



**State University System of Florida  
Board of Governors**  
**~~2018-19~~2019-20 Legislative Budget Request Development  
Policy Guidelines**  
**DRAFT As Revised June 22, 2017**

Pursuant to Section 7, Article 9<sub>2</sub> of the Florida Constitution, the Board "...shall operate, regulate, control, and be fully responsible for the management of the whole university system." Included within this responsibility is the development of a Legislative Budget Request (LBR). In addition, sSection 216.023(1), Florida Statutes, requires the submission of an LBR to the Legislature and Governor based on an independent judgment of needs.

The ~~2018-2019~~2019-2020 LBR will provide flexibility for the Board of Governors (Board) and individual university boards of trustees to jointly manage the system to meet the critical needs of the state, achieve the statewide goals and objectives of the updated State University System (SUS) Strategic Plan and university work plans, and demonstrate accountability and transparency. The following goals of the SUS Strategic Plan will be addressed in the request:

1. Excellence
2. Productivity
3. Strategic Priorities for a Knowledge Economy

These sSystem goals, as well as institutional goals and initiatives, should be incorporated into the following priorities, which will be reflected in the LBR:

**Operating and Specialized Program Funds:**

1. Continuing costs associated with existing programs – This policy addresses the funds needed to continue existing programs:
  - a. Plant operations and maintenance for new and existing buildings –
    - i. Funds will be requested for the annualized operations and maintenance costs for buildings completed and phased-in during ~~2017-2018~~2018-2019;



- ii. Funds will be requested for the operating costs for new buildings to be completed and occupied in ~~2018-2019~~2019-2020.
  - b. Annual Fire Safety Inspection Fees –
    - i. Funds will be requested to cover the annual costs of the State Fire Marshal inspection of university facilities.
2. Performance-Based Funding – Funding will be requested based on the Board’s performance-based funding model.
3. Campus Health, Safety and Security – Consideration will be given to initiatives that support or enhance student health, ensure the safety of students, faculty and staff, and secures the campus to promote a safe learning environment.
4. Task Force Reports, Studies, and Strategic Plans – Consideration will be given to initiatives recommended in any reports, studies, or strategic plans and endorsed by the Board.
5. Shared System Resources – Consideration will be given to initiatives that allow for greater efficiencies through shared system resources. System initiatives developed by the universities should be vetted by the appropriate SUS council before being recommended to the Board.

The following represents the timeline for submission of the SUS ~~2018-2019~~2019-2020 LBR for operations:

- March 30: Board reviews draft ~~approves the~~ LBR Policy Guidelines
- April: Chancellor provides guidance to the ~~universities~~ on the development of system and university LBR issues
- June 28 Board approves the LBR Policy Guidelines
- July 28: System issues are submitted by the appropriate SUS council
- ~~August 31~~Sept 13: Board approves the operating LBR
- Oct. Sept. 15:- Operating LBR is submitted to the Governor and Legislature
- Oct. ~~16~~3: Budget and Finance Committee Workshop to discuss potential changes to the performance-based funding model
- Nov. ~~8~~9: Board evaluates amendments to the LBR



- Dec. : Amended LBR is submitted to the Legislature and Governor after release of the Governor's budget recommendations

### Fixed Capital Outlay Funds:

~~For PECO projects, the~~ The university's approved Five Year Capital Improvement Plan (CIP) ~~should be~~ will be prioritized ~~in the first year,~~ as indicated below. Please note that PECO funding to meet critical maintenance needs ~~should be~~ has been assigned a higher priority than adding new facilities, with the intent to improve the condition of existing space and campus infrastructure. Written justification, noting any exceptions to the priorities provided by the guidelines, and explaining why a priority exception is in the best interest of the university, ~~should be~~ is included in the cover letter submitted with the CIP package. ~~This will assist~~ Board staff will make use of the CIP in ~~the~~ comparative evaluation of university projects, and justification in terms of relative system ranking for placing in system priority order. Each university should submit one and only one prioritized, sequentially numbered list.

