

**CS 3.11.1** The institution exercises appropriate control over all its physical resources.  
(Control of physical resources)

### Compliance Judgment:

<b>X</b>	In compliance
	Partially compliant
	Non-compliant

The following narrative provides evidence that FMU exercises appropriate control over its physical resources.

### Rationale:

The following sections are subdivided to show specific management and control over physical resources.

#### Control over Physical Resources

The University's 400 acres form a contiguous body located east of the City of Florence, South Carolina. The University is an agency of the State of South Carolina and its land and buildings are monitored by the State Budget and Control Board. This is accomplished during the annual survey of all University buildings and land in order to submit the Annual Real Property Report to the State Budget and Control Board, Office of General Services ("Annual Real Property Report").<sup>1</sup>

The University's Department of Campus Police protects University facilities from acts resulting from criminal intent and vandalism ("Campus Police")<sup>2</sup> and maintains the University's Emergency Plan which includes protection of the physical plant in disaster situations ("Emergency Plan Preparedness").<sup>3</sup>

The Director of Facilities Management, who reports to the Vice President for Business Affairs, is charged with overseeing building maintenance, custodial and grounds maintenance, the motor pool, and new construction and renovations. The Facilities Management Department carries the greatest day-to-day responsibility for maintaining and protecting the value of the University's physical assets.

The Superintendent of Building Maintenance is charged with maintaining the buildings on campus. The Building and Maintenance Department is also responsible for renovation and construction projects within its scope. A work order system on campus allows anyone who identifies a problem to inform the Facilities Management Department and request maintenance services ("Building Maintenance").<sup>4</sup> Building Maintenance also periodically evaluates all campus buildings, including building structures and support systems critical to

maintaining the functionality of structures. These evaluations are part of the Facilities Management Preventative Maintenance program that automatically schedules inspections and evaluations of campus buildings, their structures and function. The Deferred Maintenance plan also references regular evaluations of campus buildings.<sup>5</sup>

Maintenance of University grounds and the preservation of the State's investment in trees, shrubbery and other landscaping are the responsibility of the Superintendent of Grounds. Similarly, the Superintendent of Custodial Services controls the cleaning and sanitation needs of the campus and the subsequent maintenance and preservation of all building interiors. Much of the work of these departments is procedure and schedule driven with allowances made for a variety of extraordinary circumstances including the setup of various campus events ("Custodial Services").<sup>6</sup>

The use of campus space for instructional and student-life activities is handled by two different offices. The Registrar's Office assigns academic classrooms and laboratories each term as part of class schedules printed and placed online each semester. Within the Office of Financial Services, the Space Coordinator assigns meeting spaces for all other purposes, including student organizations, faculty meetings, cultural events with on and off campus participants, and athletic practices and events.

The Administrative Associate in the Business Affairs Office receives requests for space and immediately checks to ensure there are no conflicts of space usage ("Utilization").<sup>7</sup> A listing of new requests for space is compiled weekly by the Space Coordinator and distributed for approval to a screening committee made up of the Assistant Vice President for Financial Services, the Director of Athletics, the Coordinator of Campus Recreation and the University Center, the Facilities Management Senior Administrative Associate, and the Director of the Media Center. The listing is further shared with the Provost, the Vice President for Student Affairs, the Vice President for Business Affairs, the Director of Community Relations, the Director of the Dining Hall, and the Director of Facilities Services. The Screening Committee and the Space Coordinator resolve any questions or potential conflicts and then the listing is posted on-line in the University's website calendar ("Calendar").<sup>8</sup>

Annually the University reviews the use of all University space and submits reports to the Commission on Higher Education on the square footage of buildings and their condition ("CHE Building File Listing").<sup>9</sup> Another report classifies each room in each building by: a) type of use, and b) program designation, and provides the number of stations contained in each room ("CHE Room File Listing").<sup>10</sup> In summary, the reported data includes:

- overall building size and condition
- square footage per student stations for classrooms and labs
- assignable areas by
  - function
  - room use
  - weekly use.

The Commission on Higher Education publishes the data annually reported from Francis Marion University and other state institutions on its website (“Classifying”).<sup>11</sup>

Capital projects for building and permanent improvements must pass a series of reviews and approvals prior to execution. Each project must be approved by the Commission on Higher Education as well as by the State Engineer’s Office. To change the scope or funding of a project, the institution must first file an A1 form to get approval by the State Budget and Control Board (“A1 Form”).<sup>12</sup> Expenses for capital projects are monitored by the State Budget and Control Board through the monthly Statewide Permanent Improvement Reporting System (“Chapter 8”).<sup>13</sup> These expense reports are run at month-end by the Administrative Computing Office from a program based on FMU’s general ledger accounting for the month. The file is emailed to the Budget & Control Board for review (Jones).<sup>14</sup>

**Action Plan:**

	Implement the following improvements:
	Maintain our ongoing practice, as is.
X	None required.

