

**OVERVIEW OF THE EDUCATIONAL PLANT SURVEY PROCESS  
AS CONDUCTED BY  
THE BOARD OF GOVERNORS OFFICE OF FINANCE AND FACILITIES  
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FOR THE STATE UNIVERSITY SYSTEM OF FLORIDA  
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Section 1013.31, Florida Statutes, requires that, at least once every five years, each Board shall arrange for an educational plant survey to aid in providing physical facilities necessary to accommodate its academic programs, students, faculty, staff, and services during the next five-year period.

### **1. Designation of Responsibility**

The University to be surveyed appoints the **Survey Team Coordinator**. The Survey Team Coordinator correlates information provided by the Survey Team Leader, the University Survey Team Facilitator, and the Board of Governors staff during the survey process. It is recommended in order to expedite the overall process and to maintain consistency and quality of the overall process that the coordinator be a staff person from the Board of Governors staff (BOG).

It is recommended that the **Survey Team Leader** be requested by the university to be surveyed from a university not being surveyed in the same year. In conjunction with the Survey Team Coordinator, the Survey Team Leader coordinates the work of the survey team members. All Team Members are also recommended to come from staff of other universities not being surveyed in that same year. The Survey Team Leader maintains contact with the Survey Team Coordinator and coordinates all activities with the Survey Team Facilitator at the University during the entire survey process.

The University President appoints the **Survey Team Facilitator** for its University from its own staff. The Survey Team Facilitator maintains contact with the Survey Team Leader and coordinates university personnel at the University during the survey process. The Survey Team Facilitator will also coordinate the university activities for the team during the survey process at the university.

**Survey Team Members** are members of the survey team that will consist of staff from other universities, not being surveyed that year, and BOG staff, if requested. A representative from a University to be surveyed in the next fiscal year as well as a representative from a University surveyed in the previous fiscal year should be asked to participate, for continuity and consistency of the final report.

### **2. Student Enrollment Projections**

The survey uses capital outlay full-time-equivalent student enrollment projections provided to the university to be surveyed from the BOG Office of Planning, Budgeting and Policy Analysis based on university projections approved by the BOG. One undergraduate capital outlay full-time-equivalent represents enrollment in 40 credit hours during the academic year, while one graduate capital outlay full-time-equivalent represents 32 credit hours. Projections are provided for all credit activity at each officially designated site for which facilities are required. Enrollments are identified by discipline group within level of student.

The projection out-year for the survey is the fifth year beyond the fiscal 2007-08, which is the out-year 2013-14.

### **3. Educational Programs and Services**

The survey uses projections for programs approved by the Board of Governors through the academic program review process for the State University System.

The University to be surveyed staff prepare a list of programs for the survey, indicating which existing ones the University wishes to continue, expand, and delete during the five-year period of the survey, as well as those for which planning authorization or program approval has been granted.

The basic mechanism used to determine the facilities required to accommodate educational programs and services is the SUS Space Needs Generation Formula. The Formula identifies space needs for instructional and research programs, and for academic and institutional support services.

While the capital outlay full-time-equivalent projection acts as primary generator, the Formula recognizes variations in space requirements derived from discipline groupings, course levels, research fields, library holdings, and faculty, staff, and contract and grant positions, as well as minimum space allowances. Thus, the Formula results in aggregate space generations for ten standard space categories based on the combination of students, programs, faculty, and staff unique to the University.

### **4. Inventory Validation Segment of Survey**

The first segment of the survey is the Inventory Validation, whereby the physical facilities inventory is evaluated by the survey team. The Inventory Validation is scheduled three to four months before the Needs Assessment segment of the survey.

The validation segment entails visits to all sites of the University for the purpose of confirming or correcting information carried in the computerized Physical Facilities Space File, as well as building schematics.

University to be surveyed staff and validation team members visit all sites and selected buildings. The buildings to be visited for inventory validation purposes should include any buildings that have not been previously surveyed, buildings which the University desires to be assessed as unsatisfactory, and a sampling of other buildings to determine overall accuracy of the reported inventory.

The Space File includes information for all educational plants. For the Inventory Validation, University staff provides reports of Space File data and building schematic drawings for the buildings designated to be included in the Validation.

An important part of the Validation process is the review of spaces to be exempt or ineligible. These are spaces not generated by the SUS Space Needs Generation Formula and thus not included in the current inventory used in space needs analyses. University staff furnishes a list of all ineligible spaces which identifies each space and justifies why it is excluded.

Together, the University Survey Team Facilitator and Survey Team Leader make arrangements for the Inventory Validation including: team assignments, guides, and transportation for team member visits to buildings and grounds, and lodging accommodations for team members. The University to be surveyed reimburses travel costs and pays standard per Diem for members of the Inventory Validation team.

