



Facilities Inventory Workshop

**For ASU Space Representatives
September 2023**

Libby Einhorn
Space Planning Coordinator
Space Planning and Utilization

Agenda

- Quick overview of
 - THECB
 - SUE
- Space Representative Training
 - Space Rep Duties
 - Part 1
 - Part 2 (only for Academic)
 - SAARF/BMR



Why do we keep a facilities/room inventory - or an inventory of all the spaces on campus?





We gather lots of data and report it primarily to the State

**Our data is used for
a Space Projection Model**

And

a SUE Score

Federal and State Reporting



THECB & Legislature

THECB - Texas Higher Education Coordinating Board
HEF - Higher Education Funds

The THECB requires we turn in our Facilities Inventory every Year, and they audit each school every 5 years. The next ASU Audit is in 2025

Every 5 years the THECB makes recommendations to the Legislation regarding allocation of HEF funds

HEF Funds can be used for construction, repair, remodeling, renovation, capital equipment and Library materials

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



Benefits of the **SUE** Score

Space **U**se **E**fficiency



The THECB uses the SUE score (among other things)

To recommend the HEF funding allocation to the Legislature

What is the Space Usage Efficiency (SUE) Score?

The THECB uses an algorithm to evaluate classrooms (110) and class labs (210)

- Classrooms (110) are under the purview of the Provost and scheduled first by the departments then centrally backfilled by the Academic Scheduling Coordinator in Special Events.
- Class Labs (210) are under the purview of the Department and scheduled through the department.
- Special Class Labs (220) are NOT included in the SUE calculations

SUE Criteria

1. Facilities Demand – **how many classes & labs are taught in any room**
2. Utilization Rate – **how many classes & labs are taught in 110 Classrooms & 210 Class Labs**
3. Percent Fill – **how many students in class compared to how many seats in the room**

Facilities Demand & Utilization Rate

Based on HPW (Hours Per Week) taught in each room

The more HPW taught in 110 & 210 rooms, the higher the SUE score

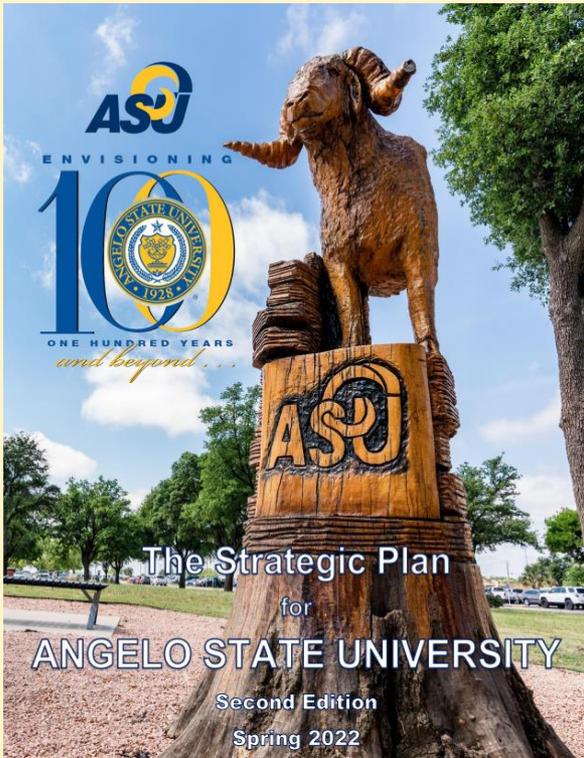
The SUE score suffers when classes or labs are taught in other rooms – rooms that are not 110 Classrooms or 210 Labs

Receiving a SUE Score from the THECB

- ❖ 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

Texas Higher Education Coordinating Board - Space Usage Efficiency (SUE) - Fall 2022

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	142	58	84	37	18	30	16	64%	24	47	36	25	32	64%	16
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				



**ASU CLASSROOM
SCORE 2022**

58

**Online classes are
contributing to more
classes at ASU, but also a
lower SUE score**

The SUE Score is also part of ASU's Strategic Plan Envisioning 100 Years and Beyond

f. Objective #6: University facilities are utilized as efficiently as possible.

