

## **SECTION 2 - FACILITIES MASTER PLANS**

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### **Relevant Regulation –**

- Code of Maryland Regulations (COMAR), Title 13B Maryland Higher Education Commission, Subtitle 07 Community Colleges, Chapter 4 Construction Procedures, Regulation 02 Facilities Master Plan

### **Critical Due Dates –**

- New or Updated Facilities Master Plans are due February 1
- Annual updates showing population data are due February 1 (For years in which a capital improvement request will be made)

## 2.01 ELEMENTS OF FACILITIES MASTER PLANS

Each community college must develop a Facilities Master Plan (FMP) which supports the institution's role and mission. Multi-campus or very large community colleges may prepare separate plans. However, an additional report summarizing and linking the separate plans is required. The foundation of the plan is the collection, projection, and analysis of data, the identification of facility needs, and the development of recommendations to meet these needs over a 10-year period. The collection of data should be consistent and systematic to identify, evaluate, and address the conditions that affect the college's capital program. This will lead to the development of sound capital programming to guide the physical development of the college's facilities. Institutions should consider developing 20-year land use plans as well. Community college personnel or outside consultants may develop the plans. Refer to COMAR, Title 13B, Chapter 4 Construction Procedures, Regulation 02 Facilities Master Plan for the complete text of the regulation.

Institutions should regularly review their Facilities Master Plans. These plans shall be updated every ten (10) years after the submittal date of the original plan. However, whenever major changes occur in role and mission statements or in other plan elements that have significant facilities implications, the submittal should be made sooner. Annual updates showing population data are due January 1 of each year in which a capital improvement request will be made.

By February 1<sup>st</sup> of each year, each community college is required to **submit one** of the following:

- **New FMP** (if the plan has *not* been updated in the past ten (10) years), OR
- **Updated FMP** (if major changes occurred in the role and mission statements or in other plan components which have significant facilities implications), OR
- **Confirmation Statement** (signed cover letter – PDF is fine – confirming the plan is still valid and no updates are required)

Required information must be submitted to the Maryland Higher Education Commission (MHEC), the Department of Budget and Management (DBM), the Department of General Services (DGS), and the Maryland Department of Planning (MDP). Please see the following chart for submission instructions:

SUBMISSION INSTRUCTIONS – FMP Due February 1 <sup>st</sup>		
Agency	Point of Contact	Documentation Required
<b>Maryland Higher Education Commission</b>	Finance Policy Analyst 6 N. Liberty Street, 10 <sup>th</sup> Floor Baltimore, MD 21201	* Original cover letter signed by the college president (digital is fine), and  * One (1) digital copy of the plan; new or updated
<b>Department of Management and Budget</b>	Capital Budget Analyst for Community Colleges 301 W. Preston Street, Suite 1209 Baltimore, MD 21201-2365	Digital Copies Only
<b>Department of General Services</b>	Program Manager for Community Colleges 301 W. Preston Street, Suite 1405 Baltimore, MD 21201-2365	Digital Copies Only
<b>Maryland Department of Planning</b>	Maryland State Clearing House for Intergovernmental Assistance 301 West Preston Street, Suite 1101 Baltimore, MD 21201-2305 <a href="mailto:mdp.clearinghouse@maryland.gov">mdp.clearinghouse@maryland.gov</a>	Digital Copies Only

Most capital construction results from the need to accommodate people, modernize or replace facilities, or provide space for services or programs. Therefore, the Facilities Master Plan should present information on each of these elements. It should evaluate current conditions and projected needs, develop proposals for addressing any deficiencies noted, and present a recommendation which will enable the community college to meet its strategic goals over the plan period. The Facilities Master Plan shall include:

A. Executive Summary

This section should contain a narrative highlighting any deficiencies or needs identified, and proposals to deal with them.

