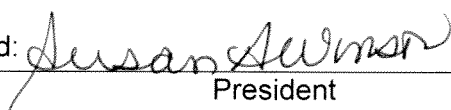


**AIKEN TECHNICAL COLLEGE  
POLICY**

Policy Title:	PERMANENT IMPROVEMENTS	Policy Number:	7-1-101
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy:	4-2-101		
Associated ATC Procedure:	7-1-101.1		

Approved:

  
President

  
Commission Chairperson

Date

Adopted: 05/12/2008

Date

Revised:

It shall be the policy of the Aiken County Commission for Technical and Comprehensive Education to approve the establishment of any permanent improvement prior to any expenditure of funds, advertising for bids, or incurring of commitments of any kind. A permanent improvement project is defined as follows:

1. Acquisition of land, regardless of cost;
2. Acquisition, as opposed to the construction, of buildings or other structures, regardless of cost;
3. Construction of additional facilities and work on existing facilities for any given project including their renovation, repair, maintenance, alteration, or demolition in those instances of which the total cost of all work involved is two hundred-fifty thousand dollars (\$250,000.00) or more;
4. Architectural and engineering and other types of planning and design work, regardless of cost, which is intended to result in a permanent improvement project. Master plans and feasibility studies are not permanent improvement projects and are not intended to be included;
5. Capital lease purchase of a facility acquisition or construction; and
6. Equipment that either becomes a permanent fixture of a facility or does not become permanent but is included in the construction contract shall be included as a part of a project.

In circumstances where the College has been authorized or appropriated capital improvement bond funds, capital reserve fund or state appropriated funds, or state infrastructure bond funds by the General Assembly for capital improvements the College administration shall seek Commission approval for project. With approval of the project by the Commission, a State permanent improvement project shall be processed for approval, regardless of the amount.

The Vice President of Administrative Services, with the approval of the President, will submit to the State Board an annual multi-year Comprehensive Permanent Improvement Plan (CPIP) consistent with the College's approved Master Plan and describing its physical work program for year one, its requests for Capital Improvement Bond (CIB) funding in year two, and its tentative work plan for three years into the future for a total of five years.

All budget increases for permanent improvement projects must be submitted to the Commission for approval. All project close-outs, budget decreases, and changes in funding sources of two-hundred-fifty thousand dollars (\$250,000.00) or less may be approved by the Vice President of Administrative Services, with the concurrence of the President. Architectural and engineering and other types of planning and design work for new projects in which the total cost of all work is one-hundred thousand dollars (\$100,000.00) or less, may be approved by the Vice President Administrative Services.

Routine repair, replacement, and maintenance projects may be approved by the Vice President Administrative Services. The following examples illustrate the types of projects that are considered to be routine repair, replacement, and maintenance of existing facilities:

1. Roof repair/replacement;
2. Building system modifications (HVAC, plumbing, electrical, etc.);
3. Interior refurbishment without major reconfiguration of interior space;
4. Exterior refurbishment (waterproofing, window replacement, etc.) excluding additions beyond approximately 1,000 sq. feet;
5. Code compliance (ADA, elevator, fire, electrical, etc.)
6. Infrastructure modifications/replacement (communications systems, sewers, waterlines, steam lines, etc.).

Policy Review		
Review Date	Reviewed By	Date Completed
05/12/2011		