PRIMER ON RESOURCES PLANNING

TEXAS HIGHER EDUCATION COORDINATING BOARD
DEPARTMENT OF FINANCE AND RESOURCE PLANNING

October 2005
CHAPTER 1 - OVERVIEW
INTRODUCTION

Higher education institutions typically serve multiple missions of instruction, research, and public service, and only institutions with state-supported physical facilities are required to maintain a building and room inventory with The Texas Higher Education Coordinating Board (THECB). However, any higher education institution in Texas can submit and maintain an inventory with the THECB for the purpose of assessing campus-wide facilities summaries by type of space, function, and program area, calculating program use and space costs, and assessing the effective use and management of its physical plant.

In order to have data comparable to other states, Texas follows the reporting schemes used by the U.S. Department of Education's National Center for Education Statistics (NCES). THECB takes raw data from a building and room inventory file and uses an algorithm that calculates assignable, unassignable, and educational and general (instructional) space.

RESOURCE PLANNING ORGANIZATION

The office of Resource Planning is included in the THECB division of Planning and Accountability.
THECB RESOURCE PLANNING RESPONSIBILITIES

The Office of Resource Planning is responsible for these key facilities planning activities:

- **Campus Master Plan** – This is a comprehensive program under which institutions develop a program for campus facilities. The campus master plan includes:
  - an assessment of deferred maintenance needs, including regular, preventive maintenance needs;
  - a plan to address the deferred maintenance needs;
  - the amount an institution plans to designate each fiscal year for repairs, rehabilitations, and deferred maintenance projects;
  - the funding source of any new construction project that costs more than $300,000, or any repair and rehabilitation project that costs more than $600,000. An institution must report to the Board any change in the funding source before the project begins;
  - a description of the projects for which an institution plans to expend HEAF or PUF funds (Article VII, Section 17 or 18 of the Texas Constitution);
  - any proposed new construction, repair and rehabilitation, land acquisition, or other construction projects that will be placed on the agenda for the Higher Education Coordinating Board.

- **Classroom and Class Lab Utilization** – This reporting system includes a review of how institutions use their classrooms and laboratory facilities in comparison to other reporting institutions.

- **Facilities Inventory** – Using a uniform coding system, this inventory incorporates information about the physical facilities at reporting institutions.

- **Funding Formula Development**
  - Higher Education Assistance Fund (HEAF) - The HEAF model is a formula that allocates dollars to the governing boards of the eligible institutions.
  - Infrastructure Formulas - Funding associated with operation and maintenance of plant should be distributed by the Infrastructure Support Formula, which is driven by the square feet needed for universities’ and health-related institutions’ educational and general activities as presented by the Space Projection Model.

- **Space Projection Models**
  - The model predicts the net assignable square feet (NASF) of educational and general (E&G) space an institution needs in five categories: teaching, library, research, office, and support space. It is updated annually for Public Academic Institutions, Health-Related Institutions, A&M Agencies (Inside Brazos County), and A&M Agencies (Outside Brazos County).

- **Construction and Land Proposal Review**
  - Applications for new construction, land and property purchase or lease, and infrastructure development are reviewed and evaluated for presentation to the Commissioner, Strategic Planning Committee, and the Coordinating Board.

- **Legislative Requests**
The office responds to requests from the Legislature to provide information and review requests for facilities development.

**AUTHORITY (HIGHER EDUCATION CODES)**

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, in regards to a facilities inventory, THECB assists institutions with the efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

**RESOURCE PLANNING RULES**

Rules for the development and assessment of facilities plans are presented in Chapter 17, Campus Planning, of the Texas Administrative Code, Title 19, Education, Part 1, Texas Higher Education Coordinating Board. These rules are updated regularly and available at the agency website.

**TYPES OF FACILITIES**

Higher education facilities are organized into five categories:

- **Academic** -- facilities that support the primary instruction, research, and public service functions of the institution. Typical academic facilities include classrooms, libraries, administrative and faculty offices, student and research laboratories, and other similar structures.
- **Auxiliary** -- facilities that house self-supporting activities that support the primary mission of the institution. Typical auxiliary facilities include dormitories and food service facilities, bookstores, continuing education training facilities, and other similar structures. For purposes of this report, athletic facilities are separately accounted for and are not included in auxiliary facilities. Often a building or portion of a building may be used both for academic and auxiliary functions. In these cases, the space is allocated appropriately.
- **Health-Related** -- facilities used to provide medical care and in which training is provided for students in health-related fields.
- **Support** -- facilities that house support functions such as motor pools, copy centers, warehouses, storage space and other similar activities.
- **Athletic** -- facilities that support athletic programs, including intercollegiate athletics, intramural athletics, and athletically oriented academic programs.

**FUNDING SOURCES FOR CONSTRUCTION PROJECTS**

- **Auxiliary Enterprise Funds** - Proceeds from enterprises that are operated by the institution, such as parking, food service, or clinics.
- **Energy Performance Contracting** - A process by which institutions contract with firms to make energy-saving improvements to campus facilities. The cost of making these improvements is paid from energy savings.
- **Federal Grants** - Grants received from various agencies of the federal government.
- **Gifts/Donations** - Gifts received from private individuals, corporations, or other organizations.
- **Permanent University Fund (PUF)** - Proceeds from the Permanent University Fund become part of the Available University Fund (AUF), which supports various institutions in the University of Texas and Texas A&M University Systems.
• **Higher Education Assistance Fund** - A constitutionally mandated fund that provides construction funding to institutions not participating in the PUF.

• **Legislative Appropriations** - Funding for facilities construction projects that has been appropriated by the Legislature.

• **Other Local Funds** - Proceeds from various locally controlled sources within the institution, usually tuition and fees or auxiliary enterprises.

• **Tuition Revenue Bonds** - Bonds authorized by the Texas Legislature for a specific capital improvement project, and to be repaid by the institution by revenues from tuition. In practice, the Legislature has appropriated money to institutions to service these bonds.

• **Other Revenue Bonds** - Bond financing, authorized by an institution’s board of regents that can be repaid by proceeds from sources of revenue other than tuition.

• **Private Development Funds** - Funds provided by a private individual or organization.

• **Unexpended Plant Funds** - Funds allocated for operation and maintenance of the physical plant that have not been used for that purpose.

• **Revenue Financing System Bond Proceeds** – Debt program secured by a university system-wide pledge of all legally available revenues for debt issued on behalf of its component institutions and the system.
CHAPTER 2 - SPACE MODEL

PURPOSE OF THE MODEL

The Space Planning Model provides a fair and equitable assessment of space needs at Texas’ public universities, technical colleges, the Lamar State Colleges, and public health-related institutions. It is used to assess the need for new construction and to determine whether an institution’s new construction will qualify for maintenance and operation funding provided by general revenue. Understanding the concepts of the Space Model will assist the institution in its planning efforts.

THE MODEL

This active model responds to an institution’s evolving characteristics that drive its need for space. The model is sensitive to an institution’s unique characteristics among programs, levels of instruction, total current fund and research expenditures, and clinical space. It responds to both economies and diseconomies of scale resulting from:

1. Large numbers of classrooms and class labs of varying size that can more efficiently be matched to large numbers of classes;
2. Small enrollments which demand certain minimum space requirements; and
3. Institutional complexities resulting from research or public service activities.

USES OF THE MODEL

• Board Review
  The Texas Higher Education Coordinating Board uses the model as part of its review process in the consideration of proposals for facilities projects that would generate new space.

• Resource Allocation
  The model is also used for the allocation of the Infrastructure Formula Funds, Higher Education Assistance Fund, and in the evaluation of requests for Tuition Revenue Bonds.

PUBLIC UNIVERSITIES, TECHNICAL COLLEGES, AND LAMAR STATE COLLEGES

In October 1992, the Texas Higher Education Coordinating Board approved the Space Projection Model for Higher Education Institutions in Texas for public universities, technical colleges, and the Lamar State Colleges. The model predicts the net assignable square feet (NASF) of educational and general (E&G) space an institution needs in five categories: teaching, library, research, office, and support space. In 1997, the Legislature incorporated the model into the funding formulas for general academic institutions. It is also used in the legislative Higher Education Assistance Fund allocation formula.

Because of its importance, the Commissioner of Higher Education appointed an advisory committee to review the model and report any findings and recommendations. The Board approved changes to the model in July 1998. In September 1999, the Commissioner requested the University Formula Advisory Committee to include the model in its review of the infrastructure formula; a change to the Library Factor recommended by the Committee was adopted by the Board in April 2000. The most recent change, to the Teaching Factor, was approved by the Board in April 2002.
HEALTH-RELATED INSTITUTIONS

In October 1992, the Texas Higher Education Coordinating Board approved the Health-Related Space Projection Model. This model predicted the need for educational and general space in net assignable square feet (NASF) for health-related institutions in four categories: teaching, research, office, and support space. The model is used by the Board in making decisions related to the approval of proposals providing additional space.

In June 1998, the Senate Finance Committee asked the Coordinating Board to review the model to ensure that it accurately reflected the space needs of health-related institutions. To address those concerns, the Health-Related Space Projection Model Advisory Committee was appointed by the Commissioner of Higher Education to review the model and report its findings and recommendations. The committee included a representative from each of the affected institutions and met between June 1998 and January 1999. In September 1999, the Commissioner requested that the Health-Related Formula Advisory Committee include the model in its review of health-related formulas. The Commissioner adopted many of the committee’s recommendations and presented them to the Coordinating Board at its April 2000 meeting. This document describes the model as adopted by the Coordinating Board at that meeting. No further changes have been made in the model since that time.
ACADEMIC FIVE-FACTOR MODEL

The five-factor academic space projection model predicts the educational and general (E&G) space required for a public university, technical college, or state college to fulfill its missions of teaching, research, and public service. Auxiliary space, such as dormitories, bookstores, intercollegiate athletics, or other auxiliary enterprises, is not included.

The base unit of the model's factors is room type. Only E&G space receives appropriations for maintenance and operations, and it is the only space predicted by this model. Room types are grouped into the five space categories in the model and are associated with the specific data that drive each particular type of space.

Each of the factors is based on drivers or elements that are used to compute the predicted space in each category. These data are developed from various institutionally provided information and their certified state reports.

<table>
<thead>
<tr>
<th>FACTORS</th>
<th>DRIVERS/PREDICTORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching space</td>
<td>Level and program areas of an institution’s funded semester credit hours</td>
</tr>
<tr>
<td>Library space</td>
<td>Faculty, students, approved programs, and holdings</td>
</tr>
<tr>
<td>Research space</td>
<td>Research expenditures and students’ reported semester credit hours</td>
</tr>
<tr>
<td>Office space</td>
<td>Faculty, staff, and current fund E&amp;G expenditures</td>
</tr>
<tr>
<td>Support space</td>
<td>A percentage of the total prediction for all the other factors</td>
</tr>
</tbody>
</table>

1 Room types are taken from the National Center for Higher Education Management Systems’ (NCHEMS) Higher Education Facilities Inventory and Classification Manual and described in the Coordinating Board’s Texas Higher Education Facilities Inventory Procedures Manual.
FACTOR 1 - TEACHING SPACE

Teaching space includes rooms used for instruction and are represented in the institution’s facilities inventory by room type. The following room types are considered in this factor:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>classrooms</td>
</tr>
<tr>
<td>210-235</td>
<td>class labs, special class labs, and self-study labs</td>
</tr>
<tr>
<td>500</td>
<td>physical education, demonstration, audiovisual, and animal quarters</td>
</tr>
<tr>
<td>600</td>
<td>assembly, exhibition, lounge, meeting rooms, and locker rooms</td>
</tr>
</tbody>
</table>

The predicted teaching space depends on two factors:

- funded semester credit hour production by program area
- funded semester credit hour production by level of course

A full-time-student equivalent (FTSE) is calculated for each program area and course level based on credit hours. FTSE are calculated using the Coordinating Board’s standard methodology of contact hours divided by 300 and semester hours divided by 15. A reduced allowance is made for the graduate levels because these students require less special or general use space, classrooms, and class labs.

<table>
<thead>
<tr>
<th>Level</th>
<th>Credit Hours</th>
<th>FTSE Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>15</td>
<td>100%</td>
</tr>
<tr>
<td>Master’s and professional</td>
<td>12</td>
<td>70%</td>
</tr>
<tr>
<td>(law and optometry)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctorate-level programs</td>
<td>9</td>
<td>40%</td>
</tr>
</tbody>
</table>

Teaching space is assigned to one of four different programmatic areas based on space requirements. Figure 2 presents these program areas and the CIP codes that are included in each area. Program Area 4 is used as the base for all calculations, and additional NASF are added to this calculation depending upon the program area. Figure 1 presents how the base NASF for Program Area 4 is determined and the additional NASF allowed for each program area.

<table>
<thead>
<tr>
<th>Figure 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base by Program Area 4</td>
</tr>
<tr>
<td>Room Type</td>
</tr>
<tr>
<td>Classroom</td>
</tr>
<tr>
<td>Class Lab</td>
</tr>
<tr>
<td>Special Class Lab</td>
</tr>
<tr>
<td>Self Study Lab</td>
</tr>
<tr>
<td>P.E. etc.</td>
</tr>
<tr>
<td>Assembly, etc.</td>
</tr>
<tr>
<td>Service Space</td>
</tr>
<tr>
<td>Subtotal</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Program Area 4</td>
</tr>
<tr>
<td>Program Area 1</td>
</tr>
<tr>
<td>Program Area 2</td>
</tr>
<tr>
<td>Program Area 3</td>
</tr>
<tr>
<td>Program Area 4</td>
</tr>
</tbody>
</table>

An economy of scale variable is applied to those institutions with more than 15,000 undergraduate FTSE. A factor of .98 is used for the first 1,000 FTSE above 15,000, and the factor decreases .02 for each increase of 1,000 undergraduate FTSE. It is only applied to the predicted undergraduate space.
Teaching space is assigned to one of four different programmatic areas based on space requirements. Figure 1 presents these program areas and the CIP codes that are included in each area.

### Figure 2
**Fall 2005**

#### Program Area Summary for Public Universities

<table>
<thead>
<tr>
<th>Program Area</th>
<th>CIP Codes</th>
<th>Description</th>
<th>2003 Undergraduate</th>
<th>2004/5 Masters/Professional</th>
<th>2004/5 Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01 02 50</td>
<td>Agriculture, Agriculture Operations and Related Sciences</td>
<td></td>
<td>90</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>04</td>
<td>Architecture and Related Services</td>
<td></td>
<td>50</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>50</td>
<td>Visual and Performing Arts</td>
<td></td>
<td>50</td>
<td>63</td>
</tr>
<tr>
<td>2</td>
<td>03 14 15</td>
<td>Natural Resources and Conservation</td>
<td>75</td>
<td>52.5</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engineering</td>
<td></td>
<td>14</td>
<td>52.5</td>
</tr>
<tr>
<td></td>
<td>15 21</td>
<td>Engineering Technologies/Technicians</td>
<td>Technology Education/Industrial Arts/Technology Education</td>
<td>21</td>
<td>52.5</td>
</tr>
<tr>
<td></td>
<td>46</td>
<td>Construction Trades</td>
<td></td>
<td>46</td>
<td>52.5</td>
</tr>
<tr>
<td></td>
<td>47</td>
<td>Mechanic and Repair Technologies/Technicians</td>
<td></td>
<td>47</td>
<td>52.5</td>
</tr>
<tr>
<td></td>
<td>48</td>
<td>Precision Production</td>
<td></td>
<td>48</td>
<td>52.5</td>
</tr>
<tr>
<td></td>
<td>49</td>
<td>Transportation and Materials Moving</td>
<td></td>
<td>49</td>
<td>52.5</td>
</tr>
<tr>
<td>3</td>
<td>08 09 10</td>
<td>Communication, Journalism and Related Programs</td>
<td>60</td>
<td>42</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Communications Technologies/Technicians and Support Services</td>
<td></td>
<td>10</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>11 19</td>
<td>Computer and Information Sciences and Support Services</td>
<td>Family and Consumer Sciences/Human Services</td>
<td>11</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Biological and Biomedical Sciences</td>
<td></td>
<td>19</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>20 26</td>
<td>Basic Skills</td>
<td>Physical Sciences</td>
<td>26</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Physical Sciences</td>
<td>40</td>
<td>42</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>32 41</td>
<td>Science Technologies/Technicians</td>
<td>Psychology</td>
<td>32</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>40 42</td>
<td>Psychology</td>
<td>40</td>
<td>42</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>41 51</td>
<td>Health Professions and Related Clinical Sciences</td>
<td>51</td>
<td>42</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>42 60</td>
<td>Dental, Medical and veterinary Residency Programs</td>
<td>60</td>
<td>42</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Library Science</td>
<td></td>
<td>25</td>
<td>42</td>
</tr>
</tbody>
</table>

**All other programs that are not space intensive:**

<table>
<thead>
<tr>
<th>Program Area</th>
<th>CIP Codes</th>
<th>Description</th>
<th>2003 Undergraduate</th>
<th>2004/5 Masters/Professional</th>
<th>2004/5 Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>05 08 12</td>
<td>Area, Ethnic, Cultural, and Gender Studies</td>
<td>45</td>
<td>31.5</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>08 13 16</td>
<td>Personal and Culinary Services</td>
<td>12</td>
<td>13</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>13 15</td>
<td>Education</td>
<td>13</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>16 22</td>
<td>Foreign Languages, Literatures and Linguistics</td>
<td>22</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>22 23</td>
<td>Legal Profess and Studies</td>
<td>22</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>23 24</td>
<td>English Language and Literature/Letters</td>
<td>23</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>24 25</td>
<td>Liberal Arts and Sciences, General Studies and Humanities</td>
<td>24</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Library Science</td>
<td>25</td>
<td>16</td>
<td>15</td>
</tr>
</tbody>
</table>
### Program Area Summary for Public Universities

<table>
<thead>
<tr>
<th>CIP Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Mathematics and Statistics</td>
</tr>
<tr>
<td>27</td>
<td>Reserve Officer Training Corps</td>
</tr>
<tr>
<td>28</td>
<td>Military Technologies</td>
</tr>
<tr>
<td>29</td>
<td>Multi/Interdisciplinary Studies</td>
</tr>
<tr>
<td>30</td>
<td>Parks, Recreation, Leisure and Fitness Studies</td>
</tr>
<tr>
<td>31</td>
<td>Citizenship Activities</td>
</tr>
<tr>
<td>32</td>
<td>Health-Related Knowledge and Skills</td>
</tr>
<tr>
<td>33</td>
<td>Interpersonal and Social Skills</td>
</tr>
<tr>
<td>34</td>
<td>Leisure and Recreational Activities</td>
</tr>
<tr>
<td>35</td>
<td>Personal Awareness and Self-Improvement</td>
</tr>
<tr>
<td>36</td>
<td>Philosophy and Religious Studies</td>
</tr>
<tr>
<td>37</td>
<td>Theology and Religious Vocations</td>
</tr>
<tr>
<td>38</td>
<td>Security and Protective Services</td>
</tr>
<tr>
<td>39</td>
<td>Public Administration and Social Service Professions</td>
</tr>
<tr>
<td>42</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>43</td>
<td>Business, Management, Marketing, and Related Support Services</td>
</tr>
<tr>
<td>44</td>
<td>High School/Secondary School Diplomas and Certificates</td>
</tr>
<tr>
<td>45</td>
<td>History</td>
</tr>
</tbody>
</table>

#### Technical Colleges and the Lamar State Colleges

The space factors for academic programs at the Texas State Technical Colleges (TSTC), Lamar State College-Orange, Lamar State College-Port Arthur, and Lamar Institute of Technology are the same as those used by the universities but have additional program areas for vocational courses. Figure 3 presents the space factors for the four vocational program areas.
### FACTOR 2 - LIBRARY SPACE

**Library Space for Public Universities**

Library space includes all room type 400s -- reading/study rooms, stack space, and associated service areas -- and all room type 300s with a 41 (library) usage code. Library space is calculated primarily using the Association of College and Research Libraries (ACRL) standards for college libraries. Figure 4 presents the calculation variables for volumes.