B. Overview of the Institution

Provide a statement of the institution’s role and mission describing the most significant characteristics of the institution which impact upon the institution’s facilities

requirements. Provide background data and describe each of the academic and special programs offered to meet strategic goals emphasizing those that affect capital needs. Indicate planned new programs with their status of implementation. Include an appraisal of current conditions and evaluate factors expected to influence future operations. This section must be consistent with the institution's approved role and mission statement. The minimum requirements are:

1. Provide a statement of the mission, vision, goals, objectives, and strategies of the institution and indicate how the plan will support these efforts.
2. Indicate the various institutional units, their interrelationships, and the programs and services each provides.
3. Evaluate the performance of the institution. Discuss the degree to which the institution is meeting its responsibilities, any factors impeding progress, and the consequences of not resolving these problems.
4. Indicate any factors expected to influence future programs such as social, economic, cultural, or other trends, or innovations in techniques, practices, treatments, facilities, and equipment.
5. Discuss anticipated changes in policies, programs, or services of the institution and how these changes will affect facilities and people served.

### C. Institutional Background Data

Institutional background data for each facility should be provided. The level of detail should be meaningful enough that the information will firmly support any planning proposals made later in the plan.

1. Provide an overview of the institution. Supply a location map, site plan, and narrative on the following:
  - a. Historical and contemporary factors that have influenced development
  - b. Description of the physical characteristics of the institution
  - c. Existing site acreage and available acreage for future development
  - d. Circulation and parking
  - e. Adequacy of utilities
  - f. Consistency with adjacent land uses and conformity with master plans for the jurisdiction in which the institution is located
2. Provide user data for the institution
  - a. Student Data. Indicate the overall size and composition of the student population. Include enrollment by level and division and other significant characteristics, such as part-time population. Explain any significant population trends. Provide student data in each of the five preceding years and the current year. Enrollment projections shall be for the life of the plan listed for each of the next five years, the 10<sup>th</sup> year, and as many five year increments thereafter as possible. Indicate the projection methodology utilized.
  - b. Employee Data. Indicate the number of full and part time faculty and staff supporting the implementation of the institution's role and mission. Employment projections shall be for the life of the plan listed for each of the next five years, the 10<sup>th</sup> year, and as many five year increments thereafter as possible. Indicate the projection methodology utilized.
3. Assess and analyze existing facilities and acreage including facilities currently in use as well as those that are vacant. If available, supply reproductions of building floor plans. Provide a description, inventory and evaluation of all facilities and acreage including
  - a. Name and location of each building
  - b. Size of each building in NASF and GSF
  - c. Capacity of each building when fully occupied
  - d. Year of original construction and year of additions or renovations with descriptions for each building
  - e. Assessment of physical condition, environmental compliance, and functional adequacy of the infrastructure with independent verification for each building
  - f. Description of how each building is utilized by students and employees with indication of its continued usefulness
  - g. Assess the adequacy of existing land
  - h. Assess the capacity for future development

4. Describe the programs, services, or operations that are provided in the institution. Indicate if they are to be discontinued, remain unchanged, or expanded. Indicate if any new programs or services will be initiated. Describe the following items in terms of their impact on facilities:
  - a. Indicate faculty/student ratios and class sizes
  - b. Discuss scheduling issues
  - c. Provide space guideline calculations to provide one estimate of space needed by type. (See Section 14 Attachments for guidelines and tables to complete the space guideline calculations.)
  - d. Describe the array of approved academic programs existing and projected during the life of the plan with the minimum and maximum participation rates
  - e. Discuss significant new initiatives planned which have facilities implications
  - f. Identify specific activities which need to be accommodated on the campus over at least the next 10 years
  - g. Examine pedestrian access and movement within buildings
  - h. Consider employee contract provisions that affect facility needs
  - i. Describe policies, goals, or philosophies that determine facility needs
  - j. Identify unique institutional characteristics
  - k. Compare and contrast facilities information from peer institutions as appropriate

#### D. Institutional Evaluation

An assessment and analysis of existing land and facilities, proposed new campuses or new site development, and evaluation of the requested background data of the institution must be made. The existence or development of any problems should be identified and the impact any such problems will have on facilities must be determined. The physical characteristics of the campus shall be described as well as the changes which are required to meet the objectives in the institution's stated role and mission.

