

**COMMISSION ON HIGHER EDUCATION
2001 CAPITAL NEEDS SURVEY AND INSTRUCTIONS**

INTRODUCTION

Adequate and predictable state funding for college and university facilities and other capital expenses is fundamental to meeting New Jersey's higher education needs. Institutional governing boards and multiple state-level agencies plan, administer, and finance capital projects for higher education, but there is no coordinated long-term planning or needs assessment. The Commission on Higher Education and the Presidents' Council have initiated a statewide planning process to forecast capital needs based on solid data collection and informed cost projections for New Jersey's colleges and universities. This survey is a critical component of that process. The data generated by the survey will underlie long-range capital planning and policy recommendations for state policymakers and will inform the Commission's and the Council's fall 2001 budget policy statements regarding capital funding.

The timeline for completion of the survey, analysis of the data, and development of long-range funding recommendations is short. However, both the Commission and the Presidents' Council's Executive Board strongly encourage adherence to the timeline in order to fully prepare for the next budget and inform policy and planning in the next administration. To expedite completion of the survey, the Commission will facilitate a statewide workshop in late June for institutional representatives from the facilities office, the finance office, and the research office.

The survey form is modified from the form used in the 1997/98 facilities survey, which should assist in completion of some items. Technology infrastructure and capital equipment are added to the new version, some items are revised, and additional supporting data is required in order to provide solid, credible information on which to build a case for ongoing support mechanisms.

GENERAL INSTRUCTIONS

Please complete the survey and submit to the Commission on Higher Education by August 17, 2001. Microsoft Excel spreadsheets are provided for completion of the survey and Attachment A. Please return the completed forms electronically using a disk or email.

If you have any difficulty downloading the spreadsheets, please contact Kris Krishnan at kkrishnan@che.state.nj.us or 609-984-2684.

Unless stated otherwise, all information provided should be for the fiscal year 2000-01. Pertinent definitions are included in these survey instructions, and reference is made to the Postsecondary Education Facilities Inventory and Classification Manual published in November 1992 by the National Center for Education Statistics (NCES 92-165), which can be found online at www.nces.ed.gov.

Please enter information only in the cells that are outlined and not shaded. The shaded cells contain formulas or references that will be automatically updated when the information is entered in the appropriate cell(s). If you are providing information for more than one campus, please make copies of the spreadsheet so that there is one form submitted for each campus.

HEADING

Provide the information requested on a separate spreadsheet for each New Jersey campus operated by the institution. The term “campus” includes branch campuses and main campuses of multi-campus institutions where the campus is used for regular undergraduate or graduate education and extension centers that are owned or leased by the institution for their exclusive use. The date completed should be entered as month/year (e.g., 07/01).

For the question regarding a facilities master plan, please answer “yes” or “no” on the form for each campus even if the question refers to an institution-wide facilities master plan. The date the plan was last updated and the date of the next scheduled update should be entered as month/year (e.g., 05/99).

Although many people may be involved in completing the form, the name of the person responsible for completing it should be the contact person if additional information or clarification is required. Please provide the telephone and fax numbers for the contact person as well as an email address.

I. GENERAL CAMPUS INFORMATION

A. Acreage Inventory

Report the acreage for each category listed. Definitions are provided below. All entries should be in acres or parts of an acre expressed in decimals. The sum of improved, unimproved-buildable, and unimproved-not-buildable acreage should equal the **total** acreage reported. Likewise, the sum of owned and leased acreage should equal the **total**.

Improved acreage is that regularly maintained, including land occupied by structures, parking lots, open athletic facilities, and roads, as well as regularly maintained open space.

Unimproved-buildable acreage means vacant land (not regularly maintained) upon which facilities could be constructed.

Unimproved-not-buildable acreage is vacant land (not regularly maintained) upon which facilities cannot be constructed. The limitation may be because of terrain or legal restrictions.

Owned land includes land being acquired under a lease-purchase agreement, land for which title is held by the Educational Facilities Authority, and land owned by a related entity, such as a religious order.

Leased land is generally defined as land occupied as the result of a term lease.

