

CS 3.11.1: GENERAL COMMENTS

See the comments on CR 2.10 about organization. The same observation applies here. This narrative seems to jump around and would benefit from a more coherent organization.

Note that the role of this comprehensive standard is to provide evidence that the university provides adequate control over its physical resources. Note that physical resources is a broader term than facilities. The narrative as written seems to focus exclusively on physical facilities.

The physical facilities at FMU are supposed to be described in CR 2.10. The narrative here does talk about the roles of various offices in maintaining those facilities. We think that more detail is required. The narrative touches on the work order system for routine maintenance. The narrative includes a reference that includes outdated condition information on the buildings. That should be more readable and include explanations about the meaning of the condition codes.

The narrative does not talk about deferred maintenance and how that is managed to ensure that physical facilities are adequately maintained. It should.

The big missing part in this narrative involves all of the other physical resources of the university. What kind of system does FMU have in place for managing its physical asset inventory? What kinds of policies and procedures exist that control asset acquisition, control and disposal? Do you have evidence of annual/periodic inventories and audits of physical assets?

Specific comments and observations are included in the marginal notes.

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

Compliance Judgment

X	In compliance
	Partially compliant
	Non-compliant

Narrative

Francis Marion University (FMU) demonstrates that it exerts proper control over the campus’ physical resources through the support of various offices that maintain those facilities and a work order system for routine maintenance.

The University’s 650 acres form a contiguous body located east of the City of Florence and Downtown 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 [1].

The University’s Department of Campus Police protects university facilities from acts resulting from criminal intent and vandalism [2]. It also maintains the University’s Emergency Plan which includes protection of the physical plant in disaster situations [3].

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

Comment [1]: What do you want the reader to do with this massive report? There are 87 entries for “Francis Marion University” if the reader is patient enough and skilled enough to find them. It turns out that most of the land entries for FMU were not available at the time of validation. There is nothing here that verifies that FMU is 650 acres.

If you want to demonstrate the land holdings and purposes, we recommend that you create a separate table for that purpose and reference whatever source document you use (e.g., a prior Land Report).

Comment [2]: The reference really doesn’t say that. It notes that campus police walk through the main campus and housing area, residence halls and apartments checking on safety or security hazards, fire equipment, making sure it is in place and functional.

identifies a problem to inform the Facilities Management Department and request maintenance services [4]. 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.

Comment [3]: This reference says to fill out a work order. We were expecting to see some documentation of the work order system.

Comment [4]: Provide evidence/examples of evaluations.

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 [5].

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 [6]. 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 [7].

Comment [5]: Most institutions don't include much about their room scheduling process in this narrative. If you do, it should be shorter than this.

Comment [6]: Are these all of the buildings on the FMU campus?

Use a higher resolution image so the material will be readable when it is enlarged.

You should use the most recent data. If this is really done annually, 2013 data does not suggest that is happening.

Comment [7]: What are the "number of stations"?

Comment [8]: What do you want the reader to see when she opens this 147-page report? How does one find whatever evidence you may have in mind? If there is specific things that you want the reader to see, the best approach is to include that in the narrative and then include a reference that shows where it came from (an excerpt from the main document).

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 [8]. Another Commission on Higher Education report classifies rooms by: a) type of use, and b) program designation, and provides the number of stations contained in each room [9]. 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 and weekly use.

Comment [9]: What is relationship to control of physical resources?

The Commission on Higher Education publishes the data annually reported from FMU and other state institutions on its website.

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 [10]. Expenses for capital projects are monitored by the State Budget and Control Board through the monthly Statewide Permanent Improvement Reporting System [11]. 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.

Comment [10]: This looks more like financial processes rather than control of physical resources.

Documentation	
1	Land Report
2	Crime Prevention
3	Emergency Preparedness Plan
4	Building Maintenance
5	Custodial Services
6	Reserving Space
7	Francis Marion University, Calendar
8	Fall 2013 Building Data Summary, p. 21
9	CHE Statistical Abstract 2015
10	A1 Form
11	Statewide Permanent Improvement Reporting System, Chapter 8