Lamar State College Port Arthur

Facilities Space Reporting Procedures

2019
Purpose and Overview

This manual is intended to document the processes at Lamar State College Port Arthur (LSCPA) to meet the Texas Higher Education Coordinating Board (THECB) requirements for space reporting.

LSCPA is committed to meeting the standards prescribed by the THECB as described below:

1. Rooms are identified by a unique alphabetic or numeric code.
2. Space use codes and functional category codes accurately reflect actual use.
3. Classification of Instructional Programs (CIP) codes identifies academic disciplines, instructional programs and departments.
4. Prorated use accurately reflects the time used for each function.
5. Reported room area (square footage) is accurate and verifiable.
6. Reported educational and general (E&G) room area is accurate and verifiable.
7. Inventory control systems are in place and in use:
   a) Facility inventory systems are formal processes that are efficient, effective and enforced.
   b) Reporting mechanisms are effective for providing feedback for data input.
   c) Changes are reflected in the facilities inventory data in a timely and accurate manner.
   d) Inventory data is reconcilable and compatible between internal and external reporting.

LSCPA facilities space reporting through the following control procedures:

1. Surveys, Reports and Audits.

Surveys, Reports and Audits

Surveys

Who: Facilities Review Committee Accountant (who handles property), Coordinator of Institutional Research and Reporting and the Classroom Scheduling Coordinator).

Frequency: Twice a year, prior to each long semester (Fall and Spring).

Scope: The Facilities Review Committee conducts campus-wide surveys of facilities and reconciles the current THECB Facilities Inventory list to the planned utilization for the upcoming semester. Also, any renovations, modifications in room capacity or usage and personnel changes are noted during surveys.

Data revisions are compiled by the Accountant who documents the changes, updates the space inventory data and submits updated data to the THECB.
**Reports**

*Who:* Department representatives, Deans, Chairs, Directors, other Campus Leadership, and anyone who is aware of changes or modifications in room capacity or usage or personnel.

*Frequency:* As changes occur.

*How:* Documentation, Email Notifications, Informal Telephone Calls and Drawings.

*Scope:* Space changes or errors discovered at times other than formal audits or surveys may be reported directly to the Accountant at any time. This includes changes to an existing room’s size, capacity, type, use, coding or room number assignment. In addition to other formal processes, the LSCPA Facilities Change of Space and Allocation Request Form, spreadsheets, email notifications and informal phone calls may be used to document and track changes to space inventory records. In addition, the LSCPA Physical Plant department maintains drawings (architectural and/or CAD) of the relevant facilities on campus.

**Audits**

*Who:* THECB Peer Review Team

*Frequency:* A five year audit cycle established by the THECB.

*Scope:* THECB staff will generate a random sample of 35 (minimum) educational and general (E&G) rooms from LSCPA’s certified inventory of buildings and rooms reported and on file at the THECB. The THECB Peer Review Team will follow the Facilities Audit Protocol established by the THECB and available on the THECB website.

**Project Management Process**

*Who:* Project Planning Committee (generally consisting of President, VP of Academic Affairs, Executive VP for Finance and Operations, Dean of Student Services, Director of Physical Plant and Director of Purchasing).

*Frequency:* As needed.

*Scope:* Small and large projects involving physical alteration to existing space or new construction projects involving incremental additions to space are managed by the Project Planning Committee. The Committee ensures projects are appropriately reviewed, approved and funded in compliance with the policies of the Texas State University System and the THECB.

**Reporting Process – Other Roles and Responsibilities:**

*Accountant (who handles property)*

The Accountant in coordination with the Facilities Review Committee and other Campus-wide representatives (as previously described) is responsible for assigning and/or verifying space use, functional category and Classification of Instructional Program (CIP) codes. The Committee also reviews room identification, prorated use of institutional space, room capacity and reported room area. The Accountant compiles inventory space data changes and is responsible for updating and reporting CBM11 and CBM14 data to the THECB.
Coordinator of Institutional Research and Reporting
The Institutional Research and Reporting Coordinator plays a vital role providing information for planning and decision making in administrative and academic capacities. The Coordinator also provides official approved LSCPA data to the state and federal government, other external agencies and the LSCPA administration, faculty and staff. The Coordinator is responsible for CBM005 reporting to the THECB and ensures CBM005 Building and Room Usage data validates with the CBM11 and CBM14 data submitted by the Accountant.

Systems and Software
Systems
The THECB system housing CBM data including CBM11 (Room data) and CBM14 (Building data).
Software
The software utilized for THECB uploads and reporting including FTP (File Transfer Protocol software), Ellucian/Banner software, Microsoft Word, Excel and Notepad.
# LAMAR STATE COLLEGE PORT ARTHUR
## CHANGE OF SPACE AND ALLOCATION REQUEST FORM

### I. CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Requesting Department</th>
<th>Date</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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### II. SPACE CHANGE

**A. Change that increases or decreases room or building square footage?**
- □ Yes
- □ No (If Yes see below)

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Room Number</th>
<th>Change square footage From</th>
<th>To</th>
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</table>

**B. Change in Capacity of a classroom, class lab, meeting or assembly room?**
- □ Yes
- □ No (If Yes see below)

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Room Number</th>
<th>Change Room Capacity From</th>
<th>To</th>
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**C. Change Affecting How a room is utilized (Purpose or function of the room)?**
- □ Yes
- □ No (If Yes see below)

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Room Number</th>
<th>Space will be used for</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Instruction %</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administration</td>
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<tr>
<td></td>
<td></td>
<td>Other, please specify</td>
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</tbody>
</table>

**D. Relocation of faculty, staff or others from one location to another.**
- □ Yes
- □ No (If Yes see below)

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Staff</th>
<th>Other</th>
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<table>
<thead>
<tr>
<th>Building From:</th>
<th>Building To:</th>
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<tr>
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<table>
<thead>
<tr>
<th>Room From:</th>
<th>Room To:</th>
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**D. 4. If Faculty: Please provide Name, Title, Department, Academic Discipline and if courses taught are degree related or non-degree related or Not Applicable. (All fields are required)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Academic Discipline</th>
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<table>
<thead>
<tr>
<th>Courses Taught: Degree Related:</th>
<th>%</th>
<th>Non-Degree Related:</th>
<th>%</th>
<th>Not Applicable</th>
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**D. 5. If Staff: Please provide Name, Title and Department.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
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**D. 6. If Other: Please provide Name, Title and Job duties.**

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<tr>
<th>Name</th>
<th>Title</th>
<th>Job duties</th>
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E. Other change that does not fit in Sections A-D above? □ Yes □ No (If Yes see below)
E. 1. Building Name: ____________________________
E. 2. Room Number: ____________
E. 3. Describe the change:

F. If the space is to be shared – list the departments sharing the space and the proration of the utilization.

   Department # 1 Name:_____________________________   % of time used________
   Department # 2 Name:_____________________________   % of time used________

   Sum must equal 100%

III. AUTHORIZATION SIGNATURES

Department Chair or Department Head: ____________________________ Date:
Comments:

Executive Vice President for Finance and Operations: __________ Date:
Comments:

President: ____________________________ Date:
Comments:

Vice President of Academic Affairs: ____________________________ Date:
Comments:

Director of Physical Plant (Only if renovations or alterations are involved): ____________________________ Date:
Comments:

Coordinator of Institutional Research: ____________________________ Date:
Comments:

Submit completed request with the proper signatures to the Accountant in the Business Office who handles property management.

Rev. 11/13/2019