Funding will be requested for institutional survey ~~recommended~~ PECO projects in the following priority order<sup>1</sup>:

1. Maintenance Projects and Utility Infrastructure
  - a. Funding for Remodeling/Renovation/Maintenance/Repair will be requested from PECO pursuant to formula as required by Section 1013.64(1)(a), Florida Statutes, and should not be included by the university on the CIP - this funding will be requested as a System issue by the Board of Governors as usual.
  - b. Universities should include the amount needed for general Utility Infrastructure needs as the highest priority project.
2. Projects Previously Funded by the Legislature System and Continuation Projects
  - a. Projects previously funded by the legislature should be listed next on the CIP. If a university has more than one such project, priority should be

---

<sup>1</sup>~~Each university must incorporate utilization data as a factor in prioritization of university CIP funding requests to the Board. Programs with classroom and teaching lab space utilization below the current SUS standard will not be eligible for inclusion on the university CIP. General purpose classroom or teaching lab space (space not designated for a specific academic program or discipline) will not be eligible for inclusion if utilization was below the SUS standard for 2013-14. This standard applies both to the university as a whole and on a site specific basis.~~



given to those projects which can be most rapidly brought to completion. in the amount and in the year as last included on the Board adopted three year list. A university with remaining project funding need from the Board's adopted 2017-2018 request (i.e. List A, Year One) will be requested by the Board from the reversion of 2017-2018 B list projects. If the university has no remaining A list projects, the Board will request funding to complete the highest priority B list project from the reversion of lower priority B list projects; or those projects not having any Board recommendation, with the following exceptions:

- i. The university Board of Trustees may indicate that the Project has no remaining need for state funding; and that the Project scope has not been modified.
- ii. Funds will not be reverted from fully funded projects.
- a.—
- b. Projects funded by the Legislature, but not on the Board adopted three year list.
- c.b. Projects that require additional funding to complete.

### 3. Renovation Projects

- a. Projects that address urgent Utility Infrastructure problems. Utilities/infrastructure/capital renewal/roofs needs.
- b. Renovation and remodeling projects to meet current space needs, structural/mechanical repairs, and replacement of existing facilities which have a survey recommendation. (Major named projects.)

### 4. Strategic Projects

- a. Land or building acquisition in accordance with university board of trustees adopted master plans.
- b. New facilities, as needed to meet instructional and support space needs.

### Non-PECO Components of the University LBR

Capital Improvement Fee Trust Fund Projects, Bonded Projects, P3-s, etc. should be included on the CIP-2 following the standard instructions provided by the Chancellor's Office. It is anticipated that the Board will request the requisite approvals from the Legislature following past practice, and as needed to comply with the requirements of Sections 1010.62, 1013.74, and 1013.78 Florida Statutes.

### 5.—Legislative Authorizations



~~a. Required legislative authorizations will be requested for externally funded projects as proposed by the universities, in accordance with Section 1010.62 and 1013.78, Florida Statutes.~~

The following represents the timeline for submission of the SUS ~~2019-2020~~2017-2018 Fixed Capital Outlay LBR:

- March ~~28~~30: ~~Facilities Committee will discuss the Board approves the~~ LBR Policy Guidelines
- April 30: Chancellor provides draft technical instructions and requests universities to submit their five-year CIPs
- June 28: Board approved LBR Policy Guidelines
- May - July: Board of Trustees approve CIPs
- Aug. 1: Universities submit five-year CIPs. Board staff will review CIPs with university designee(s), technical corrections will be made as required
- ~~Aug. 31: Board approves the fixed capital outlay LBR~~
- ~~Sept. 15: Fixed capital outlay LBR is submitted to the Governor and Legislature~~
- ~~Oct. 3: Facilities Committee Workshop. The Committee will meet with university staff to review projects~~
- ~~Nov. 9: Board evaluates amendments to the LBR~~
- ~~Dec.: Amended LBR is submitted to the Legislature and Governor after release of the Governor's budget recommendations~~
- Sept 13: Board approves the fixed capital outlay -LBR
- Oct. 15.: FCO LBR is submitted to the Governor and Legislature
- Oct. 16: Facilities Committee Workshop to discuss projects
- Nov. 8: Board evaluates amendments to the LBR
- Dec. : Amended LBR is submitted to the Legislature and Governor after release of the Governor's budget recommendations