

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION  
STATEMENT OF POLICY**

**POLICY NUMBER:** 4-2-102

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**POLICY TITLE:** CRITERIA FOR RANKING STATE CAPITAL  
IMPROVEMENT BOND REQUESTS

**LEGAL AUTHORITY:** Section 59-53-57 of the 1976 Code of Laws of  
South Carolina, As Amended

**DIVISION OF  
RESPONSIBILITY:** Planning and Information Resource Management

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March 8, 1978  
**DATE APPROVED BY  
STATE BOARD**

April 4, 1990  
**DATE LAST REVISION**

*P. Henderson Barnett* 4/4/90  
**CHAIRMAN DATE**

*James R. Smith* 4/4/90  
**EXECUTIVE DIRECTOR DATE**

**Projects to be Included**

Act 394 of 1986 stipulates that no new facility or major modification shall occur without the approval of the area commission and the State Board for Technical and Comprehensive Education. The process for identifying and submitting requests to the Tech State Board is defined in the prescribed format and content of the biennial Overall Permanent Improvement Plan (OPIP).

Projects requiring State capital improvement bond funds which are included in the first two years of the five (5) year Overall Permanent Improvement Plan will be considered for priority ranking and approval by the State Board for Technical and Comprehensive Education. The approved priority ranked list of projects will be submitted by the Tech State Board to the Commission on Higher Education and to the Budget and Control Board. This list will constitute the State Tech System's priority request for capital improvement bond funding. Projects of a local maintenance nature, for which the college can demonstrate the unavailability of local funds, will be added as one project to the Approved System Priority List.

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION  
PROCEDURE**

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April 4, 1990  
DATE LAST REVISION

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 4/4/90  
ASSOCIATE DIRECTOR DATE

 4/4/90  
EXECUTIVE DIRECTOR DATE

All projects requesting state capital improvement bond funds which are included in the first two (2) years of the five (5) year Overall Permanent Improvement Plan will be considered for priority ranking and approval by the State Board for Technical and Comprehensive Education. Projects seeking funds other than State capital improvement bonds will not be included in a priority ranking process. All on-campus space regardless of funding source will be considered in determining the total space needs. To determine the appropriate priority ranking for capital improvement projects, the facility priority ranking committee will utilize three (3) criteria:

- o An evaluation of instructional space requests to determine relative need compared to existing instructional space resources.
- o An evaluation of non-instructional space requests to determine relative need compared to existing non-instructional space resources.
- o An evaluation of the degree to which the college has adequate minimum space, both instructional and non-instructional, to meet the educational purpose of the institution.

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**  
**PROCEDURE**

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**ADEQUATE MINIMUM SPACE:**

In the review of adequate minimum space, the priority ranking committee will review all requested projects against composite space standards for technical/community colleges. From that review, projects identified as those for which the college does not have adequate minimum space will be ranked in order of relative space deficiency.

**II. RELATIVE RANKING FORMULA:**

In conducting the analysis, a point scale will be developed for evaluating instructional and non-instructional space by campus. Evaluation of instructional projects will be based on an equal one-third (1/3) weighting to: (1) actual classroom and laboratory utilization; (2) classroom, laboratory, and instructional support net assignable square footage per full-time equivalent student; and (3) classroom and laboratory net assignable square footage per weekly student contact hours.

Non-instructional project analysis will be based on an equal one-half weighting to: (1) composite space standards for type of space requested, and (2) non-instructional net assignable square footage per full-time equivalent enrollment.

Projects which through analysis have been determined to alleviate a lack of adequate minimum space based on composite space standards will receive an additional twenty percent (20%) point award to their instructional or non-instructional point total.

For projects with both instructional and non-instructional space, the priority ranking committee will determine the predominant facility use and classify it as either instructional or non-instructional.