

**From:** Doug Nelson

**Sent:** Thursday, March 30, 2017 10:32 AM

**To:** [FISCAL\\_AGENT-L@LIST.UNM.EDU](mailto:FISCAL_AGENT-L@LIST.UNM.EDU)

**Cc:** Kevin Grant Stevenson <[kevings@unm.edu](mailto:kevings@unm.edu)>; 'Abra Altman ([aaltman@carc.unm.edu](mailto:aaltman@carc.unm.edu))' <[aaltman@carc.unm.edu](mailto:aaltman@carc.unm.edu)>; Stacy Kaneshige <[scooper@unm.edu](mailto:scooper@unm.edu)>; Lisa Marbury <[lmarbury@unm.edu](mailto:lmарbury@unm.edu)>; Elizabeth Metzger <[emetzger@unm.edu](mailto:emetzger@unm.edu)>

**Subject:** Message from Acting President Abdallah

Hello Fiscal Agents,

Please see the attached memo from Acting President Abdallah regarding the "FAMIS" space database, and distribute as necessary.

Thank you.

*Doug Nelson*

Associate Controller

Unrestricted Accounting, Main Campus

University of New Mexico

MSC 01-1260

505-277-0156

[denelson@unm.edu](mailto:denelson@unm.edu)

## MEMORANDUM

Date: March 29, 2017

To: Level 3 Fiscal Agents

From: Chaouki Abdallah, Acting President



Re: Update of FAMIS Space Database

---

Space is one of UNM's key assets, and its effective management and use enhances our ability to fulfill our missions of teaching, research, service, and patient care. Having accurate information on the assignment and utilization of our space is critical to effective decision making. This impacts not only the many capital projects underway across campus, but also our planning and prioritization of capital priorities and facility needs in the future.

Regular updates to FAMIS are necessary to ensure that our planning and prioritization efforts are informed by accurate information and that it is available for accurate reporting throughout the year. This is why we are initiating a campus-wide, comprehensive update of UNM's Space Database (FAMIS). Each unit which has space assigned for its use will be required to update and verify the accuracy of their information in FAMIS. This is required to be maintained on an ongoing basis from this point forward.

There are five steps to this update:

- 1) Rights/Access to FAMIS
- 2) Space Layout verification
- 3) Space Data updates: Rm Info, Space Category, Group, Employees, Function, Contacts, Accounts
- 4) Space Survey Completion Form
- 5) Audit checks of space for accuracy

In order to accomplish this task, individual departments need to work with UNM's Space Management group. ***As the Fiscal Agent for your Level 3 Organization, I am asking you to engage your departmental FAMIS designees to ensure that these updates are completed no later than June 30, 2017.*** Space Management will continue to provide guidance, org structure, set-up, training, and help support to ensure the accuracy and consistency of data provided.

The Space Management Office will be reaching out to you directly with detailed information on your organization. Our goal is to complete this update by the end of the fiscal year. For questions or concerns, please contact Space Management at [space@unm.edu](mailto:space@unm.edu) or 277-3800.

Thank you in advance for your cooperation and efforts in ensuring the success of this important initiative.