

The University of Texas at Arlington
SACS Reaffirmation 2007
Project Timeline

Fall 2004/Spring 2005

- President and Provost identify SACS Leadership Team
- President and Provost introduce QEP process to deans, chairs and faculty
- President and Provost hold strategic conversations with deans, chairs, faculty, and staff
- President and Provost host Planning Retreat for deans (April 2005)

Summer 2005

- Provost and deans complete initial stages of work on university strategic plan
- Leadership Team attends SACS orientation in Atlanta (June 2005)
- SACS Liaison submits "Institutional Summary Form" to SACS (June 2005)
- Provost identifies Compliance Certification Coordinator (June 2005)
- Provost identifies QEP Coordinator (June 2005)

Fall 2005

- Campus community gives input on QEP topic (September/October 2005)
 - Faculty online survey using potential topics identified through strategic conversations in Fall 2004
 - Faculty Focus groups
 - Unit Faculty Meetings /Presentations
 - Deans Council
 - Faculty Senate
 - Undergraduate Assembly
 - Student Congress
- Campus community reviews draft of university strategic plan (September/October 2005)
- Compliance Certification Coordinator identifies Compliance Certification Subcommittee Coordinators (September 2005)
- Compliance Certification Coordinator selects and hires webmaster (September 2005)
- SACS webmaster begins developing web site for reaffirmation project
- Compliance Certification Coordinator and assistant add Fall 2005 faculty and graduate students to Faculty Roster to be submitted to SACS in Fall 2006 (December 2005 – February 2006)
- QEP topic identified (November 2005)
- Deans and QEP Coordinator identify QEP team members (December 2005)
- Compliance Certification Subcommittees complete initial drafts of reports for each core requirement and comprehensive standard (December 1)
- SACS Leadership Team attends annual meeting of SACS/COC (December 2005)

Spring 2006

- SACS Leadership Team schedules dates for Staff Consultant visit
- President, Provost and Deans complete of final version of university strategic plan (February 2006)
- QEP Steering Committee submits RFP to solicit pre-proposals for QEP projects from UTA Academic Community (February /March 2006)
- Internal Audit conducts checks of unit documentation of faculty credentials
- Compliance Certification Coordinator conducts workshop on writing faculty justification statements
- Compliance Certification Coordinator and Support Team develop online reference library for Compliance Certification document
- QEP Coordinator observes On-Site Review at Middle Tennessee State University (March 21 – 23, 2006)
- QEP Steering Committee submits draft outline of QEP to UTA Academic Community for comment (April 2006)
- Compliance Certification Subcommittees complete second drafts for each core requirement and comprehensive standard (April 1)
- Compliance Certification Subcommittees complete final drafts for each core requirement and comprehensive standard (May 31)

- Compliance Certification Coordinator and assistant add any new Spring 2006 faculty and graduate teaching assistants to Faculty Roster to be submitted to SACS in Fall 2006 (April/May 2006)
- QEP Team identifies potential QEP reviewers (May 2006)
- SACS Leadership Team selects SACS Editor

Summer 2006

- Staff Consultant visits
- QEP Team completes initial draft of QEP (August 2006)
- QEP Coordinator contacts potential QEP reviewers
- Compliance Certification Coordinator, assistant and webmaster complete online reference library for Compliance Certification document (August 2006)
- Compliance Certification Team, SACS editor and webmaster complete electronic version of Compliance Certification document (August 2006)
- Compliance Certification Coordinator and assistant add any new Summer 2006 faculty and graduate teaching assistants to Faculty Roster to be submitted to SACS in Fall 2006 (July/August 2006)

Fall 2006

- QEP Steering Committee submits draft to UTA Academic community for comment (September 2006)
- Compliance Certification document due to SACS (September 8, 2006)
- Liaison sends email to SACS staff members indicating preferred method of receiving findings from Off-Site Committee, e.g., email, US Post, conference call review at COC office in Decatur, GA (October 2006)
- SACS Off-Site Committee reviews Compliance Certification (November 6-9, 2006)
- SACS discloses findings from the Report of the Off-Site Review Committee (after November 20, 2006)
- QEP Team completes final version of QEP document (December 1, 2006)
- Compliance Certification Coordinator and SACS Leadership Team begin preparation of Focused Report (December 1, 2006)
- UTA representatives attend SACS Annual Meeting in Miami (December 9 – 12, 2006)
- SACS Leadership Team submits to SACS the names of individuals confirmed to serve as QEP reviewers (no later than December 31, 2006)

Spring 2007

- QEP Document sent to SACS (January 15, 2007)
- Certification Compliance Coordinator and SACS Leadership Team submit Focused Report and to SACS (January 15, 2007)
- SACS On-Site Review Committee conducts visit (February 26, 2007 – March 2, 2007)
- SACS Leadership Team receives report of On-Site Review Committee
- SACS Leadership Team prepares and submits response to report of On-Site Review Committee

Fall 2007

- Commission on Colleges reaffirms UTA accreditation at Annual Meeting in New Orleans (December 8 – 11, 2007)

DEPARTMENTAL SUBMISSION:

Comprehensive Standard

3.10 (Financial and Physical Resources)

3.10.1 (Financial stability)

The institution's recent financial history demonstrates financial stability.

Compliance Partial Compliance Non Compliance

Narrative:

We believe we are in compliance with this principle because UTA's financial history shows that despite unfavorable market conditions and a continued decline in the percentage of funding from State appropriations in recent years, the University's recent financial history demonstrates financial stability. UTA's financial information is audited annually as part of a statewide audit in accordance with American Institute of Certified Public Accountants Statements on Standards for Accounting and Review Services. For its financial statements for the year ended August 31, 2005, the public audit firm Deloitte & Touche conducted an audit on the University of Texas System and its' component institutions and issued an Audit Opinion and management letter in February 2006. The State Auditor's Office does issue management letters on the state level, which includes UTA. No material weaknesses were noted in UTA's fiscal management for FY 2003 or FY 2004.