(1.) Key Performance Indicator: The University's classroom space usage efficiency score* shows continuous improvement. (Baseline: 2018: 66)

➤ **Target:**

- AY 2022-2023: Score of 75
- AY 2025-2030: Score of 83

* A measure from the Texas Higher Education Coordinating Board that is comprised of the scores from three individual metrics including Classroom Utilization, Classroom Demand, and Classroom Percent Fill. Classroom utilization is the hours per week that a classroom is used. Classroom percent fill compares a classroom's available capacity to actual enrollment. The maximum classroom usage efficiency score is 100.

UPDATE:

SUE Scores from the THECB

In 2022

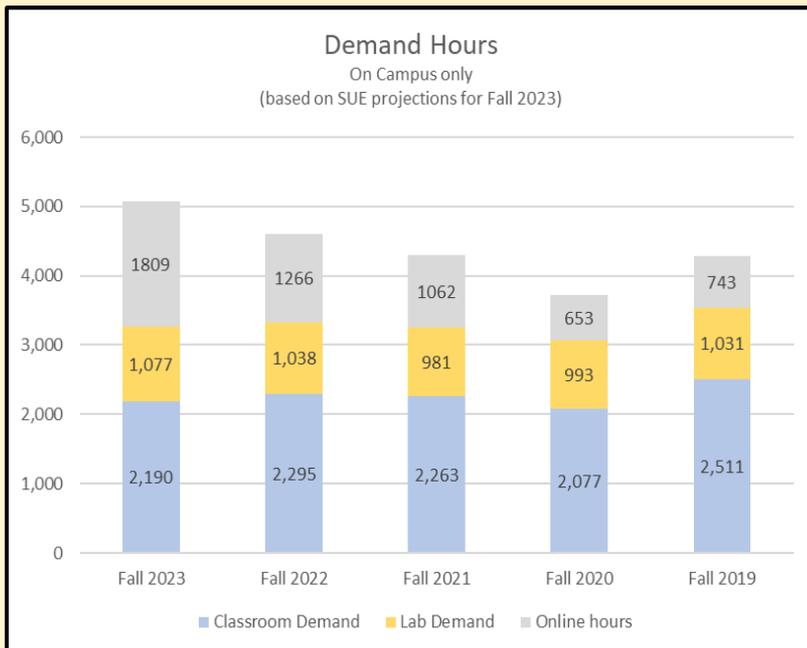
Out of 46 representative schools

11 schools received a 'passing' score ($\pm 24\%$)

ASU did not receive a 'passing' score

UPDATE:

SUE Scores from the THECB



Online classes are one probable reason SUE scores are falling at many schools

The THECB is aware

Libby's
newest
baby
lamb

ADDIE

(1 day old)



Last training we had just had Kirby, now we have Addie and Kirby,
and more several pregnant ewes

Space Representative Training



Not to Scale: Not for Construction

Year	Count	Area	Area	Area	Area	
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
1978	2	0	7,416	4,450	0	76909

ASU Space Representative Defined:

- ❖ An ASU employee in charge of physical space on campus (scheduling classes and people in offices).
- ❖ Usually the department heads (deans and/or vice presidents)
- ❖ Office Coordinators or administrative assistants will typically help with checking and reporting spaces

ASU Space Representative Duties:

- ❖ Verify spaces are correct on the report you are sent (Space Representative Survey)
- ❖ Help identify and correct any errors on the report
- ❖ Help identify all activities that happen in specific rooms (Predominant Use)

