

# Pennsylvania State System of Higher Education Facilities Manual

## Volume II Board of Governors' Policies and Regulations

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Below are summaries, with links, to the Board of Governors' policies and regulations that affect use of facilities and planning, programming, and financing of facilities projects for the State System of Higher Education. These policies and regulations form the framework for the procedures contained in this manual. Implementing procedures for each policy and regulation are addressed in the applicable volumes of this manual, or the administrative procedural manuals for professional services and contract procurement for facilities projects, and as reiterated here.

[Policy 1983-22-A](#), **Use of Facilities**, provides to the university president authority for establishing reasonable rules, regulations, and fees for use of facilities, which may include fees for facilities projects for maintenance, repair, or renovation of the facility. Such projects are planned and programmed according to the provisions of this manual.

[Policy 1984-07-A](#), **System Reserve Allocation and Expenditure Criteria**, permits funding for life cycle renovation, expansion, new construction, or acquisition of presidential housing from the State System reserve. Planning and programming procedures for presidential housing are addressed in Volume IX of this manual.

[Policy 1990-02](#), **Placing State System Facilities on an Historic Register**, establishes the basis for planning and programming historic facilities. Volume IX addresses implementing procedures for planning and programming historic facilities.

[Policy 1991-05-A](#), **Delegation of Authority for State System Real Property**, identifies delegated authority levels for various real estate transactions. Implementing procedures are addressed in Volume VII, Section C of this manual.

[Policy 1994-01-A](#), **Administration of *The Keystone Recreation, Park, and Conservation Fund Act***, specifies parameters for expenditures of funding provided from Act 50 of 1993 for State System deferred maintenance projects. Implementing procedures are addressed in Volume III of this manual.

[Policy 1995-02](#), **Facilities Projects Contract Compliance Program**, establishes the requirement for administering a contract compliance program to effect the State System's nondiscrimination policy regarding equal employment opportunities with respect to contracting practices for facilities projects.

**Policy 1996-03-A, Defining Auxiliary Enterprises and Establishing Financial Reporting Requirements**, provides a definition of auxiliary enterprises and identifies those university facilities meeting the definition of an auxiliary enterprise.

**Policy 1997-03, Naming of State System of Higher Education Facilities**, establishes procedures for the naming of facilities and requires university policy to be developed for the naming of facilities.

**Policy 1998-04-A, Procurement of Goods, Services, Supplies, and Construction**, establishes the requirements for procurement as promulgated in Act 57 of 1998.

**Policy 2000-02-A, Capital Facilities Planning, Programming, and Funding**, revises the procedures for submitting, approving, and funding capital projects by incorporating the provisions of and subsequently canceling the requirements previously included in Policies 1995-01 and 1996-02.

**Management Directives** published by the Commonwealth of Pennsylvania often impact or are applicable to the State System, and those that directly impact the management of the State System's facilities are incorporated in this manual.

**Management Directive 105.5, Use of the Determination of Tax-Exempt Category for Capital Projects Form**, establishes the requirement for submission to a tax-exempt category determination form for each capital project before funds are released for design and construction of the project.

**Management Directive 220.11, Preservation of Commonwealth Deeds**, establishes the requirement for System submission of original land records and documentation to the Land Office section of the Pennsylvania Archives for all acquired real estate.

**Management Directive 625.2 Amended, Inventory of Commonwealth Real Property**, establishes the requirement to provide the Department of General Services with information on acquired real property for inventory recording.

**Management Directive 625.5 Amended, Reporting Surplus Real Property**, establishes the procedures for reporting surplus property titled to the Department of General Services.

These policies, and those that will be added in the future, govern the procedures established in this manual and future updates thereto.

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