TO:   Chief Business Officers  
       Facilities Directors  
FROM: Frederick E. Harris, Assistant Vice Chancellor  
       College Finance and Facilities Planning  
SUBJECT: 2012-13 Space Inventory Report due October 19, 2012  

Please accept this memo as a reminder that your district’s 2012-13 Space Inventory Report is due into our office by October 19, 2012 via the FUSION web-based program. Please ensure that your district's space inventory report be updated and include all 100% controlled, owned or leased space utilized through December 31, 2012. The 2012-13 district space inventory report is a key component of the 2015-16 district and statewide Capital Outlay Five-Year Plans, and provides essential data to determine your district’s eligibility for state capital outlay dollars.

After submitting the completed report in FUSION, please print out the first page of “Report 17” (also known as the “certification signature page”), have it signed by an appropriate district representative, and send that signed certification signature page to our office by October 19th. If there have been any major changes in your district's annual report since last year (i.e. changes in assignable square footage, major room use or TOP code), please send an email to Jim Rogaski jrogaski@cccco.edu letting him know of these changes. Such early notification will help expedite the approval of your district’s space inventory so it may be available for use in next year's 2015-16 Five-Year Capital Outlay Plan.

If you are including in the inventory a new state-funded building that is now (or will soon be) complete, it is important to submit a change request in the FUSION Project module marking this project as “Online” or “Completed” for next year's Five-Year Plan's space calculations. This will ensure that your district does not include the space twice, which if not corrected would reduce eligibility for state funds. A project is marked as “Completed” when it is not only occupied, but also has all financial transactions concluded and fully processed. A project is marked “Online” when it is part of the functional inventory, but financial transactions relative to the project construction are still in process that prevent the project from being complete. When all transactions have been completed on projects marked as “Online”, please then submit a change request in the FUSION Project Module marking the project as “Completed”. Please attach all DSA Closeout or Certification documents at the same time in the Project Module prior to submitting the change request in FUSION.
Please be sure to update your space inventory report if there are changes to the following items:

- District/College profile changes (president/chancellor, contact names, address, phone numbers, legislative district numbers, etc.).

- New Buildings or Building profile changes (OGSF, names, condition codes, recent additions, and especially location codes).

- Room profile changes (ASF, room type, TOP codes, etc.).

- Check data for accuracy (has this building been demolished, are there buildings not inventoried, etc.).

- Districts are to use the 6th edition of the TOP Codes. You can look up the TOP code directory in FUSION (in the Space Inventory, College, Building, Room, Edit, TOP/CSS level) OR check out the following website to download the latest taxonomy:

  http://www.cccco.edu/divisions/esed/aa_ir/CREDIT/credit_attachments/TopTax.doc

- Unclassified Space in the Space Inventory: The building and room representations of both the COMET assessment and Space Inventory programs have been synchronized in FUSION. As your district building deficiency data is updated by the FUSION reassessment team, they will be providing instructions and assistance on how to classify space that may be imported in from the COMET assessment module. If you have questions about unclassified space contact Woody Nelson, CCC Foundation Assessor, (916) 325-0844 for further information.

Please send your district’s signed “Report 17: certification signature page” by October 19, 2012 to:

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