<table>
<thead>
<tr>
<th>Volume Predictor</th>
<th>Volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Collection</td>
<td>85,000</td>
</tr>
<tr>
<td>Allowance per FTE faculty</td>
<td>100</td>
</tr>
<tr>
<td>Allowance per FTE student</td>
<td>15</td>
</tr>
<tr>
<td>Allowance per undergraduate major field</td>
<td>350</td>
</tr>
<tr>
<td>Allowance per master’s if highest degree offered</td>
<td>6,000</td>
</tr>
<tr>
<td>Allowance per master’s if not highest degree offered</td>
<td>3,000</td>
</tr>
<tr>
<td>Allowance per 6th year specialist degree field</td>
<td>6,000</td>
</tr>
<tr>
<td>Allowance per doctoral field</td>
<td>25,000</td>
</tr>
</tbody>
</table>

Predicted university library space depends upon two factors: the number of volumes and the number of users. Figure 5 lists the amount of NASF allowed per volume and per user.
<table>
<thead>
<tr>
<th>Number of Volumes</th>
<th>NASF per Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the first 150,000 volumes</td>
<td>0.10</td>
</tr>
<tr>
<td>For the next 150,000 volumes</td>
<td>0.09</td>
</tr>
<tr>
<td>For the next 300,000 volumes</td>
<td>0.08</td>
</tr>
<tr>
<td>For holdings above 600,000 volumes</td>
<td>0.07</td>
</tr>
<tr>
<td>For law library holdings</td>
<td>0.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of User</th>
<th>NASF per User</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE student</td>
<td>6.25 NASF</td>
</tr>
<tr>
<td>FTE faculty</td>
<td>3.0 NASF</td>
</tr>
</tbody>
</table>

NASF is calculated for each factor, and the sum is then multiplied by 12.5 percent to determine staff needs.

\[
\text{Staff Space} = 12.5\% \text{ of the total space calculated (TS1)}
\]

\[
\text{Total Space (TS2)} = \text{TS1} + \text{Staff Space}
\]

The result is then multiplied by 17 percent to account for unforeseen needs.

\[
\text{Additional Library Space} = 17\% \text{ of TS2}
\]

\[
\text{Total Space (TS3)} = \text{TS2} + \text{Additional Library Space}
\]

The final value is obtained by multiplying the outcome by 0.95. According to the ACRL, libraries that provide 90 to 100 percent of the NASF predicted by the formula are graded “A” in terms of space. By applying a 95 percent adjustment to the NASF sum, the model predicts a reasonable amount of NASF to meet the needs of the institution.

**Total Predicted Library Space = TS3 \times 0.95**

**Library Space for Technical Colleges and Lamar State Colleges**

The library calculation for the TSTC campuses, Lamar State College-Port Arthur, Lamar State College-Orange, and Lamar Institute of Technology is dependent upon the FTSE reported by each institution. Each FTSE is provided 50 volumes at 0.10 NASF for each stack space and 6.25 NASF for study space. To account for staff needs, 12.5 percent of the sum of the stack space and study space is added.

\[
\begin{align*}
\text{Stack Space} & = \text{FTSE} \times (50 \text{ volumes} \times 0.10 \text{ NASF}) \\
\text{Study Space} & = \text{FTSE} \times 6.25 \text{ NASF} \\
\text{Staff Space} & = 12.5 \% \text{ of the total space calculated}
\end{align*}
\]

**Total Predicted Library Space = Stack Space + Study Space + Staff Space**

**FACTOR 3 – RESEARCH SPACE**

Research space includes all non-class (research) laboratories and service rooms (room type 250 and 255). Predicted research space is determined using one of two methods, depending on which method yields the greatest NASF prediction.

**Method 1**
Multiply 9,000 NASF for every inflated $1 million in average research expenditures reported by the institution. The inflated rate is determined by the Consumer Price Index from September 1991 (the year the space model was developed) to the September that corresponds to the fall enrollment data being used for the model. An average of the last three years’ research expenditures is used for this calculation. For example:

September 1991 factor = 137.2  
September 2002 factor = 181.0  
Inflation rate = (181.0 – 137.2) / 137.2 = 31.92%  
Divisor = $1,000,000 X ($1,000,000 X 0.3192) = $1,319,242

**Method 2**

For each FTSE the institution reports, allot 3 NASF.

**FACTOR 4 - OFFICE SPACE**

Office space includes all offices, conference rooms, and associated service areas (room type 300s). Type 300 rooms reported with a 41 (library) usage code used in the library factor formula are omitted from the office space calculation to eliminate duplication. Predicted office space is determined using one of two methods, depending on which method yields the greatest NASF prediction.

**Method 1**

The first method depends on the FTE faculty reported by the institution. The source for FTE faculty is the Coordinating Board’s CBM-008 Faculty Report. The staff FTE is estimated to be 1.8 times FTE faculty for universities and 1.25 times FTE faculty for the Texas State Technical Colleges, Lamar State College - Orange, Lamar State College - Port Arthur, and Lamar Institute of Technology. Each FTE faculty is allowed 190 NASF, and staff FTE is allowed 170 NASF each.
Figure 6 presents how the space needs for FTE faculty and staff FTE are determined.

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>Faculty Space Need</th>
<th>Staff Space Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>120 NASF</td>
<td>120 NASF</td>
</tr>
<tr>
<td>Conference Room</td>
<td>30 NASF</td>
<td>20 NASF</td>
</tr>
<tr>
<td>Service Area</td>
<td>20 NASF</td>
<td>10 NASF</td>
</tr>
<tr>
<td>Departmental Admin</td>
<td>20 NASF</td>
<td>20 NASF</td>
</tr>
<tr>
<td>Total</td>
<td>190 NASF</td>
<td>170 NASF</td>
</tr>
</tbody>
</table>

**Method 2**

The second method is dependent upon the current E&G expenditures reported by the institution. For each $1 million (adjusted for inflation) reported, 3,500 NASF is allowed.

**FACTOR 5 - SUPPORT SPACE**

Support space is calculated at 9 percent of the sum of predicted space from the teaching, library, research, and office factors. Support space includes all data processing/computer rooms, shops, storage, vehicle storage, and associated service areas (room type 700s).

**EXAMPLE OF ACADEMIC SPACE MODEL CALCULATIONS**

Mountainside University provides the following Fall 2002 data to the Coordinating Board:

<table>
<thead>
<tr>
<th>Level</th>
<th>Program Area 1</th>
<th>Program Area 2</th>
<th>Program Area 3</th>
<th>Program Area 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>31,590</td>
<td>6,201</td>
<td>82,515</td>
<td>154,707</td>
</tr>
<tr>
<td>Master’s</td>
<td>2,315</td>
<td>601</td>
<td>115</td>
<td>5,148</td>
</tr>
<tr>
<td>Doctoral</td>
<td>1,008</td>
<td>115</td>
<td>2,702</td>
<td>84</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>0</td>
<td>6,258</td>
<td>4,364</td>
</tr>
</tbody>
</table>

Source: CBM004 Report
### Figure 2
Program Breakdown

<table>
<thead>
<tr>
<th>Level</th>
<th>Number of Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Programs</td>
<td>74</td>
</tr>
<tr>
<td>Master’s if Highest Degree Offered</td>
<td>50</td>
</tr>
<tr>
<td>Master’s if Not Highest Degree Offered</td>
<td>54</td>
</tr>
<tr>
<td>6th Year Specialist Fields</td>
<td>0</td>
</tr>
<tr>
<td>Professional/Doctoral Fields</td>
<td>56</td>
</tr>
</tbody>
</table>

Source: Program Inventory File maintained by the Coordinating Board

### Figure 3
Research Expenditures

<table>
<thead>
<tr>
<th>Year</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>$16,206,376</td>
</tr>
<tr>
<td>2001</td>
<td>$13,454,632</td>
</tr>
<tr>
<td>2000</td>
<td>$12,891,033</td>
</tr>
</tbody>
</table>

Source: Mountainside University Fiscal Officer

Number of Full-Time Equivalent (FTE) Faculty = 1,145.16 (Source: CBM008 Report)

Law Library Volumes = 175,900 (Source: Mountainside University Fiscal Officer)

Current E&G Expenditures = $243,030,459 (Source: Mountainside University Fiscal Officer)

#### Example - Predicted Teaching Space

Mountainside University’s student credit hours are the basis for calculating predicted teaching space. First, the full-time student equivalent (FTSE) is calculated by dividing the number of credit hours for each program area and level by the appropriate Coordinating Board credit hour standard for that level:
The NASF can be calculated by multiplying the FTSE for each program area and level by the corresponding NASF per FTSE specified by the Coordinating Board. Because Mountainside University has more than 15,000 undergraduate FTSE, the economy of scale coefficients must be applied to each 1,000 FTSE increment above 15,000.

There are 18,334.20 undergraduate FTSEs at Mountainside University. The 15,000 FTSE limit is reached after the FTSEs in Program Areas 1, 2, 3 and 6,979.60 FTSEs from Program Area 4 have been accounted for, so the economy of scale coefficients are applied to the additional 3,334.20 FTSEs in Program Area 4:
<table>
<thead>
<tr>
<th>FTSE Increment</th>
<th>Coefficient</th>
<th>Result</th>
<th>NASF per FTSE</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000</td>
<td>0.98</td>
<td>980</td>
<td>45</td>
<td>44,100</td>
</tr>
<tr>
<td>1,000</td>
<td>0.96</td>
<td>960</td>
<td>45</td>
<td>43,200</td>
</tr>
<tr>
<td>1,000</td>
<td>0.94</td>
<td>940</td>
<td>45</td>
<td>42,300</td>
</tr>
<tr>
<td>334.20</td>
<td>0.92</td>
<td>307.46</td>
<td>45</td>
<td>13,836</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>143,436</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total predicted teaching space for the undergraduate level is:

\[
\begin{align*}
\text{Calculated FTSE NASF} & \quad 864,675 \\
\text{NASF Adjustment} & \quad + \quad 143,436 \\
\text{Predicted Undergraduate} & \quad = \quad 1,008,111 \text{ NASF}
\end{align*}
\]

Predicted teaching space for the Master’s, Doctoral, and Professional levels do not use economies of scale coefficients, so the calculation is more straightforward:

**Figure 7**
Master’s Level FTSE

| Program Area 1 | 192.92 | 63 | 12,154 |
| Program Area 2 | 50.08  | 52.5 | 2,629  |
| Program Area 3 | 9.58   | 42   | 402    |
| Program Area 4 | 429.00 | 31.5 | 13,514 |
| **Total**      | 681.58 |      | 28,699 |

**Figure 8**
Doctoral Level FTSE

| Program Area 1 | 112.00 | 36   | 4,032  |
| Program Area 2 | 12.78   | 30   | 383    |
| Program Area 3 | 300.22 | 24   | 7,205  |
| Program Area 4 | 9.33    | 18   | 168    |
| **Total**      | 434.33 |      | 11,788 |
The sum of the predicted teaching space for the undergraduate, master’s, doctoral, and professional level FTSE results in the total predicted teaching space for Mountainside University:

\[
\text{Predicted Undergraduate Space} = 1,008,111 \text{ NASF} \\
\text{Predicted Master’s Space} + 28,699 \text{ NASF} \\
\text{Predicted Doctoral Space} + 11,788 \text{ NASF} \\
\text{Predicted Professional Space} + 33,359 \text{ NASF} \\
\text{Total Predicted Teaching Space} = 1,081,957 \text{ NASF}
\]

Example - Predicted Library Space

Mountainside University’s FTE faculty, FTSE, and program levels are the basis for calculating predicted library space. First, the predicted number of volumes is calculated for each factor and summed:

<table>
<thead>
<tr>
<th>Factor</th>
<th>Amount Reported</th>
<th>Volumes per Factor</th>
<th>Volumes Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Allowance</td>
<td>85,000</td>
<td>85,000</td>
<td></td>
</tr>
<tr>
<td>Per Faculty FTE</td>
<td>1,145.16</td>
<td>100</td>
<td>114,516</td>
</tr>
<tr>
<td>Per Student FTE</td>
<td>20,335.28</td>
<td>15</td>
<td>305,029</td>
</tr>
<tr>
<td>Per UG Major Field</td>
<td>74</td>
<td>350</td>
<td>25,900</td>
</tr>
<tr>
<td>Master’s if Highest Degree Offered</td>
<td>50</td>
<td>6,000</td>
<td>300,000</td>
</tr>
<tr>
<td>Master’s if Not Highest Degree Offered</td>
<td>54</td>
<td>3,000</td>
<td>162,000</td>
</tr>
<tr>
<td>6th Year Specialist Field</td>
<td>0</td>
<td>6,000</td>
<td>0</td>
</tr>
<tr>
<td>Professional/Doctoral Field</td>
<td>56</td>
<td>25,000</td>
<td>1,400,000</td>
</tr>
<tr>
<td><strong>Total Calculated Volumes</strong></td>
<td></td>
<td></td>
<td><strong>2,392,445</strong></td>
</tr>
</tbody>
</table>

The calculated volumes are used to determine the total space required to store library holdings. The first 150,000 volumes receive 0.10 NASF per volume. Lower NASF-per-volume coefficients are applied to subsequent volumes. Law library holdings are permitted 0.25 NASF per volume:
Space needs for faculty and students is then calculated:

<table>
<thead>
<tr>
<th>Type of User</th>
<th>NASF per User</th>
<th>Number of Users</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE Faculty</td>
<td>3.00</td>
<td>1,145.16</td>
<td>3,435</td>
</tr>
<tr>
<td>FTE Student</td>
<td>6.25</td>
<td>20,335.28</td>
<td>127,096</td>
</tr>
<tr>
<td>Total NASF for Users</td>
<td></td>
<td></td>
<td>130,531</td>
</tr>
</tbody>
</table>

The sum of the NASF for Volumes and NASF for Users is multiplied by 12.5 percent to determine staff space needs.

NASF for Volumes: 221,946  
NASF for Users: 130,531  
\[ \text{NASF for Staff} = \left( \frac{221,946 + 130,531}{0.125} \right) = 352,477 \]

The result is then multiplied by 17 percent to determine additional space for unforeseen needs.

Total NASF: 396,537  
\[ \text{Additional Library Space} = 67,411 \text{ NASF} \]

Predicted library space is obtained by multiplying the outcome by 0.95.

Total Library Space: 463,948  
\[ \text{Total Predicted Library Space} = 440,751 \text{ NASF} \]
Example - Predicted Research Space

Predicted research space is calculated two ways. The method that yields the greatest amount of space is used.

Method 1

The first method is based on the average of the last three years of reported research expenditures. An inflated $1 million is determined from the consumer price index:

September 1991 Factor from Consumer Price Index = 137.2

September 2002 Factor from Consumer Price Index = 181.0

Inflation Rate = \(\frac{181.0 - 137.2}{137.2}\) = 31.92%

Divisor $1,000,000 \times (1,000,000 \times 0.3192) = $1,319,242

The average research expenditures figure is divided by the inflated $1 million amount. For every inflated $1 million in average research expenditures, 9,000 NASF is allowed.

Average Research Expenditures 2002 $16,206,376
Average Research Expenditures 2001 + $13,454,632
Average Research Expenditures 2000 + $12,891,033
Average Research Expenditures 3 years = $42,552,041
\(\div \frac{3}{3}\) = $14,184,014

Number of Inflated $1 million =

Average Research Expenditures, 3 years $14,184,014
Inflated $1 million \(\div \frac{1,319,242}{3}\) = $10.75

Total NASF for Method 1

9,000 NASF
\(\times \frac{10.75}{10.75}\) = 96,750 NASF

Method 2

The second method is based on the number of calculated FTSE. For each FTSE, 3 NASF are allotted:

Total NASF for Method 2

20,335.28
\(\times \frac{3}{3}\) NASF
= 61,006 NASF

In the case of Mountainside University, Method 1 results in a higher predicted research space:

Total Predicted Research Space = 96,750 NASF
Example - Predicted Office Space

Predicted office space is calculated two ways. The method that yields the greatest amount of space is used.

Method 1

The first method is dependent upon the FTE faculty reported by the institution. The staff FTE is estimated to be 1.8 times the FTE faculty for universities. FTE faculty is allowed 190 NASF each, and staff FTE is allowed 170 NASF.

Reported FTE Faculty      1,145.16
Factor      x        1.8
Calculated Staff FTE       2,061.29

<table>
<thead>
<tr>
<th>FTE Type</th>
<th>NASF per FTE</th>
<th>Number of FTEs</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE Faculty</td>
<td>190</td>
<td>1145.16</td>
<td>217,580</td>
</tr>
<tr>
<td>FTE Staff</td>
<td>170</td>
<td>2,061.29</td>
<td>350,419</td>
</tr>
<tr>
<td><strong>Total NASF for Method 1</strong></td>
<td></td>
<td></td>
<td><strong>567,999</strong></td>
</tr>
</tbody>
</table>

Method 2

The second method is based on the current E&G expenditures reported by the institution. For each $1 million (adjusted for inflation) reported, 3,500 NASF is allotted.

Reported Current Expenditures = $243,030,459
Divided by Inflated $1 million ÷ $ 1,319,242
Number of Inflated $1 million = 184.22

Total NASF for Method 2 =
NASF 184.22
NASF Allotment x 3,500
Total NASF Method 2 = 644,770

In the case of Mountainside University, Method 2 results in a higher predicted office space:

Total Predicted Office Space = 644,770 NASF

Example - Predicted Support Space

Predicted support space is calculated at 9 percent of the sum of predicted space from the teaching, library, research, and office factors.
Predicted Space | Total NASF
---|---
Teaching | 1,081,957
Library | 440,751
Research | 96,750
Office | 644,770
**Total Other Predicted Space** | **2,264,228**

Total Other Predicted Space = 2,264,228
Factor x 0.09
**Total Predicted Support Space = 203,781 NASF**

Calculating Space Surplus/Deficit

Mountainside University’s total predicted E&G NASF for fall 2002 is:

<table>
<thead>
<tr>
<th>Predicted Space</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>1,081,957</td>
</tr>
<tr>
<td>Library</td>
<td>440,751</td>
</tr>
<tr>
<td>Research</td>
<td>96,750</td>
</tr>
<tr>
<td>Office</td>
<td>644,770</td>
</tr>
<tr>
<td>Support</td>
<td>203,781</td>
</tr>
<tr>
<td><strong>Total Predicted Space</strong></td>
<td><strong>2,468,009</strong></td>
</tr>
</tbody>
</table>

The actual amount of E&G NASF currently reported by Mountainside University in its Facilities Inventory File maintained by the Coordinating Board is used in identifying the actual space. Below is a sample of the data report details.
Actual space is calculated for teaching, library, research, office, and support space, according to the room types associated with each factor. Mountainside University’s Facilities Inventory File is used to calculate actual space for the five factors (using the room types shown in Figure 2 of Appendix A).

### Figure 16 (cont’d)
#### Total Campus Space By Room Type

<table>
<thead>
<tr>
<th>TYPE OF ROOM</th>
<th>NASF</th>
<th>E&amp;G NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classrooms:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>110 Classroom</td>
<td>215,523</td>
<td>215,523</td>
</tr>
<tr>
<td>112 Classroom Service</td>
<td>20,364</td>
<td>20,364</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td>235,887</td>
<td>235,887</td>
</tr>
<tr>
<td><strong>Class Laboratories:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>210 Class Laboratory</td>
<td>115,984</td>
<td>115,984</td>
</tr>
</tbody>
</table>

The total actual space calculated needs to be adjusted to include E&G NASF that has been approved by the Coordinating Board, but is still under construction and, therefore, not included in the university’s Facilities Inventory File. Assume that Mountainside University has 157,864 E&G NASF approved but not online:

- Actual Space in Facilities Inventory = 2,487,416 NASF
- E&G Space Approved but Not On-Line + 157,864 NASF
- **Total Actual E&G NASF** = 2,645,280 NASF

To determine the surplus/deficit for Mountainside University, subtract the total predicted E&G NASF by the space model from the total actual E&G NASF:

- Actual Space = 2,645,280 NASF
- Predicted Space = 2,468,009 NASF
- **Space Model Surplus/(Deficit)** = 177,271 NASF Surplus

The result is considered a surplus because Mountainside University has more actual E&G NASF than the space model predicts it needs.
HEALTH-RELATED INSTITUTIONS - FIVE-FACTOR MODEL

The five-factor health space projection model predicts the educational and general (E&G) space required for a public health institution to fulfill its missions of teaching, research, and public service. Auxiliary space, such as housing, bookstores, or other auxiliary enterprises, is not included.

The base unit of the model’s factors is room type. Only E&G space receives appropriations for maintenance and operations, and it is the only space predicted by this model. Room types are grouped into the five space categories in the model and are associated with the specific data that drive each particular type of space.

Each factor is based on drivers or elements which are used to compute the predicted space in each category. These data are developed from various institutionally provided information and their certified state reports.

<table>
<thead>
<tr>
<th>FACTORS</th>
<th>DRIVERS/PREDICTORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching space</td>
<td>Reported headcount for each level and educational category</td>
</tr>
<tr>
<td>Research space</td>
<td>Research expenditures and full time equivalent faculty</td>
</tr>
<tr>
<td>Office space</td>
<td>Faculty, non-faculty, and current fund E&amp;G expenditures</td>
</tr>
<tr>
<td>Clinical space</td>
<td>Actual clinical space</td>
</tr>
<tr>
<td>Support space</td>
<td>A percentage of the total prediction for all the other factors and library space</td>
</tr>
</tbody>
</table>

1 Room types are taken from the National Center for Higher Education Management Systems’ (NCHEMS) Higher Education Facilities Inventory and Classification Manual and described in the Coordinating Board’s Texas Higher Education Facilities Inventory Procedures Manual.
FACTOR 1 - TEACHING SPACE

Teaching space includes those rooms used for instruction and are represented in the institution’s facilities inventory by room type. The following room types are considered in this factor:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>classrooms</td>
</tr>
<tr>
<td>210-235</td>
<td>class labs, special class labs, and self-study labs</td>
</tr>
<tr>
<td>500</td>
<td>physical education, demonstration, audiovisual, and animal quarters</td>
</tr>
<tr>
<td>600</td>
<td>assembly, exhibition, lounge, meeting rooms, and locker rooms</td>
</tr>
</tbody>
</table>

The predicted teaching space depends on two factors:

- reported headcount by educational category
- reported headcount by level of course

There are seven educational categories and four levels of course. Predicted teaching space is determined by multiplying reported headcounts by its appropriate NASF per Headcount factor. Figure 1 presents the NASF per Headcount factors for each level of course by educational category.