ANGELO STATE UNIVERSITY

MEMBER, TEXAS TECH UNIVERSITY SYSTEM

This is an example of what the data **USED TO** look like when you got it

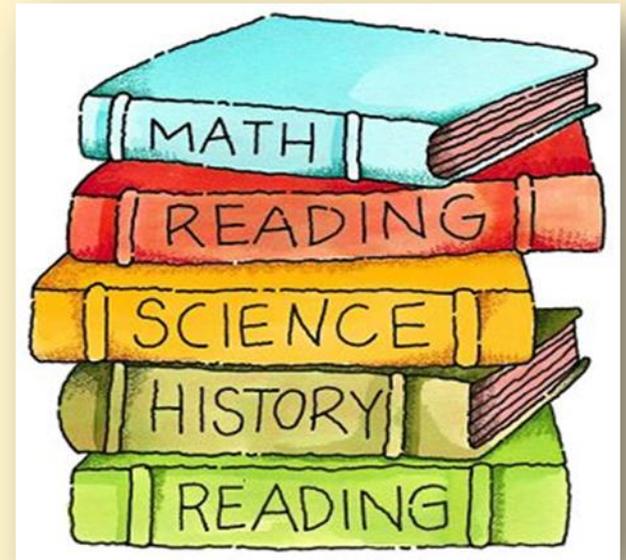
Building	Building Name	Room Number	Space Use	Space Use Description	CIP 1	CIP 1 Description	Function 1	Function 1 Description	Percent	CIP 2	CIP 2 Description	Function 2	Function 2 Description	Percent	CIP 3	CIP 3 Description	Function 3	Function 3 Description	Percent	NASF	F&G	Capacity	Room Area	Space Representative
0102	SOL MAYER ADMINISTRATION BUILDING	08001	300	Conference Room3	814000	Fiscal Control	61	Executive Management	100					0					0	386	386	4	386	Auditors - Emily Knopp
0102	SOL MAYER ADMINISTRATION BUILDING	08002	310	Office	814000	Fiscal Control	61	Executive Management	100					0					0	191	191	0	191	Auditors - Emily Knopp President's Office - Adalina Morales
0102	SOL MAYER ADMINISTRATION BUILDING	08003	315	Office Service	811200	Office, President, or Chancellor	61	Executive Management	100					0					0	218	218	0	218	Auditors - Emily Knopp
0102	SOL MAYER ADMINISTRATION BUILDING	08004	310	Office	818500	Development	61	Executive Management	100					0					0	210	210	0	210	External Affairs - Jamie Akin
0102	SOL MAYER ADMINISTRATION BUILDING	08005	315	Office Service	814000	Fiscal Control	61	Executive Management	100					0					0	26	26	0	26	Auditors - Emily Knopp
0102	SOL MAYER ADMINISTRATION BUILDING	58003	615	Assembly Service	505001	General	11	General Academic Instruction2	100					0					0	725	725	0	725	Dept of Visual and Performing Arts
0102	SOL MAYER ADMINISTRATION BUILDING	58008	615	Assembly Service	505001	Drama and Dramatics/Theatre Arts, General	11	General Academic Instruction2	100					0					0	212	212	0	212	Dept of Visual and Performing Arts - Chris Stewart
0102	SOL MAYER ADMINISTRATION BUILDING	58009	615	Assembly Service	505001	Drama and Dramatics/Theatre Arts, General	11	General Academic Instruction2	100					0					0	483	483	0	483	Dept of Visual and Performing Arts - Chris Stewart
0102	SOL MAYER ADMINISTRATION BUILDING	58010	615	Assembly Service	505001	Drama and Dramatics/Theatre Arts, General	11	General Academic Instruction2	100					0					0	212	212	0	212	Dept of Visual and Performing Arts - Chris Stewart
0102	SOL MAYER ADMINISTRATION BUILDING	58014	615	Assembly Service	505001	Drama and Dramatics/Theatre Arts, General	11	General Academic Instruction2	100					0					0	149	149	0	149	Dept of Visual and Performing Arts - Chris Stewart
0102	SOL MAYER ADMINISTRATION BUILDING	00100	315	Office Service	829900	Functional Operations, Other	62	Financial Management and Operations	100					0					0	317	317	0	317	Bursar's Office - Haley Neufeld
0102	SOL MAYER ADMINISTRATION BUILDING	00100A	310	Office	829900	Functional Operations, Other	62	Financial Management and Operations	100					0					0	995	995	0	995	Bursar's Office - Haley Neufeld
0102	SOL MAYER ADMINISTRATION BUILDING	00100A1	315	Office Service	829900	Functional Operations, Other	62	Operations	100					0					0	209	209	0	209	Bursar's Office - Haley Neufeld
0102	SOL MAYER ADMINISTRATION BUILDING	00100A2	310	Office	829900	Functional Operations, Other	62	Financial Management and Operations	100					0					0	206	206	0	206	Bursar's Office - Haley Neufeld
0102	SOL MAYER ADMINISTRATION BUILDING	00100A3	310	Office	829900	Functional Operations, Other	62	Financial Management and Operations	100					0					0	206	206	0	206	Bursar's Office - Haley Neufeld
0102	SOL MAYER ADMINISTRATION BUILDING	00100B	310	Office	829900	Functional Operations, Other	62	Operations	100					0					0	222	222	0	222	Payroll Services - Duane Pruitt
0102	SOL MAYER ADMINISTRATION BUILDING	00100C	310	Office	829900	Functional Operations, Other	62	Financial Management and Operations	100					0					0	312	312	0	312	Payroll Services - Duane Pruitt
