Memorandum to Presidents

Date: March 4, 1974
From: Office of the Chancellor
Subject: Utilization of Residence Hall Facilities

As you know, the Board of Trustees strongly supports the position that full utilization of facilities must continue to be an essential University requirement. Last year in implementing this policy each of you prepared a detailed and specific plan to assure maximum utilization of residence halls in the fall of 1973. Some very constructive things were done, and improved occupancy was achieved on several of the campuses, although some difficulties remain.

I'm now asking that you prepare a similar report for fall of 1974 and forward it to us by April 1, 1974.

Your campus plan must obviously recognize local circumstances and be consistent with the constraints of University policy and the law. Among the specific elements which should be included in the plan are:

Specific data on anticipated utilization in fall 1974;

The relationship of the admission process to residence hall occupancy and plans for any necessary, appropriate, and lawful adjustments to that process which would assure full utilization;

The impact on residence hall occupancy of existing campus residency regulations which you have established under Trustees resolution 71-359. How have these regulations been modified, if appropriate, to meet the intent of the resolution;

The effect of current and anticipated use of the facilities for purposes other than student occupancy and how the displaced revenue may be met from current operating budgets.

In addition, the plan should include all other specific actions you've taken to implement to achieve full utilization and maximum revenue in fall 1974. The effect of these actions should be described in detail.

The attached charts, which were discussed at the recent Conference of Presidents meeting, clearly illustrate the critical nature of the problem we face and the importance of the plan I've asked you to prepare.
I'm attaching a form and definitions for you to use in providing the necessary statistical data. The form and definitions are unchanged from that which was used in the reports you submitted a year ago. Please return the plans directly to Harry Spindler and get in touch with him or Merton Ertell if you have any questions about this report.

I'm confident I can count on your full understanding and cooperation. Thanks very much.

Ernest D. Boyer

Attachments

This memorandum addressed to: Presidents, State-Operated Campuses
UTILIZATION OF RESIDENCE HALL FACILITIES
DORMITORY STATISTICS SHEET
PROJECTION FOR 1974-75

I ORIGINAL DESIGN CAPACITY

LESS: Non-Revenue Approved Assignments

A. Resident Assistants
B. Stage I Dorms:
   1. Administrative
   2. Other
C. Other Than Stage I (describe):
   1. 
   2. 
   3. 

II ADJUSTED DESIGN CAPACITY

III UTILIZATION

A. Regular Students Assigned:
   1. Single Occupancy
   2. Double Occupancy
   3. Triple Occupancy
   4. Other Arrangements (describe)
      a) 
      b) 
      c) 

Total Regular Students Assigned

B. Married Students Assigned

C. Other Arrangements
   1. 
   2. 
   3. 
   4. 

IV TOTAL UTILIZATION (III A + B + C)

V VACANCIES (II - IV)

VI OVER UTILIZATION (IV - II)

Finance and Business
2/74
DEFINITIONS

UTILIZATION OF RESIDENCE HALL FACILITIES
DORMITORY STATISTICS SHEET
1974-75

Bed Count - The number of beds utilized in relation to the utilization plan implemented for this year.

Head Count - The real number of students (or others) occupying beds.

I ORIGINAL DESIGN CAPACITY - Bed Count available when facilities were constructed.

- Non-Revenue Approved Assignments - Bed reductions from original constructed capacity, which Central Administration has approved as non-revenue producing.
  A. Resident Assistants - Resident Assistants actual Bed Count plus any beds lost, from original design, due to conversions for RA's.
  B. Stage I Dorms - Those Stage I dorms approved for other than dormitory usage and in the process of acquisition by SUNY. Once transferred from Dormitory Authority to SUNY they are no longer considered in Dormitory Statistics.
  C. Other Than Stage I - Any "permanent" type situations that cause bed loss.

II ADJUSTED DESIGN CAPACITY - Number of revenue producing beds available for occupancy.

III UTILIZATION

A. Regular Students Assigned - Students enrolled at your campus.

1. Single Occupancy - Bed Count: number of beds utilized by single occupancy status. Head Count: number of students in single occupancy status. (Example: Bed count may exceed head count when special 1-1/2 rate is being employed. In this case, bed count would be 2 and head count 1.)

