

TEXAS STATE TECHNICAL COLLEGE SYSTEM  
**SYSTEM OPERATING STANDARD**

<b>No. GA 4.1</b>	<b>Page 1 of 4</b>	<b>Effective Date: 01/22/2019</b>
<b>DIVISION:</b>	<b>General Administration</b>	
<b>SUBJECT:</b>	<b>Facilities Master Plan</b>	
<b>AUTHORITY:</b>	<b>Rules and Regulations of the Texas Higher Education Coordinating Board</b>	
<b>PROPOSED BY:</b>	<b>Ray Fried</b>	
<b>TITLE:</b>	<b>Associate Vice Chancellor Facilities, Planning, Construction, and Maintenance</b>	<b>Date: 01/22/2019</b>
<b>RECOMMENDED BY:</b>	<b>Rick Herrera</b>	
<b>TITLE:</b>	<b>Vice Chancellor &amp; Chief Student Services Officer</b>	<b>Date: 01/22/2019</b>
<b>APPROVED BY:</b>	<b>Mike Reeser</b>	
<b>TITLE:</b>	<b>Chancellor</b>	<b>Date: 01/22/2019</b>

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**I. STATEWIDE STANDARD**

COMPLIANCE: Texas State Technical College (TSTC) shall comply with all Texas Higher Education Coordinating Board (THECB) rules, regulations, and best practices in regards to the construction, acquisition, renovation and/or repair, or the lease-purchase of facilities.

**II. PERTINENT INFORMATION**

Under the Texas Administrative Code, the THECB requires the College to maintain an inventory of all property, buildings, and rooms occupied by or under the control

of TSTC. The inventory must be updated on an ongoing basis and certified by the College. Additionally, TSTC must annually submit a current Facilities Development Plan (MP1). This plan must identify projects that are needed within the next five-year period and that are required to support the technical education, academic instruction, auxiliary services, student services, and service missions of TSTC. Such projects include those that involve new construction, repair, renovation, and adaptive reuse.

The annual inventory of facilities and the projects included in the TSTC MP1, as well as the status of those projects, must be submitted to the THECB each year in accordance with [Section 17.101](#) of the Texas Administrative Code.

### III. GENERAL GUIDELINES

The Facilities, Planning, Construction, and Maintenance Department shall meet with stakeholders from cross-functional areas to plan future projects and create the MP1. In total, the MP1 must align with and support the TSTC Strategic Plan.

### IV. DEFINITIONS

**TSTC Strategic Plan:** The College's defined long-term direction and/or objectives used to guide decisions and allocate resources.

**Facilities Master Plan:** The Colleges master pan consists of two types of Plans referred to as the Facilities Development Plan (MP1) and the Ten-Year Assessment and Master Plan.

**Facilities Development Plan (MP1):** The College prepares this plan internally with input from all divisions and cross functional areas. The Plan includes projects for a five year period, is updated annually and is reported to the Texas Higher Education Coordinating Board Annually.

**Ten-Year Assessment and Master Plan:** The College outsources the preparation of the 10 year master plan to an Architectural and Engineering firm. A facilities assessment is completed to address maintenance and deferred maintenance and opportunities to plan for growth by building new facilities, repurposing existing facilities, and expanding and or renovating existing facilities.

### V. DELEGATION OF AUTHORITY

The Board of Regents delegates to the Chancellor, or his/her designee, the authority and responsibility to ensure compliance with state regulations related to facility The Chancellor may delegate the authority to certify the MP1. A letter of delegation must be on file with the THECB.

The Chancellors Authorized Designee who oversees facilities, planning, construction, and maintenance has primary responsibility to ensure that the inventory of facilities and the MP1, as well as any other reports that may be required under [Section 17.101](#) of the Texas Administrative Code, are completed and submitted in a timely manner.

## **VI. PERFORMANCE STANDARDS**

1. Reports required under [Section 17.101](#) of the Texas Administrative Code are submitted to the THECB each year in accordance with provisions outlined in the Code.
2. The Facilities Master Plan adheres to the planning principles outlined in this SOS.

## APPENDIX

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

[Texas Administrative Code, Title 19, Part 1, Chapter 17](#)

### VIII. OPERATING REQUIREMENTS:

1. **Facilities Development Plan (MP1).** On or before July 1 of every year, TSTC shall certify an updated MP1 that includes projects that are planned or may be submitted to the THECB within the next five years, regardless of funding source. Specifically, the MP1 shall include:
  - a. New construction projects of \$1,000,000 or more;
  - b. Repair and rehabilitation projects of \$1,000,000 or more;
  - c. Information resource projects that cumulatively total \$1,000,000 or more in one year;
  - d. Improved property purchases that cumulatively total \$1,000,000 or more in one year;
  - e. The funding source for any planned project identified in subsections a through d (above); and
  - f. A description of the proposed project.
  
2. **Ten-Year Facilities Assessment and Facilities Master Plan.** The THECB has established a best practice that requires colleges to maintain a current facilities assessment and Master Plan. The Facilities Master Plan shall identify all facility projects, including new construction, repair, maintenance, deferred maintenance, renovation, demolition, acquisition, and adaptive reuse required to provide TSTC with the facilities to support the technical, academic, student services, auxiliary services, and mission of the College.

The Master Plan, and the process to develop it, shall adhere to the following planning principles:

- a. The planning process shall ensure that College operations comply with THECB policies and accreditation principles.
- b. Institutional research must be an integral part of the College's planning and evaluation processes, and there must be a clear linkage between planning, budgeting, evaluation, and assessment.
- c. The planning process shall include recommendations from the organizational units, faculty, staff, and students.
- d. The planning process shall include normalized maintenance and capital improvement.

Best practice dictates that the planning process to develop a Master Plan for the College shall occur every ten years with updates at intervals, as needed, throughout the ten-year period.