

BOARD OF REGENTS  
BRIEFING PAPER

**1. Agenda Item Title: System Facilities Use Policy**

**Meeting Date: April 22, 2016 Special Board Meeting**

**2. BACKGROUND & POLICY CONTEXT OF ISSUE:**

Since the opening of the new System Administration offices at 4300 S. Maryland Parkway in April of 2014, there have been frequent requests by System Institutions and outside groups to use the new facilities (including the Board room) for various meetings and events. System and Board Staff have been managing these requests on an *ad hoc* basis. However, in order to avoid scheduling conflicts, manage competing priorities, and set reasonable rules for use of the facilities, the Chancellor and Board leadership asked staff to prepare a System Facilities Use Policy. The attached policy (1) describes the System facilities that are subject to the policy, (2) establishes an order of precedence for use of the facilities, (3) sets forth a clear reservation process, and (4) establishes reasonable rules related to the operation and use of the facilities - including rules related to technical support, catering, parking, security, etc.

The System Facilities Use Policy was developed with input from System Staff, Board Staff and System Computing Services Staff involved in the management and operation of the System Facilities. If approved by the Board the policy would be added as a new section to Title 4, Chapter 10, Section 25 (Property Capital Improvement, Planning and Facilities Management) of the Handbook.

**3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:**

That the Board review and approve the System Facilities Use Policy to be added as to the Handbook at subsection 10 to Title 4, Chapter 10, Section 25.

**4. IMPETUS (WHY NOW?):**

An increase in requests to use various System facilities, including the Board room, requires the Board to establish rules regarding the reservation and use of the facilities in order to avoid conflicts and preserve the facilities in good working order.

**5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:**

- The policy establishes reasonable rules for the reservation and use of the System facilities.
- The policy formalizes rules that to date have been applied on an *ad hoc* basis – and thus provides certainty and a common understanding of the rules for groups wishing to use the facilities.
- The policy addresses various concerns articulated by System Staff, Board Staff and System Computing Services Staff related to utilization of the System facilities by System Institutions and other groups.

**6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:**

No formal policy is necessary and System Staff and Board Staff should continue to manage the reservation and use of the System facilities using the *ad hoc* rules and procedures currently in place.

**7. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:**

None. If the Board declines to approve the System Facilities Use Policy System Staff and Board Staff will be required to continue to manage the reservation and use of the System facilities without the benefit of this policy.

**8. COMPLIANCE WITH BOARD POLICY:**

- Consistent With Current Board Policy: Title #\_\_\_\_\_ Chapter #\_\_\_\_\_ Section #\_\_\_\_\_
- Amends Current Board Policy: Title 4 Chapter 10 Section 25 by adding a new subsection 10 and making other minor amendments thereto
- Amends Current Procedures & Guidelines Manual: Chapter #\_\_\_\_\_ Section #\_\_\_\_\_
- Other:\_\_\_\_\_
- Fiscal Impact: Yes\_\_✓\_\_ No\_\_\_\_\_

Explain: Use of the System facilities by System Institutions and outside groups result in various direct and indirect costs to System Administration that are difficult to quantify. None of those costs are recovered under the current *ad hoc* rules and procedures related to the use of the facilities. The System Facilities Use Policy authorizes System Administration to recover some of those costs – including costs for technical/System Computing Services support, event security, and damage resulting from the meeting or event.

**POLICY PROPOSAL - HANDBOOK**  
**TITLE 4, CHAPTER 10, SECTIONS 25 – Property, Capital Improvement  
Planning, and Facilities Management**

Adding a new subsection 10 (System Facilities Use Policy) and making other  
minor amendments thereto.