**Evidence:**

The supporting documents that verify this compliance judgment include:

- <sup>1</sup> “Annual Real Property Report.” Office of Business Affairs – Physical Plant. Real Property Report sent to General Services Division of Columbia. Francis Marion University, 25 March 2004, p. 1 – 4. Available online at: <http://images.acswebnetworks.com/2017/614/AnnualRealPropertyReportYear2004.pdf>.
- <sup>2</sup> “Campus Police: Crime Prevention.” Campus Police. Francis Marion University. <http://www.fmarion.edu/about/crimeprevention>. Accessed 17 November 2006.
- <sup>3</sup> “Emergency Preparedness Plan.” Campus Police. Francis Marion University. May 2007, p. 1 – 63. <http://images.acswebnetworks.com/2017/77/FMUEmergencyPlan2007.pdf>. Accessed 20 June 2007.
- <sup>4</sup> “Building Maintenance.” Facilities Management. Francis Marion University. <http://www.fmarion.edu/about/buildingmaintenance/>. Accessed 17 November 2006.
- <sup>5</sup> “Deferred Maintenance Approved Project Budget.” Francis Marion University, Florence, SC: 23 November 2005, p. 1. Available online at:

<http://images.acswebnetworks.com/2017/614/DeferredMaintenanceApprovedProjectsBudget.pdf>.

- <sup>6</sup> “Custodial Services.” Facilities Management. Francis Marion University. <http://www.fmarion.edu/about/custodialservices>. Accessed 17 November 2006.
- <sup>7</sup> “Utilization of University Facilities/Campus Space.” Financial Services. Francis Marion University. <http://www.fmarion.edu/about/space>. Accessed 17 November 2006.
- <sup>8</sup> “All Events Calendar.” Calendars. Francis Marion University. <http://www.fmarion.edu/calendar>. Accessed 17 November 2006.
- <sup>9</sup> “CHE Building File Listing.” Office of Institutional Research. Francis Marion University, Florence, SC: 17 August 2005. Available online at: <http://images.acswebnetworks.com/2017/614/CHEBuildingList.pdf>.
- <sup>10</sup> “CHE Building File Listing.” Office of Institutional Research. Francis Marion University, Florence, SC: 17 August 2005. Available online at: <http://images.acswebnetworks.com/2017/614/CHEBuildingList.pdf>.
- <sup>11</sup> “Classifying and Reporting Higher Education Facilities Data.” South Carolina Commission on Higher Education: Current and Historical Facilities Data. Available online at: [http://www.che.sc.gov/New\\_Web/Rep&Pubs/Facilities/2006.htm](http://www.che.sc.gov/New_Web/Rep&Pubs/Facilities/2006.htm). Accessed 17 November 2006.
- <sup>12</sup> “A1 Form.” Capital Budgeting Unit Part 1 – Manual. Office of State Budget. [http://www.budget.sc.gov/webfiles/oo/CBU%20Manual/Appendix\\_A\\_-\\_Form\\_A-1.pdf](http://www.budget.sc.gov/webfiles/oo/CBU%20Manual/Appendix_A_-_Form_A-1.pdf). Accessed 17 November 2006.
- <sup>13</sup> “Chapter 8: Statewide Permanent Improvement Reporting System (SPIRS).” *Manual for Planning and Execution of State Permanent Improvements: Part I Relating to Permanent Improvements*. Capital Budgeting Unit Part 1 – Manual. Office of State Budget, Columbia, SC: February 2006, p. 37 – 39. Available online at: [http://www.budget.sc.gov/webfiles/oo/CBU%20Manual/Chapter\\_8\\_-\\_Statewide\\_Permanent\\_Improvement\\_Reporting\\_System\\_%28SPIRS%29.pdf](http://www.budget.sc.gov/webfiles/oo/CBU%20Manual/Chapter_8_-_Statewide_Permanent_Improvement_Reporting_System_%28SPIRS%29.pdf).
- <sup>14</sup> Jones, Brinda (Assistant Vice President for Financial Services). Personal Interview with Kelly Songwinds. Office of Financial Services. 29 September 2006.