<table>
<thead>
<tr>
<th>Educational Category</th>
<th>Undergraduate</th>
<th>Grad/Residents</th>
<th>Post Doctoral</th>
<th>Fellow/Trainee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>120</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Dental</td>
<td>120</td>
<td>120</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Public Health</td>
<td>75</td>
<td>75</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Biomedical Science</td>
<td>65</td>
<td>55</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Nursing</td>
<td>75</td>
<td>75</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Allied Health</td>
<td>75</td>
<td>75</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>65</td>
<td>55</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

FACTOR 2 - RESEARCH SPACE

Research space includes all non-class (research) laboratories and associated service rooms (room type 250 and 255) and all animal quarters and associated service areas (room type 570 and 575 rooms). Predicted research space is determined using one of two methods, depending on which method yields the greatest NASF prediction.

Method 1
Multiply 9,000 NASF for every inflated $1 million in average research expenditures reported by the institution. The inflated rate is determined by the Consumer Price Index from September 1991 (the year the space model was developed) to the September that corresponds to the Fall enrollment data being used for the model. For example:

<table>
<thead>
<tr>
<th>September 1991 factor</th>
<th>137.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2002 factor</td>
<td>181.0</td>
</tr>
<tr>
<td>Inflation rate</td>
<td>(181.0 – 137.2) ÷ 137.2 = 31.92%</td>
</tr>
<tr>
<td>Divisor</td>
<td>$1,000,000 X ($1,000,000 X 0.3192)</td>
</tr>
<tr>
<td></td>
<td>= $1,319,242</td>
</tr>
</tbody>
</table>

An average of the last three years’ research expenditures is used for this calculation.

**Method 2**

For each full time equivalent (FTE) faculty the institution reports, allot 250 NASF.

**FACTOR 3 - OFFICE SPACE**

Office space includes all offices, conference rooms and associated service areas (room type 300s). Predicted office space is determined using one of two methods, depending on which method yields the greatest result. If the method 1 result is greater than the method 2 result, then the method 1 result is the predicted value. If the method 2 result is greater than the method 1 result, then the results from method 1 and method 2 are averaged to obtain predicted office space.

**Method 1**

The first method depends on the institution’s current E&G expenditures. Current expenditures are reported in the institution’s annual financial statement. Space for auxiliary uses such as sales and correctional off-site managed care are subtracted from reported expenditures to obtain current E&G expenditures. For each $1 million of E&G expenditures (adjusted for inflation), 1,600 NASF is allowed.

**Method 2**

The second method depends on the FTE faculty reported by the institution. The source for FTE faculty is the Coordinating Board’s CBM-008 Faculty Report. The non-faculty FTE is estimated by multiplying the reported FTE faculty for each institution by the ratio of FTE non-faculty to FTE faculty shown in each institution’s Legislative Appropriations Request. FTE faculty is allowed 190 NASF each, and non-faculty FTE is allowed 170 NASF each.

**Figure 2** presents the ratios of FTE non-faculty to FTE faculty for each institution as of Fall 2002. **Figure 3** presents how the space needs for FTE faculty and non-faculty FTE are determined.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas Tech University Health Science Center</td>
<td>3.16</td>
</tr>
<tr>
<td>The University of Texas Health Science Center at Tyler</td>
<td>2.50</td>
</tr>
</tbody>
</table>
The University of Texas Health Science Center at Houston 3.02
The University of Texas Health Science Center at San Antonio 2.06
The University of Texas M.D. Anderson Cancer Center 2.50
The University of Texas Medical Branch at Galveston 2.50
University of North Texas Health Sciences Center at Fort Worth 2.60
Texas A&M University Health Science Center 3.51

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>Faculty Space Need</th>
<th>Non-Faculty Space Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>120 NASF</td>
<td>120 NASF</td>
</tr>
<tr>
<td>Conference Room</td>
<td>30 NASF</td>
<td>20 NASF</td>
</tr>
<tr>
<td>Service Area</td>
<td>20 NASF</td>
<td>10 NASF</td>
</tr>
<tr>
<td>Departmental Administration</td>
<td>20 NASF</td>
<td>20 NASF</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>190 NASF</strong></td>
<td><strong>170 NASF</strong></td>
</tr>
</tbody>
</table>

**FACTOR 4 - CLINICAL SPACE**

Clinical space includes all health care rooms located in student health care centers, medical centers, teaching hospitals, and veterinary facilities (room type 800s). A formula has not been developed to predict clinical space because health-related institutions in Texas offer different clinical arrangements. The actual clinical space reported in the institution’s facilities inventory maintained by the Coordinating Board is considered the predicted clinical space in this model.

**FACTOR 5 - SUPPORT SPACE**

Support space includes all data processing/computer rooms, shops, storage, vehicle storage, and associated service areas (room type 700s) and all study/library space and associated service areas (room type 400s). Predicted support space is calculated at nine percent of the sum of predicted space from the teaching, research, office, and clinical factors plus a library factor. Single-program institutions such as The University of Texas Health Center at Tyler are assigned 25,000 NASF for libraries. Multi-program institutions such as Texas Tech Health Science Center are assigned 50,000 NASF.

**Multi-Campus Adjustment**
A multi-campus adjustment is applied to those institutions that have operations in locations other than the main campus. Institutions that are eligible for the adjustment must have instructional programs that are carried out on branch campuses recognized by the Legislature. Figure 4 indicates the institutions and campuses that may receive the adjustment for fall 2002.

**Figure 4**
Branch Campuses Eligible for the Multi-Campus Adjustment

<table>
<thead>
<tr>
<th>Texas Tech University HSC</th>
<th>Texas A&amp;M University HSC</th>
<th>UT HSC at San Antonio</th>
<th>UT HSC at Houston</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amarillo</td>
<td>McAllen</td>
<td>Edinburg</td>
<td>Brownsville</td>
</tr>
<tr>
<td>El Paso</td>
<td>Temple</td>
<td>Harlingen</td>
<td></td>
</tr>
<tr>
<td>Midland</td>
<td></td>
<td>Laredo</td>
<td></td>
</tr>
<tr>
<td>Odessa</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For each qualifying remote campus, institutions receive a multi-campus adjustment equal to 100 percent of the first 10,000 E&G NASF on that remote campus and 25 percent of all E&G NASF in excess of the first 10,000 NASF.

**EXAMPLE OF HEALTH RELATED INSTITUTIONS SPACE MODEL CALCULATIONS**

Mountainside University Health Science Center provides the following Fall 2002 data to the Coordinating Board:
<table>
<thead>
<tr>
<th>Educational Category</th>
<th>Undergraduate</th>
<th>Grad/Residents</th>
<th>Post Doctoral</th>
<th>Fellow/Trainee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>251</td>
<td>266</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>Dental</td>
<td>165</td>
<td>15</td>
<td>64</td>
<td>11</td>
</tr>
<tr>
<td>Public Health</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Biomedical Science</td>
<td>0</td>
<td>54</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nursing</td>
<td>157</td>
<td>56</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Allied Health</td>
<td>75</td>
<td>243</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>0</td>
<td>198</td>
<td>28</td>
<td>0</td>
</tr>
</tbody>
</table>

(Source: University Fiscal Officer)

<table>
<thead>
<tr>
<th>Year</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>$89,578,354</td>
</tr>
<tr>
<td>2001</td>
<td>$80,214,654</td>
</tr>
<tr>
<td>2000</td>
<td>$69,256,546</td>
</tr>
</tbody>
</table>

(Source: University Fiscal Officer)

Number of Full-Time Equivalent (FTE) Faculty = 857.48  (Source: CBM008 Report)
Current E&G Expenditures = $627,864,112  (Source: University Fiscal Officer)
Auxiliary Expenditures = $624,358  (Source: University Fiscal Officer)
Example Predicted Teaching Space

Mountainside University Health Science Center’s reported headcount is the basis for calculating predicted teaching space. Predicated teaching space is determined by multiplying reported headcounts by its appropriate NASF per Headcount factor:

<table>
<thead>
<tr>
<th></th>
<th>Reported Headcount</th>
<th>NASF per Headcount</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate Level</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td>251</td>
<td>120</td>
<td>30,120</td>
</tr>
<tr>
<td>Dental</td>
<td>165</td>
<td>120</td>
<td>19,800</td>
</tr>
<tr>
<td>Public Health</td>
<td>0</td>
<td>75</td>
<td>0</td>
</tr>
<tr>
<td>Biomedical Science</td>
<td>0</td>
<td>65</td>
<td>0</td>
</tr>
<tr>
<td>Nursing</td>
<td>157</td>
<td>75</td>
<td>11,775</td>
</tr>
<tr>
<td>Allied Health</td>
<td>75</td>
<td>75</td>
<td>5,625</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>0</td>
<td>65</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>648</td>
<td></td>
<td>67,320</td>
</tr>
</tbody>
</table>

| **Grad/Residents Level**    |                    |                    |            |
| Medical                    | 266                | 30                 | 7,980      |
| Dental                     | 15                 | 120                | 1,800      |
| Public Health              | 0                  | 75                 | 0          |
| Biomedical Science         | 54                 | 55                 | 2,970      |
| Nursing                    | 56                 | 75                 | 4,200      |
| Allied Health              | 243                | 75                 | 18,225     |
| Pharmacy                   | 198                | 55                 | 10,890     |
| **Total**                  | 832                |                    | 46,065     |

<p>| <strong>Post Doctoral Level</strong>    |                    |                    |            |</p>
<table>
<thead>
<tr>
<th>Reported Headcount</th>
<th>NASF per Headcount</th>
<th>Total NASF</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Headcount</td>
<td>NASF per Headcount</td>
<td>Total NASF</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------</td>
<td>--------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Medical</td>
<td>80</td>
<td>30</td>
<td>2,400</td>
</tr>
<tr>
<td>Dental</td>
<td>11</td>
<td>30</td>
<td>330</td>
</tr>
<tr>
<td>Public Health</td>
<td>0</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Biomedical Science</td>
<td>0</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Nursing</td>
<td>0</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Allied Health</td>
<td>0</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>0</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>91</strong></td>
<td></td>
<td><strong>2,730</strong></td>
</tr>
</tbody>
</table>

The sum of the calculated NASF for the undergraduate, grad/residents, post doctoral, and fellow/trainee levels for Mountainside University Health Science Center:

Predicted Undergraduate Space  =  67,320 NASF
Predicted Grad/Residents Space +  46,065 NASF
Predicted Post Doctoral Space  +  2,760 NASF
Predicted Fellow/Trainee Space  +  2,730 NASF
**Total Predicted Teaching Space**  =  **118,875 NASF**
Example Predicted Research Space

Predicted research space is calculated two ways. The method that yields the greatest amount of space is used.

Method 1

The first method is based on the average of the last three years of reported research expenditures. An inflated $1 million is determined from the consumer price index:

- September 1991 Factor from Consumer Price Index = 137.2
- September 2002 Factor from Consumer Price Index = 181.0
- Inflation Rate = \((181.0 - 137.2) \div 137.2 = 31.92\%\)
- Divisor $1,000,000 \times (1,000,000 \times 0.3192) = $1,319,242

The average research expenditures figure is divided by the inflated $1 million amount. For every inflated $1 million in average research expenditures, 9,000 NASF allowed.

Average Research Expenditures 2002 $89,578,354
Average Research Expenditures 2001 + $80,214,654
Average Research Expenditures 2000 + $69,256,546
Average Research Expenditures 3 years = $239,049,554
+ ______ 3
= $79,683,185

Number of Inflated $1 million =

Average Research Expenditures 3 years $79,683,185
Inflated $1 million + $1,319,242
= 60.40

Total NASF for Method 1

\[
\begin{align*}
9,000 \text{ NASF} \\
x \ 60.40 \\
= 543,607 \text{ NASF}
\end{align*}
\]

Method 2

The second method is based on the number reported full time equivalent (FTE) faculty. For each FTE faculty, 250 NASF are allotted:

Total NASF for Method 2

\[
\begin{align*}
857.48 \\
x \ 250 \text{ NASF} \\
= 214,370 \text{ NASF}
\end{align*}
\]

In the case of Mountainside University Health Science Center, method 1 results in a higher predicted research space:

Total Predicted Research Space = 543,607 NASF

Example Predicted Office Space
Predicted office space is calculated two ways. The method that yields the greatest amount of space is used.

**Method 1**

The first method is based on the current E&G expenditures reported by the institution, minus any included auxiliary expenditures. For each $1 million (adjusted for inflation) reported, 1,600 NASF is allotted.

\[
\begin{align*}
\text{Reported Current Expenditures} & = \$627,864,112 \\
\text{Minus Auxiliary Expenditures} & = \$624,358 \\
\text{Total Current Expenditures} & = \$627,239,754 \\
\text{Inflated} \$1 \text{ million} & = \$1,319,242 \\
\text{Number of Inflated} \$1 \text{ million} & = 475.45 \\
\end{align*}
\]

\[
\text{Total NASF for Method 1} = \text{Number of Inflated} \$1 \text{ million} \times 1,600 = 760,727
\]

**Method 2**

The second method is dependent upon the FTE faculty reported by the institution. The staff FTE is estimated by multiplying the reported FTE faculty by the ratio of FTE staff to FTE faculty shown in Mountainside University Health Science Center’s Legislative Appropriations Request (LAR). FTE faculty is allowed 190 NASF each, and staff FTE is allowed 170 NASF.

\[
\begin{align*}
\text{Reported FTE Faculty} & = 857.48 \\
\text{Factor (from LAR)} & = 2.50 \\
\text{Calculated Staff FTE} & = 2,143.70 \\
\end{align*}
\]

<table>
<thead>
<tr>
<th>Figure 7</th>
<th>Calculated Office Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE Type</td>
<td>NASF per FTE</td>
</tr>
<tr>
<td>FTE Faculty</td>
<td>190</td>
</tr>
<tr>
<td>FTE Staff</td>
<td>170</td>
</tr>
<tr>
<td><strong>Total NASF for Method 2</strong></td>
<td></td>
</tr>
</tbody>
</table>

If the method 1 result is greater than the method 2 results, then the method 1 result is the predicted value. If the method 2 result is greater than the method 1 result, then the results from method 1 and method 2 are averaged to obtain predicted office space. In the case of Mountainside University Health Science Center, method 1 yields the greatest result.

**Total Predicted Office Space = 760,727 NASF**
Example Predicted Clinical Space

Because a formula has not been developed to predict clinical, the actual clinical space reported in the Mountainside University Health Science Center’s facilities inventory, maintained by the Coordinating Board, is considered the predicted clinical space in this model.

Total Predicted Clinical Space = Total Actual Clinical Space = 82,597 NASF

Example Predicted Support Space

Predicted support space is calculated at nine percent of the sum of predicted space from the teaching, research, office, and clinical factors, plus a library factor. The library factor used is 50,000 NASF because Mountainside University Health Science Center is a multi-program institution.

<table>
<thead>
<tr>
<th>Figure 8</th>
<th>Support Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predicted Space</td>
<td>Total NASF</td>
</tr>
<tr>
<td>Teaching</td>
<td>118,875</td>
</tr>
<tr>
<td>Research</td>
<td>543,607</td>
</tr>
<tr>
<td>Office</td>
<td>760,727</td>
</tr>
<tr>
<td>Clinical</td>
<td>82,597</td>
</tr>
<tr>
<td>Total Other Predicted Space</td>
<td>1,505,806</td>
</tr>
</tbody>
</table>

Total Other Predicted Space 1,505,806 NASF
Factor x 0.09
Subtotal 135,523 NASF
Library Factor = 50,000 NASF
Total Predicted Support Space = 185,523 NASF

Multi-Campus Adjustment

Mountainside University Health Science Center has a recognized branch location in Tuscaloo, Texas. This location reports 50,000 E&G NASF. The multi-campus adjustment for the university is equal to 100 percent of the first 10,000 E&G NASF on that remote campus and 25 percent of all E&G NASF in excess of the first 10,000 NASF.

Reported E&G NASF 50,000 NASF
100 percent of first 10,000 NASF - 10,000 NASF
Excess E&G NASF = 40,000 NASF
25 percent of Excess x 0.25 10,000 NASF

Total Multi-Campus Adjustment = 10,000 NASF + 10,000 NASF = 20,000 NASF

Calculating Space Surplus/Deficit

Mountainside University’s total predicted E&G NASF for Fall 2002 is:
<table>
<thead>
<tr>
<th></th>
<th>NASF</th>
<th>E&amp;G NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>110 Classroom</td>
<td>21,523</td>
<td>21,523</td>
</tr>
<tr>
<td>112 Classroom Service</td>
<td>3,364</td>
<td>3,364</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>24,887</td>
<td>235,887</td>
</tr>
<tr>
<td>Class Laboratories:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>210 Class Laboratory</td>
<td>25,984</td>
<td>25,984</td>
</tr>
<tr>
<td>215 Class Laboratory Service</td>
<td>4,278</td>
<td>4,278</td>
</tr>
<tr>
<td>220 Special Class Laboratory</td>
<td>1,821</td>
<td>1,821</td>
</tr>
<tr>
<td>225 Special Class Laboratory Service</td>
<td>115</td>
<td>115</td>
</tr>
<tr>
<td>230 Individual Study Laboratory</td>
<td>2,847</td>
<td>2,847</td>
</tr>
<tr>
<td>235 Individual Study Laboratory Service</td>
<td>684</td>
<td>684</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>35,729</td>
<td>35,729</td>
</tr>
</tbody>
</table>

Actual space is calculated for teaching, research, office, clinical, and support space, according to the room types associated with each factor. Mountainside University Health Science Center's Facilities Inventory File is used to calculate actual space for the five factors.
The total actual space calculated must be adjusted to include E&G NASF that has been approved by the Coordinating Board, but is still under construction and, therefore, not included in the university’s Facilities Inventory File. Assume that Mountainside University Health Science Center has 157,864 E&G NASF approved but not online:

<table>
<thead>
<tr>
<th>Actual Space in Facilities Inventory</th>
<th>1,560,115 NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>E&amp;G Space Approved but Not On-Line</td>
<td>+ 57,864 NASF</td>
</tr>
<tr>
<td><strong>Total Actual E&amp;G NASF</strong></td>
<td><strong>= 1,617,979 NASF</strong></td>
</tr>
</tbody>
</table>

To determine the surplus/deficit for Mountainside University Health Science Center, subtract the total predicted E&G NASF by the space model from the total actual E&G NASF:

<table>
<thead>
<tr>
<th>Actual Space</th>
<th>1,617,979 NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predicted Space</td>
<td>- 1,711,329 NASF</td>
</tr>
<tr>
<td><strong>Space Model Surplus/(Deficit)</strong></td>
<td><strong>= (93,532) NASF Deficit</strong></td>
</tr>
</tbody>
</table>

The result is considered a deficit because Mountainside University Health Science Center has less actual E&G NASF than the space model predicts it needs.
CHAPTER 3 - FINANCING CAMPUS FACILITIES

Campus facilities and their maintenance are supported from a variety of sources. Following is a list of widely used sources for funding construction and renovation projects and land purchases.

FUNDING SOURCES FOR CONSTRUCTION PROJECTS

- **Auxiliary Enterprise Funds** - Proceeds from enterprises that are operated by the institution, such as parking, food service, or clinics.
- **Energy Performance Contracting** - A process by which institutions contract with firms to make energy-saving improvements to campus facilities. The cost of making these improvements is paid from energy savings.
- **Federal Grants** - Grants received from various agencies of the federal government.
- **Gifts/Donations** - Gifts received from private individuals, corporations, or other organizations.
- **Permanent University Fund (PUF)** - Proceeds from the Permanent University Fund become part of the Available University Fund (AUF), which supports various institutions in the University of Texas and Texas A&M University Systems.
- **Higher Education Assistance Fund** - A constitutionally mandated fund that provides construction funding to institutions not participating in the PUF.
- **Legislative Appropriations** - Funding for facilities construction projects that have been appropriated by the Legislature.
- **Other Local Funds** - Proceeds from various locally controlled sources within the institution, usually tuition and fees or auxiliary enterprises.
- **Tuition Revenue Bonds** - Bonds authorized by the Texas Legislature for a specific capital improvement project, and to be repaid by the institution by revenues from tuition. In practice, the Legislature has appropriated money to institutions to service these bonds.
- **Other Revenue Bonds** - Bond financing, authorized by an institution's board of regents that can be repaid by proceeds from sources of revenue other than tuition.
- **Private Development Funds** - Funds provided by a private individual or organization.
- **Unexpended Plant Funds** - Funds allocated for operation and maintenance of the physical plant that have not been used for that purpose.
- **Revenue Financing System Bond Proceeds** – Debt program secured by a university system-wide pledge of all legally available revenues for debt issued on behalf of its component institutions and the system.

