

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

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TITLE: **CRITERIA FOR RANKING STATE CAPITAL
IMPROVEMENT FUNDING REQUESTS**

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

**DIVISION OF
RESPONSIBILITY:** FINANCE

DATE OF LAST REVISION: June 12, 2012

DATE OF LAST REVIEW: May 3, 2012

ASSOCIATE EXECUTIVE DIRECTOR

EXECUTIVE DIRECTOR

I. OVERVIEW

All capital improvement facilities requests, including the first two years of the five year Overall Permanent Improvement Plan (OPIP) will be considered for priority ranking and approval by the State Board for Technical and Comprehensive Education. All institutional space regardless of funding source, will be considered in determining the total space needs. Determination of the appropriate priority ranking for capital improvement projects will be based on an evaluation of the instructional and non-instructional space requests compared to existing instructional and non-instructional net assignable square feet. Deferred maintenance needs will be submitted to the Commission on Higher Education as a single System project request.

II. EVALUATION STANDARDS

All projects will be evaluated proportionally against three instructional and/or two non-instructional space criteria.

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Instructional Space Standards

The portion of the institutional capital improvement project addressing instructional space requirements will be analyzed against three criteria: (1) the average weekly number of classroom and laboratory hours utilized; (2) existing instructional and instructional support space and headcount enrollment in the Technical Education Program and Continuing Education Program; and (3) weekly student contact hours and current instructional space. These analyses will be performed using data from the most recent fall semester.

Non-Instructional Space Standards

The portion of the institutional capital improvement project addressing non-instructional space requirements will be analyzed against two criteria: (1) type of space compared to composite space standards developed by the State Tech System for ranking purposes, and (2) non-instructional net assignable square feet per headcount enrollment in the Technical Education Program and Continuing Education Program.

III. RELATIVE RANKING FORMULA

In conducting the analysis, a point scale will be developed for evaluating instructional and non-instructional space requests by campus. Projects will be evaluated and assigned relative point awards based on the following weighted scale with the point assignment distributed proportionally between instructional and non-instructional space as identified in the proposed project description. The sum of the total points for each capital improvement project will then serve as the basis for assigning relative priority to System capital improvement project requests.

Non-Instructional Space [100 points]

- | | |
|--|-----------|
| 1. Type of Space vs. Composite Space Standard | 50 Points |
| 2. Non-Instructional NASF per Headcount Enrollment | 50 Points |

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Instructional Space [100 points]

- | | |
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| 3. Facility Utilization ¹ : | |
| Average Weekly Hours of Classroom Use | 17 Points |
| Average Weekly Hours of Laboratory Use | 17 Points |
| 4. NASF per Headcount Enrollment | 33 Points |
| 5. NASF per Weekly Student Contact Hours | 33 Points |

Point awards for Criterion One will be based on a relative scale of deficiency against composite space standards with a range of 50 points for projects addressing a categorical space deficiency of 50% or higher to a 10 point award for projects addressing a categorical space deficiency of 10% or less. Distribution of points among the remaining four criteria will be in accordance with the relative weighting assignment, and will be arrayed within one standard deviation of the mean for the respective criterion. For example, a project falling at the midpoint of any given criterion range will receive one-half of the total point award for the respective criterion. Project data falling outside of one standard deviation for the respective measure will be assigned the same point award as the minimum or maximum within the standard, resulting in no greater award or penalty for those falling outside of the established mean standard deviation.

IV. PROCESS AND TIME FRAME

A System project priority ranking will be produced annually. For projects submitted as part of the biennial capital improvement bond process, the Overall Permanent Improvement Plan (OPIP) document will be utilized following the specified reporting time line. In the absence of a bond bill, project proposals will be submitted utilizing a modified A42 Form by January 10 of each year.

¹Average weekly room hour utilization computation is determined by the average number of weekly classroom and laboratory hours utilized without consideration of the specific day or evening periods in which the respective utilization occurred.