITY COLLEGE SYSTEM  
NON-RESIDENT - NON-RECIPROCITY REPORT

As a result of the 1991 legislation removing non-resident, non-reciprocity enrollment from the average cost funding formulas, the State Board For Community Colleges increased tuition from one and one-half to twice the resident rate. This resulted in the following rates:

<u>Per Credit</u>	<u>FY91</u>	<u>FY92</u>	<u>FY93</u>
Resident	\$30.50	\$33.25	\$35.25
Non-Resident	\$45.75	\$66.50	\$70.50
<u>Annual</u>			
Resident	\$1372.50	\$1496.25	\$1586.25
Non-Resident	\$2058.75	\$2992.50	\$3172.50

The tuition charged these students is approximately midway between a fully funded student (\$3931) and a marginally funded student (\$2555).

Based on questions asked of all new students Fall Quarter 1992, 137 FTE are paying resident rates because of the Board Policy, but do not qualify for State funding under current law. Although this method may result in a low estimate because of students admitted in FY92, no attrition (drop rate) was applied to the Fall 1992 FTE. Based on information provided by several colleges, the attrition may be as high as 50% for certain categories of non-resident students. Each of the three years reported include students paying the non-resident rate, and an estimated 137 FYE who pay resident rates, but do not qualify as residents under the 1991 legislation.

We are pursuing reciprocity agreements with Ontario. We will continue to collect data each quarter on new students, in order to identify the exact number of credits taken by these students on an annual basis. Adjustments in our estimated enrollment for FY93 will be made in the next biennial budget. A copy of our current Board Policy is attached.

MINNESOTA COMMUNITY COLLEGE SYSTEM  
 Non-Resident / Non-Reciprocity Enrollment (FYE)  
 FY 1991, FY 1992 and Estimated FY 1993

College	FY 1991 FYE	FY 1992 FYE	FY 1993 FYE
Anoka Ramsey	12.30	8.49	21.50
Cambridge	1.20	0.13	0.00
Hibbing	10.40	17.29	8.23
Duluth	4.53	1.40	2.70
Itasca	4.60	8.78	9.67
Mesabi	22.51	15.62	12.70
Fond du Lac	0.00	0.00	0.90
Rainy River	15.89	17.98	18.77
Vermilion	31.49	48.11	65.20
Austin	22.83	20.18	20.77
Brainerd	12.67	14.51	11.60
Fergus Falls	16.53	9.31	11.03
Northland	14.60	15.20	16.57
Inver Hills	12.67	6.18	11.67
Lakewood	26.47	25.13	27.60
Minneapolis	107.80	109.38	110.07
Normandale	81.20	69.38	73.30
No. Hennepin	49.00	41.00	37.80
Rochester	102.84	86.97	84.03
Willmar	7.11	2.85	7.47
Worthington	61.78	55.16	53.27
	618.42	573.05	604.85

**IV.01.02 RESIDENT STATUS****BOARD POLICY**

Resident status shall be determined at the time of each registration according to the permanent residence of the student's parents (or guardian if approved by the Chancellor or designee) for students under 21 years of age, and according to the permanent residence of the student if 21 years of age or older.

The following exceptions are added:

1. Any student who has graduated from a Minnesota high school within two calendar years of application for admission to a Minnesota Community College shall be granted resident status.
2. Any student who has graduated from a Minnesota high school and has resided in Minnesota substantially continuously since graduation shall be granted resident status. Service in the Armed Forces of the United States shall not be considered a disruption of continuous residence.
3. Any student who has been employed full-time in Minnesota for one year immediately prior to the date of entrance to college shall be granted resident status, provided all income derived from such employment was subject to taxation by the State of Minnesota.
4. The spouse of a Minnesota resident, as that phrase is defined herein, shall be granted resident status provided that this person is living with the spouse, and that the couple's place of residence is within the State of Minnesota. This rule shall apply regardless of the age of either spouse.
5. A student serving in the armed services in Minnesota, and the spouse and children of that student, shall be granted resident status.
6. Any alien who is employed in Minnesota on a special visa for employment purposes, and whose wages are subject to taxation by the State of Minnesota, shall be granted resident status. The employment period must be at least twelve months, immediate past or immediate future, and be documented by a contract or a copy of previous year's tax return, and the employment visa. This status shall also be granted to the spouse and children of the employee.
7. Native Americans, of 50% Indian blood, born in Canada, are to be considered residents for the purpose of registration in a Minnesota Community College.
8. Students from Ft. Frances, Ontario School District, attending Rainy River Community College, Arrowhead Region, are to be charged the resident general fee.

(continued)

**IV.01.02 RESIDENT STATUS** (continued)

9. An individual, and the spouse and dependents of an individual, (1) who is a permanent resident of the United States, and (2) who has been employed in seasonal agricultural labor in the state of Minnesota for a cumulative time period of not less than one year during the past five years, shall be granted resident tuition status.