HIGHER EDUCATION ASSISTANCE FUND

The Texas Constitution provides for a Higher Education Assistance Fund Trust Fund for 32 eligible institutions and annual contributions by the Texas Legislature. The institutions currently participating in the Higher Education Assistance Fund program include:

**Texas State University System**
- Lamar University
- Lamar State College - Orange
- Lamar State College - Port Arthur
- Lamar Institute of Technology
- Sul Ross State University
- Sul Ross State University – Rio Grande Campus
- Angelo State University
- Sam Houston State University
- Texas State University - San Marcos

**Texas A&M University System**
- Texas A&M University - Corpus Christi
In 2005, the 79th Legislature enacted HB 3001 to renew the Higher Education Assistance Fund (HEAF). The bill provides for an allocation of $175 million in the 2006-2007 biennium and $262.5 million thereafter. The allocation is set for a 10-year period, with a review by an appointed advisory committee every 5 years. The Texas State Technical Colleges system is allocated a maximum of 2.2 percent by the Texas Constitution.

Every two years prior to the legislative session, the Commissioner appoints an advisory committee to review the formula used to distribute the funds allocated by the legislature. The HEAF model is a formula that allocates dollars to the governing boards of the 32 eligible institutions and is recommended to the Commissioner and approved by the Coordinating Board.

**Elements of the Higher Education Assistance Fund Allocation Model**

Although the advisory committee makes recommendations related to the allocation formula, there are three essential elements of the current formula:

**Space Deficit** – based on the difference between each institution’s actual assignable E&G square feet of space and the space projected by the Space Projection Model. The allocation model provides no funds to institutions that do not have a space deficit. For those having a space deficit, the model provides funds in proportion relative to the other elements of the model and the degree of the deficit when compared to the other HEAF institutions. The annual deficit value is calculated using the following elements:
• E&G SF Net Assignable Square Feet (E&G SF) is multiplied by 1.5 to convert it to gross square feet (GSF). GSF is then multiplied by $200 to convert it to a monetary value. (The value per SF is determined by the advisory committee.)

• This value is divided by 10, representing the full allocation period, to obtain an annual value.

• The model generates about 75 percent of the deficit value for the deficit element.

  **Condition of Facilities Element** – based on the calculated replacement value for E&G space. This element provides funds for renovation and maintenance of facilities and is equal to 2 percent of the institution’s replacement value.

     - The E&G replacement value is used for the universities, Lamar State Colleges, and the Texas State Technical Colleges. The NASF replacement value is used for the health-related institutions.

     - The model generates about 75 percent of the value for the deficit element.

The deficit and condition elements account for 50 percent of the total allocation, and they are funded in the same proportion.

  **Institutional Complexity Element** – based on the annual all-funds appropriation for the most recent fiscal year. This element reflects the cost of carrying out the range and level of an institution’s programs.

     - The formula allocates 50 percent of the annual Higher Education Assistance Fund appropriation based on complexity.

     - After the total amount received from the all funds formulation is computed, each institution’s percentage of that total appropriation is multiplied by 50 percent of the available allocation after any set-asides are subtracted.
CHAPTER 4 – FACILITIES MASTER PLANNING

UNDERSTANDING THE MASTER PLAN CONCEPTS

Texas Education Code, Section 61.0582 requires that the Texas Higher Education Coordinating Board collect information on new construction, major repair and rehabilitation projects, and deferred maintenance needs at public universities, health-related institutions, the Lamar State Colleges, and the Texas State Technical Colleges. The Coordinating Board has implemented that requirement by collecting the following three Facilities Development (MP) reports each year.

THE MASTER PLANS

- Master Plan 1 – (Capital Expenditures) identifies all construction, renovation, information resources, and land acquisitions planned by institutions as capital expenditures for the following five years; this report is consolidated with the Bond Review Board Capital Expenditures Report for all institutions and state agencies.

- Master Plan 2 – (Deferred Maintenance Plan) identifies current accumulated deferred maintenance needs. Additionally, the MP2 also lists projects planned to address accumulated deferred maintenance needs in the next five years.

- Master Plan 4 – (Deferred Maintenance Expenditures) lists actual expenditures for accumulated deferred maintenance in the most recent fiscal year.

For a number of years, the institutions were required to submit a Master Plan 3 (MP3). The MP3 report listed projects planned to address accumulated deferred maintenance needs in the next five years. Redundant reporting has eliminated this report, and the institutions combine the required information in the submission of the MP2 report.

PURPOSE OF THE MASTER PLANS

The purpose of the submission of the Master Plans is to provide an accurate look at each institution’s future plans to construct, renovate, and acquire land. Further, the Master Plans provide a look at the institution’s current deferred maintenance needs, a schedule to address those needs, and actual expenditures on deferred maintenance projects that occurred during the previous year.

The information is evaluated and used to for evaluation and approval of campus construction and land acquisition projects. It is used to assess need for new construction and whether an institution’s new construction would qualify for maintenance and operation funding provided by general revenue.

USES OF THE MASTER PLANS

1. **Board Review:** The Texas Higher Education Coordinating Board uses the Master Plan reports as part of its review process in the consideration of facilities projects that would generate new space.

2. **Resource Allocation:** The Master Plan reports are also used for the allocation of the Higher Education Assistance Fund and in the evaluation of requests for Tuition Revenue Bonds.

THE MASTER PLAN REPORT SUBMISSION
• **Master Plan 1 – Capital Expenditures**

Certified reports are submitted by the universities on or before July of every year.

• **Master Plan 2 – Deferred Maintenance Plan**

Certified reports are submitted by the universities on or before October 15 of every year.

• **Master Plan 4 – Deferred Maintenance Expenditures**

Certified reports are submitted by the universities on or before October 15 of every year.

**RULES**

The Texas Education Code, Section 61.0582, gives the Texas Higher Education Coordinating Board responsibility for collecting facility planning information from institutions of higher education and using that information for evaluation and approval of campus construction and land acquisition projects.

Section 17.101 of the Coordinating Board’s rules and regulations provide the mechanisms for fulfilling the intent of the law and states:

“Institutions of higher education shall submit current data to the Board for the following reports:

(2) Facilities Development Reports. The Board shall consider projects that are included in the facilities development plans (MP1 and MP2). A project that is not included in the plan may be considered if the Board determines that the institution, even with careful planning, could not reasonably have foreseen the project need.

(A) Facilities Development Plan (MP1). On or before July 1 of every year, beginning in 2004, an institution shall submit an update to its Facilities Development Plan (MP1) on file with the Board, as required by Texas Education Code, Section 61.0582. In every even-numbered year, the Board shall provide Facilities Development Plan data to the Bond Review Board for inclusion in the Capital Expenditure Report. This report may include capital renewal and deferred maintenance projects. The report shall include:

(i) any proposed new construction greater than $250,000, repair and rehabilitation greater than $1,000,000, information resource project greater than $1,000,000, and property purchases for any amount that may be submitted within the next five years to the Board, regardless of funding source;

(ii) the funding source for any planned project identified in paragraph 2(A)(i) of this section; and

(iii) a description of the proposals the institution plans to finance with the Higher Education Assistance Fund or Permanent University Fund.”

The Texas Higher Education Coordinating Board implemented the campus master planning process by adopting rules that require institutions to submit the following reports each year. These reports are briefly described as follows:
MP 1: A list of all construction, renovation, and information resources projects and land acquisitions planned for the following five years. It does not include routine maintenance projects, but it does include all of the other types of projects that will be placed on the agenda for Coordinating Board consideration. In March 2002, the MP1 report was incorporated into the Bond Review Board's biennial Capital Expenditure Report.

MP 2: A list of all deferred maintenance needs and a schedule to address them, as of the date of the report. Accumulated deferred maintenance includes projects from prior years that were not included in the maintenance program because their priority status is perceived to be lower than those funded within the budget. This may include postponed renewal and replacement maintenance, unperformed or unscheduled repairs, and planned maintenance. Critical deferred maintenance includes deferred maintenance projects that place facilities, occupants, or mission at risk. Capital renewal projects are not included in this report.

MP 4: A list of actual expenditures on accumulated deferred maintenance projects that occurred during the previous fiscal year.

For a number of years, the institutions were required to submit a Master Plan 3 (MP3). The MP3 report listed projects planned to address accumulated deferred maintenance needs in the next five years. Redundant reporting has eliminated this report.
MASTER PLAN 1 – FACILITIES DEVELOPMENT PLAN (MP1)

The Master Plan 1 (MP1) report summarizes planned construction projects, as reported by institutions, for the next six years. The institutions have been encouraged to view this process as an instrument to assist them in their long-range facilities planning. They are expected to be as accurate as possible and to include any project that they might bring before the Coordinating Board for consideration.

However, many institutions find it difficult to plan beyond the current biennium. The list of projects may not be all-inclusive because future funding is uncertain. Conversely, the listing of projects may, to some extent, constitute each institution’s “wish list” of future construction projects. As a result, some projects may never materialize.

OVERVIEW

A list of all construction, renovation, and information resources projects and land acquisitions planned for the following five years is submitted by the institutions on or before July of every year. It does not include routine maintenance projects, but it does include all of the other types of projects that will be placed on the agenda for Coordinating Board consideration.

For a number of years, many higher education institutions have been required to submit their capital expenditure plans to both the Coordinating Board, in the form of the Master Plan MP1 each October, and to the Bond Review Board, in the form of the Capital Expenditure Plan. In response to the General Appropriations Act of the 77th Legislature, redundant reporting of institutional capital expenditure plans was eliminated. Since FY 2002, institutions of higher education have been asked to annually report their master plans in an electronic format that would satisfy requirements of both the Coordinating Board and the Bond Review Board.

The consolidation of the Coordinating Board’s MP1 with the Bond Review Board’s Capital Expenditure Report in March 2002 produced lower project thresholds. These lower thresholds required the institutions to expand their planning process and include projects that may not require Coordinating Board approval.

Prior to the consolidation of the Coordinating Board’s report and the Bond Review Board’s report, the MP1 data was collected in October of each year. The Bond Review Board’s reporting requirements required the Coordinating Board to move its MP1 submission date to June which, in turn, pushed the reporting years from five to six. Unlike in previous years, the 2004 MP1 report includes projects with planned funding through 2010 and beyond, although the MP1 rules for reporting capital expenditures planned for the next five fiscal years has remained unchanged.

ELEMENTS

For planning and reporting purposes, facilities-related projects are classified within the following project types:

**New Construction** – Construction of a new building on a site where no building had previously existed or on a site on which a building has been demolished. Additions to existing buildings are a separate category and not considered new construction.

**Repair and Renovation (R&R)** – A project in which a portion of the building is renovated. The classic R&R project involves gutting an existing building and replacing electrical, plumbing, heating, ventilation, and air-conditioning systems and other major components. In practice, most R&R projects are more limited.
Additions – Additions to existing buildings that will expand the available square footage of the structures.

Information Resources – Purchase or installation of information technology resources on a campus. This includes networks, software, and telecommunications.

Infrastructure – Construction of streets, sewers, electrical systems, steam tunnels, and other facilities necessary to operate the physical plant.

Land Acquisition – Purchase of land, with or without a building structure.

Lease Space – Expenditures to lease space from other entities. Institutions typically lease space to provide space for new programs while permanent space is being constructed, and for those short-term projects for which providing permanent space is not cost-effective.

Routine maintenance is considered an ordinary activity necessary to maintain building functionality and is not included in this report.

THRESHOLDS AND SCOPE

The consolidation of the Coordinating Board’s MP1 with the Bond Review Board’s Capital Expenditure Report produced lower project thresholds. These lower thresholds required the institutions to expand their planning process and include projects that may not require Coordinating Board approval. In the past, the threshold for inclusion of a project in the MP1 was $1 million for new construction and $2 million for renovations. The new thresholds are $250,000 for new construction and $1 million for renovations. In addition, information resource projects were not required to be reported in the past. These projects that cost more than $1 million are now included in the MP1.

SUBMISSION

Institutions submit the MP1 electronically through a new online system, the Integrated Campus Planning System (ICPS). The institution is required to submit the following information through the ICPS on or before July of every year:

Project information
- Name
- Building number
- Location
- Description
- Type of project
- Total cost of project
- Start and end date
- Subject area (CIP code)
- Cost of legislative and mandated requirements
- Useful life of project in years

Square footage
- Gross square footage (GSF)
- Net assignable square footage (NASF)
- Educational and general square footage (E&G)
- Acres in land acquisition
Project Details
- Legislative authority
- Potential consequences of postponing the project
- Revenue/cost savings
- Other financing methods considered

Financing
- Financing/lease period
- Type of financing
- Source of funds
- Expenditures
- Debt repayment source
- Portion from general revenue
- Debt obligation payments

USES OF THE MP1

The Coordinating Board requests a capital expenditure plan to gauge how well institutions are taking care of their facilities. The MP1 reports are compiled into a master database, summarized, reviewed by the Committee on Strategic Planning, presented to the Coordinating Board for approval and consolidated with the Bond Review Board’s Capital Expenditure Report.
If all required fields have data, the “Add” or “Update” MP Button located at the bottom of the page may be selected to save inputted work. If you receive an error message, please send the screenshot electronically to the programmer at the THECB.

I. LOGGING ON TO THE INTEGRATED CAMPUS PLANNING SYSTEM (ICPS)
Go to the log on page for the ICPS system https://www1.thecb.state.tx.us/apps/ICPS/Login.cfm and log on.

Enter your Username and Password and press the 'Login' button. Contact your System Administrator if you have any problems (see list below).

System
The University of Texas  Administrator
Texas A&M University  Gary Barnard
University of Houston  Tim Donathen
Texas Tech University  Vergel Gay
University of North Texas  Mike Ellicott
Texas State University  Pat Howell
Stephen F. Austin State University  Lamar Urbanovsky
Texas Southern University  Jim Anderson
Texas Woman's University  Harold Johnson
Midwestern State University  Juan Sandoval
Texas State Technical Colleges  Mike Buck
II. Click on MP1 (Capital Expenditure Plan) to SUBMIT MP1 RECORDS.
A drop down list should appear as shown below. This drop down list or menu will allow you to submit your MP1 Records in a variety of ways. An institution may:

A. Use last year’s Records to submit Records for this fiscal year;
B. Start a new MP1 Record; or
C. Upload MP1 Records.
A. USING LAST YEAR’S RECORDS TO SUBMIT RECORDS FOR CURRENT FISCAL YEAR.

For easier input, a copy of all MP1 Records from the previous year has been transferred for submittal of this year’s report. This means all data you entered last year has been carried over. To view the Records from the previous year that have been transferred over, select “View MP1 Records.”
You will be directed to a screen similar to the following screen that contains all the previous fiscal year records that has been carried over. These are now considered the MP1 Records for the current fiscal year.

![Screen of MP1 Records](image_url)
Each record from last year’s MP1 report has been carried over. Each Record will need to be:

1. Updated or
2. Deleted.

1. TO UPDATE AN MP1 RECORD:

   a. Select and click on the Record you wish to view and update. For example, to select the ‘Galveston National Laboratory’ MP1 Record, select and click on that title.
b. You will be directed to a screen similar to the one shown below. The current fiscal year record will contain the information carried over from the previous year. Please update or correct any information on this Record.

**DO NOT INCLUDE COMMAS OR PUNCTUATION WHEN ENTERING THE NUMBER FIELDS.**
c. You will notice the Financing and Debt Repayment Information does **NOT** contain the previous year information. You will need to add financing information to the record. You can do this by clicking on the ‘ADD FINANCING INFORMATION’ button.

(The following screen shot is not an accurate depiction of the record you will see, as it contains information on financing.)

**DO NOT INCLUDE COMMAS OR PUNCTUATION WHEN ENTERING THE NUMBER FIELDS.**
D. You will be directed to the following screen. Here you will enter in the TYPE OF FINANCING and SOURCE OF FUNDS from the drop down menu. You must specify if 'OTHER' is selected. Enter in the expenditures.

- If only one financing type is used, click on the ‘SAVE AND RETURN TO MP1’ button.
- If you have more than one financing type, click on the ‘SAVE AND ADD MORE’ button and repeat for each financing type.
- To cancel this function, select the ‘CANCEL’ button.
e. Once you have completed the financing portion, you will be directed to the main record input screen shown below. The screen will contain the information you input on the previous screen.

f. To input the Debt Repayment Information, click on the ‘ADD DEBT REPAYMENT INFORMATION’ button.
g. You will be directed to the following screen. Input the ‘SOURCE OF FUNDS’. You must specify if ‘OTHER’ is selected. Add the percent from General Revenue and Expenditures.

- If only one source of funding type is used, click on the ‘SAVE AND RETURN TO MP1’ button.
- If you have more than one source of funding type, click on the ‘SAVE AND ADD MORE’ button and repeat for each financing type.
- To cancel this function, select the ‘CANCEL’ button.
h. Once you have completed the financing portion, you will be directed to the main record input screen shown below. The screen will contain the information you input on the previous screen.

i. Select the ‘UPDATE’ button to save the record.
2. TO DELETE A RECORD FROM THE CURRENT FISCAL YEAR MP1

a. Select and click on the Record you wish to delete. For example, to delete the ‘Galveston National Laboratory’ MP1 Record, select and click on that title.
b. You will be directed to a similar screen shown below. Select and click the DELETE button. This will remove the MP1 Record from the current fiscal year MP1 records.
B. TO START A NEW MP1 RECORD TO SUBMIT FOR THE CURRENT FISCAL YEAR.

1. Select and click on the START A NEW MP1 link.
2. You will be directed to the following screen. Enter information into the Project Information section. All fields are mandatory:

- Name
- Building Number
- Location
- Description
- Type (Addition, New Construction, Major Repair and Renovations, Land Acquisition, Infrastructure, Information Resources, Leased Space)
- Total Cost
- Start Date
- End Date
- Subject Area CIP code
- Cost of L&M Requirements
- Useful Life
3. Enter in the Square Footage section, Project Details project and Financing/Lease Period.

DO NOT INCLUDE COMMAS OR PUNCTUATION WHEN ENTERING THE NUMBER FIELDS.
4. You will now enter the Financing and Debt Repayment Information. To enter the Financing Information, click on the 'ADD FINANCING INFORMATION' button.
5. You will be directed to the following screen. Here you will enter in the TYPE OF FINANCING and SOURCE OF FUNDS using the drop down menu. You must specify if ‘OTHER’ is selected. Enter in the expenditures.

- If only one financing type is used, click on the ‘SAVE AND RETURN TO MP1’ button.
- If you have more than one financing type, click on the ‘SAVE AND ADD MORE’ button and repeat for each financing type.
- To cancel this function, select the ‘CANCEL’ button.
6. Once you have completed the financing portion, you will be directed to the main record input screen shown below. The screen will contain the information you input on the previous screen.
7. To input the Debt Repayment Information, click on the ‘ADD DEBT REPAYMENT INFORMATION’ button.

8. You will be directed to the following screen. Input the ‘SOURCE OF FUNDS’. You must specify if ‘OTHER’ is selected. Add the percent from General Revenue and Expenditures.

   - If only one source of funding type is used, click on the ‘SAVE AND RETURN TO MP1’ button.
   - If you have more than one source of funding type, click on the ‘SAVE AND ADD MORE’ button and repeat for each financing type.
   - To cancel this function, select the ‘CANCEL’ button.
9. Once you have completed the financing portion, you will be directed to the main record input screen shown below. The screen will contain the information you input on the previous screen.

10. Please review the information and select the 'UPDATE' button to save the record.

C. TO UPLOAD A NEW MP2 RECORD OR A FILE OF MP2 RECORDS.

In order to use the upload feature of ICPS, you must format the data for upload. Please remember the following when preparing your files:

- Files must be in ASCII text
- TAB delimited
- Do NOT include field names in the first row
- Any numerical data types must have a number. Enter a zero if zero or a blank is desired.
- Data will be loaded for the current reporting year.
### MP 1 File Specifications

Must match EXACTLY as outlined below

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<td>Int</td>
<td>Expenditures through next FY</td>
</tr>
<tr>
<td>Fin2_FY1</td>
<td>Int</td>
<td>Expenditures for FY + 1</td>
</tr>
<tr>
<td>Fin2_FY2</td>
<td>Int</td>
<td>Expenditures for FY + 2</td>
</tr>
<tr>
<td>Fin2_FY3</td>
<td>Int</td>
<td>Expenditures for FY + 3 through FY + 5</td>
</tr>
<tr>
<td>Fin2_Balance</td>
<td>Int</td>
<td>Balance left after FY + 5</td>
</tr>
<tr>
<td>Fin2_TotalFY</td>
<td>Int</td>
<td>Total over the first 5 FY</td>
</tr>
<tr>
<td>Fin2_LastUpdate</td>
<td>DateTime</td>
<td>Date/Time record last updated</td>
</tr>
<tr>
<td>Fin2_Deleted</td>
<td>Bit</td>
<td>1 = Record deleted, 0 = Record active.</td>
</tr>
</tbody>
</table>
1. Select and click on the UPLOAD MP1 link.
2. You will be directed to the following screen. Select the Import Type – Replace Existing Data or Append Existing Data.
3. Begin the upload process by selecting and clicking the BROWSE button to find your file to upload.

4. A screen similar to the following screen will appear. Select the file to be uploaded. Select and click the OPEN button.

5. The following screen will appear with the link of your file located in the UPLOAD FILE field. Select and click the UPLOAD FILE button.
6. After completing the upload, you should be able to view the MP2 Records uploaded. If you receive the following error, please refer back to the MATCH THE FILE SPECIFICATIONS notes located in the instructions above or follow the link located on the above screen.
III. PRIORITIZE THE MP1 RECORDS

You **MUST** follow these steps each time a change is made to ensure the priorities are updated.

