

Section Title: Financial Policies

Policy Title: Master Plans

Policy Number: F4.1

- 4.1.10 **Scope and Purpose.** The purpose of a facility master plan is to articulate the multi-year facility needs of an institution or group of institutions to accomplish the vision, goals, objectives, and direction established within an approved academic or strategic plan and mission statement for the institution(s). The facility master plan provides guidance for future construction, renovations, and maintenance projects necessary to provide quality instructional and service facilities.
- 4.1.20 **Authority.** The Commission is empowered to make recommendations and decisions upon capital investment and real estate transactions for institutions of higher education in its execution of the Master Plan, approval of institutional master plans, and oversight of the state's comprehensive strategic financial plan for higher education.
- 4.1.30A **Procedures.** A facility master plan, once approved in compliance with the policies and procedures of a respective governing board, must be submitted to the Commission for review and approval prior to submission to the State Building Commission.
- 4.1.30B A facility master plan must be reviewed and updated for each institution at least every ten (10) years. Once approved in compliance with the policies and procedures of a governing board, all subsequent revisions or updates to existing facility master plans must be submitted to the Commission for review and approval.
- 4.1.30C On a regular schedule, Commission staff may solicit information from each institution to assess whether or not—in the judgment of the Executive Director—substantive changes have occurred to the campus environment, which may include new academic programs, enrollment changes, or regional workforce developments, that warrant updates or revisions to a campus's facility master plan before the institution's next regularly scheduled master plan update or revision.
- 4.1.30D The Commission reserves the right to not rank or approve projects for capital outlay or maintenance funding that are not identified in an institution's current and approved facility master plan.

4.1.40A **Master Plans.** When evaluating and approving new and updated or revised facility master plans, the Commission may consider, but is not limited to, the following:

- 1) Academic mission;
- 2) Enrollment;
- 3) Student services;
- 4) Capital construction and maintenance projects;
- 5) Parking;
- 6) Space need and utilization, as defined by the Commission's Space Planning and Allocation Guidelines;
- 7) Land acquisition and disposal; and
- 8) Site issues, such as:
 - a. Utilities,
 - b. Signage,
 - c. Traffic and pedestrian circulation, and
 - d. Landscaping.

4.1.40B In order to be considered for funding through the Commission's annual appropriation request process, facility master plans must address and include new building construction or additions, capital maintenance projects (including Americans with Disabilities Act provisions), land acquisition(s) and disposal(s), a third-party validation of space need and utilization, and all other capital and facility projects anticipated to be completed in whole or in part with state funds over the next ten (10) years.

Approved: January 26, 1990
Revised: November 14, 2002
May 11, 2017

Applicable Statute

T.C.A. § 49-7-202, capital investment needs
T.C.A. § 49-7-1002, higher education funding requests
T.C.A. § 49-8-203, capital and real estate transactions

Current Applicable Policies

THEC Space Planning and Allocation Guidelines

Section Title: Financial Policies
Policy Title: ~~Institution Facility~~ Master Plans
Policy Number: F4.1

4.1.10 **Scope and Purpose.** The purpose of ~~the a~~ facility master plan is to articulate the multi-year facility needs of ~~the an~~ institution or group of institutions in order to accomplish the vision, goals, objectives, and direction established within ~~the an~~ approved academic or strategic plan and mission statement for the institution(s). The facility master plan provides guidance for future construction, renovations, and maintenance projects necessary to provide quality instructional and service facilities.

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4.1.20 **Authority.** The Commission is empowered to make recommendations and decisions upon capital investment and real estate transactions for institutions of higher education in its execution of the Master Plan, approval of institutional master plans, and oversight of the state's comprehensive strategic financial plan for higher education.

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~~4.1.10A~~ 30A **Minimum Scope Procedures.** A facility master plan, once approved in compliance with the policies and procedures of the a respective governing board, must be submitted to the Tennessee Higher Education Commission for review and approval prior to submission to the State Building Commission.

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4.1.30B A facility master plan ~~should~~ must be reviewed and updated for each institution at least every ~~five~~ ten (10) years. Once approved in compliance with the policies and procedures of a governing board, ~~All~~ subsequent revisions or updates to existing facility master plans must be submitted to the Tennessee Higher Education Commission for review and approval once approved in compliance with the policies and procedures of the governing board.

4.1.30C On a regular schedule, Commission staff may solicit information from each institution to assess whether or not—in the judgment of the Executive Director—substantive changes have occurred to the campus environment, which may include new academic programs, enrollment changes, or regional workforce developments, that warrant updates or revisions to a campus's facility master plan before the institution's next regularly scheduled master plan update or revision.

4.1.30D The Commission reserves the right to not rank or approve projects for capital outlay or maintenance funding that are not identified in an institution's current and approved facility master plan.

4.1.40A **Master Plans.** When evaluating and approving new and updated or revised facility master plans, the Commission may consider, but is not limited to, the following:

- 1) A consideration of academic mission;
- 2) Enrollment;
- 3) Student services;
- 4) Capital construction and maintenance projects, including Americans with Disabilities Act provisions
- 5) Parking;
- 6) Space need and utilization, as defined by the Commission's Space Planning and Allocation Guidelines;
- 7) Land acquisition and disposal; and
- 8) Site issues, such as:
 - a. Utilities,
 - b. Signage,
 - c. Traffic and pedestrian circulation, and
 - d. Landscaping.

The facility plan must address as a minimum:

1. ~~consideration of academic mission~~
2. ~~enrollment~~
3. ~~student services~~
4. ~~capital construction and maintenance projects, including Americans with Disabilities Act provisions~~
5. ~~parking~~
6. ~~land acquisition and disposal~~
7. ~~site issues:~~
 - (a) ~~utilities~~
 - (b) ~~signage~~
 - (c) ~~traffic and pedestrian circulation~~
 - (d) ~~landscaping~~

~~4.1.20 THEC Approval.~~ A facility master plan, once approved in compliance with the policies and procedures of the respective governing board, must be submitted to the Tennessee Higher Education Commission for review and approval prior to submission to the State Building Commission.

~~4.1.20A Cycle for Updating Plans.~~ A facility master plan should be reviewed and updated for each institution at least every five years. All revisions to existing master plans must be submitted to the Tennessee Higher Education Commission for review and approval once approved in compliance with the policies and procedures of the governing board.

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~~4.1.20B40B~~ In order to be considered for funding through the Commission's annual appropriation request process, facility master plans must address and include **Appropriation Request**. ~~n~~ New building construction or additions, capital maintenance projects (including Americans with Disabilities Act provisions), land acquisition (s) and disposal(s), a third-party validation of space need and utilization, and ~~land disposal~~ all other capital and facility projects anticipated to be completed in whole or in part with state funds over the next ten (10) years. ~~should be addressed in the approved master plan in order to be considered for funding through the annual appropriation request process.~~

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~~4.1.20C~~ Consultant Services. The cost of obtaining consultant services for campus master plans must be funded from institutional sources.

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Approved: January 26, 1990 ~~as Policy F4.3, Campus Facilities Master Plans~~
Revised: November 14, 2002, ~~replacing F4.1, Land Plans and Purchases and adding this language.~~
May 11, 2017

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