**MINNESOTA COMMUNITY COLLEGE SYSTEM**  
**OFF-BUDGET OPERATIONS**

Submitted as a Supplement  
to the FY94-95 Biennial Budget  
December, 1992

SYSTEM: COMMUNITY COLLEGE SYSTEM 1994-95  
 Biennial Budget  
 SUPPLEMENT: OFF-BUDGET OPERATIONS FACSIMILE

FUND: Special Revenue

(Dollars in Thousands)

	F.Y. 1992	F.Y. 1993
Beginning Balance	\$ 71.4	\$ 99.9
Transfers In		
Revenues		
State Approp.		
Tuition/Fees	189.9	190.0
Federal Funds	181.5	283.3
Sales - Goods/Services		
Bond Sales		
Donations/Endowments		
Other		
Expenditures		
Instruct/Dept. Research		
Sponsored Research		
Public Service	190.1	190.2
Academic Support		
Student Support		
Institutional Support	152.8	383.0
Physical Plant		
Auxiliary Services		
Other		
Transfers Out		
Ending Balance	99.9	0.0

NARRATIVE:

Income for the Special Revenue Fund is received from the Department of Jobs and Training to support programs for Displaced Homemakers at Brainerd and Rochester Community Colleges. These funds originate as fees that are collected in divorce courts. The federal funds are received as indirect costs associated with the administration of federal grants.

BBSPECRV/BUDGET

SYSTEM: COMMUNITY COLLEGE SYSTEM 1994-95  
 Biennial Budget  
 SUPPLEMENT: OFF-BUDGET OPERATIONS FACSIMILE

FUND: Federal

(Dollars in Thousands)

	F.Y. 1992	F.Y. 1993
Beginning Balance	\$ 289.7	\$ 106.8
Transfers In		
Revenues		
State Approp.		
Tuition/Fees		
Federal Funds	5,395.2	7,702.8
Sales - Goods/Services		
Bond Sales		
Donations/Endowments		
Other		
Expenditures		
Instruct/Dept. Research	451.7	647.0
Sponsored Research		
Public Service	49.1	65.7
Academic Support	530.1	503.5
Student Support	4,547.2	6,567.8
Institutional Support		
Physical Plant		
Auxiliary Services		
Transfers Out		
Ending Balance	106.8	25.6

NARRATIVE:

Federal funds received for the federal work-study program and various title grants. Funds are dedicated to specific programs and grant requirements and, thus, non-discretionary. These funds are administered in accordance with federal guidelines.

BBSFED/BUDGET

SYSTEM: COMMUNITY COLLEGE SYSTEM 1994-95  
 Biennial Budget  
 SUPPLEMENT: OFF-BUDGET OPERATIONS FACSIMILE

FUND: Agency

	(Dollars in Thousands)	
	F.Y. 1992	F.Y. 1993
Beginning Balance	\$ 57.6	\$ 55.0
Transfers In		
Revenues		
State Approp.		
Tuition/Fees	144.7	170.0
Federal Funds		
Sales - Goods/Services	2,110.3	2,412.1
Bond Sales		
Donations/Endowments	3,946.5	4,309.3
Other		
Expenditures		
Instruct/Dept. Research		
Sponsored Research		
Public Service		
Academic Support		
Student Support	105.7	170.0
Institutional Support		
Physical Plant		
Auxiliary Services	2,159.6	2,420.0
Other	3,926.5	4,304.3
Transfers Out	12.3	
Ending Balance	55.0	52.1

NARRATIVE:

The Community College System is the custodian of the following accounts:

- Employees Tax Sheltered Annuities
- Individual Retirement Account (IRAP)
- Community Colleges Foundations
- Auxiliary Enterprise Payroll Account

Annuity and individual retirement reductions are made from employee's salaries, based on agreements with

BBAGENCY/BUDGET

vendors, collective bargaining agreements, Statutes and Board Policy. Foundation reductions are also made from employee's salaries based on signed pledge cards between the employee and a specific community college foundation. The Student Association is comprised of elected officers and representatives of student governments from each campus. It operates according to Board Policy and their adopted constitution, and it is supported through a fee assessed every student. The Auxiliary Enterprise payroll account is used as a revolving account to pay bookstore, food service and child care workers employed by the community colleges to operate the various auxiliary enterprises.

SYSTEM: COMMUNITY COLLEGE SYSTEM 1994-95  
 Biennial Budget  
 SUPPLEMENT: OFF-BUDGET OPERATIONS FACSIMILE

FUND: Gift

(Dollars in Thousands)

	<u>F.Y. 1992</u>	<u>F.Y. 1993</u>
Beginning Balance	\$ 278.8	\$ 190.0
Transfers In		
Revenues		
State Approp.		
Tuition/Fees		
Federal Funds		
Sales - Goods/Services		
Bond Sales		
Donations/Endowments	572.0	789.7
Other		
Expenditures		
Instruct/Dept. Research		
Sponsored Research		
Public Service	23.2	232.6
Academic Support	337.0	422.8
Student Support	300.6	305.6
Institutional Support		
Physical Plant		
Auxiliary Services		
Other		
Transfers Out		
Ending Balance	190.0	18.7

NARRATIVE:

Funds are received from private, corporate and public foundations, based on grant requests submitted by one of the community colleges or the System Office. Expenditures are made in accordance with the agreements. Many of the grants are on-going, with unspent funds carrying forward until the end of the grant period. At the time a grant might terminate, unspent funds would be returned to the grantor. Most grants require periodic reporting.

