

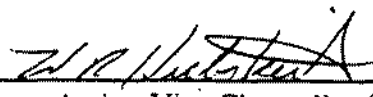
**UNIVERSITY OF COLORADO AT BOULDER
ADMINISTRATIVE POLICY STATEMENT**

TOPIC: BOULDER CAMPUS REAL ESTATE ADMINISTRATION

Date: October 1, 1994

Original X Revision

Approved By: 
Interim Chancellor

Prepared By: 
Acting Vice Chancellor for
Administration

Distribution: Deans, Directors, and Department
Heads; Buying and Contracting;
University Counsel

BACKGROUND INFORMATION:

Responsibilities related to real estate have historically been highly decentralized. As a campus, there is need for greater real estate-related planning and coordination of activities between departments. As existing land and building space become increasingly scarce, as the Campus grows, and the local community offers fewer opportunities for expansion, the out-of-pocket and opportunity costs associated with building space and land will sharply increase. As these costs increase, the Campus needs to organize to allow for better focus and improved management of its current real estate assets, and when appropriate, to prepare for future strategic opportunities to secure additional land and buildings.

These are several basic activities related to real estate for the Boulder Campus:

- The acquisition, disposal, and transfer of land and buildings. These are activities that have significant long-term strategic and political implications and should be conducted in the context of a long-term planning process.
- The activities related to the leasing of building space in the local marketplace.
- The activities related to the Research Park including the marketing of ground leases to private and public organizations and/or campus research and related entities.

- The activities related to the Research Property System including the acquisition of new land, buildings, and the leasing of existing facilities.
- The activities of the Housing Department which include the acquisition of land and buildings.

POLICY STATEMENT:

The Vice Chancellor for Administration will develop an organizational structure for managing real estate that will consolidate several of the key functions in a manner that will allow for a more cohesive focus on planning and coordination. The new organizational structure will separate many of the strategic long-term activities from those that are more tactical or short-term in nature. Specifically:

- The long-term planning for real estate acquisition, disposal, and transfer functions will be managed directly by the Office of the Vice Chancellor for Administration. These functions include the long-term planning for real estate assets; the conveyance of easements and rights-of-way; negotiations for real estate assets; and interface with the President's Office, Board of Regents, Colorado Commission on Higher Education (CCHE), City of Boulder, University Foundation, and The University Improvement Corporation (TUIC). The Vice Chancellor may from time-to-time assign a functional unit to support these activities depending on the circumstances involved. Any Campus department that may get involved in a real estate transaction should contact the Vice Chancellor for Administration early in the process in order to receive support and approval.
- The normal and customary operating responsibilities of maintaining certain real estate assets will continue to be assigned to individual departments including but not limited to Housing, Facilities Management, Research Property Services, and the Research Park.
- The Research Park and Research Property Services have merged in order to allow for greater focus and optimization of the real estate assets related to providing space and support of the research mission of the campus. Planning for, and the coordination of the acquisition for space off-campus to support research will be included in the merged office. These units will be assigned to the Department of Business Services. The Director of Business Services will assume the role of Director of Real Estate.
- The need for any building space "off-campus" should be discussed with the Director of Real Estate to help determine alternatives that meet programmatic needs, are economically prudent, and make the best use of University-owned space. Since the acquisition of new space often requires a long lead-time, Campus departments are encouraged to initiate requests as early as possible. Leases that result from that process will be negotiated on behalf of Boulder Campus departments by the Director of Real Estate with consideration to the existing space available on the Main and East Campus as well as the general marketplace for off-campus space. The Director of Real Estate will become the administrator for all short and long-term building leases.

PROCEDURE:

If any campus department or off-campus entity has a question or needs information regarding Boulder Campus real estate, they should contact the following offices:

- Questions and inquiries related to the acquisition, disposal, and long-term planning for Campus real estate assets should be directed to the Vice Chancellor for Administration (492-7523).
- Questions and inquiries regarding the leasing of on-campus or off-campus building space should be directed to the Director of Real Estate (492-1525).
- Questions and inquiries regarding the leasing of Research Park facilities and land should be directed to the Director of the C.U.-Boulder Research Park (492-1525)
- Questions regarding the maintenance of Campus Housing facilities and land should be directed to the Director of Housing (492-6494).
- Question regarding the maintenance of Research Building System and Research Property Services facilities and land should be directed to the Director of Research Property Services (492-6883).
- Questions regarding the maintenance and operations of all other Campus land and facilities should be directed to the Director of Facilities Management (492-5511).