UNIVERSITY SYSTEM OF GEORGIA

2017
Facilities Officers' Conference

BOR Policy Review

Chapters 7 & 9 Working Group – Chapter 9 Focus

BOR Policy Manual

- Rules and policies promulgated by the Board of Regents for the governance of USG and its member institutions

- 13 Sections and 334 subsections

BOR Policy Manual Sections

- Section 1 – Officers of the Board
- Section 2 – Institutional Governance
- Section 3 – Academic Affairs
- Section 4 – Student Affairs
- Section 5 – Public Service
- Section 6 – Research
- **Section 7 – Finance and Business**
- Section 8 – Personnel
- **Section 9 – Facilities**
- Section 10 – Information, Records and Publication
- Section 11 – Information Technology (IT)
- Section 12 – Miscellaneous
- Section 13 - Changes

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Committee Composition

- Project initiated by Chancellor Wrigley

- Project led by USG Legal Affairs and Auditing Office

- 12 Institutions

- Vice Chancellors from all areas in manual represented

- USG Staff

- Institution Staff

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Objectives of the Policy Review

- Reduce the size

- Eliminate conflicting, redundant and/or unnecessary provisions

- Combine policy sections, where necessary and increase efficiency of the manual

- Provide consistency in policy language and style

- Eliminate unnecessary reviews, approvals, and reports mandated by the manual

- Identify provisions of the manual that are better suited as procedures

- Ensure policies comply with applicable laws and regulations

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Timeline for Policy Review Process

- Phase 1 (May 2017): Establish review process

- Phase 2 (September 2017): Identify sections that need revision; Collaborate with persons of interest on proposed edits to policies; Present recommended edits to USO Executive Vice Chancellors and Vice Chancellors

- Phase 3 (November 2017 – March 2018): Working group to present proposed policy changes to the Board of Regents' Track Committees

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Engagement Process

- **Sherea Frazer** instrumental in leading the effort to solicit input
- Prioritization Exercise
  - Established policies needing edits: High, Medium and Low
- Recommended Edits
- Engagement Team
  - SubGroup C
  - Campus Stakeholders
    - Georgia Summitt Conference
    - Facilities Officers Conference
  - CBO's & Institutional Feedback
  - Policy Owners
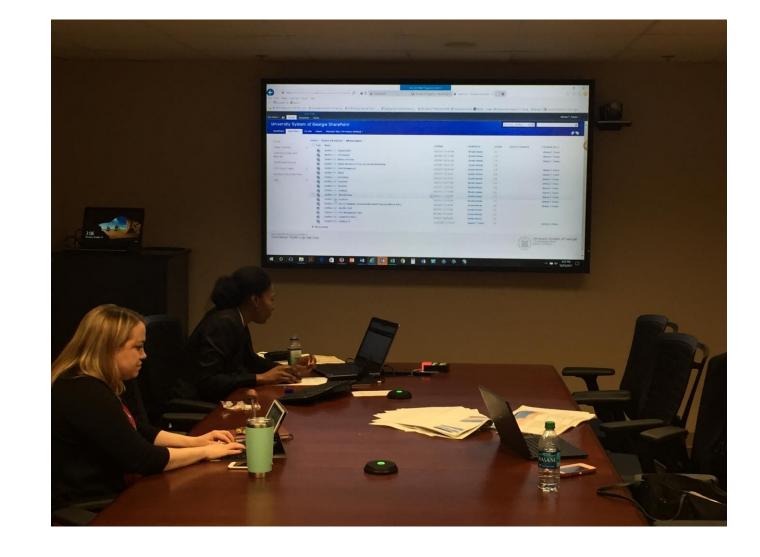 - Vice Chancellor & Board of Regents

Evaluation

- Is there an underlying need for the policy? If so, what is it?
- Could we better meet the underlying need through a procedure as opposed to a Board Policy?
- Is the policy out-of-date?
- Is the policy consistent with best practices? Does the policy address a risk or increase efficiency?
- Are there standards, rules, or regulations that should be cross-referenced?
- Who is the owner of this policy?
- What is the expected lifecycle of this policy and when should it be reviewed?
- Is the language used consistent with other policy sections?

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War Room - USO-Rm 7014

Collaboration Room – USO-Rm 7014

- Each participant has enjoyed 60-70 hours of policy review
- Free air and water provided

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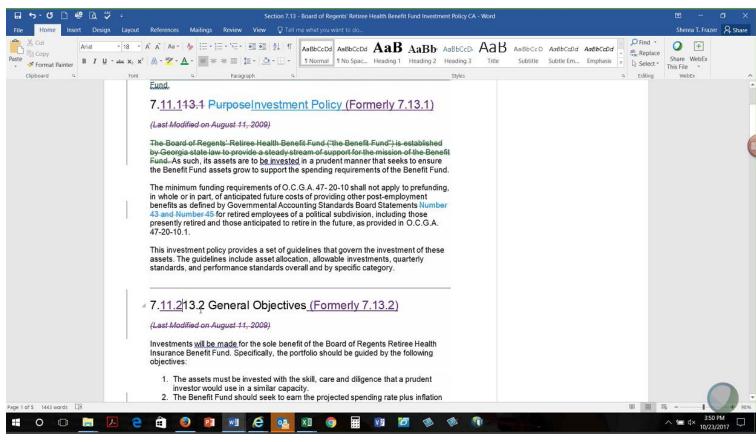
Institutional Feedback

