



# **Facilities Inventory Workshop**

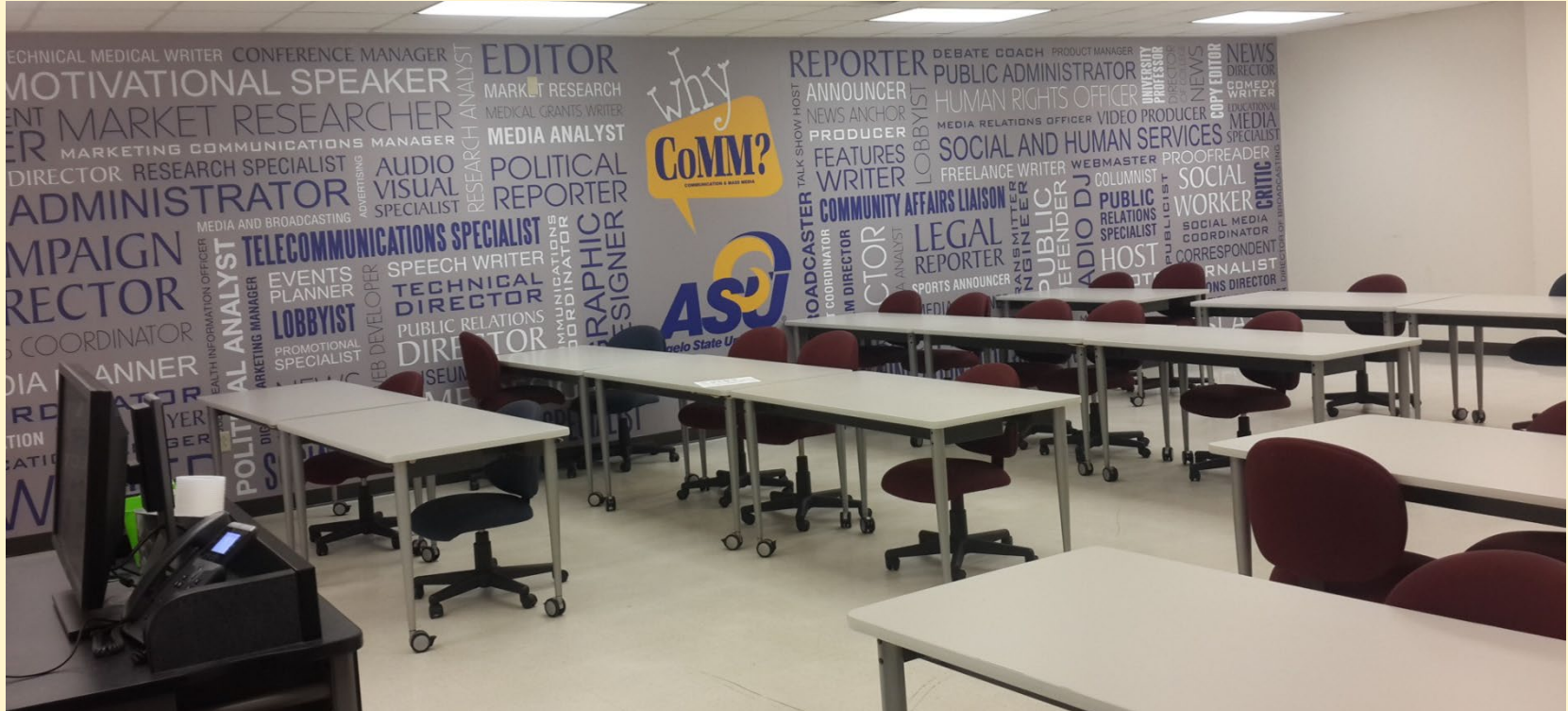
**For ASU Space Representatives and Assistants  
August 2019**

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Space Planning and Utilization