The UT System requires preparation and submission of an analysis of financial condition (**2003 AFC**, **2004 AFC**, and **2005 AFC**) and uses this report, along with monthly financial reporting requirements, to assess the overall financial health of the University.

Additionally the UT System, in its efforts to maintain an AAA bond rating, monitors financial ratios aggressively to ensure this rating is not jeopardized.

The University of Texas at Arlington FY 2005 Revenue Budget by Source			
Revenues (in Thousands)	2004	2005	% of Total
State Appropriations	100,825	101,721	32.34%
Tuition and Fees	103,069	135,351	43.03%
Contracts, Grants, and Gifts	32,852	40,044	12.73%
Sales and Services	5,972	5,680	1.81%
Auxiliary Enterprises	23,520	22,308	7.09%
Designated Funds	10,431	9,417	2.99%
Total Revenues	276,669	314,521	100.00%

Source:

2003 AFC

2004 AFC

2005 AFC

ACTUAL SUBMISSION:

3.10.1: *The institution's recent financial history demonstrates financial stability.*

Narrative:

The University of Texas (UT) at Arlington's recent financial history demonstrates financial stability. UT Arlington's financial information is audited annually as part of a statewide audit in accordance with American Institute of Certified Public Accountants Statements on Standards for Accounting and Review Services. [1] The public audit firm Deloitte & Touche conducted an audit on the UT System and its component institutions' financial statements for the fiscal year (FY) ending in August 31, 2005. This audit resulted in Deloitte & Touche issuing an Audit Opinion and management letter in February 2006. [2] No material weaknesses were noted in UT Arlington's fiscal management for FYs 2003, 2004 or 2005. Evidence of the competence of the individuals hired to manage and sustain UT Arlington's financial stability can be seen in the Office of Business Affairs Staff Qualifications table. [3]

Financial History:

Depreciations:

Depreciation of UT Arlington assets is calculated using the State of Texas Comptroller Capital Asset Guidelines. [4] According to these guidelines, the chief financial officer of the institution (Vice President for Business Affairs and Controller at UT Arlington) [5]: (a) develops a depreciation methodology that is based on the State Property Accounting System, (b) chooses a depreciation method, such as the Comptroller suggested straight-line method, to estimate asset depreciation, (c) develops an index of capital assets by function and program and (d) determines how to allocate depreciation of assets that are used by more than one department.

Special Funding Circumstances:

UT Arlington manages changes in tuition revenues and state appropriations through long-term planning by maintaining an extensive planned additions forecast for both changes in revenues and expenditures and by following the budget management guidelines set forth in the UT System Board of Regents Rules and Regulations, Series 20501. [6] Tables 1-5 show UT Arlington's: (a) revenue by funding source; (b) net asset changes; (c) revenues, expenses and net assets; (d) three-year actual excerpt of the operating budget and (e) three-year excerpt of revenues, expenses and changes in net assets.

Revenues. Extreme funding differences in revenues between FY 2004 and FY 2005 can be explained by the increase in deregulated designated tuition. As the percentage of funding from state appropriations has declined, the University has compensated with tuition and fee increases. Tuition and fee increases for in-state students were 3.65%, 12.75% and 19.8% for academic years 2002-03, 2003-04, and 2004-05, respectively. Out-of-state tuition and fees increases 4.94%, 11.65% and 18.71% during the same timeframes.

Tuition and fee rates are submitted to the UT System Board of Regents for approval at its February meeting each year. Increases in the tuition and fee funds were due to tuition rate increases.

There were also increases in housing revenues due to the opening of new dormitories. Proceeds from sponsored programs and interest income all resulted in higher cash balances for the Institution. As evidenced by UT Arlington History of Enrollment, FTE and Headcount, [7] increases in funding were also a result of higher enrollments.

Expenditures. Increases in expenditures were a result of increases in: (a) salaries, (b) research, (c) technology and (d) auxiliary services. Increases in faculty salaries were the result of hiring new faculty to accommodate increased enrollments. There was an increase in research awards, which resulted in higher expenditures for equipment. There was an increase in rental expenses and maintenance for the new Office of Information Technology building. There were increases in auxiliary service expenses due to the opening of the new dorms.

Debt. UT Arlington is not required by the UT System to break out long- and short-term debt for their Annual Financial Reports, as all debt is handled by the UT System. UT Arlington makes debt transfers to the UT System based on the annual schedule that the System forwards. The UT Arlington Mandatory Debt Transfer table shows debt transfers made by UT Arlington to the UT System in FYs 2003, 2004 and 2005. [8]

Endowment:

The University's endowment funds continue to grow in number and value. Endowments grew from a market value of \$34.9 million in 2002 to \$45.7 million in 2005. UT Arlington follows the investment policies set forth in the UT System Board of Regents Rules and Regulations, Series 70201, [9] and UT Arlington Fiscal Regulation 2-6, Endowment Establishment and Management. [10] The UT System allows component institutions to spend 90% of the income generated from their endowment earnings. The other 10% is used to increase the endowment fund. Table 6 shows UT Arlington's fundraising and endowment data for FYs 2003, 2004 and 2005.

