

## FACILITIES SYSTEM (FAC)

### WHO WE ARE:

Sarah Hutchinson, Senior Facility Planner

Ken Courtade, Assistant Director-Capital Planning & Projects

Office of Facility Services, Department of Planning, Design & Construction

### POLICY STATEMENT 23:

Assigns the responsibility of developing and managing a facilities inventory system to the Office of Facility Services.

### WHY REPORT SPACE INVENTORY:

Annually, the Board of Regents requires all Higher Education institutions to submit data regarding their current facilities inventory and utilization of those facilities. The Board of Regents then analysis that data using a legacy program to create an annual report (*Facilities Inventory and Utilization Study, Louisiana Public Higher Education Facilities*).

### USE OF DATA:

#### Board of Regents Funding Formula for Higher Education

Between 2008 & 2009 due to a retired employee, the responsibility of the FAC database update & monitoring was reassigned to new personnel. It was discovered that some buildings were not being reported to the Louisiana Board of Regents. Once the information was updated, the University saw an apparent growth of 648,000 gross square feet from the previous year. The unreported space may have led to a loss of approximately \$4,374,000 in funding from the Board of Regents. Fortunately, the error has been corrected and is now being included in the funding formula benefitting the University.

February 2012, it was discovered that many rooms on campus were coded with an incorrect use code (PCS code) of 9.1 (Auxiliary Enterprises – Student) resulting in the loss of 191,373 net assignable square feet not being included in the **Board of Regents funding formula**. The incorrect coding may have led to a loss of approximately \$1,291,768. Fortunately, the incorrect coding was discovered in time to benefit the University in the next funding cycle.

## Comparison of utilization among Louisiana Higher Education Institutions

- Capital Outlay Request
- HCR 78

The 2011 Legislature requested the Board of Regents, in House Concurrent Resolution 78, to analyze Louisiana Higher Education facilities utilization against a national benchmark. The intent of the Legislature was to use the final report when reviewing annual capital outlay request for new higher education buildings. Recently, a final report of those findings was made available to the Board and copies provided to institutions.

The report concludes that excess space exists on many campuses and that such space can be configured for use by other postsecondary educational entities as the need arises due to enrollment pattern changes. The report further concludes that the manner in which the Board collects facilities data needs to be revamped and improved to include alternate sources of facilities use. The report recommends that institutions with excess space submit plans to the BOR for making use of the excess space either by conversion to useful space or by arrangements for use of the space by others, which will be documented by the BOR.

## Space Studies and Departmental Assignments

### Computation of LSU's Facilities and Administrative Cost Rate

### Computation of LSU's Grant Cost Recovery efforts

### Use by Other LSU Units

- Thirty Nine administrative systems interface with the Facilities (FAC) system.
  - 1) 911 Emergencies- First Responders
  - 2) Advance Billing
  - 3) Admissions
  - 4) Advance Standing
  - 5) Code Table Menu
  - 6) Accounts Payable
  - 7) Athletics
  - 8) Budget
  - 9) Chart of Accounts
  - 10) Degree Audit
  - 11) Directory
  - 12) Property Management
  - 13) Employee Time and Attendance
  - 14) Facilities
  - 15) Financial Aid

- 16) General Ledger
- 17) Graduate School
- 18) Human Resource System
- 19) ID Cards
- 20) Independent and Distant Learning
- 21) Investment Portfolio Management
- 22) Information Resource Management
- 23) Leave tracking
- 24) Law School
- 25) Personnel Activity report
- 26) Payroll
- 27) Purchasing
- 28) Residential life
- 29) Student Award Entry
- 30) Security Access Management
- 31) Student Health
- 32) Student Loan Management
- 33) Sponsored Programs
- 34) Student records
- 35) Treasurer's Office
- 36) University Calendar
- 37) University stores
- 38) Utility Menu
- 39) Zip Codes

#### **HOW CAN YOU HELP:**

Support the notion that the data reporting has value and emphasize the importance of reporting correct data to the highest level of your organization. Reinforce that there is a direct monetary impact to the University and it's units for incomplete or incorrect data being reported.