B. Buildings Inventory

Report the amounts for each category. For the definition of “building” see the Introduction to these instructions or the NCES Manual. The sum of gross square footage: academic and gross square

footage: auxiliary should equal the total gross square footage. Buildings that are under construction should not be reported this year. However, those buildings being renovated should be included.

Gross square footage:academic is the total floor area of structures used for academic and academic support functions, including classrooms, laboratories, faculty offices, libraries, studios, and offices for student services and institutional administration. Operation and maintenance of the buildings is primarily supported by tuition, general fees, and, in the case of public institutions, government appropriations.

Gross square footage:auxiliary is the total floor area of structures whose operation is supported by funds accounted for as auxiliary enterprises (student unions, bookstores, dormitories, etc.)

Gross square footage:total is the floor area of a structure within the outside faces of the exterior walls. The value is either physically measured or scaled from as-built drawings. (NCES, p. 9)

Note: Certain facilities (e.g., recreational facilities) may be either academic or auxiliary depending upon their financing. For mixed buildings (e.g., dormitories with classrooms in them), institutions should separate the uses.

C. Functional Space Available

Provide the Net Assignable Square Footage (NASF) for each use category. NASF refers to areas on all floors of a building that are assigned to, or are available for assignment to an occupant. NASF *excludes* areas used for building service (e.g., janitorial closets and public rest rooms), circulation, mechanical equipment, utility services, shafts, and structural building features. NASF is computed using the inside dimensions of rooms, etc. For further definition and discussion of the use codes, see National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual (1992 edition)* [NCES 92-165] (Washington, D.C.: U.S. Government Printing Office, November 1992), Chapter 5. The room use codes differ from those in the earlier 1973 edition. This publication is available online at www.nces.ed.gov. If you have cannot download the document, please contact the Commission on Higher Education.

D. Age of Facilities

Provide the total square footage constructed or reconstructed during the periods indicated.

The purpose of requesting this information is to provide an overview of the age of the campus and the possible need for maintenance, replacement, or code compliance. This may mean that the original construction date of a building is less important than the date when a major reconstruction occurred. The construction date provided should be the year constructed or in which a major reconstruction of a building occurred. If there is a question whether rehabilitation of a building constitutes major reconstruction, the answer should be determined by asking whether the building as redone meets current building, access, and other codes and is considered sufficient to meet current program needs. If the building meets current codes and program needs, it should be considered to have been reconstructed. If a significant portion of a building has undergone major

renovation, the square footage should be pro-rated and reported at the appropriate age for each portion.

All facilities should be included, i.e., both academic and auxiliary. The total square footage should equal the total reported in I. B.

E. Replacement Value

Replacement value will be calculated automatically. The total NASF for each use category will be converted to gross square footage (gsf) and multiplied times the average cost per gsf for the particular use category. (*The average costs per gsf in the several space categories will be established based on recent projects at New Jersey colleges.*)

II. CLASSROOM/LABORATORY INVENTORY

A. Number of Classrooms

Provide the number of classrooms for each size category. Size ranges are provided.

B. Number of Instructional Laboratories

Provide the number of laboratories for each category. Laboratories devoted solely to research should be excluded; laboratories devoted to both instruction and research should be included. The categories are general because of the large number of specialties that may occur in each category.

Science laboratories may be general or devoted to specific disciplines, such as physics, chemistry, biochemistry, or biology.

Engineering laboratories are those used for engineering instruction.

Computer laboratories include both those used strictly for computer science instruction and those available to students for general computer use.

Studio laboratories are those used for art or architecture instruction. Culinary arts teaching facilities should also be reported as studio laboratories.

C. Number of Research Laboratories

Research laboratories are those laboratories devoted solely to research.

III. CLASSROOM/LABORATORY SCHEDULING

A. Scheduled Classroom Hours per Week

For the time periods indicated, calculate the average number of hours per week that classrooms are scheduled based on classroom use during the third week of the fall 2000 semester, regardless of whether the schedule called for the classroom to be fully occupied. For example, a class of 12 that meets in a classroom that holds 50 constitutes a scheduled class even though the classroom itself may be underutilized. The average number of hours scheduled must be during the time periods provided, although there is some room for variation. For example, include morning classes that start at 7:30 a.m. in the weekday hours (8:00 am – 5:00 pm). Evening classes that start at 4:40 p.m. would be included in the evening hours (5:00 pm – 10:00 pm). The average use is calculated by dividing the total number of classroom hours scheduled during the target week by the number of classrooms.