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

**Section 25. Property, Capital Improvement Planning, and Facilities Management**

1. Vandalism. The chancellor shall establish procedures concerning the reporting and investigation of damage to NSHE institutional buildings, equipment, or other property.
2. Preliminary Capital Improvement Plans. The chancellor shall establish procedures concerning the presentation of preliminary capital improvement plans to the Board of Regents.
3. Naming of Buildings. The chancellor shall establish procedures concerning the naming of campus buildings.
4. Little Valley. The area of land located in the Carson Range in Washoe County, Nevada, known as Little Valley shall be retained in perpetuity as a natural wildlife area and shall be used for no other purpose.
5. NSHE Capital Improvement Budget Process
  - a. Each institution will update its master plan every two years and provide the chancellor and the Regents with a standardized statistical profile describing the physical dimensions of each campus operated by the institution. This profile will include the area (*gross square feet*) by type and age of facility. The presidents will evaluate the results of this analysis to identify institutional capital construction needs.
  - b. The Board of Regents will set priorities for the types of space such as classroom, class laboratory, research laboratory, office, and auxiliary space needed by the NSHE.
  - c. The chancellor will apply appropriate NSHE space formulas, including growth in student FTE, to the institutional data to determine the need for space in the Regents' priority areas. Based on the results of these calculations, the chancellor will propose to the Council of presidents a capital improvement project list.
  - d. The Council of Presidents will review the list and participate in the development of the system wide capital improvement project request in priority order.

- i. In developing capital improvement project needs, each institution must provide to the Board of Regents a standardized life-cycle cost analysis for each requested new building.
  - ii. The life-cycle cost analysis must estimate the overall cost of ownership by year consistent with the project's quality and function.
  - iii. The chancellor shall establish procedures for determining life-cycle cost estimates for capital projects.
- e. The chancellor will forward a prioritized capital improvement project list to the Board of Regents for approval.

6. Existing Facility and Infrastructure Needs

Effective with the 2011 capital improvement budget cycle described in subsection 5, every even-numbered year each institution must plan for existing facility and infrastructure needs by requesting funding for capital renewal, plant adaption, and deferred maintenance projects. The budgeted figure for these projects shall be two percent of the insured replacement value for owned facilities five or more years since construction or a major building renovation, excluding storage facilities and auxiliary enterprise buildings (e.g. resident halls and athletic facilities). In calculating the amount budgeted for existing facility and infrastructure, the state revenues request for Higher Education Capital Construction (HECC) and Special Higher Education Capital Construction (SHECC) are in addition to the two percent threshold, and may not be applied to the amount budgeted for this purpose. The chancellor shall establish procedures to standardize the manner in which projects associated with improving existing facilities and infrastructure are identified and ranked.

7. Agreement Between NSHE and State Public Works Board.

The chancellor shall establish procedures and divisions of responsibility regarding campus master planning, capital improvement programming, the project design process, construction projects, and for projects financed by non-appropriated funds.

8. Use of ~~NSHE~~ Facilities.

- a. Institutional facilities, including campus grounds, are provided primarily for the support of the regular educational functions of the institution and the activities necessary for the support of these functions. The institution's functions take precedence over any other activities in the use of institutional facilities.
- b. Freedom to speak and to hear will be maintained for students, faculty and staff, and University policies and procedures will be used to provide a full and frank

exchange of ideas. An effort should be made to allow a balanced program of speakers and ideas.

- c. An invitation to speak at a NSHE institution does not imply that the NSHE or institution endorses the philosophy or ideas presented by the speaker.
- d. Institutional facilities may not be used for the purpose of raising monies to aid projects not related to some authorized activity of the institution or of institutional groups, and no efforts at conversion and solicitation by uninvited non-campus groups or individuals will be permitted on campus.

