Date: March 28, 1975

From: Office of the Vice Chancellor for University-wide Services and Special Programs

Subject: Utilization of Residence Hall Facilities

During the past year, this office has been assigned the responsibility within the central staff for coordinating the administrative functions related to residence halls. It is in this capacity that I am requesting you prepare a utilization plan for residence hall facilities for 1975-76. The plan should be comparable to those submitted in the past two years, with specific emphasis on actions which have been and will be taken to increase utilization and maximize revenue where underutilization has existed. Significant improvement in utilization has taken place since 1973, but the current budget emphasizes the importance of continuing improvement and your plan to accomplish it.

Your campus plan will need to 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 1975.

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.

There are some modifications to the 1975-76 projection procedures which I would like to note particularly.
The central staff Office of Institutional Research has redesigned the earlier 1974-75 projection schedule to be compatible with its Fall 1974 Report of Utilization of Residence Hall Facilities. The definitions are the same as for the actual use survey and the format is similar, but the level of detail has been reduced for purposes of this projection. The central staff Office of Institutional Research will be coordinating the compilation, editing and statistical analyses of these projections and will again conduct a survey of actual utilization in the Fall of 1975.

For your convenience, the actual Fall 1974 data your campus reported to central administration have been pre-posted on the 1975-76 projection schedules.

A matter of major concern to us and to the Division of the Budget are the beds, other than those for resident assistants, that have been assigned to non-revenue producing purposes. Since these assignments represent, University-wide, approximately 1.3 million dollars in potential revenue, we are asking that, as a part of the utilization summary, specific justification for the initiation or continuation of these assignments be provided.

As in the past, the entire plan will be reviewed by Facilities, Finance and Business, and this office, and we will respond to specific proposals which require central staff approval.

Please forward your utilization plan to this office no later than April 25, 1975.

Thanks very much for your cooperation.

James S. Smoot

Enclosures

cc: Chancellor Boyer
   Vice Presidents for Student Affairs
   and Deans of Students
   Directors of Institutional Research
   Business Officers

This memorandum addressed to:

       Presidents, State-operated Campuses
I. The first priority for utilization will be to house State University students.

II. The standard rate will be charged except where a special rate has been specifically authorized.

III. If space is available after maximum utilization of facilities for regular student occupancy, the following special arrangements are approved:

A. Single students may occupy a double room at 150% of standard rate.

B. Married students may occupy double rooms at a rate of $1,000 to $1,200 per year, or suites at a rate of $1,500 to $1,800 per year.

C. Special rates:

1. Inconvenience adjustments must be specifically approved by the Vice Chancellor for Finance and Business for special circumstances, such as facilities which are located at a distance from the home campus.

2. Rate adjustments must be specifically approved by the Vice Chancellor for Finance and Business where special arrangements are made to reduce costs of operations (e.g., co-ops).

3. Quality or age of residence halls may not justify an adjustment of rates except where special rates have been authorized by the Vice Chancellor for Finance and Business.

D. Housing of students enrolled at other State-operated campuses is approved at standard rates with consideration of possible inconvenience adjustments.

E. Housing of Community College students is approved at standard rates. Further information concerning specific considerations in housing licenses will be provided by Counsel's Office.

F. Housing of private college students must be approved on a contractual basis by the Vice Chancellor for Finance and Business.

G. Special housing arrangements with governmental agencies must be approved on a contractual basis by the Vice Chancellor for Finance and Business (e.g., Erie County Special Services, Department of Correction).

H. Use of limited numbers of rooms for conferences for educational programs and for State agencies is approved provided a careful examination of revenue to be produced is conducted.

IV. Assignment of space for offices or other administrative purposes is not approved except where full utilization for housing students cannot be accomplished. Debt service costs will be recovered from the campus operating budget.

V. Major facilities conversions will not be approved for 1975-76.
GENERAL

The Fall 1975 Projection of Utilization of Residence Hall Facilities consists of one summary sheet (Part I), four schedules to array the detailed projections (Part II), and a narrative for explanations (Part III). Data from your Fall 1974 Report is preposted for your convenience. Part II, Schedule A, collects the major portion of the required information for your institution. Part II, Schedules B and C refer to other types of utilization of residence hall facilities unique to a few institutions. Please return all Parts (I, II and III) with your response even if some situations do not apply to your institution.