B. Scheduled Instructional Laboratory Hours per Week

For the time periods indicated, calculate the average number of hours per week that instructional laboratories are scheduled based on laboratory use during the third week of the fall 2000 semester, regardless of whether the schedule called for the laboratory to be fully occupied. For example, a lab of 12 that meets in an instructional laboratory that holds 24 constitutes a scheduled class even though the laboratory itself may be underutilized. The average number of hours scheduled must be during the time periods provided, although there is some room for variation. For example, include morning labs that start at 7:30 a.m. in the weekday hours (8:00 am – 5:00 pm). Evening labs that start at 4:40 p.m. would be included in the evening hours (5:00 pm – 10:00 pm). The average use is calculated by dividing the total number of laboratory hours scheduled during the target week by the number of laboratories.

Instructional laboratories may occasionally be used as classrooms. All calculations should be based on the primary or intended purpose of the room, not on the particular use at a given time. Thus, calculations for a room equipped as a computer laboratory would always assume that the room is a laboratory even though a particular class meeting in the room might not require the use of computers.

Special notes: Institutions may schedule classrooms or laboratories for activities other than credit-bearing instruction. Examples include noncredit instruction and use by student associations. For the survey, regularly using a classroom for such purposes constitutes a scheduled use and the number of hours of use should be calculated accordingly. The emphasis is on the regular schedule of the classroom or laboratory; occasional uses would not be considered when calculating the number of hours used.

In addition, if an institution's facilities are used by another institution (e.g., through a joint program), the institution owning the facilities should report the classroom or laboratory as scheduled even though it is not offering the course.

IV. Maintenance Expenditure and Debt

A. Expenditure for Operation and Maintenance of Physical Plant (FY2001)

Report all expenditures for operations established to provide service and maintenance related to grounds and facilities used for educational and general purposes. Also include expenditures for utilities, fire protection, property insurance, and similar items. Do not include capital expenses covered by the institutional plant fund account.

B. Institutional Debt (FY 2001)

Report data on indebtedness liability against the physical plant. Include auxiliary enterprises facilities as well as educational and general facilities. Exclude debt issued by **and** paid for by state or county government. (E.g., an institution should include only its 25% share of the debt service for equipment leasing bond funds allocated to the institution.)

(The Commission will gather existing state and county government debt on behalf of each institution.)

V. CAPITAL PLAN REQUIREMENTS

NOTE: The community colleges should complete this section of the survey based on what is currently in their long-range capital plans, which is limited in most cases to projects for which funding is already identified. The Capital Planning Committee will work with the community colleges to develop a mechanism to project capital needs beyond those projects currently in their long-range capital plans where necessary.

For each category, except preservation/maintenance, estimate the current dollar value of capital construction needed during the next seven years (FY 2002 through FY 2008). Preservation/maintenance will be a calculated amount based upon the replacement value calculated in Item I.E. Using the spread sheet (page 3 of the survey), provide a list of projects in each area mentioned in Item V. (except preservation/maintenance), including the related information to support the estimate. **(See Attachment A for format and instructions.)**

Preservation/maintenance projects are those for regularly scheduled repair, replacement, rehabilitation, upgrade, or maintenance of plant assets to preserve and maintain facilities for their intended use. Preservation/maintenance projects address the repair, replacement, rehabilitation and upgrade of electrical systems, heating, ventilation & air conditioning (HVAC) systems, roofs, security systems, as well as critical repairs to the structure itself.

Deferred Maintenance is defined as preservation and maintenance projects that were not performed in the time period in which they were scheduled or first identified due to fiscal or other conditions, the result of which is physical deterioration or loss in value of a plant (capital) asset.

Compliance projects are those whose purpose is to comply with federal or state laws and regulations. Such projects usually have specific compliance standards and penalties for non-compliance. Note that separate estimates are requested for compliance with Americans with Disabilities Act; with life/safety (primarily fire) standards; and with environmental projects such as the abatement of hazardous materials, remediation of contaminated sites, and mitigation of such conditions. The category also includes projects necessary to comply with permits and environmental regulations.