Fiscal Reports:

The UT Arlington's Office of Accounting and Business Services prepares Annual Financial Reports (AFR) at the end of each year. [11] [12] [13] The AFR is then submitted to the UT System's Financial Reporting Division of the Office of the Controller, where it is consolidated with the other UT System higher education institutions' annual reports. Annual financial reports are prepared in accordance with accounting principles set forth by the Governmental Accounting Standards Board. [14] Unrestricted net assets for operations are reported to the UT System annually and are also included in consolidated financial statements. The UT System also requires each of its institutions to prepare an annual Analysis of Financial Condition. [15] [16] [17] The Analysis of Financial Condition provides the Board of Regents and UT System Administrators key financial indicators, enabling them to monitor the overall financial health of the institution. In an effort to maintain an AAA bond rating, the UT System also monitors financial ratios aggressively. For more information regarding UT Arlington's sound financial base, demonstrated financial stability and adequate physical resources, see UT Arlington's response to SACS Core Requirement 2.11. [18]

Table 1 The University of Texas at Arlington Revenue Budget by Source			
Revenues (in Thousands)	2004	2005	% of Total
State Appropriations	\$100,825	\$101,721	32.34%
Tuition and Fees	103,069	135,351	43.03%
Contracts, Grants, and Gifts	32,852	40,044	12.73%
Sales and Services	5,972	5,680	1.81%
Auxiliary Enterprises	23,520	22,308	7.09%
Designated Funds	10,431	9,417	2.99%
Total Revenues	\$276,669	\$314,521	100.00%

Table 2				
The University of Texas at Arlington				
Increase (Decrease) in Net Assets 2004-2005				
	2005	2004	Increase (Decrease)	% Change
Capital Assets (net of Debt)	\$354,822,910	\$317,476,860	\$37,346,050	11.76%
Non-expendable true and term endowments, & annuities	41,920,903	35,375,261	6,545,642	18.50%
Expendable - capital projects, funds functioning as endowment restricted, and other	25,134,551	49,898,543	(24,763,992)	-49.63%
Unrestricted	85,549,716	68,649,686	16,900,030	24.62%
Total Net Assets	\$507,428,080	\$471,400,350	\$36,027,730	7.64%

Table 3				
The University of Texas at Arlington				
Increase (Decrease) in Revenues, Expenses & Changes in Net Assets				
	2005	2004	Increase	% Change
Operating Revenues	\$ 198,928,343	\$ 173,569,984	\$ 25,358,359	14.61%
Operating Expenses	280,614,668	248,512,705	32,101,963	12.92%
Net Non-Operating Revenues	108,390,654	104,854,308	3,536,346	3.37%
**Reclass from (to) Other Institutions	(27,536,905)	29,733,835	(57,270,740)	-192.61%
Other Revenues, Expenses, Gains, Losses & Transfers	36,860,306	19,251,812	17,608,494	91.46%
Change in Net Assets	36,027,730	78,897,234	(42,869,504)	-54.34%

**Reclass from / (to) Other Institutions number is the amount from the anticipated bond proceeds and is provided by The UT System for inclusion on our Annual Financial Reports.
The change in anticipated bond proceeds at 9/1/04 is 30,252,108 and the change in anticipated bond proceeds at 8/31/05 is 57,789,013 which had a deduction effect of 27,536,905 on fund balance.
The change in anticipated bond proceeds at 9/1/03 is 59,985,943 and the change in anticipated bond proceeds at 8/31/04 is 30,252,108 which had an addition effect of 29,733,865 on fund balance.

Table 4
The University of Texas at Arlington
Three Year Actual Statement Excerpt - Operating Budget*

	FY 2005	FY 2004	FY 2003**
Revenues			
Net Tuition and Fees	112,187,482	96,740,721	90,788,761
Contracts, Grants and Gifts	43,226,701	35,642,405	34,978,794
Sales and Services	5,605,170	6,444,777	5,257,548
Net Auxiliary Enterprises	18,911,418	15,884,522	16,284,875
Other Operating Revenues	5,981,296	6,160,452	4,937,502
Total Revenue	185,912,067	160,872,877	152,247,480
Operating Expenses			
Instruction	105,310,009	73,457,288	70,855,019
Research	15,788,661	30,027,312	15,415,288
Public Service	3,741,634	3,809,379	25,417,326
Academic Support	20,722,200	20,522,312	17,289,787
Student Services	17,137,348	8,692,483	10,874,362
Institutional Support	38,077,635	51,120,533	42,662,666
Operations/ Maintenance of Plant	20,191,228	14,561,671	16,174,182
Scholarships and Fellowships	13,676,551	3,655,181	18,223,502
Auxiliary enterprises	29,373,972	26,015,350	24,535,872
Depreciation and Amortization	11,020,225	8,978,531	8,590,281
Total Operating Expenses	275,039,463	240,840,040	250,038,285
Operating Income (Loss)	(89,127,396)	(79,967,163)	(97,790,805)
Net Nonoperating Revenues (Expenses)	100,245,230	101,879,499	109,758,252
Transfers			
Capital Appropriations, gifts, and sponsored programs	300,000	155,000	31,200
Additions to permanent endowments	600,000	625,000	2,289,572
Transfers for Debt Service	(16,261,425)	(14,945,449)	(10,205,551)
Other	130,491	249,531	96,737,196
Total Transfers	(15,230,934)	(13,915,918)	88,852,417
Net Change in Fund Balance	(4,113,100)	7,996,418	100,819,864

* These are original operating budget totals.

**The FY 2003 budget was developed prior to the GASB 34/35 budget changes. These were adopted in the FY 2004 budget. Therefore, in this transitional year only, a projected amount was used.