A. Select the MP1 (Capital Expenditure Plan) link.
B. Select and click the PRIORITIZE MP1 link.
C. A screen will appear similar to the one shown below. Here you are able to prioritize the MP1 Records by clicking on the MOVE UP and MOVE DOWN buttons.

D. When the order of the projects are listed from HIGH PRIORITY (top) to the LOWEST PRIORITY (bottom), select and click the UPDATE PRIORITIES button.
E. After this has been done, a screen showing all the current fiscal year MP1 Records (listed by priority) will appear.
IV. VIEWING A SUMMARY OF THE CURRENT FISCAL YEAR MP1 RECORDS.
   
   A. Click on MP1 (Capital Expenditure Plan).
B. Select and click the SUMMARY REPORT link.
C. A screen similar to the one below will appear containing a summary of the current year MP1 Records.
V. CERTIFYING THE CURRENT YEAR MP1 RECORDS.

A. Click on MP1 (Capital Expenditure Plan).
B. Select and click the CERTIFY link.
C. A screen similar to the one below will appear containing the certification for the current fiscal year MP1 Records. Fill in the Institutional Contact Information and select the CERTIFY button.
D. A screen similar to the one below will appear. Print out the certification form and return the signed form to the Higher Education Coordinating Board.
VI. Troubleshooting

A. To save your data, select ADD or UPDATE buttons to save inputs.

B. You get an error after hitting ADD or UPDATE.
   1. Make sure totals add up and match in Finance fields.
   2. Make sure all fields are filled out.
   3. Do not include commas or punctuation in number fields.

C. Priorities are not in order or contain zeros as a priority rank.
   1. Click on PRIORITIZE MP1 and select UPDATE PRIORITIES

D. You get an error after uploading a file.
   1. Recheck fields to ensure a match with the file specifications.

E. Your changes are not saved.
   1. Make sure you select the ADD or UPDATE button to save changes.

For any other issues, contact the Resource Planning office at 512.427.6130.
MASTER PLAN 2 – DEFERRED MAINTENANCE PLAN (MP2)

The Master Plan 2 (MP2) report is an itemized listing of all deferred maintenance needs by institution, and requires institutions to present a timeline of planned deferred maintenance expenditures over the next five years. The institutions have been encouraged to view this process as an instrument to assist them in their long-range facilities planning. They are expected to be as accurate as possible and to include any project that they might bring before the Coordinating Board for consideration.

OVERVIEW

For a number of years, the institutions were required to submit a Master Plan 3 (MP3) in addition to the MP1, MP2 and MP4 reports. The MP3 required institutions to present a timeline of planned deferred maintenance expenditures over the next five years. Additionally, the report required the institutions to categorize projects listed on the MP2 as deferred maintenance or demolition projects. In 2003, the Coordinating Board combined the MP2 and MP3 to eliminate the redundancy of the two reports.

Currently, the institutions submit the combined reports as one report in the MP2 report. The MP2 report details the institutional programs to address deferred maintenance and critical deferred maintenance, and provides a schedule of planned deferred maintenance expenditures over the next five years while categorizing the projects as deferred maintenance or demolition projects.

ELEMENTS

Project Information

The MP2 report requires a separate entry for each project, and primary information is collected by obtaining the project name, building number, and description. Identification of the project as deferred maintenance or demolition is also required.

Deferred maintenance is classified as either accumulated deferred maintenance or critical deferred maintenance. The institution must report the type of deferred maintenance based on the definitions below.

- Accumulated deferred maintenance:
  includes projects from prior years that were not included in the maintenance program because their priority status is perceived to be lower than those funded within the budget. This may include postponed renewal and replacement maintenance, unperformed or unscheduled repairs, and planned maintenance.

- Critical deferred maintenance:
  includes deferred maintenance projects that place facilities, occupants, or mission at risk. Capital renewal projects are not included in this report.

Maintenance Expenses

In addition, institutions are required to specify the amount to the nearest dollar in which category of deferred maintenance the expense would occur. Deferred maintenance or critical deferred maintenance has no limit on the number of categories, and can rest in one category or all categories. The following list describes each category of deferred maintenance expense.
• Architectural:
  estimated deferred maintenance expense for the architectural structure
  (foundation, walls, ceiling, roof, etc.) of the building
• HVAC:
  estimated deferred maintenance expense for the heating, ventilation, and
  air conditioning systems in the building
• Plumbing and Electrical:
  estimated deferred maintenance expense for the plumbing and electrical
  systems in the building
• Legislative and Mandated:
  requirements such as ADA, asbestos abatement, PCB removal,
  underground storage tank removal, CFC reduction, Texas Water
  Commission requirements, hazardous waste, recycling, historical
  buildings, or other mandated requirements
• Safety:
  estimated deferred maintenance expense for the safety items in the
  building
• Other:
  estimated deferred maintenance expense that is not associated with any of
  the types of deferred maintenance listed above.

**Deferred Maintenance Five Year Plan**

The final information collected on the MP2 report includes the amount the
institution plans to designate each fiscal year for the next five years to address deferred
maintenance. The total amount in the five year plan will always match the total amount of
the deferred maintenance expense.

The new Board rule 17.101(2)(B) requires an institution to address deferred
maintenance if a project is delayed three years beyond its originally scheduled
completion date, and provide an explanation for the delay in a project and a plan to
address deferred maintenance if a project has remained on the institution's MP2 report
for a third year. The fiscal year 2004 MP2 reports will serve as the base.

**THRESHOLD AND SCOPE**

The MP2 requires institutions to report facilities deferred maintenance needs that
cost greater than $10,000 and shall include the amount the institution plans to designate each
fiscal year for the next five years to address the deferred maintenance.

**SUBMISSION**

Institutions submit the MP2 electronically through a new online system, the Integrated
Campus Planning System (ICPS). The institution is required to submit the following information
through the ICPS on or before October 15 of every year:

Project information
• Name
• Building number
• Description
• Type (Deferred Maintenance or Demolition)
• Critical (Non-critical, Critical, or Auxiliary)
Maintenance Expenses
- Architectural
- HVAC
- Plumbing or Electrical
- Safety
- Legislative and Mandated
- Other

Deferred Maintenance Five Year Plan
- Current year and next four years

HOW THE MP2 IS USED

The Coordinating Board requests deferred maintenance data to gauge how well institutions are taking care of their facilities. The MP2 reports are compiled into a master database, summarized, reviewed by the Committee on Strategic Planning, and presented to the Coordinating Board for approval.

The Board uses the ratio of reported deferred maintenance to building replacement value to evaluate construction project applications that are submitted for review. This ratio is based on the sum of non-critical deferred maintenance and critical deferred maintenance. A high ratio may cause the Board to question whether proposed project funds might best be used to address the backlog of deferred maintenance on a campus.

Currently, the Board standard for accumulated deferred maintenance to replacement value is 5 percent or less, and critical deferred maintenance to replacement value is zero. The Coordinating Board's goal is to reduce critical deferred maintenance (CDM) to zero. Critical-auxiliary deferred maintenance is not considered in the deferred maintenance to replacement value ratio as auxiliary enterprise entities receive funds through services provided.

In October 2001, the Board revised the methodology used to calculate building replacement values, resulting in higher replacement values for most institutions. These higher values caused the ratios of deferred maintenance to replacement value to decrease. The decrease continued in FY 2003.
BUILDING DEFERRED MAINTENANCE TO REPLACEMENT VALUE FORMULAS
Determining Replacement Values for Texas Institutions of Higher Education

Overall building replacement value is calculated using an institution’s assignable space and building gross square feet, as reported in the facilities inventory, and a baseline dollar per square foot value obtained from historical building costs. An E&G replacement value is calculated using the E&G space reported in the facilities inventory. Values are adjusted for room type and institutional location.

OVERVIEW

The State of Texas has invested billions of dollars for the construction and maintenance of facilities related to higher education. This investment is currently represented by the replacement value for E&G space that is calculated for each institution. The method for calculating building replacement value for public higher education institutions has been a topic of debate for many years. Prior to 1998, this value was used to determine funding allocations. Although no longer used for such a purpose, building replacement value is still used to measure the validity of construction projects that are submitted to the Coordinating Board for approval.

Until 1998, replacement value was calculated by the Coordinating Board based on coefficients obtained from the Markel Appraisal Chart, a chart published semi-annually by the Markel Appraisal Company, Inc. and commonly used in the public and private sector to determine building insurance coverage. After the decision to no longer use building replacement value to determine funding allocations, this calculation was no longer performed.

FORMULA

The current formula to determine replacement value takes into account three calculations that rely on information derived from the Coordinating Board’s Facilities Inventory and R.S. Means Square Foot Costs 2004, RS Means Construction Publishers and Consultants, Kingston, MA, 2004. The calculations are based on:

- **Location Adjustment Coefficient (LAC)** - derived from costs of constructing like buildings and compared to the cost of constructing the same building in Houston, because Houston currently has the highest construction costs in Texas.

- **Room Adjustment Coefficient (RAC)** - derived from the room type and compared to like building categories.

- **Baseline Value** - derived from the construction costs of the 10 most recently approved office and classroom buildings. The cost per square foot is calculated by adding the building construction costs and the fixed equipment costs and related fees, then dividing the result by the gross square footage (GSF). The cost per square foot is then adjusted using the LAC and a time factor that is obtained by RS Means.

Currently, replacement values for public universities and technical colleges are calculated using the E&G replacement value formula. Because the health-related institutions have a different space need, the net assignable square feet (NASF) calculations are used for these institutions.
Building E&G Replacement Value =

\[ \sum [E&G_{room} \times \text{Baseline} \times LAC_{base} \times RAC_{room} \times (GSF_{\text{bldg}} / ASF_{\text{bldg}})] \]

Overall Building Replacement Value =

\[ \sum [ASF_{room} \times \text{Baseline} \times LAC_{base} \times RAC_{room} \times (GSF_{\text{bldg}} / ASF_{\text{bldg}})] \]

**DESCRIPTION OF TERMS**

- **Baseline** – The baseline is the average building cost (adjusted for time and location) of the last ten classroom/office buildings greater than 50,000 GSF that have been approved by the Coordinating Board. Adjustments for time and location are based on coefficients calculated using R.S. Means Historical Cost Indexes. For the purposes of this calculation, the baseline location is Houston. The building cost includes fixed equipment costs, as reported in the approved project application provided by each institution. The baseline will be recalculated on an annual basis. As of December 2003, the baseline is $194.88 per square foot.

- **E&G** – Educational and General square feet, as reported in the facilities inventory

- **ASF** – Assignable Square Feet, as reported in the facilities inventory

- **GSF** – Gross Square Feet, as reported in the facilities inventory

- **LAC** – The Location Adjustment Coefficient is calculated using R.S. Means (via BuildingTeam.com). It is the ratio of the cost of constructing a classroom/office building in a particular location to the cost of constructing that same building in Houston. This adjustment is necessary to offset the adjustment made when calculating the baseline cost. The coefficients will be recalculated on an annual basis.

- **RAC** – Room Adjustment Coefficients are used to adjust the baseline cost to factor in the costs associated with constructing certain types of rooms. It is the ratio of the maximum square foot cost of the building type that most closely matches the room type to the maximum square foot cost of an office building (the building type used to calculate the baseline). Costs were obtained from R.S. Means. The coefficients will be recalculated on an annual basis.

**CALCULATION CONDITIONS**

The building replacement formulas apply only to buildings that the institution owns (Building Ownership Codes 1, 2, or 3 in the Facilities Inventory). Only certain building type codes are included in the replacement value:

- Code 1: General Purpose Buildings
- Code 2: Academic/Residence Buildings
- Code 3: Auxiliary Buildings
- Code 4: Physical Plant Buildings
- Code 5: Agricultural Services Buildings
- Code 6: Residence, Single
- Code 7: Residence, Family
- Code H: Hospitals/Clinics
- Code R: Renovations

Although institutions are required to report E&G space for residential facilities (Codes 6 and 7), they are not required to enter all assignable space for residential room types in the facilities inventory. Because not all the rooms in the building are always reported, the total assignable area is automatically calculated to be 60 percent of the gross square feet of the building. To include the residential rooms in the overall replacement value, room type coefficients 910 and 970 are used for the assignable space that cannot be assigned to a room type in the inventory:

\[
RAC_{\text{room}} = RAC_{910} \text{ for Code 6 building types} \\
\text{and} \\
RAC_{\text{room}} = RAC_{970} \text{ for Code 7 building types}
\]

**CONCLUSION**

To sum up the application of the formulas outlined in this document, the following rules should be applied:

1. If Building Ownership Code = 1, 2, or 3 AND the Building Type Code = 1, 2, 3, 4, 5, H, or R, then the building’s E&G and Overall Building Replacement Values should be calculated using the given formulas.

2. If the Building Type Code = 6 or 7 AND it does not have any reported assignable space, then apply the formulas using the building’s auto-calculated assignable space.

3. If the Building Type Code = 6 or 7 AND it has reported assignable space, then
   a. Calculate the Building E&G Replacement Value
   b. Sum the Assignable Square Feet for the reported rooms.
   c. Subtract the Assignable Square Feet for the reported rooms from the auto-calculated assignable space reported in the facilities inventory to obtain the amount of assignable square feet that cannot be assigned to a reported room type.
   d. Calculate the Overall Building Replacement Value using the assignable square feet reported for each room against each room’s RAC AND the assignable square feet left over against RAC910 or RAC970, depending upon the Building Type Code.
MASTER PLAN 4 – DEFERRED MAINTENANCE EXPENDITURES

OVERVIEW

The Master Plan 4 (MP4) report summarizes an institution’s actual expenditures for accumulated deferred maintenance projects that occurred during the previous fiscal year.

ELEMENTS

The MP4 report should be a reflection of the information provided in the MP2 report. Where the MP2 report shows the planned deferred maintenance, the MP4 report shows deferred maintenance projects that have been completed during the previous fiscal year. Therefore, the MP4 report is very similar in appearance to the MP2 report.

Project Information

The MP4 report requires a separate entry for each actual expenditure for deferred maintenance projects, and primary information is collected by obtaining the project name, building number, and description. Identification of the project as deferred maintenance or demolition is also required.

Deferred maintenance is classified as either accumulated deferred maintenance or critical deferred maintenance. The institution must report the type of deferred maintenance based on the definitions below.

- Accumulated deferred maintenance:
  includes projects from prior years that were not included in the maintenance program because their priority status is perceived to be lower than those funded within the budget. This may include postponed renewal and replacement maintenance, unperformed or unscheduled repairs, and planned maintenance.

- Critical deferred maintenance:
  includes deferred maintenance projects that place facilities, occupants, or mission at risk. Capital renewal projects are not included in this report.

Maintenance Expenses

In addition, institutions are required to specify the amount in dollars which category the deferred maintenance expense occurred. Deferred maintenance or critical deferred maintenance has no limit on the number of categories, and can rest in one category or all categories. The following list describes each category of deferred maintenance expense.

- Architectural:
  estimated deferred maintenance for the architectural structure (foundation, walls, ceiling, roof, etc.) of the building

- HVAC:
  estimated deferred maintenance for the heating, ventilation, and air conditioning systems in the building

- Plumbing and Electrical:
  estimated deferred maintenance for the plumbing and electrical systems in the building
• Legislative and Mandated: requirements such as ADA, asbestos abatement, PCB removal, underground storage tank removal, CFC reduction, Texas Water Commission requirements, hazardous waste, recycling, historical buildings, or other mandated requirements
• Safety: estimated deferred maintenance for the safety items in the building
• Other: estimated deferred maintenance that is not associated with any of the types of deferred maintenance listed above.

THRESHOLD AND SCOPE
The MP4 requires institutions to report facilities deferred maintenance expenditures that cost greater than $10,000.

SUBMISSION
Institutions submit the MP4 electronically through a new online system, the Integrated Campus Planning System (ICPS). The institution is required to submit the following information through the ICPS on or before October 15 of every year:

Project information
• Name
• Building number
• Description
• Type (Deferred Maintenance or Demolition)
• Critical (Non-critical, Critical, or Auxiliary)

Maintenance Expenses
• Architectural
• HVAC
• Plumbing or Electrical
• Safety
• Legislative and Mandated
• Other

USES OF THE MP4
The Coordinating Board requests deferred maintenance data to gauge how well institutions are taking care of their facilities. The MP4 reports are compiled into a master database, summarized, reviewed by the Committee on Strategic Planning, and presented to the Coordinating Board for approval.
Deferred Maintenance/ Resource Planning Master Plan 2 (MP2)

Online Instructions for ICPS

If all required fields have data, the “Add” or “Update” MP Button located at the bottom of the page may be selected to save inputted work.

If you receive an error message, please send the screenshot electronically to the programmer at the THECB.

I. LOGGING ON TO THE INTEGRATED CAMPUS PLANNING SYSTEM (ICPS)

A. Go to the log on page for the ICPS system
   https://www1.thecb.state.tx.us/apps/ICPS/Login.cfm and log on.

B. Enter your Username and Password and press the ‘Login’ button.
   Contact your System Administrator if you have any problems (see list below).

<table>
<thead>
<tr>
<th>System</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Texas</td>
<td>Gary Barnard</td>
</tr>
<tr>
<td>Texas A&amp;M University</td>
<td>Tim Donathen</td>
</tr>
<tr>
<td>University of Houston</td>
<td>Vergel Gay</td>
</tr>
<tr>
<td>Texas Tech University</td>
<td>Mike Ellicott</td>
</tr>
<tr>
<td>University of North Texas</td>
<td>Pat Howell</td>
</tr>
<tr>
<td>Texas State University</td>
<td>Lamar Urbanovsky</td>
</tr>
<tr>
<td>Stephen F. Austin State University</td>
<td>Marlin Young</td>
</tr>
<tr>
<td>Texas Southern University</td>
<td>Jim Anderson</td>
</tr>
<tr>
<td>Texas Woman's University</td>
<td>Harold Johnson</td>
</tr>
<tr>
<td>Midwestern State University</td>
<td>Juan Sandoval</td>
</tr>
<tr>
<td>Texas State Technical Colleges</td>
<td>Mike Buck</td>
</tr>
</tbody>
</table>
II. Click on MP2 (Def. Main. Plan) to SUBMIT MP2 RECORDS.
A drop down list should appear as shown below. This drop down list or menu will allow you to submit your MP2 Records for the current fiscal year in a variety of ways. An institution may:

A. Use last year’s Records to submit Records for the current fiscal year;  
B. Start a new MP2 Record; or  
C. Upload MP2 Records.

A. USING LAST YEAR’S RECORDS TO SUBMIT FOR THE CURRENT FISCAL YEAR.

For easier input, a copy of all MP2 Records from the previous year have been transferred to FY 2006. This means all data you entered last year has been carried over. To view the Records that have been transferred over, select “View MP2 Records.”
You will be directed to a screen similar to the following screen that contains all the MP2 Records that have been carried over. These are now considered the current fiscal year MP2 Records.

Each record from last year’s MP2 report has been carried over. Each Record will need to be:

3. Updated;
4. Moved to the MP4; OR
5. Deleted.
1. TO UPDATE AN MP2 RECORD:

   a. Select and click on the Record you wish to view. For example, to select the 'Drain System on Main Building' MP2 Record, select and click on that title.
b. You will be directed to a screen similar to the one shown below. The MP2 Record will contain the information carried over from the previous year. Please change or correct any information on this Record.

DO NOT INCLUDE COMMAS OR PUNCTUATION WHEN ENTERING THE NUMBER FIELDS.
c. You will notice the Deferred Maintenance Five Year Plan will now reflect the years 2006 through 2010. You will need to add the amounts corresponding to each year and verify the amounts match the TOTAL COST under Maintenance Expenses. This will need to be done on each Record.

**DO NOT INCLUDE COMMAS OR PUNCTUATION WHEN ENTERING THE NUMBER FIELDS.**

d. Select the UPDATE button to save the Record.
2. TO MOVE A RECORD TO MP4

a. Select and click on the Record you wish to view. For example, to select the ‘Drain System on Main Building’ MP2 Record, select and click on that title.
b. You will be directed to a screen similar to the one shown below. The MP2 Record will contain the information carried over from the previous fiscal year. Please change or correct the information as needed to move to MP4.

**DO NOT INCLUDE COMMAS OR PUNCTUATION WHEN ENTERING THE NUMBER FIELDS.**
c. After changes have been made, select and click the MOVE TO MP4 button. This will remove the MP2 Record to the MP4 Records.
3. **TO DELETE A RECORD FROM THE CURRENT FISCAL YEAR MP2 RECORDS.**

a. Select and click on the Record you wish to delete. For example, to delete the ‘Drain System on Main Building’ MP2 Record, select and click on that title.
b. You will be directed to a similar screen shown below. The MP2 Record will contain the information carried over from the previous year MP2 report.
c. Select and click the DELETE button. This will remove the MP2 Record from the current fiscal year MP2 Records.
B. TO START A NEW MP2 RECORD TO SUBMIT FOR FY 2006.