0102	SOL MAYER ADMINISTRATION BUILDING	00100C1	310	Office	829900	Functional Operations, Other	62	Financial Management and Operations	100					0					0	209	209	0	209	Payroll Services - Duane Pruitt
0102	SOL MAYER ADMINISTRATION BUILDING	00100C1A	315	Office Service	829900	Functional Operations, Other	62	Financial Management and Operations	100					0					0	19	19	0	19	Payroll Services - Duane Pruitt
0102	SOL MAYER ADMINISTRATION BUILDING	00102	310	Office	818500	Development	61	Executive Management	100					0					0	393	393	0	393	External Affairs - Jamie Akin
0102	SOL MAYER ADMINISTRATION BUILDING	00102A	310	Office	818500	Development	61	Executive Management	100					0					0	130	130	0	130	External Affairs - Jamie Akin
0102	SOL MAYER ADMINISTRATION BUILDING	00102B	315	Office Service	818500	Development	61	Executive Management	100					0					0	49	49	0	49	External Affairs - Jamie Akin
0102	SOL MAYER ADMINISTRATION BUILDING	00102C	315	Office Service	818500	Development	61	Executive Management	100					0					0	66	66	0	66	External Affairs - Jamie Akin
0102	SOL MAYER ADMINISTRATION BUILDING	00102D	310	Office	818500	Development	61	Executive Management	100					0					0	115	115	0	115	External Affairs - Jamie Akin
0102	SOL MAYER ADMINISTRATION BUILDING	00102E	310	Office	818500	Development	61	Executive Management	100					0					0	302	302	0	302	External Affairs - Jamie Akin
0102	SOL MAYER ADMINISTRATION BUILDING	00103	310	Office	821000	Fiscal Operations	62	Financial Management and Operations	100					0					0	168	168	0	168	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00103A	315	Office Service	821000	Fiscal Operations	62	Operations	100					0					0	137	137	0	137	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00103B	310	Office	821000	Fiscal Operations	62	Financial Management and Operations	100					0					0	85	85	0	85	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00103C	310	Office	821000	Fiscal Operations	62	Financial Management and Operations	100					0					0	90	90	0	90	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00103D	315	Office Service	821000	Fiscal Operations	62	Operations	100					0					0	86	86	0	86	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00103E	350	Conference Room3	821000	Fiscal Operations	62	Financial Management and Operations	100					0					0	218	218	8	218	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00103F	315	Office Service	821000	Fiscal Operations	62	Operations	100					0					0	41	41	0	41	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00104	315	Office Service	825000	Communication and Services	63	General Administration/Logistical Services	100					0					0	95	95	0	95	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00105A	310	Office	821000	Fiscal Operations	61	Executive Management	100					0					0	334	334	0	334	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00105A1	315	Office Service	821000	Fiscal Operations	61	Executive Management	100					0					0	45	45	0	45	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00105B	315	Office Service	821000	Fiscal Operations	61	Executive Management	100					0					0	16	16	0	16	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00105C	310	Office	821000	Fiscal Operations	61	Executive Management	100					0					0	138	138	0	138	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00105D	315	Office Service	821000	Fiscal Operations	61	Executive Management	100					0					0	95	95	0	95	Finance and Administration - Angie Wright
0102	SOL MAYER ADMINISTRATION BUILDING	00106	310	Office	818500	Development	61	Executive Management	100					0					0	191	191	0	191	External Affairs - Jamie Akin