Table 5
The University of Texas at Arlington
Three-Year Financial Statement Excerpt
Statement of Revenues, Expenses, & Changes in Net Assets

	FY 2005	FY 2004	FY 2003
Revenues			
Net Tuition and Fees	110,406,274	97,306,050	81,829,610
Contracts, Grants and Gifts	52,795,273	41,516,372	38,347,803
Sales and Services	7,061,321	5,814,417	5,570,468
Net Auxiliary Enterprises	21,823,478	18,593,924	15,704,590
Other Operating Revenues	6,841,997	4,813,593	5,024,084
Total Revenue	198,928,343	168,044,356	146,476,555
Operating Expenses			
Instruction	96,474,037	88,789,529	85,387,967
Research	23,368,940	16,860,274	19,226,359
Public Service	10,601,510	8,377,464	10,126,370
Academic Support	23,800,610	21,177,608	20,355,018
Student Services	19,661,752	16,470,736	13,668,617
Institutional Support	26,385,538	20,054,177	21,525,229
Operations and Maintenance of Plant	21,808,358	20,591,937	17,756,274
Scholarships and Fellowships	9,567,011	11,514,045	10,891,333
Auxiliary enterprises	31,263,587	28,186,221	24,412,419
Depreciation and Amortization	17,683,325	12,150,617	9,587,269
Total Operating Expenses	280,614,668	244,172,608	232,936,855
Operating Income (Loss)	(81,686,325)	(76,128,252)	(86,460,300)
Net Nonoperating Revenues (Expenses)	108,390,654	104,854,308	98,977,915
Transfers			
Capital Appropriations, gifts, and sponsored programs	92,644	294,796	367,292
Additions to permanent endowments	998,937	527,978	2,400,609
Transfers for Debt Service	(13,749,360)	(18,424,762)	(11,339,899)
Other	21,981,180	68,515,278	54,948,363
Total Transfers	9,323,401	50,913,290	46,376,365

Table 6
The University of Texas at Arlington
Fundraising Totals

	FY 2005	FY 2004	FY 2003
Unrestricted	\$8,866	\$5,600	\$5,000
Academic Divisions	\$1,633,814	\$870,871	\$856,185
Faculty and Staff Compensation	\$71,000	\$71,400	\$1,300
Research	\$1,177,727	\$2,176,299	\$1,555,698
Public Service and Extension	\$52,151	\$80,309	\$134,338
Library	\$21,766	\$119,195	\$32,170
Operation and Maintenance of Plant	\$245	\$25	\$430
Student Financial Aid	\$613,790	\$459,156	\$384,029
Athletics	\$174,838	\$180,162	\$143,430
Other Restricted Purpose	\$75,171	\$53,633	\$46,974
Property, Building and Equipment	\$93,483	\$138,865	\$657,497
Endowment - Unrestricted	\$0	\$0	\$0
Endowment - Restricted	\$1,072,521	\$553,562	\$2,433,907
Loan Funds	\$0	\$0	\$0
Fundraising Totals - GRAND TOTAL	\$4,995,372	\$4,709,077	\$6,250,958
Endowment Distribution			
	FY 2005	FY 2004	FY 2003
Endowment Distribution (returns)	\$2,075,041	\$1,986,649	\$1,677,564

Supporting Documentation:

[1] American Institute of Certified Public Accountants, Statements on Standards for Accounting and Review Services:
http://www.aicpa.org/members/div/auditstd/acct_and_review_srvc_s_standards.htm

[2] UT System FY 2005 Audit Report with Management Letter:
<http://sacs.uta.edu/ccr/srcpdf/FY%202005%20UT%20System%20Audit%20Report%20with%20Management%20Letter.pdf>

[3] UT Arlington Offices of Business Affairs, Staff Qualifications:
<http://sacs.uta.edu/ccr/srcpdf/UTA%20Office%20of%20Business%20Affairs,%20Staff%20Qualifications.pdf>

[4] State of Texas Comptroller Capital Asset and Accumulated Depreciation Guidelines:
<http://www.window.state.tx.us/lga/gasb34/ch12.htm>

[5] UT Arlington Vice President for Business Affairs and Controller
<http://policy.uta.edu/index.php?navid=10296>

[6] Series 20501:
<http://www.utsystem.edu/bor/rules/20000Series/20501%202004%2012%2010%2001.pdf>

[7] UT Arlington History of Enrollment, FTE and Headcount:
<http://sacs.uta.edu/ccr/srcpdf/UTA%20History%20of%20Enrollment,%20FTE%20and%20Headcount.pdf>

[8] UT Arlington Mandatory Debt Transfer Table:
<http://sacs.uta.edu/ccr/srcpdf/UTA%20Mandatory%20Debt%20Transfers%20to%20UT%20System,%202003-2005.pdf>

[9] Series 70201:

<http://www.utsystem.edu/bor/rules/70000Series/70201%202004%2012%2010%2001.pdf>

[10] UT Arlington Fiscal Regulation 2-6, Endowment Establishment and Management:

<http://policy.uta.edu/index.php?navid=10366&resid=13638>

[11] UT Arlington Annual Financial Report, FY 2005:

<http://www2.uta.edu/statutereports/FY2005-AFR.PDF>

[12] UT Arlington Annual Financial Report, FY 2004:

<http://www2.uta.edu/statutereports/FY2004-AFR.PDF>

[13] UT Arlington Annual Financial Report, FY 2003:

<http://www2.uta.edu/statutereports/FY2003-AFR.PDF>

[14] Governmental Accounting Standards Board:

<http://www.gasb.org/>

[15] UT Arlington Analysis of Financial Condition, 2005:

<http://www2.uta.edu/statutereports/UTA2005AFC.pdf>

[16] UT Arlington Analysis of Financial Condition, 2004:

<http://www2.uta.edu/statutereports/UTA2004AFC.pdf>

[17] UT Arlington Analysis of Financial Condition, 2003:

<http://www2.uta.edu/statutereports/UTA2003AFC.pdf>

[18] UT Arlington Response to SACS Core Requirement 2.11:

<http://sacs.uta.edu/ccr/viewp.cfm?mode=2.11>

WHERE TO FIND INFORMATION:

Relevant Questions for Consideration:

- *How does the institution manage depreciation?*
 - State Comptroller's Office
 - American Institute of Certified Public Accountants
- *Has the institution experienced major changes in unrestricted revenues and expenditures over a period of time?*
 - Institutional Governing Board Regulations
- *Are there special circumstances that explain any unusual financial conditions?*
 - Institution's Office of Budgets and Financial Planning/CFO
- *What is the institution's spending rate on endowment?*
 - Institution's Office of Development
- *What are the institution's endowment management policies and how are they implemented?*
 - Institutional Governing Board Regulations
 - Institution's Office of Development
 - Institution's Handbook of Operating Procedures
- *How has the institution managed any changes in tuition revenues, state appropriations or debt services?*
 - Institution's Office of Budgets and Financial Planning/CFO
 - Most recent audit report with management letter
 - Excel spreadsheet of the Offices of Business Affairs staff qualifications
- *What have been the changes in temporary and permanently unrestricted assets over the past three years?*
 - Institution's Office of Budgets and Financial Planning/CFO

Sample Documentation:

- *Copies of the most recent 3-5 years of audited financial statements*
 - Institution's Office of Budgets and Financial Planning/CFO
- *Most recent 3-5 year schedule of changes in unrestricted net assets, excluding investment gains and losses; 3-5 year schedule of changes in total net assets; 3-5 year schedule of gifts and grants?*
 - Institution's Office of Budgets and Financial Planning/CFO
 - Institution's Office of Development
- *Most recent 3-5 year history of enrollment, FTE and headcount*
 - Office of Institutional Research
- *Most recent 3-5 year history on endowment returns and annual payments or spending rates*
 - Institution's Office of Development
- *Most recent 3-5 year history on short- and long-term debt*
 - Institution's Office of Budgets and Financial Planning/CFO
- *Policies governing endowment management*
 - Institutional Governing Board Regulations
 - Institution's Handbook of Operating Procedures
- *Most recent 3-5 year fund-raising data*
 - Institution's Office of Development

DEPARTMENTAL SUBMISSION:

Comprehensive Standard

3.10 (Financial and Physical Resources)

3.10.7 (Physical facilities)

The institution operates and maintains physical facilities, both on and off campus, that are adequate to serve the needs of the institution's educational programs, support services, and other mission-related activities.

Compliance Partial Compliance Non Compliance

Narrative:

The University of Texas at Arlington is committed to ensuring that its physical facilities are adequate to serve the needs of its educational programs, research efforts, support services, and other mission-related activities. Because the University operates and maintains physical facilities that are adequate to serve the needs of the institution's educational programs, support services, and mission-related activities, and this effort applies to all assigned space whether owned or leased, we conclude that we are in compliance with Principle 3.10.7.

The UTA campus occupies approximately 406 acres with roughly 4.7 million square feet of buildings. A complete listing of UTA's 106 buildings, along with 3.01 million assignable square feet is updated annually and reported to various State offices as required by [Texas Government Code Section 2101.0115](#).

UTA defines "adequacy of its facilities" by its ability to serve the needs of the educational mission, programs, and support services of the Institution. To this end, all colleges and major departments within the University have input into the [University Master Plan](#).

The Campus Master Plan provides general guidelines and sets the direction for campus development. It is updated and maintained by Facilities Services to include input from the entire campus community. The plan undergoes a comprehensive review every five years but is monitored and adjusted as needed to accommodate changes in mission related priorities and/or funding availability. The Board of Regents reviews major facility projects to ensure that they are in compliance with the Campus Master Plan.

Source:

[Texas Government Code Section 2101.0115](#)

[University Master Plan](#)

ACTUAL SUBMISSION:

3.10.7: The institution operates and maintains physical facilities, both on and off campus, that are adequate to serve the needs of the institution's educational programs, support services, and other mission-related activities.

Narrative:

The University of Texas (UT) at Arlington is committed to ensuring that its physical facilities are adequate to serve the needs of its educational programs, research efforts, support services and other mission-related activities for all assigned space whether owned or leased. The Office of Facilities Management supports the needs of the Institution's educational programs, services and activities by maintaining an attractive campus. Well-maintained facilities and grounds provide an environment that encourages lifelong learning and the discovery of new knowledge through research activities. Effective campus master planning includes; the renovation of existing classrooms and labs with technologically advanced equipment and furnishings, as well as a comprehensive plan for the physical development of the University that compliments the academic plan to maintain flexibility in the delivery of academic programs.

The Campus:

The UT Arlington campus occupies approximately 420 acres with over 4.7 million square feet of buildings. The main campus consists of 106 buildings totaling 4,708,465 gross square feet (GSF). UT Arlington also maintains three other facilities in Fort Worth, the UT Arlington: (a) Computer Center (52,726 GSF), (b) Automation and Robotics Research Institute (48,093 GSF) and (c) Fort Worth Higher Education Center (21,613 GSF). A complete listing of UT Arlington's 106 buildings, along with its 4.7 million gross square feet, is updated annually and reported to various State offices as required by Texas Government Code, Section 2101.0115. [1] Campus maps are available in a variety of locations, including UT Arlington's website. [2]

UT Arlington defines "adequacy of its facilities" by its ability to serve the needs of the educational mission, programs and support services of the Institution. To this end, all colleges and major departments within the University have input into the Campus Master Plan.

Campus Master Plan:

The Campus Master Plan [3] provides general guidelines and sets the direction for campus development. It is updated and maintained by the Office of Facilities Management and includes input from the entire campus community. The Plan undergoes a comprehensive review every five years, but is monitored and adjusted as needed to accommodate changes in mission-related priorities and/or funding availability.