2012  
FACILITIES INVENTORY  
AND UTILIZATION STUDY

LOUISIANA PUBLIC HIGHER  
EDUCATION FACILITIES

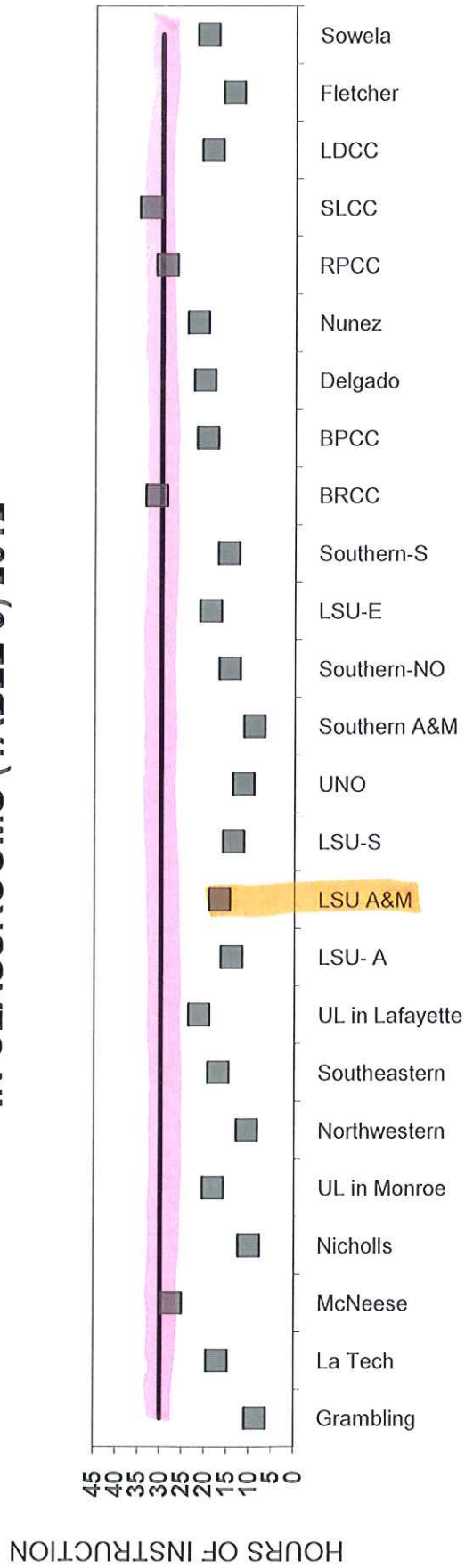
Prepared For  
Louisiana Board of Regents  
February, 2013

