Space Survey Purpose

To answer the following questions for all rooms included in the space inventory:

- What is the room type?
- Who occupies the space?
- What department occupies the space?
- What type of activity goes on in the room?
- What is the primary funding source for the activity in the room?

Space Inventory Data Use

- Update space management databases
  - Statewide
    - Office of Budget & Institutional Research
    - Office of Cost Analysis
    - MAU Space Management or Facilities
- Data used for
  - Analysis for the administration and for the Board of Regents
  - F & A cost rates
  - Nationwide surveys about facilities
  - Space assignments
Items in Training Packet

- Supporting Handouts
  - Functional Use Definitions
  - UA Program Code Crosswalk
  - Activity Decision Tree
  - Generalizations
  - Common Errors
  - Salary Space Comparison
  - Space Survey Form
  - Frequently Asked Questions
  - Room Use Codes and Definitions
  - Webspace Training Manual

Deadline

- Functional use will be collected through data entry on the web
- Survey completion deadline
  - September 22, 2006

FY03 Space Audit

- DCAA audited UA’s space survey data in August/September of 2005
- Reviewed training documents
- Selected a sample of rooms at UAF
  - 17 rooms
    - Offices and Laboratories
  - SOM, SLA, Chancellor’s Office, CSEM, ARSC, and INE
FY03 Space Audit (contd.)
- Auditor’s visit
  - Walked space
  - Met with fiscal officers
  - Wanted to review documentation
    - Department supporting documents
    - Salary distribution for occupants
    - SW Cost Analysis' review and corrections of space
- Recommendation
  - Departments retain documentation to support their assignments of space

Acronyms
- OMB - Office of Management and Budget
- ONR - Office of Naval Research
- Facilities & Administrative costs (F & A)
  - Indirect costs
  - Overhead costs
- Circular A-21 - Cost Principles for Educational Institutions

Functional Use 101
- What is functional use?
  - Identifies activities occurring in the space
- Why do we collect functional use?
  - Required by A-21
    - Depreciation, operations and maintenance costs are allocated to each function based on assignable square feet of space
Functional Use 101 (contd.)

- FY03 Space related potential recovery at UAF
  - $71.3 million MTDC restricted fund expenses
  - $21.8 million F & A recovery
  - $31.5 million in potential total F&A recovery
  - $14.1 million in potential space related recovery

- UAA FY03 Space related potential recovery
  - $21.4 million MTDC restricted fund expenses
  - $3.7 million F & A recovery
  - $7.0 million in potential total F&A recovery
  - $2.2 million in potential space related recovery

- UAS FY03 Space related potential recovery
  - $2.3 million MTDC restricted fund expenses
  - $0.3 million F & A recovery
  - $0.7 million in potential total F&A recovery
  - $0.7 million in potential space related recovery
Functional Use 101 (contd.)

Who should be collecting functional use?
- Someone who is knowledgeable about:
  - The occupants of the space
  - Activities occurring in the space
  - Funding for the occupant and/or activities in the space
- Must be collected from the user of the space
- Head of department is responsible for ensuring that their space is surveyed

When do we collect functional use information?
- At least once every two years
  - Required during our base year for F&A
  - While faculty are on campus

How do we collect functional use?
- Walk through of space
  - Physical layout
    - Compare with blueprints
    - Notify facilities coordinator if there are structural changes not reflected on the floor plans
    - Area - net assignable square feet
    - Is it reasonable?
- Room type
- Check assigned user
  - Is the department correct?
Functional Use 101 (contd.)

- Functional use survey conducted
  - Departments verify walk through results
  - Interview users of the space
- **Survey is conducted by building**
  - On a room by room basis

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**Functional Use 101 (contd.)**

- **Timeframe**
  - Space assigned for full year
    - July 1, 2005 through June 30, 2006
  - Space assigned for less than one year
    - Report activity based on period used by the current occupant
  - Space under renovation
  - Do not anticipate future use
  - Do not classify based on predominant use

---

**Functional Use Categories**

**Definitions and Use**
Functional Use Categories

1. Central Academic Support (AC)
2. Arctic Region Supercomputing Center (ARS)
3. Department Academic Support (AS)
   - Research support, instruction support and public service support
4. Department Administration (DA)
5. Excluded (EX)
6. General & Administrative (GA)
7. Instruction (IN)

Functional Use Categories (contd.)

8. Independent Operations (IND)
9. Library (LIB)
10. Other Institutional Activities (OIA)
11. Operations & Maintenance (OM)
12. Other Sponsored Activity (OSA)
13. Poker Flat (PF)
14. Recharge Center Activities (RC)

Functional Use Categories (contd.)