The University of Texas (UT) System Board of Regents reviews major facility projects to ensure that they are in compliance with the Campus Master Plan. When constructing, repairing or rehabilitating buildings, UT Arlington follows the UT Board of Regents Rules and Regulations Series 80402, Major Construction and Repair and Rehabilitation Projects; [4] Series 80403, Minor Construction and Repair and Rehabilitation Projects [5] and Series 80301, Capital Improvement Program. [6] UT Arlington also has some "Arlington Standards" that are used as guidelines to keep all of the facilities at the same standard of construction. [7]

Office of Facilities Management:

The Office of Facilities Management [8] oversees all phases of campus facilities maintenance. Their mission is "to provide well-maintained and clean campus facilities while providing an environment that attracts and retains students and encourages the pursuit of knowledge, truth and excellence. The Office of Facilities Management is also committed to effective campus master planning and energy conservation management, allowing for the orderly development and renovation of campus facilities to meet the ever-changing demands of the academic and research community." [9] Facilities Management employs more than 250 people in one of the following operations: (a) asbestos management, [10] (b) carpentry, [11] (c) custodial services, [12] (d) planning, design and construction, [13] (e) master planning, [14] (f) vehicle maintenance, [15] (g) housing and university center maintenance, [16] (h) HVAC, [17] (i) landscaping and grounds maintenance, [18] (j) paint and signage, [19] (k) plumbing systems, [20] (l) thermal energy, [21] (m) electrical systems, [22] (n) energy management control [23] and (o) information technology. [24] The Office of Facilities Management

organizational chart is located on its website. [25] Administrative staff credentials and professional experience are noted below. [26]

Work Order Process:

UT Arlington's Office of Finance and Administration's policy website outlines the policies regarding the: Office of Facilities Management services provided, [27] Work Control Center procedures [28] and work order system priorities. [29]

The Work Control Center is the primary contact point in Facilities Management for University students, staff and faculty to make routine maintenance requests. Phone or written requests are accepted, and the Center also has a work order request form online. [30] The Office of Facilities Management posts an active projects list on its website to inform the campus community of project status. [31]

The data system, MP2 Facilities Management Program, is utilized to schedule, track and monitor work order requests. Work order progress reports are reviewed by the Office of Facilities Management regularly. In order to make appropriate fiscal decisions, the University Administration reviews work order reports on an annual basis.

Routine and Preventative Maintenance:

The Office of Facilities Management has designed routine and preventive management programs to address routine maintenance requests and preventive maintenance. The routine maintenance program addresses the everyday needs of the campus community, including: (a) cyclic maintenance, (b) component renewal, (c) investigative and (d) safety. Cyclical maintenance is maintenance that is based on normal wear patterns, such as painting, caulking and carpet replacement. The yearly cycle for cyclical items is established prior to the assessment. Component renewal is based on projected life cycle replacement dates, such as roofs, boilers and lighting systems. Investigative refers to items that require a more precise definition or a specialized study before the deficiency can be corrected. Examples of investigative studies include determining the feasibility of power load and HVAC availability. Safety refers to items that need immediate attention in order to avoid accidents and injuries, such as exposed wiring or broken handrails.

The preventive maintenance program is designed to extend the life of buildings and campus-maintained equipment, thereby: (a) prolonging building and equipment life expectancy; (b) reducing equipment failure and (c) protecting students, staff and visitors against possible injury. As part of the preventive maintenance program, the Office of Facilities Management completes monthly building assessments of classrooms, labs and public areas. When Office manpower is not available, outside assessment teams can be contracted to complete building inspections.

To ensure that all facilities and equipment receive regular preventive maintenance, the Work Control Center prints out monthly Preventive Maintenance Work Orders. These work orders give employees a checklist of preventive tasks to be completed for every preventive assignment. Examples of preventative maintenance include: (a) HVAC inspections and filter changes, [32] (b) vehicle maintenance [33] and (c) cleaning housing units. [34] The Office of Facilities Management also uses Roof Pro, a managing software system that tracks and monitors campus roofing system conditions, as part of the preventive maintenance program.

Deferred Maintenance:

The Office of Facilities Management maintains and updates an annual deferred maintenance program. Items that are currently physically or operationally defective and have not been scheduled for corrective action or postponed due to a lack of resources are placed in the deferred maintenance program. Deferred maintenance information is maintained in two forms: (a) MP 2 & 3 reports [35] and (b) the Facilities Renewal Resource Model (FRRM). [36]

MP 2 & 3 reports are the official format required by the Texas Higher Education Coordinating Board to track deferred maintenance. These reports list the following information regarding deferred maintenance projects: (a) work order number, (b) building, (c) trade, (d) life cycle, (e) description of the project to be performed, (f) deferred maintenance and renewal cost, (g) priority and (h) backlog.

FRRM is a UT System web-based planning tool that is used to track and budget long-term deferred maintenance conditions. FRRM uses building information, subsystem life cycles and replacement costs to determine deferred maintenance and repair needs. FRRM also allows institutions the ability to customize reports and change underlying

assumptions.

Off-Campus Sites:

UT Arlington's Office of Facilities Management oversees all construction, renovations and maintenance of UT Arlington off-campus, University-owned sites. In University-owned space, faculty and staff follow the aforementioned work order policies. In University-leased space, general maintenance and custodial services are provided by the owner's building management staff. The Office of Facilities Management does review construction plans during the finish-out phase of leased space and completes regular inspections of these spaces. The Office also responds to special faculty/staff requests if said requests are outside the owner's building management responsibility.