1. Select and click on the START A NEW MP2 link.
2. You will be directed to the following screen. Enter information into the Project Information section. All fields are mandatory:

- Name
- Building Number
- Description
- Type
- Critical
3. Enter in all maintenance expenses related to the project in the Maintenance Expenses section. For example, if the project needs $50,000 in architectural maintenance and $10,000 maintenance concerning safety issues, enter 50000 into the ARCHITECTURAL field and 10000 in the SAFETY field.

**DO NOT INCLUDE COMMAS OR PUNCTUATION WHEN ENTERING THE NUMBER FIELDS.**

4. Enter in the Deferred Maintenance Five Year Plan figures. It is mandatory that the Maintenance Expenses and the Deferred Maintenance Five Year Plan TOTAL COSTS match.

5. Click the ADD button when the Record is ready to be added to the FY 2006 MP2 Records.
C. TO UPLOAD A NEW MP2 RECORD OR A FILE OF MP2 RECORDS.

Before beginning, you will need to make sure the file being uploaded matches EXACTLY with the file specifications outlined below.

In order to use the upload feature of ICPS, you must format the data for upload. Please remember the following when preparing your files:

- Files must be in ASCII text
- TAB delimited
- Do NOT include field names in the first row
- Any numerical data types must have a number. Enter a zero if zero or a blank is desired.
- Data will be loaded for the current reporting year.

**MP 2/MP4 File Specifications**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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<td>VarChar(150)</td>
<td>Project Name</td>
</tr>
<tr>
<td>Proj_Type</td>
<td>VarChar(100)</td>
<td>Project Type. Deferred Maintenance or Demolition</td>
</tr>
<tr>
<td>Proj_Desc</td>
<td>VarChar(1000)</td>
<td>Project Description</td>
</tr>
<tr>
<td>BuildingNum</td>
<td>Varchar(10)</td>
<td>Building Number</td>
</tr>
<tr>
<td>Priority</td>
<td>Int</td>
<td>Priority (Use one number once)</td>
</tr>
<tr>
<td>TotalCost</td>
<td>Int</td>
<td>Total cost of the project</td>
</tr>
<tr>
<td>Critical</td>
<td>VarChar</td>
<td>Critical, Non-Critical or Critical-Auxiliary</td>
</tr>
<tr>
<td>Architect</td>
<td>Int</td>
<td>Architectural Fees</td>
</tr>
<tr>
<td>HVAC</td>
<td>Int</td>
<td>HVAC Costs</td>
</tr>
<tr>
<td>PE</td>
<td>Int</td>
<td>Plumbing and Electrical Costs</td>
</tr>
<tr>
<td>Safety</td>
<td>Int</td>
<td>Safety Costs</td>
</tr>
<tr>
<td>LM</td>
<td>Int</td>
<td>Legislative and Mandated Costs</td>
</tr>
<tr>
<td>OtherCost</td>
<td>Int</td>
<td>Other Costs</td>
</tr>
<tr>
<td>YR1 (MP2 Only)</td>
<td>Int</td>
<td>Expenditure plan for year 1</td>
</tr>
<tr>
<td>YR2 (MP2 Only)</td>
<td>Int</td>
<td>Expenditure plan for year 2</td>
</tr>
<tr>
<td>YR3 (MP2 Only)</td>
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<td>Expenditure plan for year 3</td>
</tr>
<tr>
<td>YR4 (MP2 Only)</td>
<td>Int</td>
<td>Expenditure plan for year 4</td>
</tr>
<tr>
<td>YR5 (MP2 Only)</td>
<td>Int</td>
<td>Expenditure plan for year 5</td>
</tr>
<tr>
<td>Deleted</td>
<td>Bit</td>
<td>1 = Recorded Deleted, 0 = Record Active</td>
</tr>
<tr>
<td>LastUpdated</td>
<td>Date/Time</td>
<td>Date/Time record last updated</td>
</tr>
</tbody>
</table>
1. Select and click on the UPLOAD MP2 link.
2. You will be directed to the following screen. Select the Import Type – Replace Existing Data or Append Existing Data.
3. Begin the upload process by selecting and clicking the BROWSE button to find your file to upload.

4. A screen similar to the following screen will appear. Select the file to be uploaded. Select and click the OPEN button.

5. The following screen will appear with the link of your file located in the UPLOAD FILE field. Select and click the UPLOAD FILE button.
6. After completing the upload, you should be able to view the MP2 Records uploaded. If you receive the following error, please refer back to the MATCH THE FILE SPECIFICATIONS notes located in the instructions above or follow the link located on the above screen.

III. PRIORITIZE THE FY 2006 MP2 RECORDS

You **MUST** follow these steps each time a change is made to ensure the priorities are updated.

A. Select the MP2 (Def. Maint. Plan) link.
B. Select and click the PRIORITIZE MP2 link.

C. A screen will appear similar to the one shown below. Here you are able to prioritize the FY 2006 MP2 Records by clicking on the MOVE UP and MOVE DOWN buttons.

D. When the order of the projects are listed from HIGH PRIORITY (top) to the LOWEST PRIORITY (bottom), select and click the UPDATE PRIORITIES button.
E. After this has been done, a screen showing all the FY 2006 MP2 Records (listed by priority) will appear.
IV. VIEWING A SUMMARY OF THE FY 2006 MP2 RECORDS.

A. Click on MP2 (Def. Main. Plan).

B. Select and click the SUMMARY REPORT link.
C. A screen similar to the one below will appear containing a summary of the FY 2006 MP2 Records.
V. CERTIFYING THE FY 2006 MP2 RECORDS.

A. Click on MP2 (Def. Main. Plan).

B. Select and click the CERTIFY link.
C. A screen similar to the one below will appear containing the certification for the FY 2006 MP2 Records. Fill in the Institutional Contact Information and select the CERTIFY button.
D. A screen similar to the one below will appear. Print out the certification form and return the signed form to the Higher Education Coordinating Board.

VI. Troubleshooting

A. To save your data, select ADD or UPDATE buttons to save inputs.

B. You get an error after hitting ADD or UPDATE.

1. Make sure totals add up and match in Finance fields

2. Make sure all fields in Project Information are filled out
   - Name
   - Building Number
   - Description
   - Type
   - Critical

3. Do not include commas or punctuation in number fields.
C. Priorities are not in order or contain zeros as a priority rank.
   1. Click on PRIORITIZE MP2 and select UPDATE PRIORITIES

D. You get an error after uploading a file.
   1. Recheck fields to ensure a match with the file specifications.

E. Your changes are not saved.
   1. Make sure you select the ADD or UPDATE button to save changes.

For any other issues, contact the Resource Planning office at 512.427.6130.
CHAPTER 5 – FACILITIES PROJECT APPROVAL

The process of project application begins when the university determines a need for the project and includes the project on its Master Plan. Unless exempted from Board approval under the provisions of §17.11, the Board shall approve or disapprove the following projects or phase of a project at institutions of higher education, regardless of funding source:

(1) New construction of building and facilities and/or additions to buildings and facilities;

(2) Repair and renovation projects for buildings and facilities;

(3) Unimproved and improved real property purchases;

(4) Improved real property acquired by gift or lease-purchase if the institution intends to include the improved real property in its E&G buildings and facilities inventory and the value of the improved property is more than $300,000;

(5) Auxiliary enterprise projects;

(6) Intercollegiate Athletic projects; and


If an institution does not obtain Board approval for these projects, a notification of noncompliance shall be sent to the president of the institution by the Commissioner, requesting that a project application be submitted for consideration, and an explanation of the reason for not seeking Board approval for the project shall be included. A copy of the notification shall be provided to the Board members, chairman of the institution's governing board, Governor, Lieutenant Governor, Speaker of the House of Representatives, the State Auditor, and the Legislative Budget Board.

PROJECTS EXEMPT FROM BOARD APPROVAL

The following types of projects are exempt from Board approval:

(1) New construction projects costing less than $1 million;

(2) Repair and renovation projects costing less than $2 million;

(3) Projects at The University of Texas at Austin, Texas A&M University, and Prairie View A&M University financed more than 50 percent with Permanent University Fund bond proceeds or Available University Fund funds;

(4) Construction, repair, or rehabilitation of privately owned buildings and facilities on land leased from an institution if the construction, repair, or rehabilitation is financed entirely from funds not under the control of the institution;

(5) Gifts, grants, or lease-purchase arrangements intended for clinical or research facilities;

(6) New construction or repair and rehabilitation projects to be undertaken pursuant to specific legislative authority;
(7) Lease of property or facilities;

(8) Gifts or lease-purchase of unimproved real property; and

(9) Gifts or lease-purchase of improved real property that the institution does not intend to include in its E&G buildings and facilities inventory and the value of the improved real property is $300,000 or less.

CRITERIA FOR APPROVAL OF PROJECTS

Projects considered for approval shall meet the following criteria:

(1) The project shall meet all applicable Board standards as described in Figure 1 and as summarized in Figure 2.

(2) If the project financing involves private gift or grant funds, these funds are either in-hand or the governing board shall commit an alternative source of funds, or if the private gift or grant funds are not received, the governing board agrees to forego the project.

(3) If the project causes an increase in student fees, such increases are executed in accordance with the applicable laws concerning approval by the student body.

(4) If the project involves construction of a dormitory, bookstore, food service facility, or other facility for which privatization may be a viable alternative, the governing board shall have considered the feasibility of privatization of both construction and operation of the facility.

(5) If applicable, the project complies with the minimum flood plain management standards established by the Texas Commission on Environmental Quality (TCEQ) and the Federal Emergency Management Agency (FEMA).

(6) If the project includes the acquisition of real property, the governing board shall have given appropriate consideration to the effect of the acquisition on residential neighborhoods.

(7) If the project includes the acquisition of real property, the acquisition shall be included in the institution's long-range campus master plan.

(8) The project shall be included in the institution's most recently submitted Facilities Development Plan (MP1 report) or the institution shall certify that the project represents an opportunity or emergency that could not be foreseen.

(9) If applicable, the project complies with Texas Government Code, §§469.001 - 469.105, concerning the elimination of restrictive barriers.

(10) The project shall comply with Life Safety Standards adopted by the State Fire Marshal.

(11) The institution verifies that the project complies with Texas Government Code, §447.004, regarding energy efficiency and shall provide a Certificate of Compliance to the State Energy Conservation Office prior to occupancy. If the project involves energy savings or conservation, the governing board shall have
considered the feasibility of an Energy Savings Performance Contract as a viable alternative.

(12) The institution shall verify that it will comply with Texas Government Code, §§2161.252 - 2161.253, concerning Historically Underutilized Business Subcontracting Plans.
<table>
<thead>
<tr>
<th>RULES October 2005</th>
<th>STANDARD</th>
<th>ALTERNATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INSTITUTIONAL STANDARDS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEFERRED MAINTENANCE</td>
<td>Ratio of deferred maintenance to replacement value 5% or less</td>
<td>Project is intended to reduce deferred maintenance OR Demonstrated reduction in deferred maintenance 10% or more for immediate prior 3 years Submit written plan for substantial progress AND Statement signed by President regarding ability to support and maintain facility</td>
</tr>
<tr>
<td>CRITICAL DEFERRED MAINTENANCE</td>
<td>Board standard is ZERO</td>
<td>Develops plan to address critical deferred maintenance AND Demonstrates progress towards meeting plan goals AND Statement signed by President regarding ability to support and maintain facility</td>
</tr>
<tr>
<td><strong>PROJECT STANDARDS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPACE NEED</td>
<td>Shall not create or add to surplus</td>
<td>Project is required to accommodate future predicted enrollment growth AND Plan of action explaining growth needs, demonstration of progress towards eliminating surplus AND Demonstration that upon completion of the project, surplus is eliminated AND Statement signed by President regarding ability to support and maintain facility</td>
</tr>
<tr>
<td>COST</td>
<td>Cost within range of similar projects approved by the Board within the last 5 years</td>
<td>Shall not exceed the highest actual construction cost per GSF reported to RS Means OR the cost is due to market conditions or other circumstances that warrant the higher cost</td>
</tr>
<tr>
<td>EFFICIENCY</td>
<td>Ratio NASF:GSF Classrooms and general purpose facilities - 60%</td>
<td>Mixed use: ratio of NASF to GSF considered separately Office – 65% Technical Research Bldg – 50% Clinical Facilities – 50% Diagnostic Support Labs – 50%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parking Structures: 400 SF cars 500 SF Boats 3,000 SF Airplanes If the parking structure does not meet this standard, the project may be approved if the institution demonstrates that the lower efficiency is due to the shape of the available land or site or other conditions that warrant the lower efficiency.</td>
</tr>
<tr>
<td>UTILIZATION (GUIDELINE)</td>
<td>For classroom or class lab facilities: Classrooms: 38 average hours/week Class Labs: 25 average hours/week</td>
<td></td>
</tr>
<tr>
<td>October 2005</td>
<td>Deferred Maintenance</td>
<td>Critical Deferred Maintenance</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>New Construction</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Repair and Renovation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Real Property Projects</td>
<td>if includes Repair and Renovation</td>
<td>if includes Repair and Renovation</td>
</tr>
<tr>
<td>Auxiliary Enterprise</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Intercollegiate Athletic Projects</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Energy Savings Performance Contract Projects</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tuition Revenue Bond</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

For energy/water systems - must award ESPC unless alternative is best for the state.

Should not exceed highest of appraisals if < $300,000, appraisals not required.

If includes new construction or repair and renovation.

If includes repair and renovation.

If includes new construction or repair and renovation.

If mixed use, costs are prorated NCAA – no more than 50% from student fees Non-NCAA 75%.

Must comply with SECO rules.

Must provide signed copy of contract within 30 days.

Not meeting standards: Copy to Gov, Lt Gov, Speaker, LBB.
PROJECT APPLICATION SUBMISSION

Institutions shall request Board consideration for approval of projects electronically on the Integrated Campus Planning System (ICPS).

Institutions shall submit the following materials for the consideration of projects by the Commissioner, Committee on Strategic Planning, or Board:

(1) a completed project application submitted electronically through the Board's website;

(2) a signed Board of Regents Certification form certifying that the institution's Board of Regents has approved the project and that the project meets the Board rules;

(3) a signed verification of compliance with applicable state and or federal requirements, and

(4) any other documentation or information the institution believes will assist in the evaluation of the project.

Project submission schedule:

(1) Projects to be considered by the Commissioner may be submitted at any time.

(2) Projects to be considered by the Committee on Strategic Planning or the Board shall be submitted at least 70 days prior to the regularly scheduled Board meeting at which consideration is desired.

EMERGENCY APPROVAL OF PROJECTS

An emergency project may be approved by the Commissioner or the Committee on Strategic Planning between regularly scheduled meetings of the Board. If necessary to address the emergency, the Commissioner may approve emergency projects between regularly scheduled meetings of the Board in consultation with the Chair of the Committee on Strategic Planning.

If an emergency project is approved by the Commissioner, the project shall be reported to the next regularly scheduled Committee on Strategic Planning meeting. Approval of each emergency project shall be signed by the president of the institution. The president of the institution may not delegate this authority within the requesting institution.

PROJECTS INVOLVING EMINENT DOMAIN

Board approval for acquisitions in which eminent domain may be necessary shall be obtained prior to the commencement of eminent domain proceedings. The institution shall provide to the Board evidence of good faith efforts made to reach an agreement with the property's owner. Upon resolution, the institution shall promptly report to the Board the costs associated with the eminent domain proceedings. Re-approval of the project by the Board shall not be necessary unless the court establishes a purchase price 10 percent higher than that approved by the Board.
PROJECTS NOT MEETING BOARD STANDARDS

The Board shall notify the Governor, Lieutenant Governor, the Speaker of the House of Representatives, and the Legislative Budget Board the results of the evaluation.
## FIGURE 3 - APPROVAL LEVELS

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Assistant Commissioner * 17.12 (b)</th>
<th>Commissioner * 17.12 (a)</th>
<th>Committee on Campus Planning 17.12 (c)</th>
<th>Coordinating Board 17.12 (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New construction</td>
<td>(1) Having a total projected cost <strong>less than $15 million</strong></td>
<td>(1) Having a total projected cost of <strong>$15 million up to $25 million</strong></td>
<td>(1) Having a total projected cost of <strong>$25 million but less than $50 million</strong></td>
<td>(1) Having a total projected cost of <strong>$50 million or greater</strong></td>
</tr>
<tr>
<td>Repair and Renovation</td>
<td>(2) Having a total projected cost <strong>less than $15 million</strong></td>
<td>(2) Having a total projected cost of <strong>$15 million but less than $25</strong></td>
<td>(2) Having a total projected cost of <strong>$25 million or greater</strong></td>
<td>Upon referral from the Committee on Campus Planning</td>
</tr>
<tr>
<td>Purchase of real property</td>
<td>(3) Having a total appraised value <strong>less than $5 million</strong></td>
<td>(3) Having a total appraised value of <strong>$5 million but less than $10 million</strong></td>
<td>(3) Having a total appraised value of <strong>$10 million but less than $25 million</strong></td>
<td>(2) Having a total appraised value of <strong>$25 million or greater</strong></td>
</tr>
<tr>
<td>Gifts or acquisition of improved real property</td>
<td>(4) Having a total appraised value <strong>less than $5 million</strong></td>
<td>(4) Having a total appraised value of <strong>$5 million but less than $10 million</strong></td>
<td>(4) Having a total appraised value of <strong>$10 million up to $25 million</strong></td>
<td>(3) Having a total appraised value of <strong>$25 million or greater</strong></td>
</tr>
<tr>
<td>Tuition Revenue Bonds projects</td>
<td>(5) Funded with more than 50% Tuition Revenue Bonds that meet Board standards and having a total projected cost <strong>less than $25 million</strong></td>
<td>(5) Funded with more than 50% Tuition Revenue Bonds that meet Board standards and having a total projected cost of <strong>$25 million or more</strong></td>
<td>(5) Upon referral from the Commissioner or not meeting Board standards</td>
<td>Upon referral from the Committee on Campus Planning</td>
</tr>
<tr>
<td>Auxiliary Enterprise Projects</td>
<td>(6) Having a total projected cost <strong>less than $10 million</strong> not using state general revenue</td>
<td>(6) Having a total projected cost of <strong>$10 million but less than $25 million</strong> not using state general revenue</td>
<td>(6) Having a total projected cost of <strong>$25 million but less than $50 million</strong></td>
<td>(4) Having a total projected cost of <strong>$50 million or greater</strong></td>
</tr>
<tr>
<td>Previously approved projects</td>
<td>(7) Assistant Commissioner-approved projects, providing they continue to be eligible for Assistant Commissioner approval. (8) approved projects that have a change in funding source and have a total projected cost <strong>less than $25 million</strong></td>
<td>(7) Commissioner-approved projects, providing they continue to be eligible for Commissioner approval. (8) approved projects that have a change in funding source having a total projected cost of <strong>$25 million or more.</strong></td>
<td>(7) Projects requiring re-approval that are not eligible for Commissioner re-approval</td>
<td>Upon referral from the Committee on Campus Planning</td>
</tr>
</tbody>
</table>
### FIGURE 3 (contd.) - APPROVAL LEVELS

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Assistant Commissioner * 17.12 (b)</th>
<th>Commissioner * 17.12 (a)</th>
<th>Committee on Campus Planning 17.12 (c)</th>
<th>Coordinating Board 17.12 (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Projects</td>
<td>Any new construction, major repair and renovation, or property acquisition that affects only the system and not a member institution and has a total projected cost <strong>less than $15 million</strong></td>
<td>Any new construction, major repair and renovation, or property acquisition that affects only the system and not a member institution and has a total projected cost <strong>between $15 million but less than $25 million</strong></td>
<td>(8) Any new construction, major repair and renovation, or property acquisition that affects only the system and not a member institution and has a total projected cost of <strong>$25 million or greater</strong></td>
<td>Upon referral from the Committee on Campus Planning</td>
</tr>
<tr>
<td>Emergency Requests</td>
<td>The Commissioner may approve Emergency Requests and report to the Board if delaying the project: 1. would result in an unacceptable cost to the state; 2. is necessary for because of natural disaster; or 3. unavoidable circumstance whereby the delay would critically impair the institution's function</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* COMMISSIONER APPROVAL IS AUTHORIZED ONLY IF THE PROJECT MEETS ALL OF THE BOARD’S STANDARDS. COMMISSIONER APPROVAL INCLUDES THE DEPUTY COMMISSIONER WHEN ACTING ON BEHALF OF THE COMMISSIONER. ASSISTANT COMMISSIONER APPROVAL IS AUTHORIZED ONLY IF THE PROJECT MEETS ALL OF THE BOARD’S STANDARDS.

EXEMPT from Coordinating Board Approval:

- Less than 10% change in project costs
- Less than 10% change in gross square feet
- New construction costing less than $1 million
- Major repair and renovation costing less than $2 million
- Gifts or acquisition of *unimproved* real property
- Tuition revenue bonds projects for The University of Texas Austin, Texas A&M University, and Prairie View A&M University financed with more than 50% Permanent University Funds or Available University Funds.
- Gifts, grants, or lease-purchase arrangements intended for **clinical or research facilities**.
- New construction or major repair and renovation projects specifically approved by the legislature
FINANCING CAMPUS FACILITIES

Campus facilities and their maintenance are supported from a variety of sources. Following is a list of widely used sources for funding construction and renovation projects and land purchases.

