AIKEN TECHNICAL COLLEGE
PROCEDURE

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

Approved: _____ _____
President Vice President of Administrative Services

Date Adopted:	05/12/2008
Date Revised:	

Each request to establish a permanent improvement project shall include, at a minimum:

1. A complete description of the proposed project;
2. A statement of justification;
3. A statement of purpose and intended use;
4. An estimated total cost;
5. An estimate of the additional future annual operating costs associated with the proposed project; and,
6. A proposed plan of financing the project.

This information shall be provided to the Finance Committee of the Aiken County Commission for Technical and Comprehensive Education and the full Commission at least one (1) session prior to an open-meeting discussion and vote on the request.

If the permanent improvement project is approved by the Commission the project shall be submitted by the College to the State Board for Technical and Comprehensive Education for concurrence and approval. The State Board staff will be responsible for submission of the proposed project to the Commission on Higher Education and the Budget and Control Board.

The Vice President of Administrative Services shall certify to the State Board staff, as part of the request for approval of new construction, that funds are available to satisfy the State-mandated requirement for a College match equal to 20% of project costs. If private or other third-party funds are involved, appropriate documentation that such funds are in-hand or guaranteed shall also be provided as part of the submittal to the State Board staff.

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