PLEASE NOTE: If you have any questions regarding this survey please call Mrs. Susan Dean of our staff at (518) 474-4893.

Census Date - Report information as you currently project it to be at the end of the third week of classes, Fall 1975.

Bedcount - Refers to the design capacity, original or adjusted as defined in each section.

Headcount - Refers to the number of students (or other persons) occupying beds, except in Part II, Schedule C, where headcount may refer to the number of students displaced by use of the facility for other purposes.

PART I -- SUMMARY SHEET

Line 1
ORIGINAL DESIGN CAPACITY (Line 1, columns A & C)--Bedcount is preposted from the original design capacity as accepted by Central Administration in the 1974-75 Projected Utilization and/or the Fall 1974 Utilization Report.

Line 2-9
NON-REVENUE ASSIGNMENTS (Line 2, columns A & C)--Total bed reductions from original design capacity subject to review by Central Administration as non-revenue producing (sum of lines 3 and 4).

Line 3 RESIDENT ASSISTANTS--The bedcount represents the number of beds actually lost as revenue producing. Due to Resident Assistant assignments, conversions of doubles to singles. The headcount represents the number of Resident Assistants assigned. (Example: One resident assistant to a two-bed room without a roommate; bedcount = 2, headcount = 1). Headcount data for Resident Assistants is for information purposes and will not be used in calculating entries on other lines.

Line 4-7 OTHER USES--This section previously requested information separately for "Stage I" and "Other than Stage I" dormitories. However,
in this projection we have combined these two categories. For lines 5, 6 and 7 briefly describe each use and give the bedcount lost to revenue producing capacity. If the number of situations exceed three, please attach a separate sheet. All entries in this section must be cited in the narrative (Part III) by specific use, number of design capacity beds lost to this use, the name of the building, and the Stage of the dormitory. Please justify the initiation or continuation of each such utilization.

Line 8 ADDITIONS TO ORIGINAL DESIGN CAPACITY--This item has been added this spring to accommodate a very few instances where institutions have made permanent conversions to increase the original design capacity. Temporary crowding of three students in a room designed for two and lounges or study rooms temporarily converted to bedrooms must not be reported here.

Line 9 NET REVENUE PRODUCING ADJUSTED DESIGN CAPACITY (columns A & C)--This represents the number of revenue producing beds available for occupancy. Original Design Capacity (Line 1, columns A & C) less non revenue assignments (line 2, columns A & C respectively) plus Additions to the Original Design (line 8, columns A & C respectively) equals Net Revenue Producing Adjusted Design Capacity (line 9, columns A & C respectively).


Line 10 TOTAL UTILIZATION OF NET REVENUE PRODUCING ADJUSTED DESIGN CAPACITY--Sum of lines 11 and 14 for each column.

Line 11 RESIDENT STUDENT OCCUPANCY--Sum of lines 12 and 13 for each column.

Line 12 SCHEDULE A TOTAL--Enter bedcount and headcount in appropriate columns from Part II, line 6.

Line 13 SCHEDULE B TOTAL--Enter bedcount and headcount in appropriate columns from Part II, line 11.

Line 14 TOTAL ALL OTHER ARRANGEMENTS--Enter bedcount and headcount in appropriate columns from Part II, line 16 (Schedule C Total).

Line 15 RESIDENT STUDENT UTILIZATION--The measure of utilization of net revenue producing adjusted design capacity by students enrolled at your institution, and their spouses if applicable. To derive this factor, please subtract Part I, line 9 (columns A & C) from Part I, line 11 (columns B & D) respectively. This value may be positive (+) or negative (-). Please indicate.

Line 16 NET UTILIZATION--The measure of utilization of net revenue producing adjusted design capacity by all types of revenue producing utilization, i.e., students enrolled at your institution, and their spouses if applicable as well as all other special arrangements described in Schedule C. To derive this factor, please subtract Part I, line 9 (columns A & C) from Part I, line 10 (Columns B & D) respectively. This value may be positive (+) or negative (-). Please indicate.
PART II -- SCHEDULES

Part II is similar to the Fall 1974 Report in that it requires data concerning three types of residence hall utilization:

Schedule A All enrolled students living in dormitories, except those accommodated as married.

Schedule B All those accommodated as married.