# ANGELO STATE UNIVERSITY

MEMBER, TEXAS TECH UNIVERSITY SYSTEM



**Why do we inventory facilities (space)?**

# Why?

## Federal and State Reporting



### U.S. Office of Management & Budget

- ❖ Facilities & Administrative (F&A) Rate



### THECB & Legislature

- ❖ Biennium State Appropriations
- ❖ HEF Funds (formerly known as HEAF)
- ❖ TRB Funds

# Space Projection Model Benefits



## ❖ Used in Determining Fund Allocations for:

- Formula Funding (i.e. annual appropriations)
- HEF Funds

## ❖ Assesses the Need for New Construction

- TRB's (Tuition Revenue Bonds)
- Determine whether new construction will qualify for M&O funding provided by general revenue



## Space Usage Efficiency (SUE) Score

- ❖ The THECB uses an algorithm to evaluate general education classrooms (110) and class labs (210)
  - Classrooms are under the purview of the Provost and scheduled first by the departments then centrally backfilled by the Senior Scheduling Coordinator in Special Events.
  - Class Labs are under the purview of the Department and scheduled through the department.
- ❖ Special Class Open Labs (220) are NOT included in the SUE calculations

# **SUE Criteria**

- 1. Facilities Demand**
- 2. Utilization Rate**
- 3. Percent Fill**

# Part 1 - Facilities Demand

## Classrooms

Total hours of all classroom-type activities (regardless of where taught)

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Number of Classrooms

**Goal:** Classrooms 45 hours per week (HPW)

**ASU Current Score\*** = 34 HPW

## Class Labs

Total hours of all class lab-type activities (regardless of where taught)

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Number of Class Labs

**Goal:** Class Labs 35 hours per week (HPW)

**ASU Current Score\*** = 61 HPW

\* All Current scores are for Fall 2018 (201910)

## Part 2 – Utilization Rate

### Classroom

Total hours of classroom-type activities scheduled in classrooms

Number of classrooms

**Goal:** Classrooms 38 HPW

**ASU Current Score\*** : 32 HPW



### Class Lab

Total hours of class lab-type activities scheduled in class labs

Number of class labs

**Goal:** Class Labs 25 HPW

**ASU Current Score\*** : 26 HPW



\* All Current scores are for Fall 2018 (201910)



## Part 3 – Percent Fill

Total number of seats occupied  
Room Capacity (NOT course capacity)

### Classroom

**Goal:** 65% seats filled

**ASU Current Score\*:**  
Classroom = 69%

### Class Lab

**Goal:** 75% seats filled

**ASU Current Score\*:**  
Class Labs = 72%

\* All Current scores are for Fall 2018 (201910)

# Receiving a weighted SUE Score

- ❖ SUE is meant to encourage good stewardship of the property of the State of Texas.
- ❖ We receive maximum points for meeting goals and fewer points depending on how much we fall short.
- ❖ Standard or “passing” score = 75 points for classrooms and 75 points for labs (total SUE Score of 150—this would be considered in compliance).
- ❖ Total SUE of **200** is a perfect score.
- ❖ For more info: <http://www.thecb.state.tx.us/reports/pdf/1831.PDF>

Texas Higher Education Coordinating Board (THECB) Space Usage Efficiency (SUE) – Fall 2018

Institution	Overall Score	Classroom Score	Class Lab Score	Classroom						Class Laboratory					
				Demand	Weighted Score	Utilization	Weighted Score	Average Percent Fill	Weighted Score	Demand	Weighted Score	Utilization	Weighted Score	Average Percent Fill	Weighted Score
Angelo	158	66	92	34	18	32	16	69%	32	61	36	26	32	72%	24
Classroom Weighted Scoring						Class Laboratory Weighted Scoring									
Score (weight = 9)		Score (weight = 8)		Score (weight = 8)		Score (weight = 9)		Score (weight = 8)		Score (weight = 8)					
45 or >	36	38 or >	32	65% or >	32	35 or >	36	25 or >	32	75% or >	32				
38 - 44.9	27	34 - 37.9	24	55 - 64.9	24	30 - 34.9	27	20 - 24.9	24	65 - 74.9	24				
31 - 37.9	18	30 - 33.9	16	45 - 54.9	16	25 - 29.9	18	15 - 19.9	16	55 - 64.9	16				
< 31	9	< 30	8	< 45%	8	< 25	9	< 15	8	< 55%	8				