BBGIFT/BUDGET

SYSTEM: COMMUNITY COLLEGE SYSTEM 1994-95  
 Biennial Budget  
 SUPPLEMENT: OFF-BUDGET OPERATIONS FACSIMILE

FUND: Endowment

	(Dollars in Thousands)	
	F.Y. 1992	F.Y. 1993
Beginning Balance	\$ 112.0	\$ 116.7
Transfers In		
Revenues		
State Approp.		
Tuition/Fees		
Federal Funds		
Sales - Goods/Services		
Bond Sales		
Donations/Endowments	7.7	8.3
Other		
Expenditures		
Instruct/Dept. Research		
Sponsored Research		
Public Service		
Academic Support		
Student Support	3.0	6.0
Institutional Support		
Physical Plant		
Auxiliary Services		
Other		
Transfers Out		
Ending Balance	116.7	119.0

NARRATIVE:

Two endowments left to Hibbing Community College are deposited in this fund. The interest from one endowment is used for academic scholarships; the interest from the other endowment is used for student activity scholarships.

BBENDOW/BUDGET

SYSTEM: COMMUNITY COLLEGE SYSTEM 1994-95 BIENNIAL BUDGET  
 SUPPLEMENT: OFF-BUDGET OPERATIONS FACSIMILE

FUND: All College

	<u>(Dollars in Thousands)</u>	
	<u>F.Y. 1992</u>	<u>F.Y. 1993</u>
Beginning Balance	11,464.4	12,471.1
Transfers In	183.6	1,157.8
Revenues		
State Appropriation	411.0	677.1
Tuition/Fees		
Federal Funds	23,007.7	24,181.6
Sales - Goods/Services	15,044.9	15,965.3
Bond Sales		
Donations/Endowments	1,123.6	1,325.0
Other:	8,138.6	9,093.6
Expenditures		
Instruct/Dept. Research		
Sponsored Research		
Public Service		
Academic Support		
Student Support	23,954.1	27,380.1
Physical Plant		
Auxiliary Services	10,581.6	11,305.7
Other:	11,447.6	11,623.6
Transfers Out	919.4	2,151.6
Ending Balance	12,471.1	12,410.5

NARRATIVE:

The All-College Fund is administered in accordance with Board Policy V.01.02, dated June 28, 1990. Accounts in the All-College Fund are:

- Federally Supported Student Aids
- Locally Supported Student Aids
- Auxiliary Enterprises
- Student Clubs and Organizations
- Public Information
- Check Cashing
- Clearing

The ending balance in F.Y. 1992 of 12,471.1 includes students financial aid account balances of 1,482.9, other non-reserve items of 9,117.7, and reserve balances of 1,870.5. Financial aid accounts include federally supported funds. The other non-reserve accounts are:

(Dollars in Thousands)

Auxiliary Enterprises Assets	
Inventory	2,300.1
Accounts Receivable (Long Term)	96.6
Equipment & Building	2,501.1
Operating Capital	3,839.5
Clubs and Organizations	219.2
Check Cashing/Clearing	<u>161.2</u>
Subtotal	\$ 9,117.7
Student Financial Aids	<u>1,482.9</u>
Total Non-Reserve Items	\$10,600.6
Total Reserve Balances	<u>1,870.5</u>
F.Y. 1992 Ending Balance	<u>\$12,471.1</u>

Reserve balances are administered in accordance with Section VI. of the Board Policy, which reads:

4. Authorized Reserves

- A. Auxiliary Enterprise Reserve  
 Amount: Specific dollar amount established by the college with the prior approval of the Chancellor. A plan will be required with the annual budget.  
 Purpose: For remodeling and replacement, or acquisition of capital equipment of the enterprise.
- B. College Center Reserve  
 Amount: Specific dollar amount established by the college with the prior approval of the Chancellor. A plan will be required with the annual budget.
- C. Other Authorized Reserves  
 Amount: Specific dollar amount established by the college with the prior approval of the Chancellor. A plan will be required with the annual budget.

Purpose: Funding any of the following:

1. Establish a permanent endowment fund, the proceeds of which may be used for student loan and/or scholarships.
2. Subsidize lower prices for required texts and supplies.
3. Subsidize lower prices of food services.
4. Subsidize the operation of a child care service.
5. Fund those items that clearly benefit present and/or former students."

SYSTEM: COMMUNITY COLLEGE SYSTEM 1994-95 BIENNIAL BUDGET  
 SUPPLEMENT: OFF-BUDGET OPERATIONS FACSIMILE  
 (Continuation)

Reserve balances available as of June 30, 1992 are as follows:

Student Activities/College Center	\$ 906.8
Auxiliary Enterprises	<u>963.7</u>
<b>Total Reserve Items</b>	<b>\$1,870.5</b>

Plans have been submitted by the colleges for review and recommendations. These plans are not "time-limited," that is, they are for future projects that extend into and beyond F.Y. 1993. The major items in these plans are:

<b>Anoka-Ramsey</b>	
Library Holding & Equipment	22.9
Open Computer Lab	100.0
Furniture for College Center	26.4
<b>Inver Hills</b>	
Scholarship Program	10.6
<b>Itasca:</b>	
Student Life Activities	30.0
<b>Normandale:</b>	
Replace College Center Furniture and Equipment	297.2
<b>North Hennepin:</b>	
Endowment for International Scholarship Program & Tutors	230.0
Campus Center Remodeling & Equipment	285.8
Honors Program & Writing Center	50.0
Equipment & Improvements	185.3
Phone Registration System	80.0
<b>Northland:</b>	
Student Senate Furnishings	30.6
<b>Rainy River:</b>	
Furnishings for the New Student Service Addition	48.2
<b>Rochester:</b>	
Athletic Endowment	80.0
Presidential Scholarship Endowment	35.0
College Center Remodeling	152.2
<b>Willmar:</b>	
Student Life Activities	30.0
Furnish student Areas/Replace Instructional Equipment	<u>176.3</u>
	<b>\$1,870.5</b>

**1994-95 BIENNIAL BUDGET**

**SPECIAL REPORTS**

**TECHNICAL COLLEGE SYSTEM**

**REPORTS**

- Library/Media Acquisitions
- Non-Resident/Non-Reciprocity Enrollments
- Equipment
- Off-Budget Operations

**SPECIAL REPORT: MEDIA/LIBRARY**

The 1991 Legislature directed our system to expend a minimum of \$525,000 on library acquisitions. The demand for library services has expanded significantly over the last seven to eight years. This was accelerated with the restructuring of instruction from a block program format into credit courses.

The Technical Colleges report expenditures using UFARS. This accounting and reporting system identifies media/library activities with a specific program code. Table A shows the FY92 Media/Library acquisitions and the FY93 approved allocations.

**TABLE A**

<u>College</u>	<u>FY92 Expenditures</u>	<u>FY93 Allocations</u>
Albert Lea/Mankato	108,513	49,505
Alexandria	14,314	19,862
Anoka	39,510	35,604
Brainerd/Staples	23,855	29,473
Dakota County	48,577	33,333
Duluth	87,091	26,788
Hennepin	49,722	58,891
Hutchinson/Willmar	50,607	40,927
Minneapolis	32,544	26,149
Northeast Metro	10,922	13,104
Northwest	117,837	63,463
Pine	9,708	6,576
Range	15,488	14,185
Red Wing/Winona	77,478	49,820
Riverland	5,663	35,935
St. Cloud	40,832	42,819
St. Paul	174,061	40,505
Southwestern	53,896	45,349
<b>TOTAL</b>	<b>960,617</b>	<b>632,289</b>

**SPECIAL REPORT: NON-RESIDENT, NON-RECIPROCITY STUDENTS**

The 1991 Legislature modified the higher education funding by eliminating state aid for non-resident, non-reciprocity students. Prior to this, our system only collected data on headcount of non-resident, non-reciprocity students. Beginning in FY92, colleges reported the FYE by major program of study.

To estimate FY91 non-resident, non-reciprocity FYE, it was assumed that these students took, on average, the same credit load as resident students.

<u>College</u>	<u>FY91 Headcount</u>	<u>Estimated FYE</u>	<u>FY92 FYE</u>
Albert Lea/Mankato	53	9.61	3.17
Alexandria	4	3.50	--
Anoka	1	.55	1.69
Brainerd/Staples	10	5.86	4.03
Dakota County	4	1.66	6.43
Duluth	5	2.44	1.05
Hennepin	25	7.38	5.09
Hutchinson/Willmar	15	6.79	15.28
Minneapolis	19	12.18	16.49
Northeast Metro	22	9.40	26.34
Northwest	40	26.34	25.27
Pine	3	1.09	.08
Range	11	8.04	7.16
Red Wing/Winona	14	7.54	30.33
Riverland	10	5.02	--
St. Cloud	6	3.87	6.22
St. Paul	58	30.90	10.80
Southwestern	7	4.76	3.79
<b>TOTAL</b>	<b>307</b>	<b>146.95</b>	<b>163.17</b>

The State Board has set tuition for non-resident, non-reciprocity students at double the resident rate, per credit.

	<u>FY92</u>	<u>FY93</u>
Resident	34.45	35.95
Non-resident/non-reciprocity	68.90	71.90

**SPECIAL REPORT: EQUIPMENT**

A hands-on approach to learning has always been a hallmark of the Technical College System. Students gain skills through applied learning. The System continues to invest in equipment acquisitions, upgrades, and maintenance to allow our students to acquire the most current technical skills that will transfer to the workplace.

The State Board, through approved allocations, has maintained a high priority on equipment. The UFARS (Uniform Accounting and Reporting System) keeps these funds segregated and dedicated for equipment.

**TABLE I**

<u>College</u>	<u>FY92 Expenditures</u>	<u>FY93 Allocations</u>
Albert Lea/Mankato	686,957	699,705
Alexandria	1,114,545	796,834
Anoka	681,203	563,481
Brainerd/Staples	824,085	714,418
Dakota County	694,830	762,434
Duluth	782,772	669,790
Hennepin	2,138,684	1,675,289
Hutchinson/Willmar	907,915	731,238
Minneapolis	457,153	191,046
Northeast Metro	760,042	390,032
Northwest	1,479,050	1,706,050
Pine	293,823	222,756
Range	261,982	305,627
Red Wing/Winona	507,482	510,623
Riverland	709,253	706,352
St. Cloud	316,366	395,598
St. Paul	1,010,231	903,862
Southwestern	814,699	630,464
<b>TOTAL</b>	<b>14,441,072</b>	<b>12,575,599</b>

The FY92 expenditures occurred in the following categories:

<u>Category</u>	<u>Expenditures</u>	<u>Percent</u>
Instruction and Instructional Support	10,006,776	69
Student Support	638,219	5
Institutional Support	<u>3,796,077</u>	26
	14,441,072	

For FY93, equipment funds were allocated in:

<u>Category</u>	<u>Expenditures</u>	<u>Percent</u>
Instruction and Instructional Support	9,706,477	77
Student Support	628,452	5
Institutional Support	<u>2,240,670</u>	18
	12,575,599	

**SPECIAL REPORT: REPAIR AND REPLACEMENT**

The allocation of repair and replacement funds has two components. The first is an allocation of 18¢ per square foot. This provides funding for routine repairs and maintenance; usually under \$5000 in cost.

