



**Course Management Data Mart**  
**Building Number Reuse**  
3/19/03 - 128B McVey - 11:00 –11:30

**ATTENDEES:** Jayna Cheesman, Debra Claunch, Phyllis Cooper, Hugo Hempel, Brian Hughes, Brian Privett  
**PRESIDING:** Jayna Cheesman  
**PROJECT COORDINATOR:** Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> <li><b>CMDM Off Campus Buildings</b></li> </ul>	<ul style="list-style-type: none"> <li>Jayna said she wanted to discuss how many courses are offered off-campus, either by necessity or by choice, and how these are reported to the CPE. She said how much off-campus space we use for instruction could be a factor if more money for classroom space is requested from the state.</li> <li>Brian P. said leased buildings are in the Facilities Building file. LCC has a branch in Winchester which has a Building Number in the Facilities file. Not all room numbers are in the Facilities Room file though. This is dependent on receiving the required information from the departments using the space. <ul style="list-style-type: none"> <li><b>ACTION: How are buildings for off-campus courses entered in SIS?</b></li> </ul> </li> <li>Brian P. said all building information for LCC and MC, both leased and free space, has been captured in the Facilities Building file.</li> <li>Leased space goes through Alene Rash in Real Property. The Board of Trustees must approve all leased space. Alene provides Plant Assets with leased building information. She can provide a departmental contact for a breakdown of the information or if additional information is required. This usually includes the cost of the lease. <ul style="list-style-type: none"> <li><b>ACTION: Jayna will review the policy document to address the issue of cleaning up leased space and free space.</b></li> </ul> </li> <li>The LCC branch in Winchester is ‘free space’, or no cost. If there is no capital equipment, or unless the department reports the information, there is no way to know what free space is being used. <ul style="list-style-type: none"> <li><b>DATA QUALITY ISSUE: The tracking of leased and free space is not being handled consistently.</b></li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li><b>Building Number Reuse</b></li> </ul>	<ul style="list-style-type: none"> <li>Brian P. gave Jayna a list of the UK Buildings with Recycled Numbers or Old Buildings Demolished in the Last 5 Years. This is not a complete list, because they do not archive the data and it does not include leased facilities. <ul style="list-style-type: none"> <li><b>DQ REPORT: Need to match a list of the buildings in SIS designated as off-campus for the last 5 years with the Facilities file. Jayna has a FOCUS report (ROOMCOMP) that compares the list of buildings in SIS to Ruby’s valid list of buildings. This should also be compared to the Recycled/Demolished list from Brian P.</b></li> </ul> </li> <li>General discussion about structures in the Facilities file. This includes mobile homes on the farms, any out buildings, sheds and bus sheds, from \$100.00 and above.</li> <li>Jayna asked if there was any way to keep from re-using building numbers. Brian P. said the original numbering scheme set 0001 through 0499 for use by main campus, 0500-0599 for use by Ashland CC, etc. The number of buildings exceeded the existing schema and numbers have had to be re-issued. Leased buildings use 9801-9899 then skip down to 8000. <ul style="list-style-type: none"> <li><b>ACTION: Brian P. will send the logic used to assign building numbers to Deb.</b></li> </ul> </li> <li>Jayna asked what information is reported to CPE? Brian said it is a combination of the FICE code, Campus Number, and</li> </ul>

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	<p>Building Number.</p> <ul style="list-style-type: none"> <li>○ <b>ACTION: Brian P. will send a list of the FICE code, Campus Numbers and Building Numbers to Deb.</b></li> <li>○ <b>ACTION: Brian H. will check whether or not the construction year can be tied to the building number.</b></li> <li>○ <b>ACTION: Brian H. will check to see if the building name is simply overwritten when a change is submitted (ie. There is no history of the prior name logged anywhere.)</b></li> </ul> <ul style="list-style-type: none"> <li>• There is the official building title and the common, working building name. <ul style="list-style-type: none"> <li>○ <b>ACTION: Brian H. will send Jayna an email regarding the programming changes and updates he has made to the Facilities file.</b></li> </ul> </li> <li>• Brian H. said no data had been loaded to the mainframe yet, that he is still testing and using a temporary file for testing the reload of historical data.</li> <li>• Jayna said there is no choice about reusing building numbers under the current system without significant programming. <ul style="list-style-type: none"> <li>○ <b>ACTION: Brian P. will check to see if Real Property has a list of canceled leases for the last 5 years.</b></li> </ul> </li> <li>• Jayna said she would prefer not to reuse on-campus or leased space if possible. She would like Plant Assets to reuse old community college building numbers whenever possible. Brian P. said he had done an analysis and doesn't think they will have to re-use any building numbers for the next 15-20 years based on the current system. They now have 1000 numbers.</li> <li>• Hugo asked if the old room data would be brought to the data warehouse with the inactive status flag. Brian P. said he is not doing any reporting off the mainframe but from the MC Space system. <ul style="list-style-type: none"> <li>○ <b>DQ ISSUE: If the square footage of a room changes, but the room number remains the same, it will be hard to do cost analysis. We will need to take snapshots of the Facilities data to reflect changes over time.</b></li> <li>○ <b>ACTION: Brian H. will see what can be reported from the transaction file and backup flat files.</b></li> </ul> </li> <li>• Hugo said any historical data from the MC is probably inaccurate or incomplete. It is only recently they have started to clean up and standardize the data. He said having central control over this, and the fact the equipment system requires the data, has improved the quality of the data. Jayna agreed and said this recommendation would be made for main campus and LCC.</li> </ul>