# Space Projection Model Purpose

- ❖ Provides “Fair and Equitable Assessment of Space Needs”
- ❖ Predicts E&G (Educational & General) Space Requirements for Institutions to fulfill its Missions of Teaching, Research, and Public Service
- ❖ Auxiliary Spaces (housing, bookstores, athletics, etc.) are NOT included
- ❖ Academic Five-Factor Model (based on room type):  
Teaching, Library, Research, Office, Support.

## Space Projection Model

(aka 5-Factor Model)

- ❖ Teaching Space
- ❖ Library Space
- ❖ Research Space
- ❖ Office Space
- ❖ Support Space

Texas Higher Education Coordinating Board - Academic Space Projection Model - Fall 2018

Summary		Total		Teaching		Library		Research		Office		Support	
FICE	Institutions	Predicted	Actual	Predicted	Actual	Predicted	Actual	Predicted	Actual	Predicted	Actual	Predicted	Actual
003541	Angelo	729,685	571,999	354,715	271,227	98,952	79,705	20,470	20,388	195,299	160,858	60,249	39,821

Summary		Fall 2018 Adjusted Surplus (Deficit)	Total Actual Adjusted	E & G Approved - Not Online	Fall 2018 Unadjusted Surplus (Deficit)	Total	
FICE	Institutions					Predicted	Actual
003541	Angelo	(125,288)	604,397	32,398	(157,686)	729,685	571,999

## What does SUE and Space Projection Mean for ASU?



- ❖ We need to improve our utilization of classrooms.
- ❖ We have a lack of teaching, library, office, and support space.
- ❖ We have to prepare for how SUE scores determine state funding recommendations when we want to:
  - Acquire land, construct and equip buildings, perform major repair and renovation of buildings, and acquire capital equipment, library books, and library materials (HEAF).
- ❖ We have to keep track of large amounts of data needed by THECB.
- ❖ We have to gather data in a multi-departmental effort.
  - Includes a **Space Representative** from every department.
  - Increasing our SUE Score is part of ASU's Vision 2020 and we are committed to working together to make that happen.
- ❖ We should use data in other ways to improve ASU.

## Survey Training



	1	2	3
	1	1	1
	3	1	1
	3	1	1
	3	2	1
	3	2	1
FAL... SOUTH CENTRAL	9	2	1
ASSESS...	4	1	1
BASEBALL COMPLEX NORTHWEST	9	2	1
SESSIONS	4	1	1
TIES MGT MAIN BUILDING	4	1	1
ALS/MATERIALS WAREHOUSE	4	1	1
ALS MGT BUILDING	4	1	1
ES MGT ANNEX	5	2	3
UMP HOUSE - 1	5	2	3
ARN	5	2	1
	5	2	1
	5	2	1
	5	2	1
	5	2	1
OR GREENHOUSE	5	2	1

Year	1	2	2,976	2,719	2,719	76901
2002	1	2	2,976	2,719	2,719	76901
1970	1	1	678	247	247	76901
1999	1	1	1,770	1,770	1,770	76901
1975	1	5	4,264	3,649	3,649	76901
	1	0	7,416	4,450	0	76909

## ASU Space Representatives Defined

- ❖ ASU employees in charge of physical space on campus (scheduling classes and people in offices).
  
- ❖ Usually the department heads, deans and vice presidents.
  - Office Coordinators or administrative assistants will often check space, inform the Space Representative, and then have the representative okay notes and changes.

