

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

Compliance Status: Compliance

The College of Coastal Georgia physically operates on two sites. The main campus in Brunswick operates on 193 acres owned by the College, while the Camden Center operates on 75 acres also owned by the College. For clarification, the Camden Center is not a branch campus within the meaning of the *Principles of Accreditation*. The faculty members who teach in the programs at the Center also teach on the main campus in Brunswick. All instruction is under the governance of School Deans operating from the Brunswick site.

The College has title to 14 buildings providing classrooms, laboratories, faculty offices, and support services operations. A new 45,557 square foot Health & Science Building was constructed in 2010 and opened Spring Semester 2011. A 350-bed residential housing project and a 50,000 square foot Campus Center are under construction and are slated for completion by Fall Semester 2011. The three construction projects have been key components of the implementation of the Strategic Master Plan, which outlines the strategy for transforming the institution into a high quality destination state college.

As a unit of the USG, the College falls under the purview of the Risk Management Services division of the Georgia Department of Administrative Services. Buildings and their contents are tracked in the Buildings, Land, & Lease Inventory of Property system of the Georgia Department of Administrative Services for purposes of valuation. The BLLIP system is an interactive web-based geographical information system designed to enable users to query, search and generate reports using real time information about State-owned and leased property and buildings. Risk Management Services provides [insurance coverage](#) on buildings and content values through a combination of self-insurance and excess property insurance purchased through a commercial insurance brokerage firm. The College also maintains a Property Insurance All Risk Certificate, which includes coverage for fine art and transient state property. Buildings and content values are updated annually by the Office of Business Affairs in the BLLIP system and premiums are set accordingly.

The College also maintains a detailed [facilities inventory](#), which is submitted to the USG Board of Regents. The facilities inventory includes detailed information about all building rooms and spaces and is updated semi-annually.

Georgia State law requires that a listing of all equipment valued at \$3,000 or more be maintained by each State agency. The [USG Business Procedures Manual](#) references this law and provides for the accounting of equipment, as well as for all assets of an institution. The listing of all equipment is maintained in the PeopleSoft financial system by tag number, serial number, equipment name, and location. An annual equipment inventory is performed to ensure equipment is in the appropriate location per the listing. Equipment no longer in operating condition or replaced must be disposed of following Georgia Department of Administrative Services' Surplus Property Division guidelines. Policies and procedures followed by the College

for surplus property follow the [Georgia Surplus Property Manual](#). Annual reconciliation of beginning equipment inventory, plus purchased equipment inventory, minus disposed of equipment inventory is performed. This information is reviewed and verified by the State Auditors each year.

To oversee the College's growing physical infrastructure, the College hired Mr. Gregory Carver in February 2010 as the Assistant Vice President for Design and Construction. A Professional Engineer with over 30 years of experience, Mr. Carver has substantial experience with the design, construction and renovation of facilities in both Federal and State government.

The College recently submitted the [USG Capital Request](#) through fiscal year 2014. These proposed projects included a new Teacher Education and Learning Center, Student Housing Phase 2, a new Center for Performing Arts, a new Academic Building, and a new parking deck. The Board of Regents has included the Teacher Education and Learning Center in their fiscal year 2012 Capital Budget Recommendation which will go to the Governor for consideration.

The College also submits an annual [Major Repair and Renovation \(MRR\) Funding Request](#) to the Board of Regents. MRR funds are used for projects that involve major repair, replacement, or renovation of critical building systems, site components and infrastructure. MRR funding work, in conjunction with Maintenance and Operations (M&O) funding and capital funding (for large or comprehensive renovation projects), fulfills the University System's institutions' overall physical inventory stewardship responsibilities, protecting the State of Georgia's investment in higher education facilities. MRR allocations are primarily based upon resident instruction gross square footage and the age of facilities. The College typically receives slightly under \$500,000 per year in MRR funding although the institution has received an additional \$500,000 in two of the last three years due to special renovation needs associated with the change in mission.

In addition to planning, designing, and overseeing the construction of facilities, the Department of Facilities and Plant Operations maintains all campus buildings and grounds. Routine and preventive maintenance activities are funded annually in the budget process. The Department utilizes a facility scheduling and facilities maintenance software package to provide customer service and to plan and track maintenance activities.

Supporting Documentation

[DOAS Insurance Certificate](#)

[College of Coastal Georgia Facilities Inventory](#)

[USG Business Procedures Manual, Section 7.7.4](#)

[*Georgia Surplus Property Manual*](#)

[Capital Request Forms](#)

[MRR Funding Letter](#)