

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 4-2-101.1

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TITLE: PERMANENT IMPROVEMENTS

**POLICY
REFERENCE NUMBER:** 4-2-101

**DIVISION OF
RESPONSIBILITY:** FINANCE

DATE OF LAST REVISION: November 7, 2007

Each request to establish a permanent improvement project shall include, as a minimum, a complete description of the proposed project, a statement of justification, a statement of purpose and intended use, estimated total cost, an estimate of the additional future annual operating costs associated with the proposed project; and a proposed plan of financing the project. This information is provided on the appropriate Budget and Control Board forms. The most commonly used forms are the A-1 (Budget and Control Board Permanent Improvement Project Request) to establish or revise a project and an A-49 (Additional Annual Operating Costs/Savings Resulting from Permanent Improvement Project), which must accompany every A-1 except for a project revision of less than \$250,000. Each Budget and Control Board form must contain the original signature of an authorizing college official.

All requests for permanent improvement projects must be submitted by the college to SBTCE prior to being sent to the staff of the Commission on Higher Education (CHE) and the Budget and Control Board. After consideration, the requests, along with the Board's recommendations, will be forwarded to the appropriate staff of CHE who will forward to the Budget and Control Board after processing and approving. For consideration by the State Board the request must be submitted to SBTCE staff at least three weeks prior to the Board meeting.

Except for Denmark Technical College and Technical College of the Lowcountry, the appropriate official at the technical college must certify, as part of the request for approval of new construction, that funds are available to satisfy the State-mandated requirement for a local match equal to 20% of project costs. If private or other third-party funds are involved, appropriate documentation that such funds are in-hand or guaranteed must be provided.