**How do you read and respond to the  
Space Representative Survey?**



## Part I: Main Space Representative Survey



- This is sent to you in an Excel sheet
- [View sample here](#) (filled out as though I were Kurtis Neal from Human Resources).
- **Survey Column Definitions (what you need to verify as correct):**
  - **Building Number**—The 3 digit number assigned to the building.
  - **Building Name**—The name of the building.
  - **Room Number**—The room number (may have more or less zeros; ex: 00001A = 01A).
  - **Space Use**—The code that indicates the primary activity in the area.
  - **CIP**—Classifications of Instructional Programs code to identify discipline or department. Potentially 3.
  - **Function**—The code that profiles the use/function of a room. Potentially 3.
  - **Percent**—The percentage of the Space Use used by CIP and Function. Potentially 3. All percentages for a room, when added, should equal 100%.
  - **NASF**—The sum of all areas within the interior walls of a room. Includes auxiliary space and E&G.
  - **E&G**—Space used for teaching, research, or the preservation of knowledge.
  - **Capacity**—Student stations (chairs or spaces for chairs at un-movable tables).
  - **Room Area**—The square footage of the room (just eyeball this number).

## Part I (cont.) Survey Column Definitions

A	Z	AA	AC	AD	AG	AH	AI
Building Number	Correct? (yes or no)	Errors (if any)	Contact Person	Date			
105			Rebekah Brackin				
105			Rebekah Brackin				
105			Rebekah Brackin				
105			Rebekah Brackin				
105			Rebekah Brackin				
105			Rebekah Brackin				
105			Rebekah Brackin				
105			Rebekah Brackin				
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105			Rebekah Brackin				
105			Rebekah Brackin				
105			Rebekah Brackin				
105			Rebekah Brackin				
Totals (1931 Rooms)							

*List any room numbers that are missing. A revised survey will be sent with these rooms added.*

*List any rooms that are outside your space rep scope.*

*Date you certified the data as correct*

*Describe any errors with possible solution*

*Yes or no to verify all is correct for this room*

Additional Questions	Your Answers
Do you have any missing rooms? If so, state the building and room numbers.	
Are there rooms listed that you do not occupy? If so, state the building and room numbers.	
Signature of Space Representative (just type your name; no need to print) - states that you certify that all the information you have provided us is complete and accurate to the best of your knowledge.	
Date	

After You Complete This Survey:

1. Save your work and email this completed worksheet to [ASUfacilities.inventory@angelo.edu](mailto:ASUfacilities.inventory@angelo.edu).
2. If you are missing room(s), information about those rooms will be emailed to you to verify accuracy.

*Type your name (as space rep). This certifies that you have read and certify that all the info is correct and complete with the additions you have made.*

## Common Codes

❖ **SPACE USE CODES (think in terms of room titles like your home: kitchen, living room, bedroom)**

- 110—Classroom
- 115—Classroom Service
- 210—Class Laboratory
- 215—Class Laboratory Service
- 220—Special Class Open Laboratory
- 230—Individual Study Laboratory
- 250—Research/Non-class Laboratory
- 255—Research/Non-class Laboratory Service
- 310—Office
- 315—Office Service (closets and private restroom)
- 350—Conference Room
- 355—Conference Room Service



- 410—Study Space
- 420—Stack
- 520—Athletic or Physical Education
- 610—Assembly
- 615—Assembly Service
- 680—Meeting Room
- 685—Meeting Room Service
- 050—Inactive Area
- 060—Alteration or Conversion Area