by  
Regina M. Simoneaux  
Information Services Division

**TABLE 3  
AVERAGE WEEKLY ROOM USAGE  
IN CLASSROOMS**

INSTITUTION	FTE	TOTAL ROOM HOURS	ALL HOURS						
			DAYTIME	NIGHTTIME	2012	2011	2010	2009	2008
<b>PUBLIC FOUR YEAR INSTITUTIONS</b>									
Grambling State University	4,597	1,469	1,299	170	8.6	9.1	9.6	10.2	11.1
Louisiana Tech University	9,121	2,628	2,416	212	17.2	17.1	18.5	18.3	19.9
McNeese State University	7,360	2,234	1,934	300	27.5	27.0	26.8	25.2	24.2
Nicholls State University	5,635	1,487	1,306	181	10.1	10.4	11.6	13.2	14.1
University of Louisiana in Monroe	6,798	1,711	1,591	120	18.2	14.7	13.4	14.8	15.7
Northwestern State University	7,002	1,823	1,704	119	10.6	8.4	9.8	10.6	13.4
Southeastern Louisiana University	12,282	3,848	3,431	417	17.0	18.2	18.2	18.4	19.5
University of Louisiana in Lafayette	14,309	5,089	4,527	563	21.4	20.7	20.6	20.1	20.7
LSU at Alexandria	1,617	779	689	90	14.1	12.7	16.0	14.9	14.9
<b>LSU A&amp;M (Including Ag. &amp; Law)</b>	<b>28,051</b>	<b>7,396</b>	<b>7,003</b>	<b>394</b>	<b>16.8</b>	<b>17.8</b>	<b>18.1</b>	<b>18.2</b>	<b>19.8</b>
LSU in Shreveport	2,984	1,183	831	352	13.7	14.3	6.9	8.5	8.4
University of New Orleans	7,803	2,497	2,031	467	11.5	12.3	12.0	13.1	13.7
Southern University A&M	5,703	2,454	1,954	500	9.0	9.7	9.9	11.2	12.8
Southern University at New Orleans	2,284	823	589	234	14.6	15.3	18.4	**	**
<b>PUBLIC TWO YEAR INSTITUTIONS</b>									
LSU at Eunice	1,934	681	660	21	18.9	17.3	17.9	18.3	18.3
Southern University at Shreveport	2,125	687	555	133	14.9	15.3	13.6	6.4	7.0
Baton Rouge Community College	5,785	2,501	1,983	518	31.2	12.9	28.8	31.3	29.4
Bossier Parish Community College	5,566	1,286	1,073	213	19.7	27.0	24.9	23.2	24.0
Delgado Community College	11,427	3,390	2,627	763	20.4	24.0	19.7	25.1	22.8
Nunez Community College	1,195	679	439	240	21.9	19.5	17.1	16.5	17.2
River Parishes Community College	1,765	955	813	142	28.9	17.5	19.6	32.7	19.1
South Louisiana Community College	2,481	1,015	839	177	32.7	32.7	24.1	22.5	17.8
Acadian	176	43	43	0	14.3	28.0	13.3	25.0	13.3
Charles B. Coreil	122	330	330	0	23.5	30.9	29.4	26.5	10.1

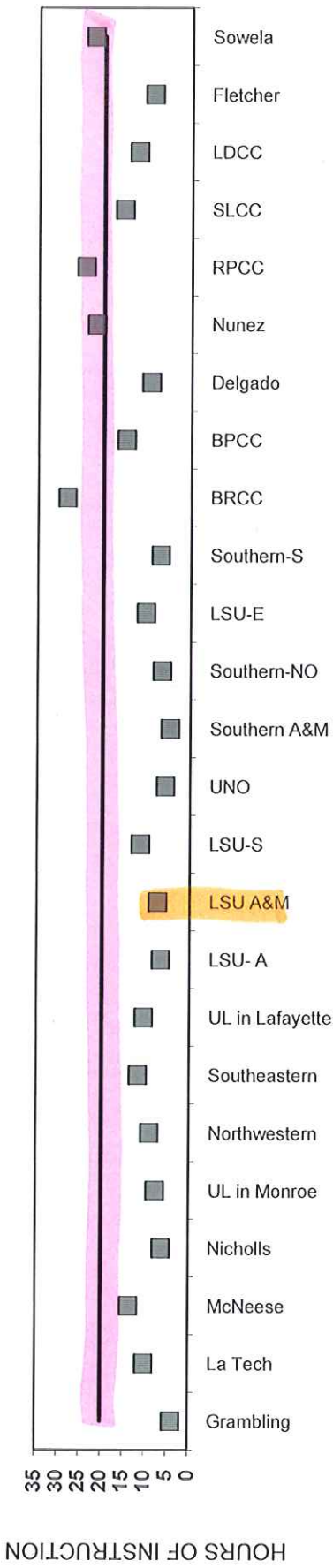
**AVERAGE WEEKLY ROOM USAGE  
IN CLASSROOMS (TABLE 3) 2012**