Institutional Feedback

Priority (High/Med/Low)	Policy Location	eview - g in three	Exceptions	Policy Owner/ Department/Manager	Review Process				Timestamp/ Reviewer
		2021			Deficiencies of the Policy	Suggested Improvements	Impacts	Comments/Notes	
High	9.4 Project Authorization			Real Estate and Facilities (Design and Construction/Planning and Development)	$1M authority level is low and is a discussion for review warranted. What impacts would keep the limit at this level? When was the $1M set, maybe an escalator can be applied	Inconsistent with 9.6.1 which is $5M. Can professional services be included?			
KENNESAW FEEDBACK: J 30060/Phone: 470-578-3122 / Fax: 67					1) I agree with the attached recommendations that 9.6.1 contracting authority seems to contradict 9.4 project authorization. The higher limit that is a part of 9.6.1 should be used and the lower limit in 9.4 should be eliminated. This would allow for increased efficiency for the system office. I suggest that policy 9.4 be totally rewritten to include what is required for the current USG process of "integrated review" and "preliminary concept approval". Policy 9.4 seems outdated and is not worded well. This is likely causing some confusion and extra work for USG staff as well as those that deal with facilities projects at the institutions. In my opinion, the "integrated review" and "preliminary concept approval" processes would work well for project authorization. A project authorization is not the same as approval of a design or construction contract for any actual work.				From: John Anderson [mailto:janders2@ke nnesaw.edu] Sent: Friday, June 30, 2017 3:35 PM Cc: Julie Peterson <jpeterso@kennesa w.edu>; Belinda
Med	9.4.2 Annual Plan for Capital Implementatio n			Real Estate and Facilities (Design and Construction/Planning and Development)				Should the language be more reflective of Capital budget and not multiyear capital planning. Should be crossed with Fiscal Affairs policies.	
High	9.4.3 Emergency and Other Projects Outside the Annual Plan			Real Estate and Facilities (Design and Construction)	Would like to establish to execute contracts in life safety events				

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Policy Owner Feedback

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HELLO
my name is
CHANGE

Proposed Edit Types

Chapter 9 started with 62 Sections/Subsections

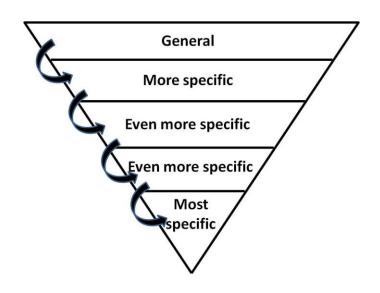**1** - No Changes

2 – Revised Sections

2 – Relocated Sections to other chapters

3 – Substantial Rewrite – Pending Revisions from Policy Owner

8 – Deleted Sections that were "reserved" or "placeholders" or too procedural

15 – No changes/Renumbered

31 – Revised/Renumbered

Proposed Chapter Flow

Chapter 9

9.1 – General Policy on Real Estate and Facilities

9.2 – Strategic Capital Planning

9.3 – Off Campus Instructional Sites

9.4 – Capital Project Authorization, Procurement and Contracting

9.5 – Facilities and Campus Grounds Development

9.6 – PPV's

9.7 – Real Property Ownership and Asset Management

9.8 - Use of BoR Property

9.9 – Use of Property Not Owned by the BoR

9.10 – Management and Operations

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Proposed Section/Organization Edit Examples

Before

9.4		Project Authorization
	9.4.1	Authorization by Board of Regents
	9.4.2	Annual Plan for Capital Implementation
	9.4.3	Emergency and Other prjects Outside the Annual Plan
9.5		Capital Program Procurement
	9.5.1	Project Delivery
	9.5.2	Professional Services
	9.5.3	Construction Services
	9.5.4	Furniture, Fixtures, and Equipment
9.6		Contracting Authority
	9.6.1	Contraction Authority
	9.6.2	Required Reporting
	9.6.3	Debarment

After

9.4		Capital Program Authorization, Procurement and Contracting
	9.4.1	Project Authorization
	9.4.2	Project Delivery Methods
	9.4.3	Contracting Authority
	9.4.4	Furniture, Fixtures and Equipment
	9.4.5	Required Reporting
	9.4.6	Debarment

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Parking Lot Questions for coordination with other Subgroups

- Standardization of Titles, ie…chief facilities officer
- Definitions
- BoR Minutes Reference
- Last modified language
- Required report language
- Consistency across policy Language
- When to reference the State Construction Manual, Business Procedures Manual or Building Projects Procedures Manual

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Next Steps – Big Picture

Next Steps – Short Term

- Review again with Policy Owners and Chief Facility Officer
- Finalize Draft Recommendations
- Coordinate with other Chapter Subgroups
- Present to Board of Regents to Finalize Recommendations – Spring 2018

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Thank you!

- Q&A
- Input, please...

Any additional thoughts,comments and or light bulb moments; send to Sherea.Frazer@usg.edu