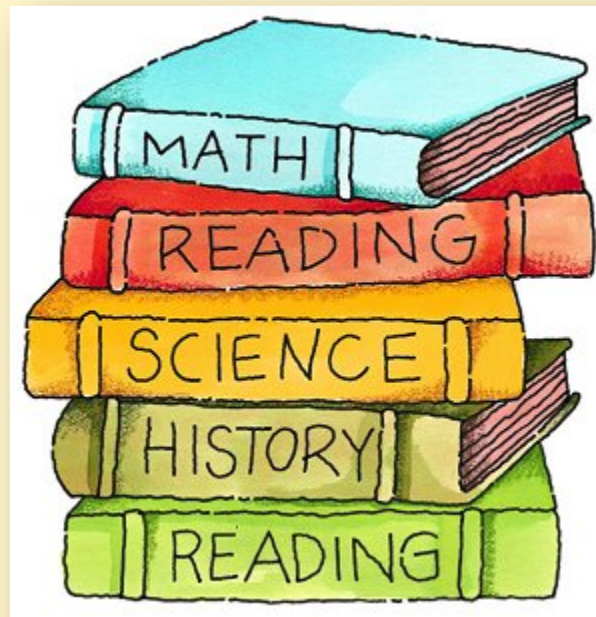


For more Space Use codes, see page 75 of the [Appendices to the CBM Reporting Manuals: Funding and Space Model Funding Reference Tables](#).

## Common Codes (cont.)

### ❖ CIP (Think in terms of discipline)

- Too many to list.
- For most academic disciplines: visit <http://www.txhighereddata.org/Interactive/CIP/>.
- For additional codes: visit page 39 of the [Appendices to the CBM Reporting Manuals: Funding and Space Model Funding, Reference Tables](#).



## Common Codes

### ❖ FUNCTION (Think in terms of broader CIP codes and people's titles)

- 11—General Academic Instruction (always associated with 000000 CIP)
- 22—Individual or Project Research
- 33—Community Services
- 41—Library Services
- 45—Ancillary Support
- 46—Academic Administration
- 54—Financial Aid Administration
- 61—Executive Management
- 62—Financial Management and Operations
- 63—General Administration/Logistical Services
- 64—Administrative Computing and Telecommunication Support
- 73—Custodial Services
- 02—Custodial Areas
- 03—Mechanical Areas
- 05—Public Restrooms

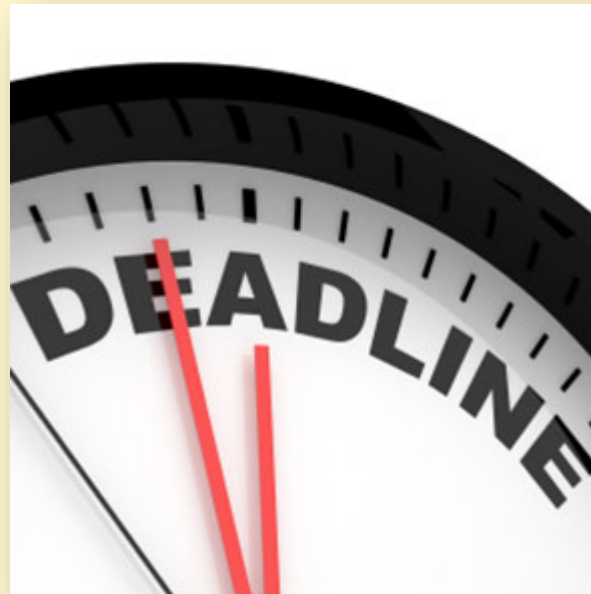


For more Function codes, see page 114 of the [Appendices to the CBM Reporting Manuals: Funding and Space Model Funding, Reference Tables](#).

## Main Space Representative Survey (Part I Certification)

- ❖ Certify that the information we have describing your rooms is complete and correct.
- ❖ Resist procrastination – allow plenty of time!

Friday, September 13, 2019



## Part II: Predominant Use Survey (proration)

### Example:

Good Afternoon:

We are in the final stages of submitting the campus facilities inventory. Because coding for facility inventory submission is based on current predominant use, both the activities that are scheduled in Banner and those that are not must be considered. Could you tell use more about the following room so that we can ensure that we are reporting the predominant use accurately to the state?

