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
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
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

UNIVERSITY SYSTEM OF GEORGIA
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
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• Is the policy out-of-date?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?
Collaboration Room – USO-Rm 7014

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

<table>
<thead>
<tr>
<th>Priority</th>
<th>Policy Location</th>
<th>Exceptions</th>
<th>Policy Owner/Department/Manager</th>
<th>Review Process</th>
<th>Timestamp/Revisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>9.4 Project Authorization</td>
<td>Real Estate and Facilities (Design and Construction/Planning and Development)</td>
<td>$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.</td>
<td>£57M with 9.6.1 which is $5M. Can professional services be included?</td>
<td>2021</td>
</tr>
</tbody>
</table>

### KENNESAW FEEDBACK:

Kennesaw State University  
3000 North University Drive  
Phone: 470-578-3112 / Fax: 470-578-3121  
Email: info@kennesaw.edu

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 in the system. I suggest that policy 9.4 be totally rewritten to include what is required for the current UGC process of integrated review and preliminary concept approval. Policy 9.4 seems outdated and is not worded well. It is likely causing some confusion and extra work for UGO 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.

| Med      | 9.4.3 Armadillo Plan for Capital Implementation | Real Estate and Facilities (Design and Construction/Planning and Development) | | | |
| High     | 9.4.3 Emergency and Other Projects Outside the Annual Plan | Real Estate and Facilities (Design and Construction) | | | |

### UNIVERSE SYSTEM OF GEORGIA

_should the language be more reflective of capital budget and not multiyear capital planning, should be crossed with Fiscal Affairs policies_
Policy Owner Feedback

7.11.133.1 Purpose
Investment Policy (Formerly 7.13.1)

(Last Modified on August 11, 2009)

The Board of Regents Retiree Health Benefit Fund (the Benefit Fund) is established by Georgia state law to provide a steady stream of support for the mission of the Benefit Fund. As such, its assets are to be invested in a prudent manner that ensures the Benefit Fund assets grow to support the spending requirements of the Benefit Fund.

The minimum funding requirements of O.C.G.A. 47-20-10 shall not apply to prefunding, in whole or in part, of anticipated future costs of providing other post-employment benefits as defined by Governmental Accounting Standards Board Statements Number 43 and Number 48 for retired employees of a political subdivision, including those presently retired and those anticipated to retire in the future, as provided in O.C.G.A. 47-20-10.1.

This investment policy provides a set of guidelines that govern the investment of these assets. The guidelines include asset allocation, allowable investments, quarterly standards, and performance standards overall and by specific category.

7.11.133.2 General Objectives (Formerly 7.13.2)

(Last Modified on August 11, 2009)

Investments will be made for the sole benefit of the Board of Regents Retiree Health Insurance Benefit Fund. Specifically, the portfolio should be guided by the following objectives:

1. The assets must be invested with the skill, care and diligence that a prudent investor would use in a similar capacity.

2. The Benefit Fund should seek to earn the projected spending rate plus inflation.
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

<table>
<thead>
<tr>
<th>9.4</th>
<th>Project Authorization</th>
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<tbody>
<tr>
<td>9.4.1</td>
<td>Authorization by Board of Regents</td>
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<tr>
<td>9.4.2</td>
<td>Annual Plan for Capital Implementation</td>
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<td>9.4.3</td>
<td>Emergency and Other projects Outside the Annual Plan</td>
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<td>Project Delivery</td>
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<td>9.5.2</td>
<td>Professional Services</td>
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<tr>
<td>9.5.3</td>
<td>Construction Services</td>
</tr>
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<td>Furniture, Fixtures, and Equipment</td>
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<th>Contracting Authority</th>
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<td>9.6.3</td>
<td>Debarment</td>
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### After

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<td>Debarment</td>
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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
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
Thank you!

- Q&A
- Input, please...

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

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