## 5. University Identification of Needs

University to be surveyed administrators and staff prepare lists for each site of needs identified by the University for Site Acquisition, development, and improvement, and remodeling, renovation, and new construction. Outdoor physical education facilities are included as site improvement. Because all previous survey recommendations expire at the beginning of a new five-year survey, the lists of needs may include items recommended in the prior survey which have not been started or funded through construction, but still are needed.

Requested projects should be reflected in the University's Campus Master Plan previously submitted to the University Office of Facilities Planning, or should be included in an official update to the Master Plan.

The basic method for identifying facility needs is the SUS Space Needs Generation Formula approach. This method involves performance levels for space use by the University based on legislatively mandated, as well as generally accepted, utilization standards. The Formula generates campus wide square footage needs for ten categories of space. Needs are compared with the categorical square footage in inventory to determine space deficits and surpluses. Shortages demonstrate the need for remodeling or new construction recommendations to provide space, while overages may denote the need for remodeling recommendations to convert excess space to other uses.

Using the Formula approach, the Survey Team Coordinator ensures the preparation of space needs analyses by the university to be surveyed for each site showing categorical space need generations, existing space inventory, and resulting deficits and surpluses. Based on the results, University to be surveyed staff develop requests for remodeling recommendations to provide space for under built categories, as well as to reduce space of overbuilt categories, and for new construction recommendations to meet needs which cannot be satisfied through remodeling.

The alternative method for identifying facility needs is the "exception procedure." This method is used where the University has special problems or extraordinary needs not supported by the Formula. One example is unusual requirements for a particular type of teaching or research laboratory. Another example is minimal facilities for a program that are not provided by the space needs generated from the initial enrollment level of the program.

To exercise this option, University staff prepares written explanations along with quantitative displays which justify exceptional needs. Justifications include relevant information such as requirements for specific programs, schedules of current classes, reports of space utilization, indications of effective space management, evidence of sound planning, feasibility studies for remodeling, and intended uses of space. The purpose is to present convincing evidence which demonstrates genuine facility needs beyond Formula generations. In addition, requests for remodeling or new construction recommendations to accommodate these special needs are developed.

Request items for remodeling and renovation recommendations should contain specific information: building number and name; room numbers; current functions of spaces, use codes, and square footage. Items for new construction recommendations specify needed function of spaces, use codes, and net square footage.

Cost estimates are provided by the University for Site Acquisition, development, and improvement items. They may be furnished for other items as well. Cost estimates for survey recommendations involving

new building construction are based on average cost figures for the System. It is important to note that cost estimates attached to survey recommendations are not part of the recommendations per se. They are added only to provide a general idea of anticipated cost. They cannot be interpreted as accurate estimates for particular projects. Often, actual estimates will vary significantly from those included with recommendations.

The survey automatically makes five university wide standard recommendations for: provision of custodial services facilities; provision of sanitation facilities; correction of safety deficiencies; replacement of building envelope systems; and modification of facilities for compliance with the Americans with Disabilities Act. Therefore, the University should not include requests related to these needs.

## **6. Survey Workbook**

University staff prepares a survey workbook for use by survey staff during the Needs Assessment segment of the educational plant survey. The workbook contains documentation related to preceding items 2, 3, 4, and 5, along with general background information about the University. It is supplemented by a current University catalog as well as available information regarding long-term plans for the institution, such as the master plan or other long-range planning documents. Additional information may also be included.

A copy of the survey workbook is provided to each survey team member at least two weeks before the opening date of the Needs Assessment. Other copies may be distributed to survey staff at the beginning of the Needs Assessment.

## **7. Financial Information**

The Survey Team Coordinator provides particular financial information pertaining to capital outlay allocations by fund source and capital outlay allocations by project type for inclusion in the Survey Report.

## **8. Needs Assessment Segment of Survey**

The Survey Team Leader and the University to be surveyed make arrangements for the Needs Assessment including: daily schedule of survey activities; organizational meeting, discussion sessions, and final meeting for the survey team with University administrators, faculty, and staff; work space, materials, and equipment for the team; and lodging accommodations for team members. The University to be surveyed reimburses travel costs and pays standard state per diem for members of the needs assessment team. However, the BOG staff will pay all of its own expenses as processed through the university to be surveyed.

## **9. Survey Recommendations**

The survey team makes recommendations for site acquisition, development, and improvement; and remodeling, renovation, and new construction for officially designated sites and facilities.

Details about the status of previous survey recommendations, identification of needs through the Formula approach and the exception procedure, cost estimates for recommendations, and the university-wide standard recommendations are explained under item 5.

Recommendations for leased sites and facilities are made in accordance with the provisions of Sections

1013.31 Florida Statutes. Recommendations pertaining to additional branch campuses are considered only after a proposal for establishment, submitted by the University, has been recommended and authorized by the Legislature.

## **10. Written Survey Reports**

The University to be surveyed prepares the draft and the final written report of the findings and recommendations of the survey team for review and approval by the University Board of Trustees (UBOT's). After approval by the UBOT's, the UBOT's submits the official copy of the report to the Chancellor for the Board of Governors.