Part I: Main Space Representative Survey

**THIS YEAR WE WILL BE SENDING
OUT A LIST OF QUESTIONS ABOUT
THE SPACES YOUR DEPARTMENT
OCCUPIES**

(instead of the big spreadsheet)

- **These are some of things we need to verify**
 - **Space Use Code, CIP(Classifications of Instructional Programs code),Function code, Percent of each, and Capacity**
 - **Each room can be split into 3 Functions & 3 CIP's**



Part I: Main Space Representative Survey - Continued

Here are some sample questions from the Space Representative Survey this year:

- Is this office still empty?
- Is there still research being conducted in this space?
- Based on the Fall 2023 schedule the Dept Chair is teaching 1 class, so that calculates out to about 5% teaching time, 95% admin time - this would be the exact same as last year - will this be ok?
- this is the only office in the 112 suite that has the description of People with Disabilities, all others are General Services – does that sound ok?



Part I: Main Space Representative Survey continues

- ❖ Space Use, CIP and Function are required for each room
- ❖ Each room could have up to 3 Function and 3 CIP codes!!
- ❖ There is no 'right' answer to the questions – just the best answer for what is actually happening in the space or what is correct for your department

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 Laboratory
- 230—Individual Study Laboratory
- 250—Research/Non-class Laboratory
- 255—Research/Non-class Laboratory Service
- 310—Office
- 315—Office Service (closets and private restrooms, copy machine and supply rooms)
- 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

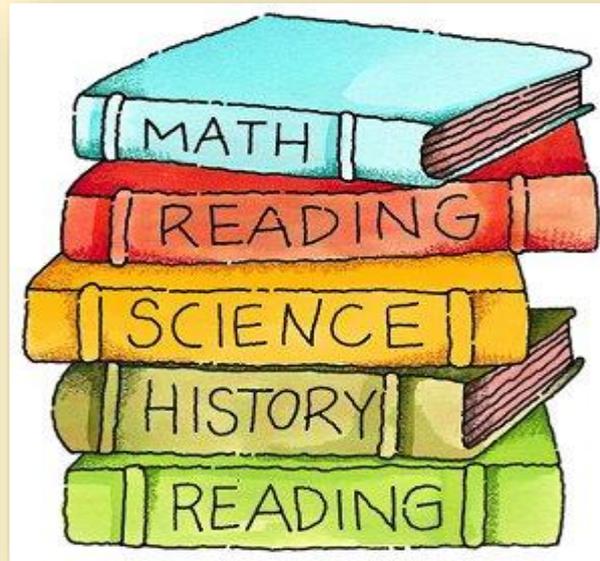


Common Codes

❖ CIP (Classification of Instructional Program)

Think in terms of discipline

- Too many to list.....



Common Codes

❖ **FUNCTION** (Think in terms of 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



Main Space Representative Survey (Part I Certification)

- ❖ Send back answers to the questions we have - in any form - in the spreadsheet, in an email, in a document you create – anything with the answers!
- ❖ Resist procrastination in case you have to ask someone else about some of the questions – allow plenty of time!

Tuesday, September 19, 2023



That is Part 1

If you do not have any academic Classrooms or
Lab spaces in your Department

You are DONE



Part II: Predominant Use Survey

Part 2

of the Academic Space
Survey is what we call

**PREDOMINANT
USE**

For the **Predominant Use** portion

We will send you a list of rooms
and ask if anything besides
classes or labs
takes place in that room

It will look something like this:

Space Use					Other Classroom / Other Lab						
Build/Room	Code	Space Use Description	HPW Lecture Fall 2023	HPW Lab Fall 2023	Open Lab	Meetings	Student Study	Student Research	Faculty Research	Classroom Type Activities	Other Lab Type Activities
RAS 103	110	Classroom2,3	28.8	2							
RAS 104	680	Meeting Room3	30.4	0							
RAS 266	110	Classroom2,3	36	0							
RAS 224	220	Special Class Open Laboratory3	13.2	0							
MIR 105	220	Special Class Open Laboratory3	0	13.2							
MIR 107	220	Special Class Open Laboratory3	0	15.4							
VIN 250	110	Classroom2,3	20	15.4							

We would like an estimate of

Hours Per Week

If there are any other activities in the room

Please do not make it complicated

We are looking for an ESTIMATE
If there are any other activities you
know about in the room

					Other Classroom Type	Other Lab Type
Open Lab	Meetings	Student Study	Student Research	Faculty Research	Activities	Activities

If you do not want to fill out this table
You can call me or email me something else!

