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Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition

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Postsecondary Facilities
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Foreword

The National Center for Education Statistics (NCES) is pleased to publish an updated edition of the *Postsecondary Education Facilities Inventory and Classification Manual* (FICM). The FICM was first published in 1973 and was last revised in 1994. In the years between the publication of the 1994 FICM and the present time, postsecondary education has changed substantially in terms of the students it serves, the technologies that are available to it, and the innovations institutions have begun to embrace. All of these changes dictated the importance of examining the 1994 FICM to determine what modifications, updates, and additions might be needed to provide a better, more useful industry-wide standard for facilities management and administration.

To provide community input into the 2006 revisions of the FICM, NCES, with the assistance of Kreon Cyros of INSITE and Lander Medlin of the Association for Higher Education Facilities Officers, assembled a working group of facilities experts who represented various types of postsecondary institutions, postsecondary associations, state agencies, federal agencies, and private sector companies specializing in postsecondary institution facilities. This group guided the entire process of updating the FICM.

This edition of the FICM differs from the previous editions more in its intent and organization than in its content. It is designed to be useful to both specialized staff and generalists and to be applicable to institutions with sophisticated information needs as well as to those with more basic facilities information needs. It reflects the perspective that along with human resources and financial assets, space is one of the primary resources of an educational institution. In fact, for some institutions, the dollar value (initial cost, replacement cost, and market value) of the institution's buildings frequently exceeds the institution's annual operating budget and endowment.

The FICM is a tool that can help institutions initiate, conduct, report, and maintain an institutional space inventory that can provide answers to such basic questions as how much space is available, what kind of space is it, to whom is it assigned, and how efficiently is it being used and maintained. This information permits institutions to assess the adequacy of their current space and allows them to begin planning for future space needs.

NCES has a continuing commitment to the education community to provide technical assistance and support that will facilitate the collection, reporting, and use of high quality education data. This third edition of the FICM is just one example of that commitment. The two previous editions of the FICM became standards for collecting and reporting data on postsecondary institution facilities. We are confident that this edition will have the same value and utility as its predecessors.

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Acknowledgments

This project reflects the voluntary cooperation and genuine collaboration among many individuals and organizations.

First, every member of the National Working Group on Postsecondary Facilities for this edition of the FICM deserves an enormous thank-you. Their contributions and dedication made this project possible. At the outset, the group was given the choice of hiring a single consultant to do the revisions or undertaking the task themselves. The group chose the latter. Each member of the Working Group made unique and important original contributions to this edition of the manual and reviewed every revision that was suggested.

Special acknowledgment and thanks must also be given to Kreon L. Cyros, who chaired the Working Group. Mr. Cyros not only expertly presided over the several meetings of the Working Group, but he organized the work so that revisions could be undertaken efficiently and effectively. He cajoled the members to complete their “assignments” in a timely manner, and he ensured that any changes made to the manual were necessary and improved it. He also responded to each of the comments that resulted from the extensive field review of the draft manual and worked on the organization and final structure of the manual.

Lawrence W. Vanderburgh of the BOMI Institute became involved in the project because of his professional interest in facilities data and information. He assumed responsibility for assembling the materials provided by members of the Working Group, writing the introduction and other sections of the manual, and implementing the recommendations of the Working Group with regard to the final structure and layout.

Additionally, many practitioners throughout the country reviewed the draft of this edition of the manual as part of the field review process. All of their comments, suggestions, and ideas were considered and discussed. We would like to thank everyone who made the effort to gain access to and review the draft manual.

Finally, we would like to acknowledge the work of Baiming Liu of Westat and the other Westat staff who were involved in this project—Denise Glover, Carol Litman, and Sylvie Warren. Ms. Liu kept the whole project on as much of a schedule as possible, given the number of individuals involved. She served as the point person for the hundreds of e-mails that went back and forth among members of the Working Group and made sure that nothing was lost in transmission. Dr. Glover oversaw the project for Westat, Ms. Litman edited the final document, and Ms. Warren prepared the final document for publication.

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