15. Organized Research (RR)
16. Ship (SHP)
17. Sponsored Projects Admin. (SPA)
18. Student Services (SS)
19. Assignable Vacant & Common (VAC)
Functional Use Classification

- Assign percentage use consistent with activities
- Space survey percentages multiplied by Net Assignable Square Feet (NASF) => NASF totals by function
- Space related costs prorated to functions
  - Operations and maintenance
  - Interest expense
  - Building depreciation
  - Equipment depreciation
  - Gain/Loss on equipment disposals

Functional Use Classification (contd.)

- Non-space related costs are assigned to activities through the use of program codes in Banner Finance
  - Each org has a default program code which attaches to transactions
- Functional use classification should be consistent with the classification of expenditures incurred for the activity
  - Space / salary comparison

Salary Space Comparison
### Salary Space Comparison

<table>
<thead>
<tr>
<th>Category</th>
<th>FY06 Functional Use Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>123</td>
</tr>
<tr>
<td>Category 2</td>
<td>456</td>
</tr>
<tr>
<td>Category 3</td>
<td>789</td>
</tr>
<tr>
<td>Total</td>
<td>1234</td>
</tr>
</tbody>
</table>

**Salary Space Comparison**
### Salary Space Comparison

<table>
<thead>
<tr>
<th>Year</th>
<th>Category</th>
<th>Salary</th>
<th>Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>Total</td>
<td>100</td>
<td>5.0</td>
</tr>
<tr>
<td>2006</td>
<td>Total</td>
<td>110</td>
<td>5.5</td>
</tr>
<tr>
<td>2007</td>
<td>Total</td>
<td>120</td>
<td>6.0</td>
</tr>
</tbody>
</table>

**FY06 Functional Use Training**
Functional Use Definitions

- Now we will go through the definitions
  - Abbreviations at top of slide are those used in Webspace, they do not relate to the program codes used in Banner Finance
    - Handout #1 identifies program codes

Central Academic Support
(AC)

- Central academic administration & support
  - Audio visual & other media services
  - Technology – academic computing support
  - Central support for course & curriculum development
    - Separately budgeted
    - Central academic personnel development

Arctic Region Supercomputing Cntr (ARS)

- A separate F&A rate negotiated for ARSC activity
  - Specific organization codes are used to capture their activity
  - Same program codes as an organized research unit
Departmental Academic Support (AS)

- Space for supporting the instruction mission of a School or College
  - Dean
    - Include Dean's staff space
    - Not department head
    - Not organized research unit director

Department Administration (DA)

This field does triple-duty:

- Organized research unit administration
  - Research unit department specific administrative support
- Space used for academic department clerical and administrative support
  - Includes department chairperson
  - Not dean or dean staff
- Space used for public service clerical and administrative support
  - KUAC, Small Business Development Center

Excluded (EX)

- Space used for excluded activities
  - Debt service
  - Financial aide
  - Staff benefits
- Excluded space is not included in survey data
General & Administrative (GA)

- Space used for campus-wide administration or support of the campus as a whole
  - Chancellor, Provost, other executive management
  - Central fiscal operations, administrative data processing, institutional research, human resources
- Rarely appropriate at unit level
  - Example: academic unit office used for Provost search committee

Instruction & Departmental Research (IN)

- Teaching and related training activities
  - Credit and noncredit
  - Academic departments and separate divisions such as Summer Sessions
  - Examples
    - Teaching and preparation for teaching
    - Counseling students on course work or theses
    - Academic, voc/tech, remedial, and tutorial instruction

Instruction & Departmental Research (contd.)

- Departmental research activities
  - Research activity in unrestricted funds that is not “separately budgeted and accounted for”
    - Does not include:
      - Matching funds (use Other Sponsored Activities)
      - Research activity funded by
        - Organized research unit
        - President’s Natural Resource funds
        - Initiative funds accounted for in separate org
  - Incidental public service activities not separately budgeted and accounted for
Independent Operations (IND)
- UA owned space used by non-university entities, such as state and federal agencies, credit unions and banks, etc.
- Both leased and non-leased by UA to external entities
- Use new D-levels orgs

Library (LIB)
- Space for the central campus library facilities
- Exceptions
  - Library administrative support staff space should be classified as library
  - Departmental libraries
    - Department Administration
    - Instruction support
    - Research support
    - Public service support

Other Institutional Activities (OIA)
- Public service space
- Auxiliary operation space
- Museum
  - Museum department administration space
  - Classify as research support, instruction support, or public service support department administration
- Intercollegiate athletics and student organizations
- Any unallowable activity per OMB Circular A-21
  - Alumni
  - Community relations and development
Operations and Maintenance (OM)