**TABLE 4  
AVERAGE WEEKLY ROOM USAGE  
IN CLASS LABORATORIES**

INSTITUTION	FTE	TOTAL ROOM HOURS	ALL HOURS						
			DAYTIME	NIGHTIME	2012	2011	2010	2009	2008
<b>PUBLIC FOUR YEAR INSTITUTIONS</b>									
Grambling State University	4,597	381	350	31	3.9	3.6	4.3	4.1	3.6
Louisiana Tech University	9,121	591	582	9	10.1	7.0	5.2	5.7	5.6
McNeese State University	7,360	629	573	56	13.6	12.0	11.7	13.2	10.8
Nicholls State University	5,635	599	541	58	6.3	6.2	5.6	7.4	7.6
University of Louisiana in Monroe	6,798	389	375	14	7.7	9.4	9.9	8.1	8.0
Northwestern State University	7,002	1,108	1,040	69	9.0	5.8	5.7	6.2	6.4
Southeastern Louisiana University	12,282	1,165	1,107	58	11.7	10.5	10.3	10.0	11.7
University of Louisiana in Lafayette	14,309	669	619	51	10.4	7.1	8.3	6.5	6.7
LSU at Alexandria	1,617	231	214	17	6.6	5.3	6.9	8.9	8.9
<b>LSU A&amp;M (Including Ag. &amp; Law)</b>	<b>28,051</b>	<b>1,719</b>	<b>1,581</b>	<b>138</b>	<b>7.3</b>	<b>7.5</b>	<b>7.1</b>	<b>7.8</b>	<b>8.3</b>
LSU in Shreveport	2,984	353	310	43	11.3	9.2	6.2	6.1	6.1
University of New Orleans	7,803	407	362	45	5.6	6.0	5.8	6.5	5.9
Southern University A&M	5,703	845	723	122	4.6	4.6	4.6	5.4	6.4
Southern University at New Orleans	2,284	118	86	32	6.5	4.6	6.5	**	**
<b>PUBLIC TWO YEAR INSTITUTIONS</b>									
LSU at Eunice	1,934	102	102	0	10.2	11.1	10.6	11.8	11.1
Southern University at Shreveport	2,125	236	204	33	6.9	5.6	5.3	7.3	7.7
Baton Rouge Community College	5,785	425	330	95	28.3	20.5	22.0	28.0	23.1
Bossier Parish Community College	5,566	357	314	44	14.8	18.0	16.5	16.7	17.7
Delgado Community College	11,427	1,599	1,253	346	9.2	10.6	9.4	11.0	9.7
Nunez Community College	1,195	44	32	12	21.7	0.0	0.0	23.3	10.2
River Parishes Community College	1,765	121	91	30	24.2	19.5	25.0	20.3	10.5
South Louisiana Community College	2,481	262	217	45	15.4	15.5	15.0	15.0	12.6
Acadian	176	318	318	0	19.8	22.5	23.0	20.7	20.6
Charles B. Coreil	122	25	25	0	6.1	25.2	23.7	47.5	0.0
Evangeline	148	0	0	0	0.0	26.9	35.0	41.3	10.9

**AVERAGE WEEKLY ROOM USAGE  
IN LABORATORIES (TABLE 4) 2012**





# COLLEGE AND UNIVERSITY FACILITIES UTILIZATION REPORT

LOUISIANA BOARD OF REGENTS



April 24, 2013

## EXECUTIVE SUMMARY

The Board of Regents (BOR) continues to study the use of facilities at Louisiana's public colleges and universities in order to increase efficiencies and control costs. This study identifies underutilized facilities and recommends that institutions with a facilities utilization level significantly below the industry standard provide a plan to bring utilization levels back within an acceptable range. Included in the appendices is a comparison of facility data within institutions, between institutions, historical information and a calculation of deferred maintenance for all higher education institutions.