**TABLE I: Square Footage Allocation**

<u>College</u>	<u>FY92</u>	<u>FY93</u>
Albert Lea/Mankato	80,313	80,313
Alexandria	62,966	115,245
Anoka	65,069	68,015
Brainerd/Staples	64,908	69,003
Dakota County	92,643	92,643
Duluth	47,958	48,534
Hennepin	146,650	149,318
Hutchinson/Willmar	139,602	71,485
Minneapolis	97,997	97,997
Northeast Metro	66,870	66,870
Northwest	154,713	160,458
Pine	15,984	16,704
Range	35,663	35,663
Red Wing/Winona	66,927	66,927
Riverland	81,944	81,944
St. Cloud	56,765	56,765
St. Paul	94,117	96,709
Southwestern	79,318	79,318
<b>TOTAL</b>	<b>1,450,407</b>	<b>1,453,911</b>

The second component funds specific repair and replacement projects. Colleges submit prioritized project requests which are reviewed for funding based on criteria approved by the Board.

**Criteria 1: Health, Safety, Security and Accessibility**

- a. Hazardous conditions
- b. Ventilation problems
- c. Electrical problems
- d. Lighting level problems
- e. Security problems
- f. Explosive potential
- g. Storage problems
- h. Legal requirements
- i. Handicapped Accessibility

**Criteria 2: Repair**

- a. Deterioration
- b. Structural repair
- c. Repair of plant equipment
- d. Grounds

**Criteria 3: Energy Conservation**

- a. Retrofit
- b. Pay-back

**Criteria 4: Replacement**

- a. Program improvement (instructional or support service)
- b. Technological upgrading
- c. Grounds
- d. Aesthetics

Table II identifies projects and approved allocations for each college campus.

**FY92 REPAIR & REPLACEMENT PROJECTS**

<u>College</u>	<u>Campus</u>	<u>Project</u>	<u>Amount</u>
Albert Lea		Waste Oil Storage	5,185
		Lib. Security/changed Hdcp Hardware	<u>8,000</u>
			13,185
Alexandria		Remodel Student Support Services Areas	75,000
		Replace Carpet in Lounge	22,000
		Water Line Stubbing	5,000
		Furnace Replacement	<u>28,000</u>
		130,000	
Anoka		Relocate Air Traffic Prog/Remodel Tower	23,000
		Consolidation/Access for Parts & Storage	15,000
		Overlay & Striping of Parking Lots	28,000
		Remodel/Relocate Small Engines Program	40,000
		Replace Front Handicap Doors	6,000
		Remodel Front Reception/Administration	8,500
		Replace Garage Doors	<u>8,000</u>
		128,500	

<u>College</u>	<u>Campus</u>	<u>Project</u>	<u>Amount</u>
Bemidji		Painting, Carpeting & Lighting	45,700
		Exterior Painting	5,850
		Business Department Remodeling	<u>4,500</u>
			56,050
Brainerd/Staples	Brainerd	Upgrade Energy Management	9,500
		Air Condition Rooms 201-206	22,000
		Carpet Rooms 201-206	8,000
		Overhead Door Replacement	5,400
		Carpet Rooms 301-306	<u>6,000</u>
			50,900
	Staples	Signage at Cass Lake Campus	3,300
		Signage at Fond Du Lac Campus	3,300
		Signage at Mille Lacs Campus	3,300
		Climate Control	<u>25,000</u>
		34,900	
Dakota County		Woodfinish/Vent Accoust Dividers	25,000
		CAD Lab Remodeling	9,500
		Ceiling Tile Replacement	12,000
		Computerized Energy Management	<u>25,000</u>
			71,500
Detroit Lakes		Door/Hardware Replacement (Ph.II)	9,000
		Blacktop Parking Lot	<u>25,000</u>
		34,000	
Duluth		Finish Basement	100,000
		Window Repair/Replace	30,000
		Painting	<u>25,000</u>
			155,000
E Grand Forks		Retrofit & Remodel Science Lab	90,000
		College Identification Sign	<u>12,000</u>
			102,000
Eveleth		Site Access/Improvement to East 20 Acres	15,000
		Enclosed & Climatize Chillers	12,000
		Replace Carpet in Rooms 117, 123, 125	<u>7,000</u>
			34,000