- Space for the administration, operation, maintenance, and preservation of the University’s physical plant
  - Campus
    - Utilities and Physical Plant
    - Fire and Security departments
  - Occasionally, research or academic unit
    - Off campus
      - Machine shop, maintenance shop, etc.
    - Not recharge activity space

Other Sponsored Activities (OSA)

- Classification based on source of funding and function
  - Sponsored by federal and nonfederal agencies and organizations
    - UA classifies as restricted funding
  - Unrestricted matching funds
    - Usually fund 14xxxx

Other Sponsored Activities (OSA) (contd.)

- Does not include
  - Instruction space
  - Organized research unit space
    - Unless it’s public service space
  - University research space
- Examples
  - Student Services grant
  - Physical Plant operations used as matching
  - SBDC public service grant
**Poker Flat (PF)**

- A separate F&A rate negotiated for Poker Flat rocket range activity
- Specific organization codes are used to capture their activity
- Same program codes as an organized research unit

**Recharge Center Activities (RC)**

- Recharge center activity space
- Examples
  - Copy Services
  - Telephone Services

**Organized Research (RR)**

- Research and development activities that are
  - Separately budgeted and accounted for
    - Sponsored projects and related matching funds
      - a.k.a. Restricted and matching funds
    - An organized research unit (see list for organized research units)
      - Restricted, matching and unrestricted funds
    - Identifiable research organization codes established to track research activity in natural resource or initiative funds
      - Unrestricted funds
Organized Research (contd.)

- Research Training
  - Training activities
    - Primary purpose of training individuals in research techniques
    - Activities are “separately budgeted and accounted for”
    - Purpose of funding is to provide training rather than research
  - Utilize the same facilities as other research and development activities and are not included in instruction

UAA Organized Research Units

- Center for Alcohol and Addiction Studies (CAAS)
- Environment and Natural Resources Institute (ENRI)
- Institute for Circumpolar Health Studies (ICHS)
- Institute for Social and Economic Research (ISER)
- Justice Center

UAF Organized Research Units

- Agricultural and Forestry Experiment Station (AFES)
- Developmental Programs and Projects (DPP)
- Geophysical Institute (GI)
- Institute of Arctic Biology (IAB)
- International Arctic Research Center (IARC)
- Institute of Northern Engineering (INE)
- Mineral Industry Research Laboratory (MIRL)
- Petroleum Development Laboratory (PDL)
- School of Fisheries and Ocean Sciences (SFOS)
- Arctic Region Super Computer (ARSC)
UAS Organized Research Units

- No designated organized research units

Ship (SHP)

- A separate F&A rate negotiated for SFOS Alpha Helix Ship activity
  - Specific organization codes are used to capture their activity
  - Same program codes as an organized research unit

Sponsored Project Administration (SPA)

- Departments established primarily to administer sponsored projects for the campus as a whole
  - Proposal Office
  - Grants and Contracts
- Does not include college or departmental proposal offices
  - Classify this space as research support, instruction support, or public service support
**Student Services (SS)**

- Space used in the administration of student affairs
  - Admissions, registrar, financial aid, counseling and career guidance, student advising, and student health services
  - Not intercollegiate athletics
  - Not student organizations

**Assignable Vacant & Common Areas (VAC)**

- Assignable space
  - Vacant or not in use
    - Idle facilities - vacant for one year or more
    - Or not practical to assign to a specific functional activity or activities
      - PRIVATE corridors, lounges, restrooms, kitchens
  - Space is excluded from the F&A cost calculations
  - Not public corridors, stairwells, janitorial areas, etc.
    - Non-assignable space

**Activity Decision Tree**

- Use decision tree to help you distinguish between
  - Organized research
  - Other sponsored activity
  - Instruction and department research
Types of Space

- **Single function space**
  - Supports one function
  - Assigned 100% to that function
  - Examples
    - Non-academic administrative office such as purchasing, payroll, accounting, human resources (GA); heating plant (OM); residence halls (OIA); library stacks
    - Research lab
      - One staff member, 30 hrs per week, paid 100% from organized research funds
      - 100% organized research

Types of Space

- **Multiple function space**
  - Supports more than one function or activity
  - Assigned to the activity in proportion to
    - Time/effort spent on the activity or
    - Benefit received by the activity
    - Use FTE assigned to activities or Salary and Wages of individuals using the space