2. Double Occupancy - Bed Count: number of beds utilized by double occupancy status. Head Count: number of students in double occupancy status. (Note: Bed count should equal head count.)

3. Triple Occupancy - Bed Count: number of beds utilized in triple occupancy status. Head Count: number of students in triple occupancy status. (Note: Bed count should equal head count.)

4. Other Arrangements - Any multiple of students sharing a designated space or area. Bed Count: number of beds utilized by these arrangements. Head Count: number of students in these arrangements.

B. Married Students Assigned - Numbers of married students assigned to dormitory space. The designed bed count should be the number of beds involved in the assignment and the head count should be the number of people involved in the assignment. Example - A married couple using a four bed suite as an apartment - Head Count: 2, Bed Count: 4.
C. Other Arrangements: Any situation involving design beds being used by any other source for residency purposes or non-residency purposes. Examples:

1. Housing of students enrolled at other State-operated campuses. Bed Count: number of beds being utilized. Head Count: number of students in these arrangements.

2. Housing of Community College students. Bed Count: number of beds being utilized. Head Count: number of students in these arrangements.

3. Housing of private college students. Bed Count: number of beds being utilized. Head Count: number of students in these arrangements.

4. Special housing arrangements with governmental agencies. Bed Count: number of beds being utilized. Head Count: number of persons in these arrangements.

5. Use of rooms for conferences for educational programs and for State Agencies. Bed Count: number of beds being displaced by this activity. Head Count: zero (-0-) as no persons are occupying beds on a continuing basis.

6. Assignment of space for offices or other administrative purposes for which debt service costs will be recovered from the campus operating budget. Bed Count: number of beds being displaced by this activity. Head Count: zero (-0-) as no persons are occupying beds.

IV. TOTAL UTILIZATION - Total of beds being utilized (or displaced) in relation to adjusted design capacity. Bed Count: total number of beds utilized in relation to utilization plan. Head Count: the total real number of students (or others) occupying beds.

V. VACANCIES - unused beds.

VI. OVER UTILIZATION - Accommodations in excess of adjusted design capacity.
DORMITORY COSTS 1973 – 74

STATE SUBSIDY:

1/3 DEBT SERVICE OPERATING COSTS $ 9.5 Mil.
7.8 Mil.

TOTAL STATE PORTION $ 17.3 Mil.

SUBSIDY PER BED $275.

DORMITORY REVENUE PRODUCTION:

2/3 DEBT SERVICE OPERATING COSTS $ 19.1 Mil.
18.4 Mil.

TOTAL DORMITORY INCOME REQUIREMENTS $ 37.5 Mil.

D.I.F. REQUIREMENT PER BED $594.

NON REVENUE PRODUCING BEDS APPROVED 51.

D.I.F. CHARGE PER BED $645.
GUIDELINES FOR 1973-74

I 1st PRIORITY - HOUSE S. U. STUDENTS
II $650 STANDARD CHARGE WITH FEW EXCEPTIONS
III IF SPACE IS AVAIL. AFTER ABOVE IMPLEMENTED:
   • SINGLE STUDENTS AT 150% RATE
   • MARRIED STUDENTS AT SPECIAL RATES
   • SPECIAL RATES:
     • INCONVENIENCE ADJUSTMENTS
     • QUALITY OR AGE DO NOT JUSTIFY SPECIAL RATES
     • REQUIRE SPECIFIC APPROVAL OF F & B
   • STUDENTS FROM OTHER SUNY
   • STUDENTS FROM COMMUNITY COLS.
   • STUDENTS FROM PRIVATE COLS.
   • HOUSING OTHER N.Y.S. AGENCY
   • CONFERENCES WITH REVENUE
   • ADMIN. USES - WITH CHARGE
   • MAJOR FACILITIES CONVERSIONS NOT APPROVED
## DORMITORY STATISTICS

### 1971-72 OCCUPANCY

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### 1972-73 OCCUPANCY

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### 1973-74 UTILIZATION

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