The report concludes that excess space exists on many campuses and that such space can be configured for use by other postsecondary educational entities as the need arises due to enrollment pattern changes. The report further concludes that the manner in which the Board collects facilities data needs to be revamped and improved to include alternate sources of facilities use. The report recommends that institutions with excess space submit plans to the BOR for making use of the excess space either by conversion to useful space or by arrangements for use of the space by others, which will be documented by the BOR. For institutions that submitted a plan in the prior year, those schools not demonstrating improvement in their space utilization shall submit a revised plan addressing the noted discrepancies.

The report also recommends that facility utilization continue to be considered an important factor in BOR Capital Outlay Budget Recommendations. New

classroom and class laboratory facilities should not be recommended for campuses whose facilities utilization levels for that type of space are significantly below the industry standard. Institutions should instead focus on correcting any deferred maintenance which directly affects space utilization.

## INTRODUCTION AND BACKGROUND

The Board of Regents determined in 2011 that an excess of space existed at Louisiana's public colleges and universities. The Board was cautious, however, in interpreting the Western Interstate Commission for Higher Education (WICHE) space factor for institutions, due to an anticipated change in space demand necessitated by the implementation of higher admission standards in 2012-2014. The WICHE space factor is explained in more detail in the following section.

The 2011 study concluded that the space needs of the two-year institutions were being met and that there was no immediate need to borrow significant amounts of space from four-year institutions. It further indicated that four-year institutions typically do not have the type of space most used by Technical Colleges, i.e. shop space.

This report seeks to build upon the 2011 report by identifying excess space utilizing WICHE standards, and employing new ways of looking at data integrity to assist BOR staff in helping the institutions improve their data submissions.

## SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

Efficient space utilization is important to colleges and universities. Too little space has the potential to limit enrollment. Excess space increases utility and maintenance costs. The data examined in this study reveals that several institutions are efficient beyond the standard space factor. Institutions with excess space should seek ways to maximize the use of this space.

Based on the results of this study, staff recommends: (1) institutions with a classroom space factor more than 2.0 and/or a class laboratory space factor of more than 4.0, should report to BOR with plans for making better use of excess space either by conversion to useful space or by arrangements for use of the space by others, (2) facility utilization should be considered an important factor in the BOR Capital Outlay Budget Recommendation. New classroom and/or class laboratory facilities should not be recommended for institutions which exceed a classroom space factor of more than 2.0 and/or a lab space factor of more than 4.0.

It is the hope of BOR that with continuous investigation and inquiries, along with collaborative work-share practices using updated space related definitions and procedures, the institutions will be able to provide comparable facilities inventory data for which informed decisions can be made.

Appendix A  
**COLLEGE AND UNIVERSITY FACILITIES UTILIZATION REPORT**  
 Space Factors for Classrooms and Class Laboratories  
 Fall 2012 Data

