



# South Carolina Commission on Higher Education

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Mr. Gary S. Glenn  
Interim Executive Director

**TO:** Ms. Dianne Kuhl and Members of the Finance & Facilities Committee  
**FROM:** Mr. Edward Patrick, Director of Fiscal Affairs  
**SUBJECT:** Committee Meeting, February 14, 2017  
**DATE:** February 13, 2017

A meeting of the Finance & Facilities Committee is scheduled to **be held by teleconference\* in the Commission's Main Conference Room at 2:30 p.m. on Tuesday, February 14.** The agenda and materials for the meeting are enclosed.

**\*To access the Teleconference, enter: 800-503-2899; Access Code: 737-2275**

If you have any questions about the materials, please contact me at (803) 737-2228.

*Enclosures*

**AGENDA**

COMMITTEE ON FINANCE & FACILITIES

FEBRUARY 14, 2017

2:30 P.M.

MAIN CONFERENCE ROOM

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION

1122 LADY STREET, SUITE 300

COLUMBIA, SC 29201

- 1. Introductions**
- 2. 2017 Proposed Meeting Schedule and Deadlines**
- 3. Capital Projects - Staff Approval Criteria**
- 4. Capital Project Appeals Process**
- 5. Other Business**

**2017 Finance & Facilities Meeting Schedule and Deadlines**  
*(All dates and times are subject to change)*

<b><u>Deadline For Complete Project Submissions For Committee &amp; Commission Agendas*</u></b>	<b><u>Mail-Out</u></b>	<b><u>Finance &amp; Facilities Committee Meetings</u></b>
January 18, 2017	January 26, 2017	February 2, 2017 @ 11:00 a.m.
January 26, 2017	February 23, 2017	March 2, 2017 @ 9:30 a.m.
March 2, 2017	March 30, 2017	April 6, 2017 @ 9:30 a.m.
April 6, 2017	May 4, 2017	May 11, 2017 @ 9:30 a.m.
April 27, 2017	May 25, 2017	June 1, 2017 @ 9:30 a.m.
June 1, 2017	June 29, 2017	July 6, 2017 @ 9:30 a.m.
June 29, 2017	July 27, 2017	August 3, 2017 @ 9:30 a.m.
August 3, 2017	August 31, 2017	September 7, 2017 @ 9:30 a.m.
August 31, 2017	September 28, 2017	October 5, 2017 @ 9:30 a.m.
September 28, 2017	October 26, 2017	November 2, 2017 @ 9:30 a.m.
November 2, 2017	November 30, 2017	December 7, 2017 @ 9:30 a.m.
November 30, 2017	December 20, 2017	January 4, 2018 @ 9:30 a.m.

\*Submission deadlines will be strictly enforced to allow staff sufficient time to prepare meeting information packets.

*Note: Unless otherwise noted, all Committee meetings are scheduled to be held in the CHE Main Conference Room. Room changes, if necessary, will be noted on the agenda.*

### **Capital Projects - Staff Approval Criteria**

#### **Project Actions That Allow for Staff Approval**

1. Decrease Budget
2. Close Project
3. Change Project Name
4. Cancel Project
5. Leases which are less than \$1,000,000 in a five-year period (200,000 a year)
6. Change Source of Funds
  - If the new funding source is not tuition related (such as foundation and federal funds)
7. Legislatively Authorized Project
  - Up to the amount provided to the institution for the project
  - Funding sources include Capital Reserve Fund or Non-Recurring State Appropriation
  - If the project budget is over the legislatively funded amount, then the project will have to be approved by the Commissioners
8. Projects Approved on Year One of CPIP
  - Phase I is staff approved
  - Phase II is staff approved
    - As long as there is no change in project scope, funding source, and funding has not increased more than \$2,000,000, or 10 percent of the total budget, whichever is less
9. Preliminary Land Studies