Acquisition projects should be limited to the purchase, either outright or through lease/purchase, of facilities and land. Do not include the purchase of capital equipment or computer equipment.

New Construction is the total cost of a construction project for new facilities or the addition of building area or volume.

Major Renovation is the significant restructuring of a facility, which will allow the occupancy of previously unoccupied space or a change in the use of the facility.

Infrastructure improvement projects include the delivery of water supplies, energy efficiency improvements, and construction of roads, parking lots, and sidewalks.

Technology Infrastructure and Capital Equipment

Technology infrastructure means video, voice, and data telecommunications equipment and linkages, including transport services and network interconnections. Capital equipment means any property consisting of, or relating to, scientific, engineering, technical, computer, communications, or instructional equipment.

SURVEYS MUST BE COMPLETED AND RETURNED TO THE COMMISSION ON HIGHER EDUCATION NO LATER THAN AUGUST 17, 2001. PLEASE SUBMIT ELECTRONICALLY USING A DISK OR EMAIL TO kkrishna@che.state.nj.us ; SEND DISK TO COMMISSION ON HIGHER EDUCATION, P.O. BOX 542, TRENTON, NJ 08625-0542.

Thank you for completing the survey. If you have any questions, please contact Kris Krishnan at kkrishna@che.state.nj.us or 609-984-2684. If Kris is not available, contact Jeanne Oswald at joswald@che.state.nj.us or 609-292-8916.

Attachment A

Project List, Format, and Instructions

General Instructions

- A. The capital construction needs project list is provided as an Excel spreadsheet. It may be replicated as needed to provide for the total number of projects at your institution. This format has been slightly modified from that used by the Capital Planning Commission. An example of a completed form follows these instructions.
- B. Individual projects should be listed for Compliance, Acquisition, Construction and Infrastructure. However, grouping similar projects into a single project is encouraged. For example, removing asbestos in various buildings should be combined into one project.
- C. Projects should be grouped in the remaining categories, as follows:
 - *Deferred maintenance:* Provide “lump sum” needs in the areas of Academic/Administrative facilities, Auxiliary facilities, and Infrastructure.
 - *Technology infrastructure and capital equipment:* Provide information in broad categories. For example, it is not necessary to list each computer lab and estimate the number of PC’s needed to be bought or replaced during this seven year time period. Rather, provide a total computing equipment estimate for your institution or campus. Likewise, estimate the need for scientific equipment across the institution or campus.

Specific Instructions

- A. Begin each page with the institution name and column headings.
- B. *Category:* Use those listed in Section V. If there is a sub-category, include both. For example, installing a sprinkler system in a dormitory would be listed “Compliance, Life/Safety”.
- C. *Location:* Give as specific information as possible.
- D. *Cost:* Provide estimated cost needs and the anticipated source of funds.
 - *General:* Include institutional funds not included in other categories and state general fund appropriations. If the source of funds is not known, include the cost in this line.
 - *Bond:* Include those funds known to be available to your institution. An example of this would be a project that will be financed with Higher Education Capital Improvement Fund Program resources or Chapter 12.
 - *Federal Funds:* Funds provided by the federal government.

- *Other*: Include projects funded through endowments, donations, trusts, or authority issued bonds, such as EFA.

E. *Project Description*: Provide a brief (1 to 3 sentences) description of the project.

F. *Rationale*: Use a “Rationale Code” listed below. In some cases, there may be more than one reason why a project is needed. In those cases, use multiple codes and assign a percentage to each code that represents that portion of the rationale. For example, a dormitory may be built to address both current overcrowding and anticipated enrollment growth, so the codes would be C –25% and A – 75%. In some cases, especially compliance, the rationale may appear obvious, but please provide the code to accommodate data compilation.