Schedule C Other arrangements.

Array here the bedcount of the net revenue producing adjusted design capacity from Part I line 9 (columns A & C) and the projected headcount utilization of this capacity. Exclude resident assistants and any bedcount reported in Part I lines 2-7 as non-revenue assignments. These factors (bedcount and projected headcount) are to be arrayed according to expected occupancy and the rate structure. For example, if some "crowding" is expected there will be entries on the substandard rate lines.

This section seeks less detail than was requested in Fall 1974. The three basic schedules (A, B and C), however, identify similar populations and the rates are requested in the same manner as before.

Precise definitions of the rates are available in the SUNY Procedures Manual, Item 051, Dormitory Rent Schedule. This manual is available in the business office at each institution. Generally, the schedule may be defined as follows:

**Superior** rates apply whenever a room or suite is occupied by fewer persons than the designed capacity, such occupancy being at the request of the occupants and not resulting from room assignment over which the student has no control.

Rate for a single room may exceed the standard rate when occupied by one student if the quality of the room is better than that of the other rooms and suites on campus.

**Standard** rates apply when a room or suite is occupied by the number of persons for which it was designed; or the room or suite is underutilized by reason of room assignment by the college over which the student has no control.

**Substandard** rates apply when dormitory facilities are occupied by more persons than the designed capacity.

**PLEASE NOTE:** The rates charged for housing will vary with the "stage" of the dormitory and sometimes with the age and condition of the facility, these factors determining rates for each dormitory. However, the specific charge to a student occupying one of these dorms will also be a function of the underutilization, normal utilization or over utilization of a room, suite or apartment relative to its designed capacity and the number of persons occupying the room.

1. **SCHEDULE TOTAL**

This schedule represents an aggregation of data in lines 6 through 20.
2. **SCHEDULE A**

All Enrolled Students (except those accommodated as married students). This schedule has been designed to show utilization of dormitory facilities by resident students enrolled at your institution. Please omit married students as defined on page 5. Include students occupying dormitory facilities and attending your institution on the Visiting Student Program.

To determine the appropriate cell for reporting specific living arrangements, please refer to instructions (a) through (d) and the example below:

a. Determine the total number of net revenue producing beds (bedcount) projected to be utilized for each type of use: Schedules A, B and C.

b. Enter the projected total number of students (headcount) to occupy the facility. (In this example, headcount = 212 in line V.)

c. Array these students according to projected rate paid as follows:

Line **W** Superior - bedcount of 3 occupied by 1 student at his own request [bedcount = 3, headcount = 1].

Line **X** Standard - bedcount of 209 occupied by 207 students by assignment made by the college over which the students have no control [bedcount = 209; headcount = 207].

Line **Y** Substandard - bedcount of 3 occupied by 4 students [bedcount = 3; headcount = 4].

d. Enter bedcount of facilities projected to be completely unoccupied in Line 2. (In this example, one room designed for three students is completely unused.)

<table>
<thead>
<tr>
<th></th>
<th>Reported Fall 1974</th>
<th>Projected Fall 1975</th>
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<tbody>
<tr>
<td>Line</td>
<td>Bedcount</td>
<td>Headcount</td>
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<tr>
<td>Schedule A</td>
<td></td>
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<tr>
<td>Example</td>
<td></td>
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<tr>
<td>R P</td>
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<td>W 3 1</td>
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<tr>
<td>A T</td>
<td>Standard</td>
<td>X 212 199</td>
</tr>
<tr>
<td>E D</td>
<td>Substandard</td>
<td>Y</td>
</tr>
<tr>
<td>Unoccupied</td>
<td>Z 3</td>
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</tbody>
</table>

3. **SCHEDULE B**

All students accommodated as married. This schedule refers to those students living with their spouses in dormitory facilities. Include the spouse in the headcount even if that person is not enrolled at your institution. Two in a facilities designed for four: BC = 4; HC = 2.
Enter the bedcount for unoccupied facilities on this schedule only if the facilities were designed for use by married students. In most cases, the bedcount of unoccupied facilities will be reported on Schedule A.