Why Predominant Use?

We use this for a couple things:

- Ensure that we report all types of Utilization for our rooms
- Ensure the coding we are using is representative of what the room is mainly (predominantly) used for

How to Certify Your Survey?

- ❖ Answer the questions sent to your department (both parts if applicable)
- ❖ If you have questions or concerns email facilities.inventory@angelo.edu or call 325-486-6111

❖ Deadline: (we will send reminder emails)

- Part I Main Space Representative Survey:

Tuesday, September 19, 2023

- Part II Predominant Use Survey:

Tuesday, September 26, 2023





If you want to learn more:

Web site: <https://www.angelo.edu/administrative-support/facilities-inventory/>



MENU 

IN THIS SECTION +

[Home](#) / [Administrative Support](#) / [Facilities Inventory](#)

Facilities Inventory

The Office 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.

For more information, [visit our About page](#).

**Space Alteration and Allocation Form (SAARF)
Building Modification Request Form (BMR)**

If you or your department think you might need one of these

We will be happy to help

SAARF – needed if something is changing about a space

**BMR – needed for larger scope building or room
enhancements, building modifications including
moving walls etc.**

More information on next slides

Space Alteration and Allocation Form (SAARF)

- ❖ 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 pdf version, required signature spaces are shown and you will be responsible for circulating for signatures.

Home / Administrative Support / Facilities Inventory / Space Allocation and Alteration Request Form

What is SAARF?

The Space Allocation and Alteration Request Form (SAARF)

This is the form you fill out when you want to make an alteration to the physical space of a building, or when you want to change how you will be using a room. You may choose to use our online form and we will distribute for approvals via email, or you can print the traditional PDF Form and circulate yourself for hand signatures.

For the paper
version click
here!

ONLINE SAARF

PDF SAARF

On our web
page just click
here!

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 requester 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.asu.edu/facilitiesinventory/faq.htm](#) or call the Space Planning and Utilization Department at 325-943-2392.

Requesting Department:

Name:

Email:

Phone:

Building Modification Request Form (BMR)

- ❖ This form is for larger scope changes to a building, room, or group of rooms
- ❖ When should you fill this form out?

If your department wants to change anything that would alter the physical size or space. Examples:

- 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 form is online (see below), and the form directs the chain of approval for these type of requests

Welcome to Facilities Planning and Construction

Facilities Planning and Construction (FP&C) is the department responsible for the planning, design and construction of all facilities on the ASU campus. It is the primary responsibility of this office to make sure that all major projects are consistent with the Campus Master Plan and are indicated by enrollment or other growth on campus.

FP&C will be involved with each project from initial conception through final completion of the construction. This office, working with Texas Tech University System staff, is responsible for hiring all architects, engineering and construction firms to complete projects on campus.

In addition to the capital construction projects, FP&C is responsible for classroom enhancements, building modifications, real property leases, and all campus exterior and interior signage.

Forms

[Building Modification Request Form](#) 

NOTE:

**Both a SAARF
and a BMR
could be
required
depending on
the project**

Additional Information about anything in this presentation is available on the website or on Ramport

On the website:

**Administrative Support/Facilities Inventory/
SAARF forms
Space Planning and Utilization Guide
Building Floor Plans**

On Ramport:

**Classroom/Lab Utilization hours
Room capacities**



UPDATE

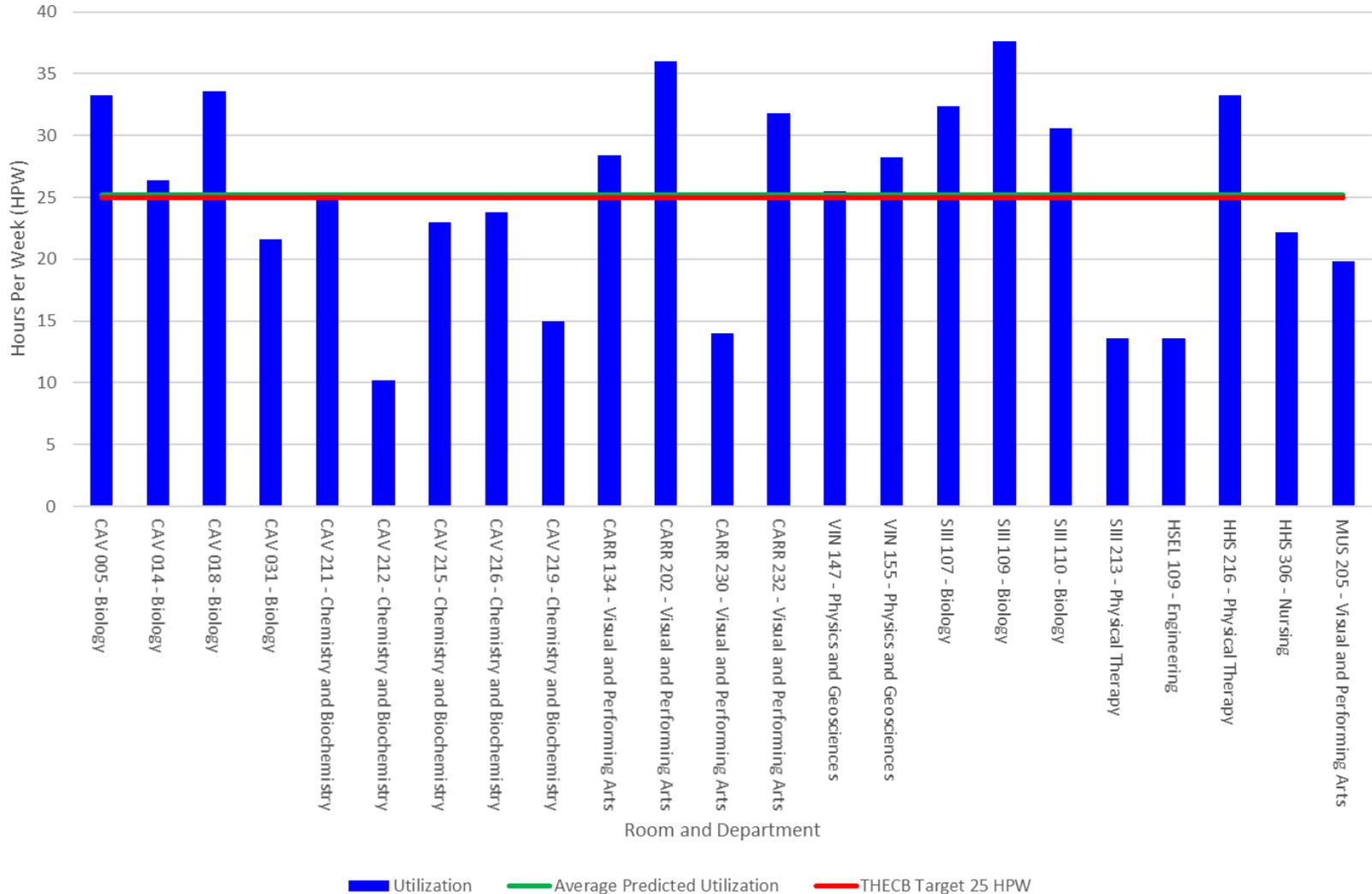
Addie and Kirby



ANGELO STATE UNIVERSITY

MEMBER, TEXAS TECH UNIVERSITY SYSTEM

Predicted Lab Utilization Fall 2023 as of 9/5/2023



ANGELO STATE UNIVERSITY

MEMBER, TEXAS TECH UNIVERSITY SYSTEM

Predicted Classroom Utilization Fall 2023 as of 9/5/2023