Rationale Code

- A. Expanding to accommodate growing number of applicants
- B. Expanding in preparation for more high school graduates
- C. Expanding to accommodate growing population of non-traditional students
- D. Expanding to accommodate more graduate students
- E. Expanding to broaden offerings
- F. Expanding to eliminate overcrowding
- G. Replacing or renovating obsolete facility
- H. Increasing research capacity to address NJ corporate needs
- I. Changing teaching methodology
- J. Changing space to accommodate technology
- K. Compliance: Americans with Disabilities Act
- L. Compliance: Life/Safety
- M. Compliance: Environmental
- N. Technology infrastructure/capital equipment: periodic replacement
- O. Technology infrastructure/capital equipment: expansion to accommodate growing student body
- P. Technology infrastructure/capital equipment: expansion to increase research capacity
- Q. Technology infrastructure/capital equipment: new industry standards
- R. Other

G. *Estimate FTE Increase*: Provide this information if using Rationale Code A-E.

EXAMPLE: Capital Expenditure Needs FY2002 – FY2008

Attachment A: Project List

A. NJ Sate University

TOTAL COST 7YR PROG	D. COST IN FY 02	D. COST IN FY 03	D. COST IN FY 04	D. COST IN FY 05 - FY 08	F. Rationale Code(s)	G. Estimate FTE Increase
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B. Category: Compliance, Environmental

C. Location: Power House

General:	740	740	0	0	0	K	
Bond:	0	0	0	0	0		
Federal:	0	0	0	0	0		
Other:	0	0	0	0	0		
Sub-total:	740	740	0	0	0		

E. Project Description: The university had an oil spill some years ago, which contaminated the soil and ground water. The DEP has mandated that the ground water be pumped and treated. In addition, the soil must be removed and treated as hazardous waste.

B. Category: Infrastructure, Parking Lots

C. Location: Campus-wide

General:	560	0	360	200	0	D	N/A
Bond:	0	0	0	0	0		
Federal:	0	0	0	0	0		
Other:	0	0	0	0	0		
Sub-total:	560	0	360	200	0		

E. Project Description: Parking lots would be resurfaced and additional areas would be striped and paved to increase available parking. Additional lighting and security features will be installed.

B. Category: Construction, New

C. Location: Academic Building, Main Campus

General:	8500	8500	0	0	0	D - 25% A - 75%	500
Bond:	0	0	0	0	0		
Federal:	0	0	0	0	0		
Other:	0	0	0	0	0		
Sub-total:	8500	8500	0	0	0		

E. Project Description: This project will provide needed classroom space to alleviate a current shortage of classroom space and to accommodate expected enrollment growth of 500 FTE by FY2009.

**NEW JERSEY COMMISSION ON HIGHER EDUCATION
CAPITAL PLANNING SURVEY**

COLLEGE/UNIVERSITY:

CAMPUS:

DATE SURVEY COMPLETED:

DOES THE INSTITUTION HAVE A CURRENT FACILITIES MASTER PLAN? (yes/no)

PERSON RESPONSIBLE FOR COMPLETING FORM:

NAME	<input type="text"/>
TITLE	<input type="text"/>
TELEPHONE	<input type="text"/>
FAX	<input type="text"/>
E-MAIL	<input type="text"/>

IF SO, DATE LAST UPDATED (month, year):
NEXT SCHEDULED UPDATE (month, year):

I. GENERAL CAMPUS INFORMATION

A. ACREAGE INVENTORY (each campus)

Total	<input type="text"/>
Improved	<input type="text"/>
Unimproved-buildable	<input type="text"/>
Unimproved-not-buildable	<input type="text"/>
Owned	<input type="text"/>
Leased	<input type="text"/>

B. BUILDINGS INVENTORY

Number of buildings	<input type="text"/>
Gross square footage: Academic	<input type="text"/>
Gross square footage: Auxiliary	<input type="text"/>
Gross square footage: Total	<input type="text"/>

C. FUNCTIONAL SPACE AVAILABLE

Use Category	Functional Space (NASF)		
	Owned	Leased	Total
a. Classroom Facilities			
b. Laboratory Facilities			
c. Office Facilities			
d. Study/Library Facilities			
e. Special Use Facilities			
f. General Use Facilities			
g. Support Facilities			
h. Health Care Facilities			
i. Residential Facilities			
j. Unclassified Facilities			
Total			

D. AGE OF FACILITIES

Gross square footage constructed or reconstructed:	
Pre-1900	<input type="text"/>
1900-1929	<input type="text"/>
1930-1949	<input type="text"/>
1950-1959	<input type="text"/>
1960-1969	<input type="text"/>
1970-1979	<input type="text"/>
1980-1989	<input type="text"/>
1990-1999	<input type="text"/>
2000-present	<input type="text"/>
Total	<input type="text"/>

