

## **CHAPTER 2**

### **GENERAL INFORMATION**

#### **Project Confidentiality Guidelines**

The State Plan governing the conduct of the annual facilities inventory and utilization survey project provides that data from participating private institutions be given the degree of confidential treatment requested by the President or Chancellor of the college or university. Only summary statistics by institution level (major research universities, baccalaureate colleges, and junior colleges) are presented in the *Facilities Inventory and Utilization Study* for private institutions. The HEFC office will provide names and telephone numbers of private institution Project Officers for those individuals wishing to exchange or compare data.

#### **Campus Project Officer**

A campus Project Officer serves as each institution's survey coordinator and primary point of contact with the HEFC staff. This individual may be appointed by the President/Chancellor of the institution or assigned by appropriate supervisory staff. All routine reports and correspondence pertaining to the survey are directed to the Project Officer. This person in turn is responsible for keeping appropriate campus staff informed, assigning individual tasks as necessary, and distributing final reports and other inventory and utilization information to potential users. Commission staff, as needed, communicate also with computer personnel and campus staff members responsible for individual files for problem resolution and data clean-up.

#### **Survey Schedule**

As noted, the Commission operation serves as a public service, central survey center for updating N.C. campus building and room inventories and constructing and analyzing a utilization (class schedule) file for each institution. This is an annual survey designed to provide a snapshot of each campus's facilities inventory as of the fall (October 1) of each year; and to record and analyze class schedules as of the end of each institution's fall term drop-add period.

In mid-September of each year, the HEFC office mails each Project Officer a packet of survey data collection materials, with brief instructions for each survey file component (building, room, utilization). These materials are designed to be used in conjunction with this manual. While some institutions spend time over the previous summer, when buildings and rooms are more survey accessible, updating inventories, others complete the updates in the fall. Data collection materials (data collection forms, machine file instructions, etc.) are available from the HEFC office at any time.

As each processing group (see section at the end of this chapter) is finished, the Commission office

mails out two binder sets containing printouts of the Building Inventory, Room Inventory, and utilization statistics to each institution in the group. Extra copies of the Building and Room Inventories (come-back copies) are also mailed to those campuses wishing to do hard copy updates by hand for mailing in. While it is preferable for the HEFC office to receive all data in the fall, late submissions into the new calendar year usually do not cause significant problems. For the sixteen UNC constituent institutions, updates to building files are required to be submitted by mid-February for generation of reports for finance authorities at UNC General Administration.

Also included in the survey cycle are (1) a refresher/orientation workshop for campus Project Officers and other project staff held in Chapel Hill usually in late October; and (2) the publishing and mailing of the annual *Facilities Inventory and Utilization Study* around October 1 of each year.

### **Assistance to Campuses**

As noted above, a fall workshop is held each fall by HEFC staff at the UNC General Administration building in Chapel Hill. The workshop is designed both as a survey orientation for new Project Officers and other campus project staff and as a refresher session for those who would like a review of inventory and utilization procedures, definitions, and file codings. To ensure maximum participation, an attempt is made each year to schedule the workshop around other commitments indicated by those giving notification of a desire to attend.

Commission staff, as work schedules permit, also will travel to those campuses indicating a need for assistance in the form of special orientation or help with a difficult cycle of data collection. Many of these trips are associated with putting a new constructed or purchased building on the inventory. The September mailing of data collection materials includes a "Request for Campus Visit" form to be used for requesting this field assistance. The HEFC staff also assists institutions by taking the measurements of new buildings for which the institutions have provided blueprints. Data processing assistance also can be provided in the form of data search services, software, special analyses, and the provision of campus statistics for response to national facilities surveys. Staff are always available to answer questions by telephone.

### **Data Processing**

The HEFC office in Chapel Hill is equipped with IBM-compatible personal computers which output to laser printers. Mainframe access is provided through communications software to Unix-based machines and to high-speed laser printers at the UNC-General Administration facility. These machines also have Internet access.

Mainframe software is written in SAS by Commission staff. PC SAS and a number of database management, word processing, graphics, and spreadsheet packages are used at the microcomputer level. Because programming capability is internal, staff programming assistance, using HEFC maintained data, is provided to campus personnel requesting special analyses or reports. In addition, these services are provided to institutions which maintain supplemental or special facilities information items when these data are provided with the request. Internal programming capability

also enables staff to adjust and reformat data files which are submitted in arrangements or formats which are incompatible with the standard centrally maintained building, room, and utilization files. While individual data elements can be reformatted with this capability (adding leading zeros, conversion to military time, etc.), inconsistent and missing data item corrections must be made by campus personnel. The standard machine formats for the building, room, and utilization files are provided in their respective topic chapters (3, 4, and 5).

For those institutions maintaining facilities and utilization files electronically (on a mainframe or microcomputer), updated room files and the new annual utilization file may be submitted on diskette, as an electronic mail file, or through the GA unix file server.

**UNC GA Unix File server** - The most convenient method of electronic submission is File Transfer Protocol (FTP) via the GA file server. For UNC institutions and community colleges, assigned individuals at the campuses are provided access and individual instructions for submitting and retrieving files.

**Microcomputer Diskette** - Smaller room and utilization files may be submitted on IBM-compatible diskettes (3 1/2"). Although the HEFC office can read a limited number of database management package formats, such as dBASE and Access, *files should be output to the diskette in ASCII text format*. Diskettes will also be returned.

The building file updates should be submitted simply by marking the adds, changes, and deletes on the come-back hard copy provided in the fall mailing. For electronic mail transmission of any files, check with the Commission office to obtain staff email addresses. The HEFC office will also provide any campus with current or previous building, room, or utilization files when and as requested (file server, diskette, or email transmission).

### **Group and Campus Identifiers**

A *group* is simply an identifier used by the HEFC office for division of the 112 campuses into groupings for central data collection and processing tasks. A single Group Number is located at the first column of each building and room record and at the fourth column of each utilization record. The table below outlines the group divisions:

---

**TABLE 1: Data Processing Groups**

| <b>Group Number</b> | <b>Institutions</b>                                     |
|---------------------|---|
| 1                   | Approximately one-half of the Community Colleges        |
| 2                   | The remaining half of the Community Colleges            |
| 3                   | Two-Year Private Institutions (Junior Colleges)         |
| 4                   | Private General Baccalaureate Institutions              |
| 5                   | Private Major Research Universities                     |
| 6                   | Public Comprehensive I Universities                     |
| 7                   | Public Comprehensive II and Liberal Arts I Universities |
| 8                   | Public Research and Doctoral Granting Universities      |

---

The Campus Number is a three-digit unique identifier for each institution. This number also appears at or near the beginning of the three file types. Table 2 lists each institution with its Group and Campus Numbers. Because five institutions (Duke Medical Center, Bowman Gray School of Medicine, UNC-CH and ECU Health Affairs, and NCSU Veterinary School) have specific health divisions separated out with unique campus numbers for reporting purposes, a total of 117 campus numbers appear in the table.