

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. GA 4.5	Page 1 of 3	Effective Date: 3/14/2019
DIVISION:	General Administration	
SUBJECT:	Building Inventory & Utilization	
AUTHORITY:	Texas Education Code Sections 61.0572 and 61.058	
PROPOSED BY:	Raymond D. Fried	
TITLE:	Associate Vice Chancellor, Facilities, Planning, Construction, and Maintenance	Date: 3/14/2019
RECOMMENDED BY:	Ricardo Herrera	
TITLE:	Vice Chancellor & Chief Student Services Officer	Date: 3/14/2019
APPROVED BY:	Michael Reeser	
TITLE:	Chancellor	Date: 3/14/2019

STATUS: Approved by LT 3/14/2019

HISTORICAL STATUS: Approved by Chancellor 8/31/15
 Revised 06/2015
 Revised 06/2005
 Approved by MC 03/12/04
 Revised 02/2004
 Approved by BOR 01/24/95
 Revised 12/15/94
 Policy Memorandum 10/26/76

I. STATEWIDE STANDARD

COMPLIANCE: Texas State Technical College (TSTC) shall comply with state regulations in regards to its facilities and physical plant.

II. PERTINENT INFORMATION

[Section 61.0572](#) and [Section 61.058](#) of the Texas Education Code stipulate that the Texas Higher Education Coordinating Board (THECB) shall assist institutions in the

efficient use of an institution's construction funds and the orderly development of physical plants to accommodate projected student enrollments. Further, higher education institutions must maintain a building and room inventory with the THECB for the purpose of assessing campus facilities by type of space, function, program area, program use, and space costs, as well as for the purpose of assessing an institution's effective use and management of its physical plant. Relevant procedures for compliance are outlined in the THECB document, [Reporting and Procedures Manual for Community, Technical, and State Colleges](#), which can be located on the THECB website.

III. GENERAL GUIDELINES

None Applicable

IV. DEFINITIONS

None Applicable

V. DELEGATION OF AUTHORITY

The Chancellor, or his/her designee, has the authority and responsibility to comply with state law and to implement procedures to ensure compliance with this Statewide Operating Standard.

VI. PERFORMANCE STANDARDS

1. An accurate facilities inventory is maintained by appropriate personnel at each TSTC location and updated when required.
2. Required THECB facilities inventory and utilization reports are submitted and certified as required in accordance with the schedule established by the THECB.
3. Each TSTC location participates in a peer review audit of its facilities inventory on a periodic basis as scheduled by the THECB.
4. Members of TSTC serve on peer review teams, as requested by the THECB, to improve proficiency and to support the THECB in its effort to ensure efficient use of building space at state institutions of higher education.

APPENDIX

VII. RELATED STATEWIDE STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

[Reporting and Procedures Manual for Community, Technical, and State Colleges](#)
[Texas Education Code, Section 61.0572](#)
[Texas Education Code, Section 61.058](#)

VIII. OPERATING REQUIREMENTS

All required building inventory information shall be updated continuously as changes occur. Facility inventory and utilization reports must be reported and certified to the THECB annually (normally, by October 15th of each year). The information reported shall be in compliance with THECB guidelines outlined in the document entitled, [Reporting and Procedures Manual for Community, Technical, and State Colleges](#).