<u>College</u>	<u>Campus</u>	<u>Project</u>	<u>Amount</u>
Hennepin		Elevator Repair	13,000
		Hazardous Waste Building	13,000
		Welding Booth Venting	7,500
		Remodel Photo/TV & Media Pro	95,000
		Parking Lot Lights	<u>15,000</u>
			143,500
Hibbing		Switch Boxes	13,000
		Remodel Kitchen	<u>45,000</u>
			58,000
Hutchinson		Relocate Metallurgy/Degree/Diploma Prog	58,000
		Replace Ceiling Lights/Fl. Tile So. MC	<u>41,000</u>
			99,000
Mankato		Power Factor Correction Devices	7,500
		Fire Alarm Annunciator	9,000
		Signage	10,000
		Cafeteria P.A. System	9,000
		Maintenance Dept Air Compressor	<u>15,000</u>
			50,500
Minneapolis		Painting	<u>20,000</u>
			20,000
Moorhead		Dental Lab Remodel	12,000
		Carpet Replacement	37,000
		Tuck Pointing	<u>24,150</u>
			73,341
Northeast Metro		Room Renovation	<u>65,000</u>
			65,000
Pine		Replace Ext Doors Welding/Machine Tool	3,500
		Electrical Lighting Gunsmithing Lab	7,700
		Sign for North Entrance	<u>2,500</u>
			13,700
Red Wing		Accordion Program Modification	15,000
		Canopy Enclosure	12,000
		Retaining Wall	<u>6,000</u>
			33,000

<u>College</u>	<u>Campus</u>	<u>Project</u>	<u>Amount</u>
Riverland	Austin	Water Heater	6,400
		Air Conditioner Compressors	5,100
		Relocate Ag Dept/Student Senate Office	11,000
		Calking Outside Joints	<u>6,000</u>
			28,500
	Faribault	Storage Facility	18,000
		Repair Boiler Leg	2,000
		Tuck Pointing	<u>3,000</u>
			23,000
	Rochester	Carpeting Classrooms/Hallways	27,000
		Ceiling Replacement	13,000
		Microphonea/Sound System	10,500
		Carpeting	<u>7,200</u>
			57,700
St. Cloud		Ventilation Auto Body	10,300
		Ventilation Civil Engineering Lab	14,700
		Interior Directories	7,000
		Parking Lot Lighting	18,000
		Receiving Room Door	<u>2,100</u>
			52,100
St. Paul		Mechanical Enclosure Refacing	64,300
		Auditorium Reroofing	39,000
		Replace Windows	18,700
		Move Receptionist	<u>10,000</u>
			132,000
Southwestern	Canby	Boiler Stack Replacement	18,000
		Customized Training Project	5,655
	Granite Falls	Air Conditioner Replacement	7,500
		Cement Repair between Cafe./Child Care	5,000
	Jackson	Steam Coil Replacement	13,000
		Window Replacement	4,200
	Pipestone	Garage Door Replacement	2,000
		Repair Exterior of Building	7,800
		Restroom Ceiling Tile	2,000
		Heat Exchanger	<u>6,500</u>
			71,655

<u>College</u>	<u>Campus</u>	<u>Project</u>	<u>Amount</u>
Thief River Falls		Hoists in Auto Tech Shop	12,000
		Classroom - Aviation Campus	12,700
		Office Space - Aviation	46,000
		Classroom - Main Campus	<u>21,000</u>
			91,700
Wadena		Air Conditioning	<u>46,000</u> 46,000
Willmar		Install Sprinkler System	6,500
		Upgrade Energy Management System	<u>65,000</u>
			71,500
Winona		Auditorium	<u>186,000</u> 186,000
<b>TOTAL</b>			<b>2,126,040</b>

**FY93 REPAIR & REPLACEMENT PROJECTS**

Albert Lea/Mankato	Albert Lea Mankato	HACV Repair	12,500
		Interactive TV Room	20,000
Alexandria		Replacement of Overhead Doors	40,000
Anoka		Manufacturing Cell Room Remodeling	24,000
Brainerd/Staples	Brainerd Staples	Remodeling for Machine Shop Lab	35,000
		Mezzanine Over Existing Robotics Lab	50,000
Dakota		Fire Safety Doors & Holders	63,000
Duluth		Remodeling Student Services	49,000
Hennepin	Brooklyn Park Eden Prairie	Dental Exhaust	15,000
		Boiler Burners	40,000
Hutchinson/Willmar	Hutchinson Willmar	Trailer Replacement (Phases A & B)	150,000
		Remodel Diesel Program Space	100,000
Minneapolis		Dust Collectors	20,000

<u>College</u>	<u>Campus</u>	<u>Project</u>	<u>Amount</u>
Northeast Metro		Intercom	28,000
Northwest	Bemidji	ITV Classroom	5,000
	Detroit Lakes	Light Control/Tele. Center	14,600
	East Grand Frks	Roof Repair	13,625
	Moorhead	Expand Women's Restrooms (East End)	4,000
	Thief River Fla	Kitchen - Aviation	50,000
	Wadena	Burner Replacement	14,500
Pine		Air Condition Media Center & Taxidermy	30,000
Range	Eveleth	Welding lab Air Ventilation	20,000
	Hibbing	Parking Lot Lighting	27,700
Red Wing/Winona	Red Wing Winona	Vestibules (2)	40,000
		Child Care Mobile Classrooms	61,500
Riverland	Austin	Roof Repair	62,800
	Faribault	Ventilation BCS	3,500
	Rochester	Handicapped Access	20,000
St. Cloud		East Wing Roof Replacement	38,000
St. Paul		Retube Boilers	35,000
Southwestern	Canby	Burner Replacement	7,000
	Granite Falls	Reflectors	30,000
	Jackson	Burner Replacement	30,000
	Pipestone	Exterior Repairs	23,000
<b>TOTAL</b>			<b>1,176,725</b>

**PROGRAM:** Supplement  
**Agency:** Technical College System

**1994-95 Biennial Budget**

both state and federal sources flow through the SWA accounts of the agency. There are instances, however, where these funds may be allocated to the colleges as grants or special revenue and may be reported as off-budget for both entities. This occurs mainly within the federal allocation. Examples include: Single parent, Incarcerated, and Consumer Homemaking grants.