FUNDING SOURCES FOR CONSTRUCTION PROJECTS

- **Auxiliary Enterprise Funds** - Proceeds from enterprises that are operated by the institution, such as parking, food service, or clinics.
- **Energy Performance Contracting** - A process by which institutions contract with firms to make energy-saving improvements to campus facilities. The cost of making these improvements is paid from energy savings.
- **Federal Grants** - Grants received from various agencies of the federal government.
- **Gifts/Donations** - Gifts received from private individuals, corporations, or other organizations.
- **Permanent University Fund (PUF)** - Proceeds from the Permanent University Fund become part of the Available University Fund (AUF), which supports various institutions in the University of Texas and Texas A&M University Systems.
- **Higher Education Assistance Fund** - A constitutionally mandated fund that provides construction funding to institutions not participating in the PUF.
- **Legislative Appropriations** - Funding for facilities construction projects that has been appropriated by the Legislature.
- **Other Local Funds** - Proceeds from various locally controlled sources within the institution, usually tuition and fees or auxiliary enterprises.
- **Tuition Revenue Bonds** - Bonds authorized by the Texas Legislature for a specific capital improvement project, and to be repaid by the institution by revenues from tuition. In practice, the Legislature has appropriated money to institutions to service these bonds.
- **Other Revenue Bonds** - Bond financing, authorized by an institution's board of regents that can be repaid by proceeds from sources of revenue other than tuition.
- **Private Development Funds** - Funds provided by a private individual or organization.
- **Unexpended Plant Funds** - Funds allocated for operation and maintenance of the physical plant that have not been used for that purpose.
- **Revenue Financing System Bond Proceeds** – Debt program secured by a university system-wide pledge of all legally available revenues for debt issued on behalf of its component institutions and the system.

HIGHER EDUCATION ASSISTANCE FUND

The Texas Constitution provides for a Higher Education Assistance Fund Trust Fund for 32 eligible institutions and annual contributions by the Texas Legislature. The institutions currently participating in the Higher Education Assistance Fund program include:

**Texas State University System**
Lamar University
Lamar State College - Orange
Lamar State College - Port Arthur
Lamar Institute of Technology
Sul Ross State University
Sul Ross State University – Rio Grande Campus
Angelo State University
Sam Houston State University
Texas State University - San Marcos

**Texas A&M University System**
Texas A&M University - Corpus Christi
Texas A&M International University
Texas A&M University - Kingsville
Texas A&M University - Commerce
Texas A&M University - Texarkana
West Texas A&M University

**The University of Texas System**
The University of Texas - Pan American
The University of Texas at Brownsville

**University of Houston System**
University of Houston
University of Houston - Clear Lake
University of Houston - Victoria
University of Houston - Downtown

**Texas Tech University System**
Texas Tech University
Texas Tech University Health Sciences Center

**University of North Texas System**
University of North Texas
University of North Texas Health Science Center at Fort Worth

**Non-System Universities**
Midwestern State University
Stephen F. Austin State University
Texas Southern University
Texas Woman's University

In 2005, the 79th Legislature enacted HB 3001 to renew the Higher Education Assistance Fund (HEAF). The bill provides for an allocation of $175 million in the 2006-2007 biennium and $262.5 million thereafter. The allocation is set for a 10-year period, with a review by an appointed advisory committee every 5 years. The Texas State Technical Colleges system is allocated a maximum of 2.2 percent by the Texas Constitution.

Every two years prior to the legislative session, the Commissioner appoints an advisory committee to review the formula used to distribute the funds allocated by the legislature. The HEAF model is a formula that allocates dollars to the governing boards of the 32 eligible institutions and is recommended to the Commissioner and approved by the Coordinating Board.

**Elements of the Higher Education Assistance Fund Allocation Model**

Although the advisory committee makes recommendations related to the allocation formula, there are three essential elements of the current formula:

**Space Deficit** – based on the difference between each institution’s actual assignable E&G square feet of space and the space projected by the Space Projection Model. The allocation model provides no funds to institutions that do not have a space deficit. For those having a space deficit, the model provides funds in proportion relative to the other elements of the model.
and the degree of the deficit when compared to the other HEAF institutions. The annual deficit value is calculated using the following elements:

- E&amp;G SF Net Assignable Square Feet (E&amp;G SF) is multiplied by 1.5 to convert it to gross square feet (GSF). GSF is then multiplied by $200 to convert it to a monetary value. (The value per SF is determined by the advisory committee.)

- This value is divided by 10, representing the full allocation period, to obtain an annual value.

- The model generates about 75 percent of the deficit value for the deficit element.

**Condition of Facilities Element** – based on the calculated replacement value for E&amp;G space. This element provides funds for renovation and maintenance of facilities and is equal to 2 percent of the institution’s replacement value.

- The E&amp;G replacement value is used for the universities, Lamar State Colleges, and the Texas State Technical Colleges. The NASF replacement value is used for the health-related institutions.

- The model generates about 75 percent of the value for the deficit element.

The deficit and condition elements account for 50 percent of the total allocation, and they are funded in the same proportion.

**Institutional Complexity Element** – based on the annual all-funds appropriation for the most recent fiscal year. This element reflects the cost of carrying out the range and level of an institution’s programs.

- The formula allocates 50 percent of the annual Higher Education Assistance Fund appropriation based on complexity.

- After the total amount received from the all funds formulation is computed, each institution’s percentage of that total appropriation is multiplied by 50 percent of the available allocation after any set-asides are subtracted.

Additional funding sources will be discussed in future updates to this document.
Online Instructions for ICPS

I. LOGGING ON TO THE INTEGRATED CAMPUS PLANNING SYSTEM (ICPS)

A. Go to the log on page for the ICPS system https://www1.thecb.state.tx.us/apps/ICPS/Login.cfm and log on.

B. Enter your Username and Password and press the ‘Login’ button. Contact your System Administrator if you have any problems (see list below).

System Administrator
The University of Texas Gary Barnard
Texas A&M University Tim Donathen
University of Houston Vergel Gay
Texas Tech University Mike Ellicott
University of North Texas Pat Howell
Texas State University Lamar Urbanovsky
Stephen F. Austin State University Marlin Young
Texas Southern University Jim Anderson
Texas Woman's University Harold Johnson
Midwestern State University Juan Sandoval
Texas State Technical Colleges Mike Buck
II. Click on Project Application to SUBMIT PROJECT APPLICATIONS.

A drop down list should appear as shown below. This drop down list or menu will allow you to submit your project application in a variety of ways. An institution may:

A. Use MP1 or MP2 records to submit project applications;
B. Start a new project application; or
C. Re-approve a project.
A. USING MP1 or MP2 RECORDS TO SUBMIT A PROJECT APPLICATION.

1. For easier input, a copy of the most recently submitted and certified MP1 and MP2 Records have been placed here for easy import to a Project Application. To import a MP1 or MP2 Record to a Project Application, select IMPORT APPLICATION (MP1/MP2).
2. You will be directed to a screen similar to the following screen that contains MP1 Records and MP2 Records. Select the Record you wish to import by selecting the IMPORT THIS MP1 or selecting the IMPORT THIS MP2 button.
3. The information from the Record you imported will be pulled into the Project Application submission screen as shown below. Fill in the General Project Information section.

- MP Type (imported)
- Project Name (imported)
- Project Type (Real Property, Construction or both)
- Project Description
- Project Need/Justification

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
4. Fill in the ‘Closing the Gaps Goals’ section, institutional contact information and approval contact information.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provide, or call the Resource Planning office at 512.427.6130.
5. Fill in the ‘Compliance Questions’ section.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
6. Fill in the ‘Project Specifics’ section.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
7. Fill in the ‘Project Space’ section and ‘Real Property’ section (if applicable). If you are removing or adding space to the inventory, please include in the spaces provided along with the date of removal or demolition. Please notice a separate area is provided to include clinical E&G space that will be added.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
8. Fill in the 'Cost and Fees' section.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
9. To add the financing information, select the ADD FINANCING INFORMATION button.
10. You will be directed to the following screen. Here you will select the PROJECT FUNDING, SOURCE and REVENUE STREAM FOR BONDS from the drop down menus. Enter in the amount.

- If only one financing type is used, click on the ‘SAVE AND RETURN TO APPLICATION’ button.
- If you have more than one financing type, click on the ‘SAVE AND ADD MORE’ button and repeat for each financing type.
- To cancel this function, select the ‘CANCEL’ button.
11. Once you have completed the financing portion, you will be directed to the main record input screen shown below. The screen will contain the information you input on the previous screen.

12. Please review the information and select one of the following:

- Select the ‘UPDATE’ button to save the record.
- To send the application to The Higher Education Coordinating Board, select the ‘SEND APPLICATION TO THECB’ button.
- To clear changes, select the ‘CLEAR CHANGES’ button.
- To delete this project application, select the ‘DELETE’ button.
- To print a copy of the project application, select the ‘PRINT VERSION’ button.
B. TO START A NEW PROJECT APPLICATION.

PLEASE NOTE - This function should only be used if the project was NOT submitted in the MP1 or MP2 reports that were submitted and certified.

If this project was not included on the MP1 or MP2, the institution shall certify that the project represents an opportunity or emergency that could not be foreseen.

1. Select the START A NEW PROJECT APPLICATION button.
3. A screen similar to the one shown below will appear. Fill in the General Project Information section. Provide information on why the project was not included in either the MP1 or MP2 in the PROJECT DESCRIPTION section of this form.

- MP Type – SELECT NONE
- Project Name
- Project Type (Real Property, Construction or both)
- Project Description – PROVIDE INFORMATION ON EXCLUSION FROM MPs
- Project Need/Justification

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
4. Fill in the ‘Closing the Gaps Goals’ section, institutional contact information and approval contact information.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provide, or call the Resource Planning office at 512.427.6130.
5. Fill in the ‘Compliance Questions’ section.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
6. **Fill in the ‘Project Specifics’ section.**

   If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
7. Fill in the ‘Project Space’ section and ‘Real Property’ section (if applicable). If you are removing or adding space to the inventory, please include in the spaces provided along with the date of removal or demolition. Please notice a separate area is provided to include clinical E&G space that will be added.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
8. Fill in the ‘Cost and Fees’ section.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provide, or call the Resource Planning office at 512.427.6130.
9. To add the financing information, select the ADD FINANCING INFORMATION button.
10. You will be directed to the following screen. Here you will select the PROJECT FUNDING, SOURCE and REVENUE STREAM FOR BONDS from the drop down menus. Enter in the amount.

- If only one financing type is used, click on the ‘SAVE AND RETURN TO APPLICATION’ button.
- If you have more than one financing type, click on the ‘SAVE AND ADD MORE’ button and repeat for each financing type.
- To cancel this function, select the ‘CANCEL’ button.
11. Once you have completed the financing portion, you will be directed to the main record input screen shown below. The screen will contain the information you input on the previous screen.

![Integrated Campus Planning System](image)

12. Please review the information and select one of the following:
   - Select the ‘UPDATE’ button to save the record.
   - To send the application to The Higher Education Coordinating Board, select the ‘SEND APPLICATION TO THECB’ button.
   - To clear changes, select the ‘CLEAR CHANGES’ button.
   - To delete this project application, select the ‘DELETE’ button.
   - To print a copy of the project application, select the ‘PRINT VERSION’ button.
C. RE-APPROVING A PROJECT.

**PLEASE NOTE** - This function should *only* be used if the project was previously approved and you are requiring re-approval due to change in funding source or an increase of more than 10 percent of the previously approved amount.

1. For easier input, all previously approved projects beginning from October 2000 have been included. To re-approve a project, select the ‘RE-APPROVAL’ button.
2. You will be directed to a screen similar to the following screen that contains all previously approved projects from October 2000 forward. Select the project you wish to import for re-approval by selecting the ‘IMPORT THIS FOR RE-APPROVAL’ button.
3. The information from the previously approved project will be pulled into the Project Application submission screen as shown below. Fill in the General Project Information section.

- MP Type
- Project Name
- Project Type (Real Property, Construction or both)
- Project Description
- Project Need/Justification

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
4. Fill in the ‘Closing the Gaps Goals’ section, institutional contact information and approval contact information.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provide, or call the Resource Planning office at 512.427.6130.
5. Fill in the ‘Compliance Questions’ section.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
6. Fill in the ‘Project Specifics’ section.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
7. Fill in the ‘Project Space’ section and ‘Real Property’ section (if applicable). If you are removing or adding space to the inventory, please include in the spaces provided along with the date of removal or demolition. Please notice a separate area is provided to include clinical E&G space that will be added.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provided, or call the Resource Planning office at 512.427.6130.
8. Fill in the ‘Cost and Fees’ section.

If you need assistance with a field, click on the name (highlighted in blue) and a brief description will be provide, or call the Resource Planning office at 512.427.6130.
9. To add the financing information, select the ADD FINANCING INFORMATION button.
10. You will be directed to the following screen. Here you will select the PROJECT FUNDING, SOURCE and REVENUE STREAM FOR BONDS from the drop down menus. Enter in the amount.

- If only one financing type is used, click on the ‘SAVE AND RETURN TO APPLICATION’ button.
- If you have more than one financing type, click on the ‘SAVE AND ADD MORE’ button and repeat for each financing type.
- To cancel this function, select the ‘CANCEL’ button.
11. Once you have completed the financing portion, you will be directed to the main record input screen shown below. The screen will contain the information you input on the previous screen.

The bottom of the page will contain a field for the reason for re-approval. Fill in the ‘RE-APPROVAL’ field with the specific details regarding the reason the institution is requesting re-approval.
12. Please review the information and select one of the following:

- Select the ‘UPDATE’ button to save the record.
- To send the application to The Higher Education Coordinating Board, select the ‘SEND APPLICATION TO THECB’ button.
- To clear changes, select the ‘CLEAR CHANGES’ button.
- To delete this project application, select the ‘DELETE’ button.
- To print a copy of the project application, select the ‘PRINT VERSION’ button.
III. VIEWING A SUMMARY OF THE PROJECT APPLICATIONS.

A. CLICK ON PROJECT APPLICATION TO VIEW PROJECT APPLICATIONS.

A drop down list should appear as shown below. This drop down list or menu will allow you to view your project applications and the status of the project(s). Select VIEW PROJECT APPLICATIONS.
B. VIEWING THE PROJECTS AND THEIR STATUS.

A screen similar to the one shown below will appear containing all the projects you have:

- Pending (ongoing and saved);
- Pending (sent to your system for approval); or
- Sent to THECB.

C. VIEWING INDIVIDUAL PROJECT DETAILS

1. Select the project you want to view by clicking on the Project ID.
2. A screen similar to the one below will appear containing the information about that project. You can print the project details by clicking on the PRINT VERSION link.
VI. Troubleshooting

A. To save your data, select UPDATE button.

B. You get an error after hitting ADD or UPDATE.
   1. Make sure totals add up and match in Finance fields.
   2. Make sure all required fields are filled out.
   3. Do not include commas or punctuation in number fields.

C. You have selected SEND TO THECB and the project is still pending.
   1. Your system approval needs to approve the project.

E. Your changes are not saved.
   1. Make sure you select the UPDATE button to save changes.

For any other issues, contact the Resource Planning office at 512.427.6130.
CHAPTER 6 - FACILITIES INVENTORY

The facilities inventory is a statutory requirement (Title 19, Rule § 17.40). All public universities, technical state colleges, health-related institutions, Lamar State Colleges and Texas A&M service agencies are required to submit current data to the Coordinating Board for…. Facilities inventory of building and rooms occupied or in the control of an institution in a format specified by the Board. The inventory shall be updated on an on-going basis and is subject to periodic audits.

There are some changes to the facilities inventory effective July 11, 2005
1. The data is no longer on the mainframe but is on SQL databases
2. Only electronic submissions are accepted now.
3. The facilities inventory is submitted via two reports
   a. CBM011 – Room Report and the
   b. CBM014 – Building Report.
4. The deadline for the facilities inventory certification has changed from November 15 and must now be certified by November 1
5. There are two ways to submit the data electronically to the Coordinating Board.
   a. Full file replacement (recommended for use at all times if possible)
   b. Partial file replacement (for very minor changes to your inventory – not recommended if you have more than 20 record changes)
6. After submitting your CBM 011 and CBM 014, you will receive two reports
   a. A confirmation report that you submitted data
   b. An Edit report showing what you submitted indicating success and/or failure. Any erroneous data will be rejected for correction and will only be accepted if it meets the applicable criteria.
1. **FULL FILE REPLACEMENT**

Effective July 11, 2005, the Coordinating Board now requires and distributes the facilities inventory report with the Secure Shell (SSH) and Secure FTP (SFTP) combination. The SFTP user interface will be familiar for FTP users. SFTP provides a secure channel for file transfer without the overhead and complexity of separate public key-based encryption. In SSH/SFTP transfers, all username/password and data transfer occurs over an encrypted channel. SFTP will be implemented using usernames and passwords.

The requirements for connecting to the SFTP server are an SSH/SFTP client and an internet connection that permits SSH connections to internet servers. There are excellent commercial and free implementations of SSH/SFTP available for use on windows platforms. Your ability to connect to SSH servers on the internet is going to be contingent upon your network security policies. You may need to contact your technical staff to determine if outbound SSH is permitted from your network. The following is the suggested downloadable SSH client to use for connecting to THECB SFTP.

**SSH Secure Shell for Workstations** – SSH Communication Security

SSH Secure Shell is an easy-to-use graphic SFTP client similar to the popular WS_FTP client for FTP servers. At the time of writing, the SSH Secure Shell license agreement allows use of the non-commercial version (3.2.9) available at the FTP site for educational institutions, non-profit organizations, and individuals for non-commercial use free of charge. Review the license agreement to determine if this is suitable for your environment. SSH.com has downloads for several operating systems on their FTP site. Windows users will require the installation file `SSHSecureShellClient-3.2.9.exe`. Please note that the latest version of this software (4.0) does not have a non-commercial version available. Non-commercial versions of the SSH.com client can be found at [http://www.ssh.com/support/downloads/secureshellwks/non-commercial.html](http://www.ssh.com/support/downloads/secureshellwks/non-commercial.html)

**Instructions for Usernames and Passwords**

In order to submit the CBM 011 (Room Report) and CB014 files (Building Report), you must log into the SFTP server with a username and password. The username and password are case sensitive.

**EDC Username**

If you are an Educational Data Center (EDC) user, your username will be ‘edcNNNNNN’ where ‘NNNNNN’ is your FICE code. For example, if your FICE code is 123456, then your SFTP username will be ‘edc123456’.

**EDC Password**

At the present time, EDC SFTP passwords are the same as passwords on the old FTP system. Your CBM reporting official may already have your institution’s password for the sftp.thecb.state.tx.us server. If you require your initial password, you should contact Scott Sewell at the Coordinating Board. His e-mail address is scott.sewell@thecb.state.tx.us; and his phone number is (512)427-6262. You may request your password through e-mail; however, passwords will only be distributed by voice call or postal mail. If you are requesting your password through mail, specify your name, phone, institution, FICE, and head reporting official. The THECB
contact staff (Scott) will then call you to deliver your password.

**SSH First Time Setup**

Follow SSH.com’s instructions to install the software on your computer. SSH.com’s SSH Client software can be coaxed into opening a direct SFTP session if the profile is created from the *SSH Secure File Transfer Client* with the following steps.

- Open SSH Secure File Transfer Client (icon)
- Click on Quick Connect
- Enter Host Name: sftp.thecb.state.tx.us
- Username: edc123456 *(Replace 123456 with your FICE code)*
- Port Number: 22
- Authentication Method: <Password>

After the initial connection you will want to add the connection to the profile to simplify future connection. You should see a blinking ‘Add to Profile’ in the dialogue box above the OUTPUT folder in the right pane. Click it, change the name to something like “thecb-sftp,” and click ‘add to profile.’ After this you should be able to connect by clicking the Profiles tab on the menu bar.

**SSH Secure File Transfer Client**

If you are using SSH.com’s SSH Secure Shell for Windows, execute the following steps to connect to the server.

- Start the “SSH Secure File Transfer” client by clicking on the desktop icon or selecting it from the start menu.
- If you created a profile with the above steps, click on profiles and select the THECB sftp profile from the drop-down list.
- A password dialog box will appear; enter your password and click OK.
- At this point you should be connected.

Your local files will appear on the left and files on the remote SFTP server will appear on the right. You will need to browse the files on your local machine and drag them to the right to transfer them to the SFTP server. When a transfer is in progress, a transfer progress display will appear at the bottom.

**Transfer Files**

After successfully downloading the SSH/SFTP Client Program, you will then be able to double click on the icon on your desktop entitled "SSH Secure File Transfer Client." This will be a "folder looking" icon with some blue squares and an arrow masked over the folder. The picture below is what you will see upon double clicking that icon on your desktop.
Next, select the "Quick Connect" tab on the menu bar and you will be prompted with a "Connect to Remote Host" dialog box, as seen below. At this point, enter the host name just as you see it below. Then, enter your user name as "edc" followed by your institution's FICE code. Be sure to include the leading zeroes in your FICE code. Example: if your FICE code is 003614, then your username will be "edc003614." Leave the port number and Authentication method selections as you see them below.
After successfully navigating the "Connect to Remote Host" dialog box, you will be prompted with an informational dialog box as seen below. Select "OK."

