

Agenda Item 3.04.C

REVISED FACILITIES POLICY AND PROCEDURES MANUAL**Summary of Revisions:**

The Budget and Control Board's Management Review for the South Carolina Commission on Higher Education contained the following recommendations concerning the Commission's policies and procedures for capital requests and facilities review:

- A) "CHE staff should request a review of the Facilities Operations Manual to the Facilities Advisory Committee to ensure the manual is complete and meets the needs of all users;" and
- B) "CHE should consider delegating more approval authority to staff for routine repair and maintenance and for A&E projects to reduce the approval time on these, while also providing more staff time for project reviews."

The Facilities Advisory Committee and the facilities staff met several times over the past year to review the manual and to develop revisions to the policies and procedures that would address the recommendations contained in the Management Review. The Advisory Committee and CHE facilities staff have agreed upon the following revisions:

1. NAME OF THE MANUAL: The name of the manual has been changed to Facilities Policies And Procedures Manual to describe more accurately the purpose of the manual.

2. ORGANIZATION OF THE MANUAL: The manual has been organized into six sections in order to describe more clearly the contents of the manual. These are:

- Section 1 - Overview
- Section 2 - General Policy
- Section 3 - Definitions and Policy Detail
- Section 4 - Procedures
- Section 5 - Other Related Policies
- Section 6 - Appendices

3. LEGISLATIVE POLICIES PERTAINING TO FACILITIES: For ease in referencing the legislative policies pertaining to higher education facilities, a section containing legal documents applicable to higher education facilities has been developed. This section is included in the manual as Appendix H- Legal Documents Pertaining to Postsecondary Education Facilities. The legal information contained in Appendix H was compiled from the South Carolina Code of Laws.

4. STAFF -LEVEL APPROVALS: In response to the recommendation in the Management Review that staff approval levels be increased, the Advisory Committee and the staff propose the following revisions:

Interim Permanent Improvement Requests

Current policy- Interim projects from \$100,000 up to \$250,000 or increases of no more than 10% of the total budget may be approved by CHE staff.

Proposed change- Interim projects from \$100,000 but not greater than \$500,000 or increases of no more than 10 percent of the total budget may be approved by CHE staff.

Leases

Current policy - Leases from \$25,000 up to \$50,000 may be approved by Commission staff. Leases from \$50,000 up to \$100,000 may be approved by the staff with the concurrence of the Chair of the Commission's Committee on Finance and Facilities. All leases of \$100,000 or more are subject to action by the full Commission.

Proposed change -Leases from \$25,000 to \$100,000 may be approved by Commission staff. All leases over \$100,000 are subject to action by the full Commission.

Routine Repair, Replacement, and Maintenance Projects

Current policy - Routine repair, replacement, and maintenance projects may be submitted to the Commission staff at any time. Projects with the dollar amounts above the staff approval limit will be presented to the Commission in summary form at the next Commission meeting. If no specific inquiries are expressed by the Commission, or if specific inquiries can be answered to the satisfaction of the Commission, the project will be forwarded to the Budget and Control Board with a positive recommendation. Any project request appearing on the summary list which generates questions or involves issues which cannot be resolved readily to the Commission's satisfaction will be remanded to the Finance and Facilities Committee for standard action at its next regularly scheduled meeting.

Proposed change - None. The Advisory Committee and the staff believe that the current policy is the most expedient method for dealing with routine repair, replacement and maintenance projects.

Additions to the manual are shown in *italics* and deletions are shown with a ~~strikethrough~~. Additions and deletions reflecting the changes to the policies and procedures as outlined above are on the following pages: Section 3 - pages 3.2, 3.4 and Section 6 - page 6.1.

RECOMMENDATION:

Staff recommends that the proposed revisions to the Facilities Manual be approved.