**SUPPLEMENT: OFF-BUDGET FUND SUMMARY**

The governance structure of the Technical College System dictates that two accounting structures operate within the system. Our off-budget activities need to be presented within these two structures.

Basically, the agency uses SWA (Statewide Accounting) and the colleges report revenues and expenditures within the UFARS (Uniform Accounting and Reporting System) guidelines. Direct appropriations from

**Statewide Accounting**

The off-budget activities in SWA have been sorted into three categories: Federal, Agency, and Special Revenue. Table I shows the detailed activity, by category, for FY 1991, FY 1992, and FY 1993.

TABLE I: SWA Accounts

	<u>FY 1991</u>				<u>FY 1992</u>					<u>FY 1993</u>				
	Budget	Balance Forward	Balance Out	Dedicated Receipts Total	Budget	Balance Forward	Balance Out	Dedicated Receipts Total	Budget	Balance Forward	Balance Out	Dedicated Receipts Total		
<i>Federal</i>														
Perkins		14,691		14,691				15,126	15,126				17,667	17,667
JTPA: SDA	1	(5)	1,597	1,593		5		982	987				965	965
JTPA: 8%			(13)	1,316	1,303		13		1,488	1,501			1,525	1,525
Dislocated Worker			99	99				343	343				49	49
State Council				124	124			144	144				160	160
SARA: Title III		(14)	102	88		14		158	172				64	64
ATC Training Center		942	(140)	2,070	2,872	140	(149)	2,648	2,639	149			2,435	2,584
<i>Agency</i>														
Employee Annuities			138	138				128	128				182	182
Student Organizations					0		(81)	647	566	81			674	755
<i>Special Revenue</i>														
Conference Accts: Agency		26	(8)	112	130	8		145	153				75	75
State Council		3	(12)	19	10	12	(3)	19	28	3			25	28
ATCTC Bookstore					0			5	5				13	13
Licensure	1			(1)	0	2		(2)	0	2			(2)	0
<b>TOTAL</b>					21,048				21,792					24,067

**PROGRAM:** Supplement  
**Agency:** Technical College System

**1994-95 Biennial Budget**

Approximately 73% of the off-budget activities in the SWA accounts are provided by the Carl D. Perkins Federal Vocational Act. The State Board of Technical Colleges has been designated by state law as the sole state agency for vocational funds in Minnesota. Part of the appropriation, approximately \$3,387.0 in FY 1993, is used to fund secondary activities. Some of these funds are designated for specific activities such as; Tech Prep, Sex Equity, Single Parent, Incarcerated, Community Based Organizations and Consumer Homemaking. There is, however, some flexibility in the remaining funds; Administration, Program Leadership, and Basic Grant.

**UFARS**

Table II displays off-budget activities in the Technical College System and the level of annual activity in each area. Beginning balances are not available for each separate activity. Most are a part of a specific fund, but are not the only activity within that fund.

**TABLE II**

	<u>FY 1991</u>		<u>FY 1992</u>	
	<u>Revenue</u>	<u>Expenditures</u>	<u>Revenue</u>	<u>Expenditures</u>
Bookstore	7,668,908	7,157,156	8,736,201	8,172,974
Child Care	589,883	636,689	664,465	704,618
Resale	5,757,637	5,640,969	6,611,065	5,951,582
Health Services	156,102	210,666	152,989	251,031
Unemployment	Levy	217,966	Levy	341,970
Community Serv	2,331,729	2,527,945	1,175,745	1,214,597
Food Services	3,629,135	3,791,711	3,623,915	3,637,150
Trust & Agency	38,352,368	38,630,010	41,683,745	42,138,859

- 1. Bookstore:** Includes expenditures and revenues for bookstore activities. Beginning in FY 1991, bookstore activities are included in Fund 12, Auxiliary Services.
- 2. Child Care:** Includes revenues and expenditures for providing child care either within the colleges' facilities or through an off-campus day care provider. Prior to FY 1991, the SBTC had not designated a fund to report this activity. Colleges chose different funds; either post-secondary, custom services, or trust and agency. Beginning with FY 1991, this activity is reported in Fund 12, Auxiliary Services.
- 3. Resale:** Includes expenditures and revenues for service work done for customers as part of a program's curriculum; such as automotive repair, chef training, graphics, cosmetology. The resale occurs in the same fund as the instruction; post-secondary fund for credit based programs and custom services fund for hour based courses. The actual fees charged for resale activities are set by the local

school boards. Most colleges have established flat rates for labor intensive services, with 15 - 20% mark-up on parts.