![Message from the server](image)

Now, you will be prompted for your password as seen in this next dialog box. Remember that the login username and password information is case sensitive and must be entered as lowercase and/or uppercase as the information was provided to you. If you need this password, call Scott Sewell at 512-427-6262 and he will provide it to you.

![Enter Password](image)
After successfully entering your password, you will see the next screenshot. Notice the "/" in the far right "drop down" list box above the OUTPUT folder in the right pane. This represents your INPUT folder on the SFTP server. You are automatically logged into the INPUT folder each and every time you log in to the SFTP server, regardless of which folder you intend to access (i.e., INPUT or OUTPUT). What you are looking at in the right pane of this screenshot is similar to a Windows Explorer view. The "/" represents a top-level folder (INPUT in this case) and the OUTPUT folder you see below that in the right pane represents a subordinate folder. Thus, if you intend on "submitting" a file to the THECB, then you will drag your file from the leftmost pane of this view and drop it onto the empty white space of the right pane. If you drop this file on top of the OUTPUT folder, you will be inadvertently placing your submission in your OUTPUT folder, whereby it will not be picked up and processed by our EDC application.
As depicted below, the highlighted file at the bottom of the left pane in this screenshot represents a file which is intended to be "submitted" to the THECB SFTP server. NOTE: You are still in your INPUT folder at this point (notice the "/" in the drop down list box above your OUTPUT folder!). The highlighted file below must be dragged (with the left mouse button depressed) over to the empty white space in the right pane. This will place a copy of the file in your INPUT folder on the SFTP server. It will then be picked up and processed by the EDC application. Also, within 30 minutes of placing your file on the SFTP server, you should receive a "file receipt notification" email. If you notice that you have not received this notification email, please call your data analysts to discuss this with them.
As seen below, you will notice that the file you selected and highlighted has been placed in your INPUT folder after dragging and dropping it into the right pane. You are still in your INPUT folder at this point. The file submission is complete and if you have no other files to transfer, then you can select the "disconnect" icon in the menu bar to exit this SFTP application. The disconnect icon will be the third button from the left under the "File" menu. It looks like a computer monitor with a red line through it.
As seen below, if you wanted to go to your OUTPUT folder to retrieve reports, then you would double click the OUTPUT folder in the right pane. Notice the highlighted "OUTPUT" in the drop down dialog box above the right pane. At this point, you would be looking at all the output reports that have been placed in your OUTPUT folder by the EDC application. These will remain there until you delete them.
If you have been in your OUTPUT folder on the SFTP server and would like to get back to the INPUT folder, then you would select the "up arrow folder" icon located just above the right pane and four icons to the left of the drop down dialog box.
As seen below, you are now back in your INPUT folder after coming from the OUTPUT folder.
REPORTS

Once you send your facilities inventory to THECB, you will receive an email confirmation with an attachment showing the first five records that were submitted. The attachment will look like the screen sheet below. This is just a confirmation of receipt only.

The server updates every two hours and after the first update from when you send your data, you will receive a second email telling you that your report file is located in the output directory of your account.

- Report confirmations will be emailed every 30 minutes between 7 am and 6 pm.
- Edit report notifications will be emailed when the edit run concludes.

The output reports will be in the following sections
• Summary Report of what was submitted
• Part A – Building Inventory
• Part B – Room Inventory
• Part C - CIP Report
• Part D - Campus Wide Summary
• Part E - Total Campus Space by Room Type
• Part F – Total Campus Space by Building Condition

You will then be able to see Parts A, D, E and F. Immediately following part F, your error report will display showing all the errors and all the records that were rejected. It will have a summary of the number of errors that looks like the screen shot below.

The record identified with an error will have asterisks beneath the individual record that has the error. These errors must be corrected otherwise that record is not a part of the facilities inventory.
2. PARTIAL FILE REPLACEMENT

This narrative below describes;
I. How To Create the Macro; and
II. How to Enter the Facilities Inventory.
III. The Reports

I. HOW TO CREATE THE MACRO

This macro will only need to be created once – You do not have to create one each time you have changes to your inventory.

Go to the http://www.thecb.state.tx.us/CampusPlanning/ website
Right click on Facilities Inventory CBM (EXCEL) icon
Click on “Save Target as..”

- Save the file. On the following path: C:\Program Files\MicrosoftOffice\Office10\XLStart\personal.xls
• After installing the “Personal.xls” macro file to the “…XLSTART folder, open Microsoft Excel in your desktop.
• Select “Window”
• Select “Unhide”
Select “personal.xls” from the Unhide dialog box. This will load the “personal.xls” worksheet from the macro file you stored in your computer.

Create a custom macro button on the menu bar

Right click anywhere on the menu bar and select “Customize”
Select the "Commands" tab
Select Macros in the left pane
Select **Custom Macro**.
Select the "Custom Button" with the smiley face from the "Commands" pane on the right and drag the smiley face button to the menu bar to drop it there after the “Help” menu item.
While the custom macro button you just added to the menu bar is highlighted with a black square, select the “Modify Selection” button on the “Customize” dialog box to reveal the drop-down list with the choice “Assign Macro”.

![Excel Customization Dialog Box](image-url)
Select “Assign Macro” from this drop-down list.
The “Assign Macro” dialog box will appear with the list of macros that are embedded in the “personal.xls” file you saved previously. Select the “personal.xls!XLConvert2ASCII.XLConvert2ASCII” macro and select “personal.xls” from the “Macros in” dialog box, then hit OK.

The screenshot still has “All Open Workbooks” showing in the “Macros Name” drop-down dialog box. Be sure to change it to “personal.xls”.
The “Customize” dialog box will reappear, just select “Close”.

Now, select “Window”, “Hide” from the menu bar and your “personal.xls” macro file will be

**HIDDEN** each time you start Excel.

You are now ready to execute (“Run”) the Excel macro that will display Windows forms for you to create your SFTP Facilities Inventory Update file.
II. How to Enter The Facilities Inventory Data

**MAKE SURE THAT YOU CREATE THE FOLDER “SFTPtoTHECB” on your hard drive(C:) before you begin this process for the first time.**

1. Open Microsoft Excel on your PC desktop.
2. A blank workbook entitled “Book1” should appear.
3. Click on the macro button (the smiley face) in the Excel toolbar that you created using the steps stated previously.

The Excel application will disappear from the desktop view at this time – i.e. the Excel application/workbook will not be visible and A Visual Basic Windows Form application will now have taken the place of the Excel application. Your screen will then look like the screen shot below.

![Excel to Text File Conversion for SFTP of Facilities Inventory Update File](image)

The Excel application is still working and the data you enter in the ensuing Windows forms will actually be writing to the open “Book1” spreadsheets behind the scenes. Once you save the SFTP file you create via these Windows forms, the Excel application, as well as the macro will close automatically and you will be presented with whatever was on your desktop before you began this process!
Now, all you must do is run the SSH Secure File Transfer application and upload the newly created “CBM011.txt” or “CBM014.txt” text file to THECB. That newly created file will have been saved to your “C:\SFTPtoTHECB\CBM011.txt” or “C:\SFTPtoTHECB\CBM014.txt” hard drive location. **MAKE SURE THAT YOU CREATE THE FOLDER “SFTPtoTHECB” on your hard drive(C:) before you begin this process for the first time.**

- The “CBM011.txt” file designation represents the Facilities Inventory Room Updates only.
- The “CBM014.txt” file designation represents the Facilities Inventory Building Updates only.

Here is a screen shot of the hard drive location (“C:\SFTPtoTHECB”) where a “CBM014.txt” file (Building Updates only) was created using the “Personal.xls” macro.

**IMPORTANT NOTE:** Each time you open Excel with the intention of creating an SFTP Facilities Inventory Update file, remember that the “CBM014.txt” and the “CBM011.txt” files previously created with Excel will be overwritten with the new Excel session’s data! So, if you need to retain each Building/Room SFTP file for audit purposes, then you should copy that generated file to a secure location after you have finished with the Excel application.
Back to the application, as depicted in the screen shot below, the application will present a total of 4 different screens to the user including a main “Add Record” selection screen which controls the flow of this application from start to finish.

The “Add Record” selection screen is where the user will choose which type of record is next to be added to the SFTP electronic submission form (i.e. Header Record, Building Record or Room Record, then Trailer Record).
At this point, click on the “Add Header Record” button on the displayed form.

The application will automatically direct the order of the display of the screens; this is why some buttons will be grayed out as you progress from one screen to the next.

Now, you can enter the electronic submission data for the Facilities Inventory Header Record data as described in the online Facilities Inventory Manual.

The semester field will always be 5 and you will not be allowed to edit that field, or any other field which is grayed out (not enabled).
As you complete each form and hit the “Add...” button at the bottom of each page, the application will pre-edit each field for compatibility of data with the expected data types and length (i.e. fields will be edited for numeric versus alpha content where required and the length of the entered data will be reconciled with required length of data).
As each window form is completed successfully, you will be directed back to the "Add Record" selection screen whereby you will select the next form in succession to complete the electronic submission of Facilities Inventory Data (i.e. Hit the next "Add..." button that is enabled on the "Add Record" selection screen) until you have finally selected the "Add Trailer Record" button in which you will have entered all the necessary data to complete the creation of the Facilities Inventory Update SFTP Files. As each form is completed successfully, its corresponding selection button will be grayed out on the main window form signaling to the user that it cannot be entered again, unless you close the application and start over with a new SFTP submission. The screenshot below shows that the "Add Building Records" command button is enabled and that the "Add Header Record" command button is disabled. So, this means that you just added the Header record in the previous screen and you are now ready to enter the Building record data. This is because you selected "CBM0014" from the "Add Header Record" form which automatically directed the main selection screen to highlight the "Add Building Records" command button just prior to redisplaying that main form, as seen below.
After selecting “Add Building Records” on the main screen, you will be presented with a new Windows form in which you can enter the building record data. The screenshot below shows a sample of the form and the data that was entered.
After hitting “Add Bldg Rec to Spreadsheet” command button, you will be prompted as to whether or not you want to enter more buildings.

- If you select “Yes”, you will be presented with a blank “CBM014 Add Building Records” Windows form so you can enter another record.
- If you select “No”, the main selection Windows form will be redisplayed for you and the “Add Trailer Record” command button will now be enabled and the “Add Building Records” command button will be disabled.

This enabling and disabling ritual is what is directing the flow of the process so that you will only be able to add those records that should be added as dictated by what you selected on the “Add Header Record” Windows form. The screenshot below shows the main selection screen after you select “No” in this prompt.
After hitting the “Add Trailer Record” command button, the following Windows form will be presented. Enter your data just as you did in the EXCEL method and hit the “Add Trailer Rec to Spreadsheet” command button.
After you add the Trailer record, this is the message you will be presented with. It says that you have finished creating your electronic SFTP file.
After you hit “OK” on the previous informational message, you will be presented with a message informing you how to save your file to the hard drive. Hit “OK” on that message dialog, and then hit the “Save & Close SFTP File” command button on the main selection screen as seen in the next 2 screenshots.
This application will allow you to format the Header, Building, Room, and Facility record that are required for an electronically submitted Facilities Inventory Update File via SFTP without the embedded binary control characters that were automatically included with an Excel spreadsheet. This user interface form will take the place of the usual Excel spreadsheet interface and allow you to enter your record data into an XML form by clicking through the pre-formatted record layouts as specified in the Facilities Manual (i.e., no more guessing how much space to enter at the ends of fields or how many spaces to skip to leave a non-used field blank as was the case with the Excel spreadsheet).

The order of entering your records is dictated by the order of the command buttons above, such that you should enter the header record first, all building records next, all room records after that, then the facility record last. This user form is designed as a "Partial Replacement" application in that the institution should use this application only to "Add", "Change", or "Delete" only those buildings and/or rooms that are affected by the Facilities Update (i.e., no need to enter or update the institution's facilities inventory, anywhere, just enter those buildings and rooms that need to be reported as added/changed/deleted).

As you enter your record data and hit the "Add" button on each form that is displayed relative to the type record you have selected on the initial menu, the application is actually adding your data to the Excel spreadsheet behind the scenes. Then, when you have completed the update file, the application will convert that Excel spreadsheet to a "cut" flat file and save it to your hard drive, whereby you can then open up SFTP and send that flat file to THECB. This application is a one time only preparation application. It will allow you to format your Facilities Inventory Update File one time and you must complete the process all at one time (e.g., no saving the file to come back and finish it later).
After you hit the “Save & Close...” command button, this is the message that you will see. It says that your file has been saved to the hard drive and lists the location of the file. The saved file will be an ASCII text file which will then be SFTPed up to THECB as is. The name of the save file will depend on which Facility Inventory update you are submitting, either a Building Update submission or a Room Update submission.

- If you selected “CBM014 Building Record Edits” on the “Add Header Record” screen, then the name of your saved file will be “C:\SFTPtoTHECB\CBM014.txt”.
- If you selected “CBM011 Room Record Edits” on the “Add Header Record” screen, then the name of your saved file will be “C:\SFTPtoTHECB\CBM011.txt”.

**Be sure that you have added a folder to your C: called SFTPtoTHECB such that you have hard drive directory tree location of “C:\SFTPtoTHECB”. Your “.txt” file will be save to this location.**
Repeat the process above in step 5 for each of the “Add...Record” buttons on the “Add...Record” selection screen until you have completed the procedure for adding the Trailer Record on the last screen.

Since you are actually running an EXCEL application behind the scenes while creating your SFTP file via Windows Forms, EXCEL prompts you about saving the spreadsheet “Book1” which is being created while the “.txt” file is being created. At this point, click “No” to close the spreadsheet without saving it because you are only interested in the “.txt” file that the application created. See the screenshot below for the prompt about saving the spreadsheet “Book1”.

![Microsoft Excel prompt for saving](image-url)
After you are prompted to save the spreadsheet “Book1”, the EXCEL application asks if you want to save the changes that you made to the macro “Personal.xls”. **Click No.** Whenever EXCEL opens, it will automatically open up any macro (spreadsheet) that is saved to the default “XLSTART” folder where your EXCEL application was originally installed. Because of this, EXCEL is assuming that you may have made changes to that macro in the spreadsheet that contains that macro (i.e. “personal.xls”). Since you did not make any changes to the code behind the macro, you only executed the macro, you can **click No** at this point and the application will close and you will be presented with your desktop.

The EXCEL application has gracefully closed behind the scenes and you are not required to do anything further at this point regarding the EXCEL program. You could have **clicked Yes** at this prompt to save the Personal Macro which would, in effect, have done nothing since you actually did nothing to the macro. But you should **click No** because you have really not altered the macro. The screenshot below shows the message prompt asking you to save the Personal Macro.
Once you have instructed the application to save your file, the application will automatically close for you, and then you can proceed to SFTP your newly created “CBM014” or “CBM011” .txt file from your hard drive. Here is an example of what the newly created “CBM014.txt” file will look like:

This saved file will remain there until you delete it. It is recommended that once you have successfully SFTPed the saved file to THECB, then “MOVE” the file to a place where you can remember where it is in case you might need to resubmit this same file or just to have as an audit trail of what you have created and SFTPed over time. **NOTE: Each time you run “XLCONVERT2ASCII”, IT WILL OVERWRITE YOUR PREVIOUS “CBM011/ CBM014” .txt file.**
III. REPORTS

Once you send your facilities inventory to THECB, you will receive an email confirmation with an attachment showing the first five records that were submitted. The attachment will look like the screen sheet below. This is just a confirmation of receipt only.

The server updates every two hours and after the first update from when you send your data, you will receive a second email telling you that your report file IS located in the output directory of your account.

File Submitted | Process Begins | Reports in Output Directory (approx)
--- | --- | ---
6:01 pm – 6 am M-W | 6:15 am | 6:30 am
6:01 am – 8 am M-F | 8:20 am | 8:45 am
8:01 am – 10 am M-F | 10:20 am | 10:45 am
10:01 am – 1 pm M-F | 1:20 pm | 1:45 am
1:01 pm – 3 pm M-F | 3:20 pm | 3:45 am
3:01 pm – 6 pm M-F | 6:15 pm | 6:30 pm

- Report confirmations will be emailed every 30 minutes between 7 am and 6 pm.
- Edit report notifications will be emailed when the edit run concludes.
The output reports will be in the following sections:

- Summary Report of what was submitted
- Part A – Building Inventory
- Part B – Room Inventory
- Part C - CIP Report
- Part D - Campus Wide Summary
- Part E - Total Campus Space by Room Type
- Part F – Total Campus Space by Building Condition

You will only be able to see Parts A, D, E and F. Immediately following part F, your error report will display showing all the errors and all the records that were rejected. It will have a summary of the number of errors that looks like the screenshot below.

The record identified with an error will have asterisks beneath the individual record that has the error. These errors must be corrected otherwise that record is not a part of the facilities inventory.
## CHAPTER 7 - RESOURCE PLANNING REPORTS

<table>
<thead>
<tr>
<th>Report</th>
<th>Due Date</th>
<th>CB</th>
<th>Institution</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space Projection Model</td>
<td>Annually</td>
<td>X</td>
<td></td>
<td>Projected date of publication is <strong>January each year</strong></td>
</tr>
<tr>
<td>Space Utilization</td>
<td>Annually</td>
<td>X</td>
<td></td>
<td>Projected date of publication is <strong>January each year</strong></td>
</tr>
<tr>
<td>Deferred Maintenance</td>
<td>Annually</td>
<td>X</td>
<td></td>
<td>Projected date of publication is <strong>January each year</strong></td>
</tr>
<tr>
<td>Replacement Value</td>
<td>Annually</td>
<td>X</td>
<td></td>
<td>Projected date of publication is <strong>January each year</strong></td>
</tr>
<tr>
<td>Schedule of Audits</td>
<td>March 15</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Construction Costs</td>
<td>October 1</td>
<td>X</td>
<td></td>
<td>Used for applications review</td>
</tr>
<tr>
<td>MP1 Report to Board</td>
<td>October 1</td>
<td>X</td>
<td></td>
<td>Reported to July Committee</td>
</tr>
<tr>
<td>Project Status and Tracking</td>
<td>Annually</td>
<td>X</td>
<td></td>
<td>Anniversary of date of approval</td>
</tr>
<tr>
<td>Housing Report</td>
<td>April 1</td>
<td>X</td>
<td></td>
<td>Reported to July Committee</td>
</tr>
<tr>
<td>Facilities Development Plan (MP1)</td>
<td>July 1</td>
<td>X</td>
<td></td>
<td>Reported to July Committee</td>
</tr>
<tr>
<td>Campus Deferred Maintenance Plan (MP2)</td>
<td>October 15</td>
<td>X</td>
<td></td>
<td>Reported to July Board</td>
</tr>
<tr>
<td>Campus Addressed Deferred Maintenance Plan (MP4)</td>
<td>October 15</td>
<td>X</td>
<td></td>
<td>Reported to July Committee</td>
</tr>
<tr>
<td>E&amp;G Space Approved but Not On-Line</td>
<td>December 1</td>
<td>X</td>
<td></td>
<td>Used for Space Projection Model</td>
</tr>
<tr>
<td>Governing Board Approved Projects</td>
<td>December 1</td>
<td>X</td>
<td></td>
<td>Used for Higher Education Assistance Fund and Space Projection Model review</td>
</tr>
<tr>
<td>Facilities Inventory</td>
<td>December 15</td>
<td>X</td>
<td></td>
<td>Certified by the institution</td>
</tr>
</tbody>
</table>
CHAPTER 8 - AUDIT OF FACILITIES

OVERVIEW

Texas Education Code and Board rules require that public institutions

(1) receive Board approval for all real property acquisitions, new construction, and repair and renovation of all buildings and facilities at institutions of higher education financed from any source of funds; and

(2) to accurately report institutional space to the Board. Board rules require that institutions submit for its consideration any projects meeting the following criteria:

i. New construction costing $1 million or more;
ii. Repair and renovation costing $2 million or more;
iii. Acquisitions of real property; and
iv. Gifts or donations of improved real property.

AUTHORITY

Authority is granted to the Board by the Texas Education Code and requires the Board take measures to ensure that institutions demonstrate efficient use of construction funds and the orderly development of physical plants to accommodate projected college and university student enrollments.

i. §61.0572, Texas Education Code, concerning Construction Funds and Physical Plant
ii. §61.0582, Texas Education Code, concerning Campus Master Plan; Deferred Maintenance
iii. §61.0583. Texas Education Code, concerning Audit of Facilities

PURPOSE

The Board is required to conduct a comprehensive audit of all educational and general facilities on the campuses of public universities, health-related institutions, Lamar State Colleges, and Texas State Technical Colleges. The audit is intended to:

i. Verify the accuracy of the square footage reported in each institution’s budget request in relation to the Facilities Inventory
ii. Confirm that construction projects have received prior approval
iii. Confirm that construction projects are completed as approved
These audits will provide a consistent method of review and assist the Board in determining the need for additional training or strengthening Board rules to comply with the statutes. Because facilities development and management is a large resource for the state, the audits will also enable the Board to make sound decisions regarding new construction, repair and renovation, and property acquisitions for the campuses throughout the state. Additionally, the validation of the inventory and project approvals will be used to verify appropriations.

PROCESS

Currently, the process is under review. We appreciate your patience as we develop the auditing process.
The Texas Higher Education Coordinating Board does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services.