Types of Space

- **Multiple function space**
  - Example
    - Research lab
      - Two staff people, one @ 40 hours per week, paid from organized research funds and one @ 20 hours per week, paid from department research funds
      - Total time employees spend in lab is 60 hours per week
      - 67% organized research and 33% instruction
Completing the Survey
Roles and Responsibilities

WebSpace Roles
- Three roles
  - Department Coordinator
  - Inventory Manager
  - Central Administrator

Department Coordinator
- Someone with knowledge of
  - Occupants
  - Payroll for occupants
  - NCHEMS categories for department activities
- Research Institutes or Academic Units
  - Executive or Fiscal Office responsible
- All Others
  - Department or Organization Manager or Supervisor
Inventory Manager

- Responsible for
  - Approving/rejecting changes made to:
    - Room number
    - Room type
    - Department - D-level org
    - Assignable square footage (ASF)
    - Occupants
    - Number of workstations

- Who
  - UAF - Deb Horner
  - UAA - Tim Nelson
  - UAS - Steve Tada
  - SW - Myron Dosch

Central Administrator

- Responsible for
  - Data imports
  - System setup
  - System Maintenance

- Who
  - Raye Ann Robinson
  - Tanya Hollis

Completing the Survey

Basics
Basics

- Room function/activity
  - Timeframe
    - Space assigned for full year: July 1, 2005 through June 30, 2006
    - Space assigned for less than one year
      - Report activity based on activities occurring for the period used by the current occupant
  - Actual use
  - Functional use should be consistent with salary charges
    - Exceptions - prepare detail explanation to support
    - Occupant has more than one room that he/she uses
    - Multiple occupants using space for varying % of time
    - Document inconsistencies

Basics

- Percentages
  - Round to whole numbers - Decimals are not allowed
  - Predominate functional use not allowed
  - Must equal 100%
  - Update database by deadline of September 22, 2006
  - Check database before deadline
    - Additional space may have been assigned to you

Editing Rooms

- Contact Inventory Manager before making changes to the following:
  - Room number
  - Room type
    - Confirm changes before they are made
    - Changes to Non-assignable room types (0XX) require the Inventory Manager to contact the Central Administrator
  - ASF
Editing Rooms

To change a room's attributes:
- Select the rooms that need to be edited
  - Click on Edit Room from the Status list or from one of the survey modes

Types of changes:
- Room number – DO NOT CHANGE
- Room type – Confirm change with Inv. Mgr.
- ASF – DO NOT CHANGE
- Number of Workstations
- Occupants

Explanation for Edits

Required for changes made to:
- Room #
- Room type
- ASF
  - DO NOT CHANGE
  - CONTACT INVENTORY MANAGER IF THIS IS NEEDED
- # of workstations
- Occupants

Review and Assign

Space occupied by your department is not assigned to one of your D-Level orgs:
- Two options:
  - Locate the building and room number of the space
    - Contact Dawn Wall via e-mail at swcost@alaska.edu
    - Central Administrator will research the database to determine who has been assigned the space and send them an e-mail requesting they re-assign the space to you.
Review and Assign

- Space not occupied by your department is assigned to your D-Level org
  - You know who it belongs to:
    - Assign to correct D-Level using Assignments in WebSpace and send an email to the Dept Coordinator
  - You don’t know who it belongs to:
    - Department Coordinator assign space to one of the following:
      - UAF - UAFREASSN D-level org
      - UAA - UAAREASSN D-level org
      - UAS - UASREASSN D-level org
      - SW - SWREASSN D-level org

Review and Assign

- Inventory Manager will need to:
  - Identify the correct department and D-level org
  - Log into WebSpace using their Department Coordinator User ID and Password
  - Assign the space to that D-level org using Assignment in WebSpace
  - Send an email to the Dept Coordinator newly assigned the space

Review and Assign

- When reassigning space that your college doesn’t occupy
  - Non-university occupants
    - Dept Coordinator needs to:
      - Functionize as 100% Independent Operations
      - Manually identify primary occupant for selected room types
    - Using the Assignment function re-assign the space to one of the following:
      - UAF - UAFNONUNIV D-level org
      - UAA - UAANONUNIV D-level org
      - UAS - UASNONUNIV D-level org
      - SW - SWNONUNIV D-level org
  - Inventory Manager will verify functionalization
Action Required

- Review spaces assigned to you
- Identify any spaces assigned to your department(s) in error and reassign by September 12th
- Complete the Functional Use Web Survey for each of the remaining spaces assigned to your department(s) by September 22, 2006
- Check WebSpace again on September 22nd to make sure all spaces assigned to you are completed

WebSpace

- URL
  - Training
    - http://woodfrog.sw.alaska.edu:8091/WebSpace/
- Log into WebSpace
  - Banner HR 8 character numeric ID as listed on your time sheet
  - Password is PASSWORD
  - Both are case sensitive

Screen prints
Step 1: Print a listing of the rooms and Dlevels assigned to you and verify that these are correct.
Check All to select all departments listed and then click the View Report button.