Satisfaction Surveys:

UT Arlington's Office of Facilities Management conducts an annual service satisfaction survey. [37] [38] The results of this survey are used to enhance the Office's services. In recent years, there have been low survey response rates. To counterbalance this, the Office has started calling customers to obtain feedback for the Office's Customer Follow-up Questionnaire. [39]

Capital Improvement Program:

UT Arlington follows the UT System Rules and Regulations of the Board of Regents, Series 80301, regarding Capital Improvement projects. [6] UT's Capital Improvement Program requires UT Arlington to project new construction and repair and rehabilitation projects in six- year cycles. [40] [41] Series 80301 also outlines procedures for: (a) off-cycle requests, (b) preliminary cost expenditures, (c) institutional management, (d) capital budget and (e) feasibility and planning studies.

Energy Conservation Efforts:

At UT Arlington, efforts are made to conserve utilities to enable resources to be used where they are essential to the academic mission and to hold down costs to keep tuition and fees to a minimum. In the fall of 2006, UT Arlington will implement an energy conservation program that will result in a yearly utility and operations savings of just over \$2,250,000 with simple payback of only eight years, for a total saving of \$18,000,000. After the eight years, UT Arlington will continue to save and be able to use this savings for mission-essential requirements. [42] UT Arlington's Energy Management Control Office [23] has an integral role in UT Arlington's energy conservation efforts.

Other cost-saving measures include the University's Cost Saving through Desktop Monitor Power Management program. [43] In order to conserve energy, the Office of Institutional Technology suggests: (a) turning on computer equipment right before it is to be used, (b) turning off computer equipment at the close of every work day and (c) configuring computer monitors to go into sleep mode during periods of inactivity.

Space Acquisition, Renovation and Allocation and Utilization:

UT Arlington recently changed its process for requesting expansion space and space renovation. The new process, outlined on the Provost's website, enables the University to approach space renovation requests more strategically. To address the changing space needs of the UT Arlington community, two committees were formed. The Space Allocation and Renovation Committee reviews suggestions for the renovation and new construction of non-instructional space. The Instructional Space Utilization Committee develops policies for the use of instructional space and makes its recommendations to the Space Allocation and Renovation Committee for the renovation and reclassification of instructional space. [44]

Supporting Documentation:

[1] *Texas Government Code*, Section 2101.0115:
<http://www.capitol.state.tx.us/statutes/docs/GV/content/htm/gv.010.00.002101.00.htm#2101.0115.00>

[2] UT Arlington Campus Map:
<http://www.uta.edu/maps/>

[3] UT Arlington Campus Master Plan:
<http://www.uta.edu/masterplan/html/introtomasterplan.html>

[4] Series 80402:

<http://www.utsystem.edu/bor/rules/80000Series/80402%202004%2012%2010%2001.pdf>

[5] Series 80403:

<http://www.utsystem.edu/bor/rules/80000Series/80403%202004%2012%2010%2001.pdf>

[6] Series 80301:

<http://www.utsystem.edu/bor/rules/80000Series/80301%202004%2012%2010%2001.pdf>

[7] UT Arlington Construction Standards for Interior and Exterior Building Renovation:

<http://sacs.uta.edu/ccr/srcpdf/Construction%20Standards%20for%20Interior%20and%20Exterior%20Building%20Renovation.pdf>

[8] UT Arlington Office of Facilities Management:

<http://www3.uta.edu/physicalplant/>

[9] UT Arlington Office of Facilities Management, Mission Statement:

<http://www3.uta.edu/physicalplant/2005-9%20version/mission.htm>

[10] UT Arlington Office of Facilities Management, Asbestos Management:

<http://www3.uta.edu/physicalplant/2005-9%20version/shops/asb.mht>

[11] UT Arlington Office of Facilities Management, Carpentry:

<http://www3.uta.edu/physicalplant/2005-9%20version/shops/cp.mht>

[12] UT Arlington Office of Facilities Management, Custodial Services:

<http://www3.uta.edu/physicalplant/2005-9%20version/shops/cd.mht>

[13] UT Arlington Office of Facilities Management, Planning, Design and Construction:

<http://www3.uta.edu/physicalplant/2005-9%20version/pdc.htm>

[14] UT Arlington Office of Facilities Management, Master Planning:

<http://www3.uta.edu/physicalplant/2005-9%20version/Master%20Planning.htm>

[15] UT Arlington Office of Facilities Management, Vehicle Maintenance:

<http://www3.uta.edu/physicalplant/2005-9%20version/shops/auto.mht>

[16] UT Arlington Office of Facilities Management, Housing and University Center Maintenance:

<http://www3.uta.edu/physicalplant/2005-9%20version/Housing.htm>

[17] UT Arlington Office of Facilities Management, HVAC:

<http://www3.uta.edu/physicalplant/2005-9%20version/shops/ac.mht>

[18] UT Arlington Office of Facilities Management, Landscaping and Grounds Maintenance:

<http://www3.uta.edu/physicalplant/2005-9%20version/shops/gd.mht>

[19] UT Arlington Office of Facilities Management, Painting and Signage:

<http://www3.uta.edu/physicalplant/2005-9%20version/shops/pt.mht>

[20] UT Arlington Office of Facilities Management, Plumbing Systems:

<http://www3.uta.edu/physicalplant/2005-9%20version/shops/pb.mht>

[21] UT Arlington Office of Facilities Management, Thermal Energy:

<http://www3.uta.edu/physicalplant/2005-9%20version/shops/tep.mht>

[22] UT Arlington Office of Facilities Management, Electrical Systems:

<http://www3.uta.edu/physicalplant/2005-9%20version/shops/et.mht>

[23] UT Arlington Office of Facilities Management, Energy Management Control:

<http://www3.uta.edu/physicalplant/2005-9%20version/shops/energy.mht>

[24] UT Arlington Office of Facilities Management, Information Technology:

<http://www3.uta.edu/physicalplant/2005-9%20version/shops/it.mht>

[25] UT Arlington Office of Facilities Management's Organizational Chart:

<http://www3.uta.edu/physicalplant/2005-9%20version/1all.htm>

[26] UT Arlington Office of Facilities Management, Staff Qualifications:

<http://sacs.uta.edu/ccr/srcpdf/UTA%20Office%20of%20Facilities%20Management,%20Staff%20Qualifications.pdf>

[27] UT Arlington Office of Facilities Management, Services Provided:

<http://policy.uta.edu/index.php?navid=13454&resid=12997>

[28] UT Arlington Work Control Center:

<http://policy.uta.edu/index.php?navid=13454&resid=13007>

[29] UT Arlington Work Order System Priorities:

<http://policy.uta.edu/index.php?navid=13454&resid=13008>

[30] UT Arlington Service Request Form:

<http://129.107.49.218/Weblink/login.asp>

[31] UT Arlington Active Projects:

<http://www3.uta.edu/physicalplant/projects9-23-2005.htm>

[32] UT Arlington Office of Facilities Management, Preventive Maintenance Work Order, HVAC:

<http://sacs.uta.edu/ccr/srcpdf/UTA%20Office%20of%20Facilities%20Management,%20Preventive%20Maintenance%20Work%20Order,%20HVAC.pdf>

[33] UT Arlington Office of Facilities Management, Preventive Maintenance Work Order, Vehicle Maintenance:

<http://sacs.uta.edu/ccr/srcpdf/UTA%20Office%20of%20Facilities%20Management,%20Preventive%20Maintenance%20Work%20Order,%20Vehicle%20Maintenance.pdf>

[34] UT Arlington Office of Facilities Management, Preventive Maintenance Work Order, Housing:

<http://sacs.uta.edu/ccr/srcpdf/UTA%20Office%20of%20Facilities%20Management,%20Preventive%20Maintenance%20Work%20Order,%20Housing.pdf>

[35] UT Arlington Office of Facilities Management, List of Deferred and Capital Renewal Projects:

<http://www3.uta.edu/physicalplant/2005-9%20version/06-08%20mp2.pdf>

[36] UT System, Facilities Renewal Resource Model:

<http://www.utsystem.edu/FPC/frm.htm>

[37] UT Arlington Office of Facilities Management, Service Satisfaction Results for 2004:

<http://sacs.uta.edu/ccr/srcpdf/UTA%20Office%20of%20Facilities%20Management,%20Service%20Satisfaction%20Results%20for%202004.pdf>

[38] UT Arlington Office of Facilities Management, Service Satisfaction Results for 2005:

<http://sacs.uta.edu/ccr/srcpdf/UTA%20Office%20of%20Facilities%20Management,%20Service%20Satisfaction%20Survey,%202005.pdf>

[39] UT Arlington Office of Facilities Management, Customer Follow-up Questionnaire:

<http://sacs.uta.edu/ccr/srcpdf/UTA%20Office%20of%20Facilities%20Management%20Customer%20Follow-up%20Questionnaire.pdf>

[40] UT Arlington Capital Improvement Program, Priority and Phasing, 2001- 2010:

<http://www3.uta.edu/physicalplant/teams/MP/CIP/cip2001-2010.jpg>

[41] UT Arlington Capital Improvement Program, Priority and Phasing, 2011-2020:

<http://www3.uta.edu/physicalplant/teams/MP/CIP/cip2011.htm>

[42] UT Arlington Energy Conservation:

<http://policy.uta.edu/index.php?navid=593&resid=17995>

[43] UT Arlington Cost Saving Through Desktop Monitor Power Management

[44] UT Arlington Process for Requesting Expansion Space and/or Renovation:
<http://www.uta.edu/provost/space/>

WHERE TO FIND INFORMATION:

Relevant Questions for Consideration:

- *Is there a master facility plan designed to meet current and future needs of the institution? How is it revised and updated?*
 - Office of Facilities Management or Physical Maintenance
 - State Government Code
 - Institutional Governing Board Regulations
 - Institution's Construction Standards
- *What is the institution's plan for routine and preventive maintenance?*
 - Institution's List of Deferred and Capital Renewal Projects
 - Institutional Governing Board Regulations
 - Institution's Capital Improvement Program, Priority and Phasing
- *What is the institution's deferred maintenance plan?*
 - Institution's List of Deferred and Capital Renewal Projects
- *How do the physical facilities support the needs of the institution's educational programs, support services and other mission-related activities?*
 - Institution's Facilities Management Processes: Work order, preventive maintenance, survey results, cost-saving measures, process for expansion and renovation)
- *How does the institution provide adequate physical facilities at off-campus sites?*
 - Institution's facilities processes regarding leased properties and/or aforementioned information for owned off-campus sites

Sample Documentation:

- *Plan for routine, preventative and deferred maintenance*
 - Office of Facilities Management or Physical Maintenance
 - Institution's work order process
- *Facilities satisfaction survey results*
 - Office of Facilities Management or Physical Maintenance
- *Most recent 3- to 5-year annual capital budget*
 - Institutional Governing Board
- *Evidence that the institution has facilities that adequately support the mission of the institution*
 - Processes: Work order, preventive maintenance, expansion and renovation
 - Evidence of cost-savings: Energy
 - Customer satisfaction: Survey results
- *A video or other visual means to provide a "walking tour" of all the institution's facilities*
 - UT Arlington did not provide a video
- *Facilities master plan including campus map*
 - Office of Facilities Management or Physical Maintenance