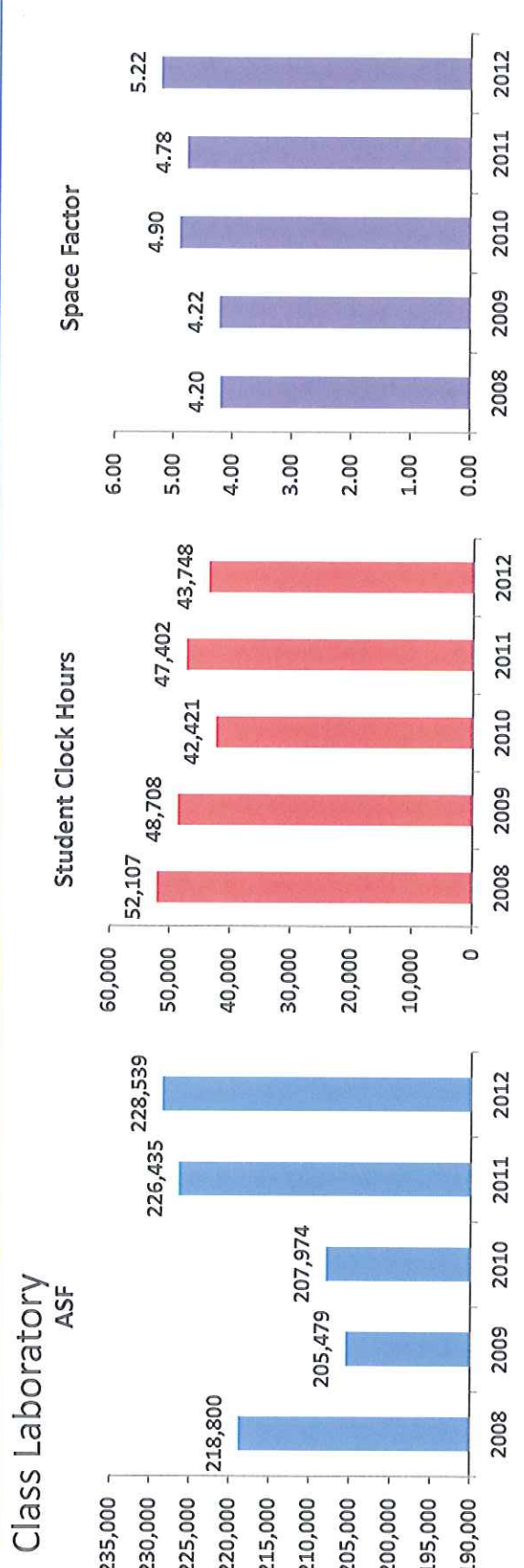
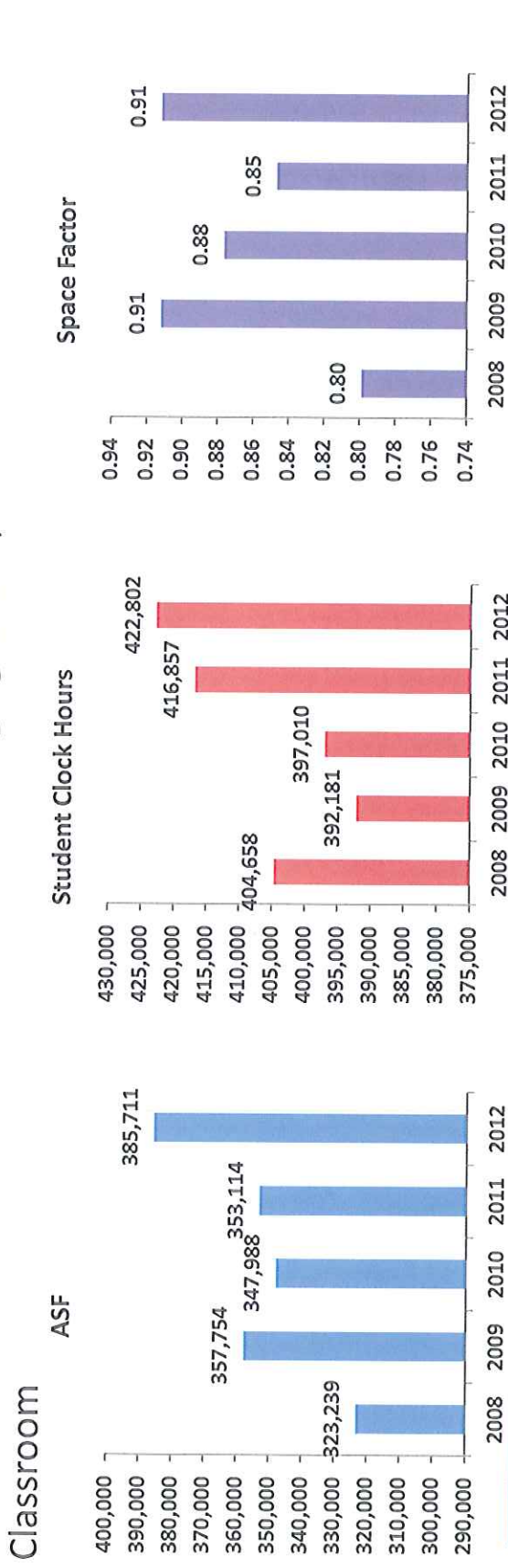
	Classrooms				Class Laboratory					
	ASF	Student Clock Hours	Space Factor	Excess over 2nd Tier	Total Excess Space	ASF	Student Clock Hours	Space Factor	Excess over 2nd Tier	Total Excess Space
<b>Louisiana State University System</b>										
LSU A&M (Including Ag. & Law)	365,711	422,802	0.91			228,539	43,748	5.22	53,547	119,169
LSU at Alexandria	45,510	19,500	2.33	6,510	26,010	27,440	3,754	7.31	12,424	18,055
LSU at Eunice	33,835	16,335	2.07	1,165	17,500	12,473	1,833	6.80	5,141	7,991
LSU in Shreveport	66,001	34,255	1.93		31,746	30,475	6,379	4.78	4,959	14,528
<b>Southern University System</b>										
Southern University A&M	163,586	67,060	2.44	29,466	96,526	122,988	13,813	8.90	67,736	88,456
Southern University at New Orleans	38,502	19,486	1.98		19,016	16,806	2,752	6.11	5,798	9,926
Southern University at Shreveport	28,812	16,697	1.73		12,115	21,440	4,798	4.47	2,248	9,445
<b>University of Louisiana System</b>										
Grambling State University	127,503	45,489	2.80	36,525	82,014	86,033	9,779	8.80	46,917	61,586
Louisiana Tech University	149,271	83,664	1.78		65,607	65,880	13,742	4.79	10,912	31,525
McNeese State University	76,762	76,735	1.00		27	43,708	12,949	3.38		11,336
Nicholls State University	114,470	52,972	2.16	8,526	61,488	91,147	12,875	7.08	39,647	58,960
Northwestern State University	149,966	48,134	3.12	53,698	101,832	104,995	24,036	4.37	8,851	44,905