Screen prints

Review report for Depts and Bldg/Rooms that need to be re-assigned to a different Dept Coordinator or ones you plan to assign to another within your dept to survey or space you want to be code to another Dlevel within your department.

Screen prints

Once you have identified depts &/or bldg/room assigned to you in error or that you want to change you will need to Change Room Assignments.
Select the rooms that need to be re-assigned to someone within your dept and then **Proceed**.

Verify the room needing re-assignment are listed here and then **Proceed**.

To track which rooms you have assign to various individuals in your dept choose **Change Surveyor** and then **Proceed**.
Screen prints

Listing will display individuals within your dept. Select one and then Proceed.

Screen prints

Confirm this is the person you want to assign to survey the rooms. You will still have access to the room. This function will help you distribute the work load. The final responsibility remains with you. Press Apply.

Screen prints

- Screen prints

- Screen prints

- Screen prints
Select the rooms that need to be reassigned and then Proceed.

Change the room to another department within your department.

Change the room to another department under a different Department Coordinator (DC), with this option you need to determine the Banner HR Department of the new DC.

This room will be reassigned to another Department Coordinator (DC).

Using the Users Table, determine the Banner HR Department of the new DC. Select that department here. Press Proceed.
Confirm the department is correct, then press **Apply**.

Confirm space was reassigned to another Department Coordinator.
After you've reviewed the space assigned to you, the most effective way to survey your space is to print the survey form. This will make it easier to distribute the work load.

The survey forms can be given to other individuals in your department that may be more familiar with a specific building. Give them the forms to complete and then upload the information to the Web Site.

Select the [Print Forms] button, then [Check All], finally select [Create Print File].
Screen prints

The forms will be displayed, to print press the first button on your screen!
Screen prints

Screen prints

Screen prints
Once you've added all the occupants to the space it would be wise to Submit before you go to payroll especially in rooms with several occupants.
Screen prints

Make sure you select the labor that is applicable to the space. For example, someone who started mid-year, you would not want to check their earnings from a different department.

After you have checked all the accounts appropriate for the Space press, calculate:

Program code error GA should be DA.

Combined for 27% DA.

Functionalization:
- DA - 27%
- OSA - 10%
- OIA - 63%

*100%

OSA requires fund/org codes.
It is necessary to enter the percentages from the prior screen manually then press submit.
Enter functionalization for the space, I chose not to functionalize the offices, so I will press the Submit button. If you use this function for space that requires an occupant then you would press the Save button.

These rooms were not functionalized using the Quick Update because they are offices and need the occupants to be entered.

To view completed space, click on the link or button in the Survey Inventory Status column.
Uniform Update will code ALL the space under the selected Dlevel exactly the same.

Enter functional percentage applicable to all rooms.

 FY06 Functional Use Training
Screen prints

WebSpace Production

- Do not go into the production instance until you have practiced in the training instance
- URL
  - Production
    - http://spottedfrog.sw.alaska.edu:8091/WebSpace/

Additional Information

- Generalizations
- Common Errors
Generalizations

- Laboratories & classrooms
- Faculty offices
- Secretary/reception rooms
- Support rooms
- Academic departments
- Support operations
- Common areas

Generalizations (contd.)

- General and administrative space
- Operations & maintenance space
- Recharge activity space
- No miscellaneous category

Common Errors

- Using faculty workload agreement to assign %’s to space
- Using G&A, OIA, or Vacant & Common as a miscellaneous category
- Room type & assigned user suggests a functional use classification, but space is classified differently
- Percentages not equal to 100
- Assuming prior classification is accurate
Summary of Actions Required

- Review spaces assigned to you
- Identify any spaces not assigned to your department(s) and flag for reassignment
- Complete the Functional Use Web Survey for the spaces assigned and/or re-assigned to your department(s) by September 22, 2006

Questions

- Primary Contacts
  - Inventory Managers
    - UAA - Tim Nelson, 786-4902
      - anthn@uaa.alaska.edu
    - UAF - Deborah Horner, 474-6340
      - fndgh@uaf.edu
    - UAS - Steve Tada, 465-6262
      - steve.tada@uas.alaska.edu

Please complete the feedback sheets after the database training.
Thanks for coming!