Facilities Inventory Workshop

For ASU Space Representatives
September 2023

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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 Use Efficiency**

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

Online classes are contributing to more classes at ASU, but also a lower SUE score.
UPDATE:

SUE Scores from the THECB

In 2022

Out of 46 representative schools
11 schools received a ‘passing’ score (± 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
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)
This is an example of what the data **USED TO** look like when you got it
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
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:

<table>
<thead>
<tr>
<th>Build/Room</th>
<th>Space Use Code</th>
<th>Space Use Description</th>
<th>HPW Lecture</th>
<th>HPW Lab Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAS 103</td>
<td>110</td>
<td>Classroom2,3</td>
<td>28.8</td>
<td>2</td>
</tr>
<tr>
<td>RAS 104</td>
<td>680</td>
<td>Meeting Room3</td>
<td>30.4</td>
<td>0</td>
</tr>
<tr>
<td>RAS 266</td>
<td>110</td>
<td>Classroom2,3</td>
<td>36</td>
<td>0</td>
</tr>
<tr>
<td>RAS 224</td>
<td>220</td>
<td>Special Class Open Laboratory3</td>
<td>13.2</td>
<td>0</td>
</tr>
<tr>
<td>MIR 105</td>
<td>220</td>
<td>Special Class Open Laboratory3</td>
<td>0</td>
<td>13.2</td>
</tr>
<tr>
<td>MIR 107</td>
<td>220</td>
<td>Special Class Open Laboratory3</td>
<td>0</td>
<td>15.4</td>
</tr>
<tr>
<td>VIN 250</td>
<td>110</td>
<td>Classroom2,3</td>
<td>20</td>
<td>15.4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Open Lab</th>
<th>Meetings</th>
<th>Student Study</th>
<th>Student Research</th>
<th>Faculty Research</th>
<th>Other Classroom Type</th>
<th>Other Lab Type</th>
<th>Activities</th>
<th>Activities</th>
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<tbody>
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</tbody>
</table>

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/

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.
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

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

- Utilization
- Average Predicted Utilization
- THECB Target 25 HPW