E. REPLACEMENT VALUE

Use Category	Replacement Value	
	GSF factor	RV
a. Classroom Facilities		
b. Laboratory Facilities		
c. Office Facilities		
d. Study/Library Facilities		
e. Special Use Facilities		
f. General Use Facilities		
g. Support Facilities		
h. Health Care Facilities		
i. Residential Facilities		
j. Unclassified Facilities		
Total		

NOTE: SHADED CELLS CONTAIN FORMULAS OR REFERENCES

COLLEGE/UNIVERSITY:

CAMPUS:

DATE COMPLETED:

II. CLASSROOM/LABORATORY INVENTORY

A. Number of Classrooms

Seminar rooms (1-15 seats)	<input type="text"/>
Small classroom (16-35 seats)	<input type="text"/>
Medium classroom (36-57 seats)	<input type="text"/>
Large classroom/lecture hall (58 or more seats)	<input type="text"/>

B. Number of Instructional Laboratories

Science	<input type="text"/>
Engineering	<input type="text"/>
Computer	<input type="text"/>
Studios	<input type="text"/>

C. Number of Research Laboratories

III. CLASSROOM/LABORATORY SCHEDULING

A. Scheduled classroom hours per week (see instructions)

<input type="text"/>	Avg. # of day hours/week (Mon. - Fri., 8:00 a.m. to 5:00 p.m.)
<input type="text"/>	Avg. # of evenings hours/week (Mon. - Fri., 5:00 p.m. to 10:00 p.m.)
<input type="text"/>	Avg. # of Saturday hours/week (8:00 a.m. to 1:00 p.m.)

B. Scheduled laboratory hours per week (see instructions)

<input type="text"/>	Avg. # of day hours/week (Mon. - Fri., 8:00 a.m. to 5:00 p.m.)
<input type="text"/>	Avg. # of evenings hours/week (Mon. - Fri., 5:00 p.m. to 10:00 p.m.)
<input type="text"/>	Avg. # of Saturday hours/week (8:00 a.m. to 1:00 p.m.)

IV. MAINTENANCE EXPENDITURE & DEBT

A. Expenditure for maintenance (FY 2001):

B. Institutional debt (FY 2001)

V. CAPITAL PLAN REQUIREMENTS

(Current dollar value of capital construction needed during the next seven years.) Attach project lists; see directions.

See special instructions for Community Colleges

Preservation/maintenance

Deferred maintenance

Compliance

Americans with Disabilities Act

Life/Safety (e.g., fire)

Environmental (e.g., asbestos, storage tanks)

Acquisition

Construction

New Construction

Major Renovation

Infrastructure

Equipment & Technology

Total

NOTE: SHADED CELLS CONTAIN FORMULAS OR REFERENCES

NEW JERSEY COMMISSION ON HIGHER EDUCATION

CAPITAL PLANNING SURVEY

Appendix A: Project List Format

A. Institution Name

FY02 - FY08 Capital Construction Needs (\$000's)

B. Category:

C. Location:

	TOTAL COST 7YR PRO	D. COST IN FY 02	D. COST IN FY 03	D. COST IN FY 04	D. COST IN FY 05 - FY 08	F. Rationale Code(s)	G. Estimate FTE Increase
General:	0	0	0	0	0		
Bond:	0	0	0	0	0		
Federal:	0	0	0	0	0		
Other:	0	0	0	0	0		
Sub-total:	0	0	0	0	0		

E. Project Description:

B. Category:

C. Location:

General:	0	0	0	0	0		
Bond:	0	0	0	0	0		
Federal:	0	0	0	0	0		
Other:	0	0	0	0	0		
Sub-total:	0	0	0	0	0		

E. Project Description:

B. Category:

C. Location:

General:	0	0	0	0	0		
Bond:	0	0	0	0	0		
Federal:	0	0	0	0	0		
Other:	0	0	0	0	0		
Sub-total:	0	0	0	0	0		

E. Project Description:

NOTE: SHADED CELLS CONTAIN FORMULAS OR REFERENCES