Currently [Bldg Room](#) has XX hours of lecture and XX hours of lab scheduled. As the state standard use for classroom is 38 hours per week and class lab is 25 hours per week, we are interested in the other items that occur within this space in order to recommend the most appropriate coding, which is based on predominant use this Fall semester. In order to account for the unscheduled use of these space, we need to know what other activities take place in the space such as open lab, research and study space. Please provide me this information at your earliest convenience as well as the hours per week of each activity. Once this is received, we can make a recommendation of how to code and/or prorate the space correctly.

For your convenience, I have provided an example of a room below:

Event	Hours	% of Time
Lecture Hours (provided above)	3	11.8%
Lab Hours (provided above)	2.4	9.4%
Departmental Meeting	5	19.7%
Open Lab	10	39.4%
Student Research		
Faculty Research	5	19.7%
Etc.		
Total	25.4	100%

Thank you in advance for your assistance in this endeavor.

## Part II: Predominant Use Survey (cont.)

- ❖ Predominant Use Emails are **only sent to academic departments**.
- ❖ Not every academic department will receive this second part of the Space Representative Survey.
- ❖ Why might you receive this second part of the survey?
  - We have developed a report, that suggests when coding adjustments are needed between classroom and class lab to help improve our SUE score based on the current fall schedule of classes.
  - When a very small percentage of a rooms use is made up of classroom and/or class lab activities, we need to know what other activities take place in that room.
- ❖ If you receive this email, we only need to know about your fall semester activities.
- ❖ Predominant Use Feedback



**Monday, September 30, 2019**

**DEADLINE**



## How to Certify Your Survey?

- ❖ Fill out the Space Representative Survey (both parts if applicable)
- ❖ Email to [ASUfacilities.inventory@angelo.edu](mailto:ASUfacilities.inventory@angelo.edu)

- ❖ Deadlines: (we will send reminder emails)
  - Part I Main Space Representative Survey:  
**Friday, September 13, 2019**
  - Part II Predominant Use Survey:  
**Monday, September 30, 2019**



## Reporting to Texas Higher Education Coordinating Board

- ❖ As outlined in THECB Reporting and Procedures Manual for Texas Public Universities and the Appendices to the Reporting and Procedures Manual

R0035412017	0102	0112500501	61011100	4522	0421	00000	0000011
R0035412017	0102	0200816000	31061050	156	0000812000	48050	0000011
R0035412017	0102	0201816000	31061075	232	0000812000	48025	0000011
R0035412017	0102	0203818600	31061100	144	0000	00000	0000011
R0035412017	0102	0204811400	31061100	563	0000	00000	0000011
R0035412017	0102	0205818600	31561100	191	0000	00000	0000011
R0035412017	0102	0207815000	31061100	155	0000	00000	0000011
R0035412017	0102	0208811400	31561100	270	0000	00000	0000011
R0035412017	0102	0209811200	31061100	253	0000	00000	0000011
R0035412017	0102	0210811400	31061100	145	0000	00000	0000011
R0035412017	0102	0213811200	31061100	319	0000	00000	0000011
R0035412017	0102	0214816000	65063100	121	0000	00000	0000011
R0035412017	0102	00100A829900	31062100	995	0000	00000	0000011
R0035412017	0102	00100A1829900	31562100	209	0000	00000	0000011
R0035412017	0102	00100A2829900	31062100	243	0000	00000	0000011
R0035412017	0102	00100A3829900	31062100	243	0000	00000	0000011
R0035412017	0102	00100B829900	31062100	222	0000	00000	0000011
R0035412017	0102	00100C829900	31062100	312	0000	00000	0000011
R0035412017	0102	00100C1829900	31062100	209	0000	00000	0000011
R0035412017	0102	00100C1A829900	31562100	15	0000	00000	0000011
R0035412017	0102	00102A818500	31061100	130	0000	00000	0000011
R0035412017	0102	00102B818500	31561100	49	0000	00000	0000011
R0035412017	0102	00102C818500	31561100	66	0000	00000	0000011
R0035412017	0102	00102D818500	31061100	115	0000	00000	0000011

Sample of what our CBM011 submitted to THECB looks like.