- 4. Health Services:** SBTC has adopted a permissive policy allowing the Technical Colleges to charge a health services fee. This is restricted to a maximum of \$30 per year. The financial reporting would be through the post-secondary fund.
- 5. Unemployment:** Local school districts have statutory authority to levy for unemployment costs. Although the financial reporting is done through the post-secondary fund, any excess or deficit is recognized in the annual financial report and future levies are adjusted accordingly.
- 6. Community Service:** In most Technical Colleges, these activities are reported within the custom services fund. Examples include adult basic education, literacy, and prior to FY 92, early childhood education and course offerings that were non vocational. There is to be cost-recovery on these activities, whether through outside funding or through fees.
- 7. Food Service:** There is a wide array of food services within the Technical Colleges. All have food available for students but the processes vary significantly. In some colleges, the service is coordinated through the K-12 food service personnel. In others, college staff have been hired to prepare and serve food. Some colleges have food preparation programs that provide meals as part of their labs. And, some have chosen to contract with an outside vendor to provide meals and snacks for their students. Revenue for food sales should equal or exceed the cost of providing the service. Within UFARS guidelines this activity is included in Fund 12, Auxiliary Services.
- 8. Trust and Agency:** This activity includes the revenues and expenditures for specific designated areas. Examples include grants, federal and state financial aid programs (PELL, SEOG, Workstudy), scholarships and student senate. Within UFARS guidelines, there is a separate fund for trust and agency. Any balances in this fund are held in trust for specific purposes.

Other off-budget revenues and expenditure, such as gifts, administrative allowances on financial aid programs, interest and miscellaneous items are reflected in the fund balances shown in TABLE III. The construction, debt service and trust and agency funds are restricted by definition and by legal requirements. The balances shown in the post-secondary, auxiliary services, custom services, equipment, and repair and replacement funds are unappropriated and therefore, unrestricted other than by the intent and purpose of each fund.

**TABLE III: Fund Balances**

	<u>FY 1990</u>	<u>FY 1991</u>	<u>FY 1992</u>
Post-Secondary	\$ 6,754,907	\$ 8,109,711	\$ 8,552,023
Auxiliary Services	(69,132)	491,342	991,183
Custom Services	944,791	924,628	753,570
Equipment	1,771,263	2,031,605	2,261,951
Repair & Replacement	778,203	557,497	400,850
Construction	(924,887)	710,585	2,032,010
Debt Service	6,587,071	5,702,931	5,038,661

**PROGRAM:** Supplement                      **1994-95 Biennial Budget**  
**Agency:** Technical College System

	<u>FY 1990</u>	<u>FY 1991</u>	<u>FY 1992</u>
Trust & Agency	\$ 1,382,808	\$ 1,456,998	\$ 1,040,977
<b>TOTAL</b>	<b>\$19,074,798</b>	<b>\$19,985,297</b>	<b>\$21,071,225</b>

Note: FY 1993 projections are not available.

Fund balances in the system are necessary to accommodate the state required payment schedule, which provides only 85% of the annual operating expenses of a "current year", with a 15% "clean up" payment in the following fiscal year. Campuses that are unable to manage their cash flow needs are permitted by statutes to obtain an aid anticipation certificate from the Chancellor. These funds are repaid with interest. Unpredictability of enrollments (both growth and decline), unforeseen factors at the state level (rescissions) and at the local level also contribute to the need for a campus reserve.

The amount of unappropriated fund balance that colleges may carry, however, is limited by State Board policy. Currently, the post-secondary fund balance is limited to 10% of expenditures in that fund. Custom Services is limited to 20% of expenditures to increase the ability to respond quickly to requests for training and to absorb initial training development costs. The equipment fund and repair and replacement fund each have a limitation of 20% of the state aid allocation. Fund balances over the limitations are redistributed by board action.

The UFARS Council has approved definitions for each fund:

Post-Secondary Fund: This fund is comprised of a set of accounts used to show all operations of a Technical College which do not have to be accounted for in another fund. This is a dedicated purpose fund. Transfers from this fund to any other fund are not allowed without State Board approval. Co-curricular activities under the control of the local board are included.

Auxiliary Services Fund: Beginning with FY 1991, this fund was established where a college operates a bookstore, child care or food service activity. Transfers from other funds to the Auxiliary Services fund are not allowed.

Custom Services Fund: This fund is established when a college provides hour based instruction to students. Federal programs, such as Adult Basic Education, which are predominately or totally directed toward adult groups, are also recorded in this fund.

Equipment Fund: The resources of this fund may be used only to equip and reequip buildings and permanently attached fixtures and to rent or lease buildings for college purposes. The resources may also be used to pay fees for capital expenditures assessed and certified to each participating college by the regional computer centers.

Construction: The resources in this fund are used for building projects authorized by the legislature.

Debt Redemption: This fund is used by colleges that have outstanding bonded indebtedness. The cash balance or investment is held in trust for the bondholders. Where there is a balance after all obligations have been discharged, the balance may be transferred to the post-secondary fund.

Repair and Replacement: This fund is used for acquisition, reconstruction, remodeling, repair and improvement of college buildings, grounds and utilities. Projects must be less than \$250,000.

Trust and Agency: This fund is established where money and property is held by a college in the capacity of trustee, custodian or agent for individuals, private organizations or other governmental units. This fund includes student senate activities, federal and state work study and other student grants and aids.