



October 2, 2002 - 375 Service Bldg- 1:30

**ATTENDEES:** Patrick Ballard, Jayna Cheesman, Debra Claunch, Phyllis Cooper, Nancy Hammond, Hugo Hempel, Brian Hughes  
**PRESIDING:** Jayna Cheesman  
**PROJECT COORDINATOR:** Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> <li>• <b>Uploads from MC database to Facilities files on the mainframe</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ An activity flag will be added to Facilities for Building and Room files to indicate active or inactive. <ul style="list-style-type: none"> <li>▪ <b>ACTION: Brian will add an activity flag to Facilities for Building and Room files.</b></li> <li>▪ <b>ACTION: Brian will stop purging records from Facilities.</b></li> <li>▪ <b>ACTION: Brian will restore the historical data.</b></li> </ul> </li> <li>▪ Jayna asked if a room is renovated and the square footage increases, does the original room number remain, or if a room is split does it become A and B, losing the original room number data. Hugo said in the case of a split, Room 305 would become inactive, and 305A and 305B would become active. Patrick said "305" is usually the outside sign number, and the inside rooms are designated A and B. Jayna said it depends on the situation; it could be for suites or actual divided rooms.</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>▪ Brian said the Facilities Room file contains an Inventory Date and a Transaction Date, both in month/year format. The Inventory Date indicates when it was entered into the data file. The Transaction Date is the last date the record was updated, usually following the Annual Facilities Inventory. The last updates were April or May of 2002. The next updates, according to the Scheduler, is November 2002. Archives are scheduled randomly on request. Patrick said it would need to be updated before October 15, 2002 for CPE reporting.</li> </ul>

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<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jayna said that the Registrar’s office has been given the authority for centralized scheduling of rooms coded 110 and 210. Jacquie Hager is in the process of beginning a physical inventory of these rooms, beginning with those coded 110. She hopes to complete these before January 2003. Phyllis said the changes would not be reflected in the reporting until next year. Jayna said the file would need to be updated after Jacquie’s inventory is completed, so we can extract the most accurate data for the Course Management Data Mart.</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jayna asked if a start and stop date of the room or building would be needed at the record or field level. For example, she said effective date may only apply to certain elements such as square footage or seating capacity. She said an alternative is to produce snapshots of the data at multiple points in time.</li> <li>▪ Hugo said in the MC Space system each change transaction is dated and logged. He has had to purge the file in the past due to its size. Plant Assets Inventory has been using the MC Space system for about three (3) years. <ul style="list-style-type: none"> <li>▪ <b>ACTION: Jayna will schedule a meeting with Hugo to look at the MC Space system and data.</b></li> </ul> </li> <li>▪ Patrick said a text file is all that is sent to CPE. Facilities is the official university system.</li> <li>▪ At this time, no effective date field will be added to the file.</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>▪ Phyllis said building numbers are reused after a two (2) year period because of insurance, but Brian Privett usually waits longer before reusing a number. He has begun reusing Community College building numbers, which were 500, and two Coldstream barn building numbers, which were both #100. One barn building was renamed 100A. <ul style="list-style-type: none"> <li>▪ <b>ACTION: Phyllis will check with Brian to see if he has any record of the building numbers that have been reused and the start date of their re-use, and send the information to Jayna.</b></li> <li>▪ <b>ACTION: Jayna will check to see if any other mainframe reports for Provost PPD feed are affected by the</b></li> </ul> </li> </ul>

AGENDA ITEM	DISCUSSION
	<b>proposed programming and file changes.</b>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jayna asked if anyone was opposed to storing a 10-character room number on the mainframe file. This is comprised of a 3-character prefix, a 4-character number, and a 3-character suffix. There was no opposition. Patrick said CPE only accepts a 6-character room number at this time. Hugo said the room numbering system at W.T. Young Library includes 1-, 2-, A-, and B-. The 10-character room number in MCSpace handles this now. <ul style="list-style-type: none"> <li>▪ <b>ACTION: Brian will add a 10-character room number to the Facilities system.</b></li> <li>▪ <b>ACTION: Brian and Hugo will work together to load the 10-character room numbers from MC Space after the field is created in Facilities.</b></li> </ul> </li> <li>▪ Jayna said the physical number above the door or on signage does not always match the 6- or 10-character numbers in the systems. Often this physical number is the one printed in the Schedule Book. This information includes hallways, stairwells, and bathrooms, which must be reported to CPE. <ul style="list-style-type: none"> <li>▪ <b>ACTION: Brian will add a 15-character room number for signage.</b></li> <li>▪ <b>ACTION: Jayna will detail the programming changes that are needed and send a copy to Dale Austin and Sarah Hall.</b></li> </ul> </li> <li>▪ <b>ACTION: Brian will set the activity flag to inactive for records loaded from the archive tapes.</b></li> </ul>