If facilities designed for use by married students are projected to be used for other purposes, do not enter here; enter in the section which represents their projected use. (Schedule A or C)

4. SCHEDULE C

Other arrangements. Those special circumstances involving designed beds being used by another source for residential or non-residential purposes. Please complete separate schedules (lines 21-35) for each of the following conditions or any others not reported in Schedules A and B. Label each entry appropriately. All entries in Schedule C must be cited in the narrative (Part III) by specific use, name of the building, and the Stage of the dormitory. Please justify the initiation or continuation of each such utilization. Bedcount and headcount by rate paid for each situation (C.1, C.2, C.3) will be summed to a Schedule C total in lines 16 - 20.

<table>
<thead>
<tr>
<th>EXAMPLE:</th>
<th>Bedcount</th>
<th>Headcount</th>
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<tr>
<td>a. Housing of students enrolled at other State-operated campuses.</td>
<td>no. of beds in adjusted design capacity</td>
<td>no. of persons in these arrangements</td>
</tr>
<tr>
<td>b. Housing of Community College students.</td>
<td>no. of beds in adjusted design capacity</td>
<td>no. of persons in these arrangements</td>
</tr>
<tr>
<td>c. Housing of private college students</td>
<td>no. of beds in adjusted design capacity</td>
<td>no. of persons in these arrangements</td>
</tr>
<tr>
<td>d. Special housing arrangements with governmental agencies.</td>
<td>no. of beds in adjusted design capacity</td>
<td>no. of persons in these arrangements</td>
</tr>
<tr>
<td>e. Use of rooms for conferences, for educational programs and for State agencies.</td>
<td>no. of beds in adjusted design capacity</td>
<td>no. of persons displaced by this arrangement</td>
</tr>
<tr>
<td>f. Assignment of space for offices or other administrative purposes for which debt service costs will be recovered from the campus operating budget.</td>
<td>no. of beds in adjusted design capacity</td>
<td>no. of persons displaced by this arrangement</td>
</tr>
</tbody>
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PART III -- NARRATIVE

Describe and document all projected utilization other than housing for students enrolled at your institution. Report such utilization in the following categories:

a. Non-revenue producing assignments (from Part I lines 5, 6 and 7).

b. Other arrangements in net revenue producing adjusted design capacity (from Part II lines 21 through 35).

In each case, cite the specific use, bedcount, the name of the building, and the Stage of the dormitory. Fully document the initiation or continuation of each such utilization.
PART I

1. Line 1 is preposted from data collected earlier by Central Administration.

2. Columns A and C: Line 2 = lines 3 + 4
   Line 4 = lines 5 + 6 + 7
   Line 9 = (line 1 - line 2) + line 8

3. All columns: Line 10 = lines 11 + 14
   Line 11 = lines 12 + 13

4. Column E: Line 15 = (line 11 column B) - (line 9 column A)
   Line 16 = (line 10 column B) - (line 9 column A)

5. Column F: Line 15 = (line 11 column D) - (line 9 column C)
   Line 16 = (line 10 column D) - (line 9 column C)

PART II

a. Schedule Total:
   1. All columns: Line 1 = lines 6 + 11 + 16
      Line 2 = lines 7 + 12 + 17
      Line 3 = lines 8 + 13 + 18
      Line 4 = lines 9 + 14 + 19

   2. Columns A and C: Line 1 = lines 2 + 3 + 4 + 5
      Line 5 = lines 10 + 15 + 20

   3. Columns B and D: Line 1 = lines 2 + 3 + 4

b. Schedule A:
   4. Columns A and C: Line 6 = lines 7 + 8 + 9 + 10

   5. Columns B and D: Line 6 = lines 7 + 8 + 9

c. Schedule B:
   6. Columns A and C: Line 11 = lines 12 + 13 + 14 + 15

   7. Columns B and D: Line 11 = lines 12 + 13 + 14

c. Schedule C (All other arrangements):
   8. All columns: Line 16 = lines 21 + 26 + 31
      Line 17 = lines 22 + 27 + 32
      Line 18 = lines 23 + 28 + 33
      Line 19 = lines 24 + 29 + 34
Checking Procedures for Equating Forms of the
Projected Utilization of Residence Hall Facilities, Fall 1975

| Form and Cells to be Checked | Form and Cells to be "Control Data"
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<td>Part I line 9 cols. A and C</td>
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<td>Part I line 10 cols. A, B, C &amp; D resp.</td>
<td>Part II line 1 cols. A, B, C &amp; D</td>
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