

**SOUTH DAKOTA BOARD OF REGENTS**

**Budget and Finance**

**AGENDA ITEM: 7 – S (3)**

**DATE: April 2-4, 2019**

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**SUBJECT**

**BOR Policy 6:1 – Facilities Planning (Second Reading)**

**CONTROLLING STATUTE, RULE, OR POLICY**

[SDCL 5-14-3](#) – Preparations of Plans and Specifications for Capital Improvements

**BACKGROUND / DISCUSSION**

In an attempt to transition the BOR policies into the new format, BOR Policy 6:1 has been updated to include the purpose of the policy, definitions, and put in the new format. The policy revisions were reviewed by the Business Affairs Council and the Council of Presidents and Superintendents in October 2018.

The section on land acquisition plans was removed as it is addressed in BOR Policy 6:2 – Acquisition and Disposal of Real Property.

**IMPACT AND RECOMMENDATIONS**

This policy is being updated to reflect current requirements.

**ATTACHMENTS**

Attachment I – BOR Policy 6:1 – Facilities Planning

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**DRAFT MOTION 20190402\_7-S(3):**

I move to approve the second reading of BOR Policy 6:1 – Facilities Planning revisions as shown in Attachment I.

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Facilities Planning

**NUMBER:** 6:1

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### A. PURPOSE

To require appropriate planning in regards to capital projects, infrastructure, and maintenance and repair.

### B. DEFINITIONS

1. Capital Projects: Any repair, rebuilding, renovation, alteration or construction project that has a cost of \$1.5M or more. (SDCL 5-14-3).

### C. POLICY

#### **1. Physical Plant and Facilities Long Range Planning**

- 1.1. Long range planning shall include, but not be limited to, capital improvements, major renovations (~~building program changes~~), maintenance and repair of buildings and infrastructure, and campus beautification (landscape and trees).
- 1.2. The universities will be asked to prepare a 10-year capital plan each year as part of the annual budget request. The plan will include the justification for any proposed capital projects, the year planned and the fund sources that will be requested to fund the facility. The source of the maintenance and repair for any facility must be identified and included in the planning document.
- 1.3. ~~1.2.~~—The universities will be asked to prepare a 10-year maintenance and repair plan each year as part of the annual budget request that will identify all maintenance projects needed over that timeframe. The purpose is to identify the need and not simply a plan that matches available dollars.
- 1.4. Master Planning should be done to support capital investments in academic, athletic, and auxiliary facilities. The plans should include history of enrollments and details about enrollment projections; impact on maintenance and repair and funding sources for any new space; space utilization history and projections; local market comparisons if appropriate; detailed justification of need for the space tied to academic mission and program offerings; related demolition plans; projected costs and funding sources; overall vision and rationale for new spaces.
- 1.5. Long range plans should discuss effects of proposed projects on institutional infrastructure and resources and should address items such as pedestrian and motor

vehicle traffic patterns, emergency access and evacuation routes, delivery areas and routes, utilities and electronic communications networks and other related infrastructure elements. ~~Where capital improvements or major renovations are incorporated into such plans, the plans should outline measures adopted to enhance operation and program functions, to minimize energy consumption and to facilitate maintenance activities.~~

## ~~2. Land Acquisition Plans~~

~~The institutions should also have long term plans for~~ Where long range plans developed under 6:1(1) require the acquisition of land related to the expansion of the campus as identified in Master Plan documents, ~~planning documents shall include land acquisition plans. Land acquisition plans shall include the following elements:~~

- ~~— A. — A discussion of the need for the acquisition of additional real property in order to achieve the objectives set forth in the long range plan;~~
- ~~— B. — Identification of property to be acquired and an explanation of the basis for selecting that property to achieve the objectives set forth in the long range plan;~~
- ~~— C. — Proposed funding sources; and~~
- ~~— D. — Alternative acquisition plans to take effect in the event that the primary plan cannot be implemented, for financial reasons, because certain tracts fail to pass the environmental audit or for any other reason.~~
- ~~— 1. — Alternative plans should address the disposition that shall be made of tracts that have been acquired in the event that it becomes impossible to acquire all tracts sought.~~

## FORMS / APPENDICES:

None

## **SOURCE:**

BOR, June 1991; ~~BOR,~~ April 1992; \_\_\_\_\_.