9. Policy Statement Regarding Use of [System] Facilities for Political Events.

- a. The primary mission of NSHE and its institutions is to educate students. In that regard, we share a common interest in making public facilities reasonably available for First Amendment activities, including political candidates and events. In allowing such use, NSHE and its institutions must use care to avoid the appearance of partisanship, i.e. that the institution favors any particular candidate or party.
- b. Single candidate events should generally be expected to pay standard facility use charges, together with any out-of-pocket costs, such as security, that the institution incurs as part of the event. The institution should seek advance payment of these estimated costs.
- c. Recognized student clubs or faculty groups may sponsor candidate appearances/events if permitted by institution policy, which may result in waiver of facility use charges under institution policy. Any out-of-pocket costs incurred by the institution should still be paid. Student governments and institutional business or facilities officers should seek to track such appearances and encourage compliance with Subsection 8(b) above.
- d. The institution may choose to host multi-candidate events as an educational service to the college or university community and the public. At the election of the institution, these events may be without charge to the candidates, whether for use of the facilities or security, as long as the institution makes its facilities available, if requested, on the same basis to all political parties.
- e. Institutions must follow the provisions of Nevada Revised Statutes 293.134 concerning the use of a room or space occupied by State or local government by a state or county central committee.

10. System Facilities Use Policy.

a. System Facilities. *NSHE operates the following facilities (the “System Facilities”) intended primarily for the use and support of the Board of Regents and the administrative activities of System Administration. The System Facilities are open Monday through Friday, 8:00 am to 5:00 pm (the “Operating Hours”) excluding holidays recognized by NSHE.*

- i. *System Administration – North: 2601 Enterprise Road, Reno, Nevada 89512.*
  - *Main Conference Room 100 – seating for up to 60. The most common set up generally seats 11 at a main table and 16 in gallery style seating (with video conference capabilities)*
  - *Conference Room 134 – seating for up to 7/5 comfortably (with video conference capabilities)*
- ii. *System Administration – South: 4300 S. Maryland Parkway, Las Vegas, Nevada 89119.*
  - *Boardroom 102 –large dais with seating for 26, gallery seating for approximately 80 (with video conference and web-streaming capabilities)*
  - *Pre-Function Area – a area outside the Boardroom that can accommodate around 40 people for informal business or social gatherings*
  - *Conference Room 101 – seating for 8 (with video conference capabilities)*
  - *Conference Room 105 – seating for 14 (with video conference capabilities)*
  - *Conference Room 130 – seating for 8 (no video conference capabilities)*

b. Use of the System Facilities.

- i. *When not being used by the Board of Regents or System Administration, the System Facilities may be used by (1) NSHE Institutions, (2) committees of the Legislative Branch of the State of Nevada, and (3) agencies of the Executive Branch of the State of Nevada (such groups shall be collectively known as “Secondary Groups.”). The term “NSHE Institutions” includes colleges, departments, programs, and administrative units of any member institution of NSHE. The System Facilities may not be used by private groups, community/civic groups, political groups, or religious groups except as part of a meeting or event sponsored in-part by the Board of Regents, System Administration, or an NSHE Institution. Except as otherwise approved by the Chancellor, use of the System Facilities by Secondary Groups is limited to the Operating Hours.*

ii. *Use of the System Facilities shall be subject to the following order of precedence: (1) Board of Regent and Regent committee meetings and activities, (2) Chancellor and System Administration uses, and (3) use by Secondary Groups (with preference given to NSHE Institutions). The reservation and use of the System Facilities shall at all times be subject to cancellation in the event a group with higher precedence desires to use the System Facilities. Meetings and activities of the Board of Regents and Regent committees will at all times receive the highest precedence for use of the System Facilities.*

c. *Reservations and Facility Coordinators*

i. *Secondary Groups can request to reserve any of the System Facilities by filling out a System Facilities Reservation Request Form and submitting the completed form to the appropriate "Facility Coordinator". The Chancellor shall appoint a Facility Coordinator for System Administration-North and System Administration-South.*

ii. *Before accepting a reservation for Boardroom 102 (System Administration South) or Main Conference Room 100 (System Administration North) the Facility Coordinator to whom the request is submitted will first contact the Chief of Staff for the Board of Regents for approval to make such a reservation and to confirm that the room is not reserved or anticipated to be used by the Board of Regents. In addition, NSHE Institutions wishing to reserve Boardroom 102 (System Administration South) or Main Conference Room 100 (System Administration North) must first receive the approval of the President of the Institution or his or her designee and submit a signed copy of the Institutional Approval Form.*