Southeastern Louisiana University	188,534	131,687	1.43		56,847	103,631	23,876	4.34	8,127	43,941
University of Louisiana in Lafayette	215,444	168,723	1.28		46,721	76,064	15,600	4.88	13,664	37,064
University of Louisiana in Monroe	105,928	56,187	1.89		26,070	53,846	9,213	5.84	16,994	30,814
University of New Orleans	174,554	84,753	2.06	5,048	89,801	62,922	8,744	7.20	27,946	41,062
<b>Louisiana Community and Technical College System</b>										
Baton Rouge Community College	77,476	73,738	1.05		3,738	20,567	10,170	2.02		2,326
Bossier Parish Community College	49,907	42,587	1.17		7,320	26,431	9,642	2.74		114,977
Delgado Community College	122,474	75,992	1.61		46,482	179,754	23,911	6.94	76,110	5,418
Louisiana Delta Community College	26,035	18,913	1.38		7,122	13,170	3,101	4.25	766	
Nunez Community College	24,190	16,629	1.45		7,561	1,722	716	2.41		
River Parishes Community College	21,264	17,782	1.20		3,482	3,096	1,105	2.80		334
South Louisiana Community College	26,700	23,029	0.90			12,834	5,728	2.24		
L. E. Fletcher Tech Community College	48,517	20,767	2.34	6,510	26,010	29,351	2,145	13.68	20,771	23,989
Sowela Technical Community College	27,140	29,997	0.90			134,895	66,075	1.98		

Note: Figures in Red indicates a shortage of space, Blue indicates excess space

# Appendix B

## Louisiana Board of Regents College and University Facilities Utilization Report

### LSU A&M (Including Ag. & Law)



Source: Louisiana Board of Regents: 2012 Facilities Inventory and Space Utilization Study