ITEMS FOR DISCUSSION AND ACTION\FISCAL, FACILITIES AND AUDIT

January 14, 2020

ACTION: First and Final Round Approval of Revisions to Board Policy 8050; Reports to Board of Trustees and Deletion of Board Policy 8018; Space Utilization Reports Related to Capital Projects

Periodic facilities reports specified in Board Policy 8050 will be revised to eliminate the reference to biennial space utilization reports and physical plant status reports. The space utilization reports are no longer required by the Coordinating Commission for Postsecondary Education (CCPE), and will be eliminated. The physical plant status reports are redundant of the semi-annual Contingency Maintenance reports, the LB309 Projects reports, and the Quarterly Capital Construction reports, and therefore can be eliminated.

This Board item also eliminates the annual Optimal Enrollment Reports which were not approved through Board Policy. These reports are related to capacities for housing, food service and parking. The Optimal Enrollment Reports are difficult to prepare, they are often confused with other enrollment or housing reports, and the information they provide has limited use.

Board Policy 8018 was approved in 1994 in response to a CCPE requirement for biennial space utilization reports. Since the CCPE requirement no longer exists, Board Policy 8018 can be deleted.

The System Office recommends approval of the Revisions to Board Policy 8050 and Deletion of Board Policy 8018 Related to Capital Projects Reports.

ATTACHMENTS:

- Revisions to Board Policy 8050 (PDF)
- Deletion of Board Policy 8018 (PDF)

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: ______8050 ______Reports to Board of Trustees Page 1 of 1

BOARD POLICY

The following facilities management reports shall be submitted to the Board in the format developed by the System Office:

Each Meeting

1. Status report on small physical plant projects (in President's report to the Board)

21. Contracts and change orders for information, approved by the Board, the Chancellor, or the President or Vice President for Administration and Finance

2. LB 309 Projects Allocations and Retrievals (for Board approval on Consent Agenda)

Quarterly

1. Capital Construction Progress Reports

Semi-annually

- 1. Contingency Maintenance Progress Reports
- 2. Miscellaneous Renovation Progress Reports
- 32. LB 309 Projects Progress Reports
- 43. Income/Occupancy, Actual, Reports

Annually

- 1. Income/Occupancy, Potential Reports
- 2. Revenue Bond Financial Viability Report (with Contingency Maintenance requests)

3. Facilities Maintenance Status Report

Biennial

1. Space Utilization Reports

Policy Adopted:____3/11/94 Policy Revised:____

FACILITIES, NEBRASKA STATE COLLEGES

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BOARD POLICY

Every biennium, the State Colleges will prepare and submit a report on the scheduled classroom and laboratory utilization of its facilities. Only scheduled hours of instruction are applicable to the utilization evaluation. This shall include undergraduate credit instruction and graduate credit instruction.

Utilization information for scheduled classrooms and laboratories will be based on the census date specified by IPEDS.

Utilization information for the preceding fall semester will be submitted to the System Office by April 1st of each applicable year.

The Colleges will use the reporting format, definitions, utilization guidelines and standards developed by the System Office for use in completing the utilization evaluations.