iii. *A reservation for the System Facilities will not be accepted unless all portions of the System Facilities Reservation Request Form are filled out including a detailed description of (1) the nature and purpose of the meeting or event, (2) the number of people expected, (3) information technology and audio/visual needs, (4) plans for catering or food service, and (5) any other special requirements or accommodations for the meeting or event. NSHE reserves the right to require damage and cleanup deposits at the time a reservation is made in amounts it determines to be reasonable and necessary given the nature of the meeting or event.*

- d. Group Representative. At the time a Secondary Group makes a reservation for any of the System Facilities, the group shall appoint an individual as the “Group Representative.” The Group Representative shall be responsible for (1) coordinating with the Facility Coordinator, (2) overseeing the meeting or event on behalf of the group, and (3) ensuring that the facility and equipment is not damaged and is returned in clean and good order at the conclusion of the meeting or event.
- e. IT Assistance and Technical Support. System Computing Services (“SCS”) provides information technology support and assistance for the System Facilities, including audio/visual and video conferencing support. No other personnel will be allowed to provide information technology or technical support for meetings or events at the System Facilities. Any audio/visual, video conference, or other technical needs must be disclosed to the Facility Coordinator when the System Facilities Reservation Request Form is submitted. The use of audio/visual, video conference, and other information technology is subject to the availability of SCS to provide service and support and to any conditions necessary to maintain system security, including the submission of electronic documents and materials to SCS in advance of the meeting or event for a IT security evaluation and for compliance with technical requirements. Secondary Groups will be responsible for compliance with all software and hardware use restrictions including limitations on the use of intellectual property associated with information technology used for any meetings or events and will indemnify and hold harmless NSHE from any claims or liability related thereto. Unless otherwise waived by the Chancellor, NSHE shall charge Secondary Groups a cost-based fee for any technical service and support provided by SCS.
- f. Catering and Food Service. At the time a System Facilities Reservation Request Form is submitted the group shall request permission to allow catering and food service for the meeting or event. The group holding the meeting or event is responsible for all catering and food service, including payment, setup and preparation, and cleanup. Except as otherwise approved by the Chancellor, Secondary Groups are prohibited from serving or catering alcoholic beverages as part of any meeting or event in the System Facilities. NSHE reserves the right to refuse catering and food service requests as it deems necessary to avoid damage or disruption to the System Facilities. NSHE will not provide water, coffee or any other convenience items to Secondary Groups using the System Facilities.
- g. Parking. Parking for the System Facilities is on a first come first serve basis and NSHE makes no representations as to the adequacy and availability of parking for any particular meeting or event. NSHE reserves the right to reserve parking for its employees and guests and impose parking rules and restrictions; and all guests and Secondary Groups will observe any such parking rules and restrictions.



- h. Security. NSHE will not provide security for meetings and events held in the System Facilities by Secondary Groups. NSHE reserves the right to require Secondary Groups to provide their own security for any meetings or events they hold in the System Facilities and such security is subject to the reasonable approval of NSHE.*
- i. Facility Administrators. The Chancellor shall appoint “Facility Administrators” for System Administration-North and System Administration-South. The Facility Administrators are authorized to grant any approvals or impose any conditions on behalf of NSHE on the use of the System Facilities authorized by this policy.*
- j. Exceptions to this Policy. The Chancellor is authorized to grant exceptions to the strict application of this System Facilities Use Policy when he or she determines that granting an exception is in the best interests of NSHE or that the application of this policy to a particular meeting or event will not serve the purposes behind this policy.*

~~[10]~~11. Disposal of Surplus Equipment

The chancellor shall establish procedures concerning the disposal of surplus equipment.

~~[11]~~12. Equipment Inventory

The chancellor shall establish procedures concerning the inventory of equipment.