## to Help you Certify

Facility Inventory Web site: <http://www.angelo.edu/services/facilities-inventory>  
(also linked on the Facilities Management Web site)

**ASU** Angelo State University  
**Facilities Inventory**

Search angelo.edu

**Admissions** **Academics** **About ASU** **Paying for College** **Living on Campus** **Athletics** **Giving to ASU**

Future Students ▾ Current Student Military ▾ Parents Visitors Alumni Faculty & Staff En Español

Home > SERVICES > FACILITIES-INVENTORY > FACILITIES INVENTORY

**Facilities Inventory**

- Space Changes
- Space Planning and Utilization Guide
- Building Floor Plans
- Inventory Terms and Definitions
- Newsletters, Presentations, and Handouts
- Space Planning Committee Meeting Minutes
- About
- Contact
- Helpful Links >

### Facilities Inventory

The department of Space Planning and Utilization coordinates a multi-departmental effort to maintain an accurate inventory of ASU facilities. We provide a reliable reporting system to both generate data updates for reports required by the Texas Higher Education Coordinating Board and serve executive administration in its management of ASU's capital assets.

**Texas Higher Education Coordinating Board (THECB) Resources**

- [Search for Current ASU Building and Room details](#)
- [Reporting and Procedures Manual](#)
- [Appendices to the Reporting and Procedures Manual \(contains inventory codes and definitions\)](#)
- [Academic Space CIP Codes \(not listed in the Appendices\)](#)
- [Space Usage Efficiency Scores by University](#)
- [Space Projection Model](#)

## Space Alteration and Allocation Form (SAARF) Online version now available!

- ❖ This form is just the starting point for changes.
- ❖ When should you fill out this form? – Before beginning a space change.
- ❖ Why should you fill this form out?

If your department is changing anything about an old room or creating new rooms that alter the classification of space (Space Use, CIP, Function) or the physical size of space.

Examples:

- You are swapping or acquiring rooms with/from another discipline, department, or location on campus.
- You are adding a closet to a room.
- You are adding or subtracting square feet to a room with construction.
- You are converting a classroom (110) to multiple offices (310's).

- ❖ Who should you send this form to?

- This depends upon the nature of the change you wish to make. Complete the online version and we will electronically forward to the appropriate personnel for approvals. See the Online SARRF.
- For the paper version, required signature spaces are shown. See the [SAARF](#).

On our web page just click here!

The image shows a screenshot of the ASU Facilities Inventory website. The top navigation bar includes links for Admissions, Academics, About ASU, Paying for College, Living on Campus, Athletics, and Giving to ASU. The main content area features a 'Facilities Inventory' sidebar and a central section titled 'Space Allocation and Alteration Request Frequently Asked Questions'. A red arrow points to the 'Online SAARF' button. Below this is a detailed form page with the following content:

**Angelo State University Space Allocation and Alteration Request Form**

You must complete this form to request a change in physical space or a change in how space is allocated on the ASU campus. Once completed, your form will be forwarded to the appropriate personnel for approval which may include the Department Head, Dean/Director/VP, Director of Business Services, and the Space Planning Coordinator. Once all required approvals are made, the request will be electronically routed back to you. The requestor must receive written approval from the Space Planning Coordinator prior to proceeding with any changes.

For questions on terminology or the form in general:  
visit the Facilities Inventory Website  
<http://www.angelo.edu/services/facilities-inventory.php>  
or call the Space Planning and Utilization Department at 325-942-2102.

Requesting Department:

Name:

Email:

Phone:

>>

## Reminders

- ❖ Please fill out our questionnaire about your workshop experience. An email link will be emailed to you.
- ❖ Survey Deadlines:
  - Part I Main Space Representative Survey: **Friday, September 13, 2019**
  - Part II Predominant Use Survey: **Monday, September 30, 2019**



## Questions?

Contact us:

[ASUfacilities.inventory@angelo.edu](mailto:ASUfacilities.inventory@angelo.edu)

or 942-2102