1. Provide a site analysis. Comment on the adequacy of open space for development, the relationship of the institution to adjacent land uses, and the condition of parking, circulation, and utility systems. Specify any physical limitations that may impede the delivery of services and consider the Maryland Department of Planning Growth and Conservation map. [Confirm new site development conforms with “*A Better Maryland*” Goals and Objectives and Guidelines for Capital Budgeting ([abetter.maryland.gov](http://abetter.maryland.gov))]
2. Summarize the impact of user trends and the results of under or over utilization. Comment on the application of space guidelines, standards of capacity, or indicators of facility use.
3. Comment on the need for renovation, conversion, building modification, new construction, or demolition. Include building and fire codes, energy usage, and adaptability of buildings to new technological uses.

4. Indicate the suitability of facilities to accommodate present and future programs and services. Comment on accreditation standards or legal mandates that determine needs.
5. Comment on any factors not otherwise covered that may affect the need for, or the financing of facilities; for example, the award of a federal grant which includes funds for capital costs.

E. Facilities Master Plan Proposals

Based on the evaluation of the background data, identify facility needs for the institution for the next ten years. List temporary administrative changes that might reduce construction needs such as changes in program goals, students served, or space utilized. Describe the full range of options including new construction, renovation, conversions, sharing space, leasing space, or purchasing space on the open market.

1. List and evaluate alternatives for meeting needs. Include a comparison of the estimated impact each alternative will have on the institution's users, facilities and programs or services.
2. Discuss the need for surge space that may be necessary during implementation of any master plan proposals and how and where this space will be provided.
3. Provide estimated operating and capital costs for each alternative.
4. Indicate the likelihood and time frame of any facilities being funded with non-State capital funds, such as federal funds, special funds, or private grants.
5. Explain any plans to provide facilities by leasing, sale-leaseback, or purchase.
6. Consider the Maryland Department of Planning Growth and Conservation map. [the consistency of plan proposals to the State's Smart Growth policies.]

F. Recommendations

1. Based on evaluation of the master plan proposals, select those that best allow the institution to achieve the missions, goals and objectives of the institution. Present a 10-year facilities plan consisting of proposals to address each problem discussed. Indicate how these plan proposals should be prioritized and phased. Prioritize these proposals into short-term, mid-term, and long-term objectives. The proposals should be presented in phased priority order and be as specific as possible with respect to costs, locations, square feet of building space, types of programs and students served.

2. Specific plans to meet identified needs may include:

- Land use, acquisitions, and divestiture plans.
- Building use.
- Restoration of facilities to satisfactory physical condition including infrastructure.
- Need for renovations to meet programmatic standards, to provide more appropriate support for proposed uses, or to provide access for persons with disabilities.
- Vehicular and pedestrian circulation.
- Utilities extensions and improvements.
- Long-range telecommunications plan needs which address the future requirements of the institution for voice, data, video, and radio.
- New construction.
- Site development plan.
- Approach for updating plan.

3. Describe an implementation strategy including:

- Summary of individual projects – title, brief description, and projected cost in constant dollars.
- Recommended sequencing of projects including relative urgency of need and constraints which require that certain projects precede certain other projects.
- Impact of implementation (and consequences of non-implementation) on educational programs, enrollments, and operating costs.

## **2.02 REVIEW PROCESS FOR FACILITIES MASTER PLANS**

A new or updated Facilities Master Plan which has been approved by the community college board of trustees shall be submitted concurrently to the Maryland Higher Education Commission, the Department of Budget and Management, the Department of General Services, and the Maryland Department of Planning.

The Maryland Higher Education Commission will review the plans with specific attention to:

- Assessment of how the Plan supports the role and mission of the institution.
- Current and projected enrollments and staff (full-time day equivalent students, full-time equivalent students, weekly student contact hours, full-time equivalent faculty, full-time equivalent staff) in relation to consistency with approved role and mission statements
- Array of academic programs on which the Plan is based for consistency with approved role and mission statement
- Space guideline calculations and proposed deviations from the guidelines



- The adequacy of facilities contained in the Plan to accommodate the existing and proposed academic and support requirements at the institutions
- Assess Telecommunications Plan
- Consistency with the Statewide Capital Improvements Plan
- Peer comparisons

The Department of Budget and Management will review the plans with specific attention to:

- Assessment of space guidelines analysis
- Physical planning considerations
- Cost/benefit considerations
- Telecommunications Plan
- Environmental Studies

The Department of General Services will review the plans with specific attention to:

- Physical planning considerations
- Cost/benefit considerations
- Telecommunications Plan
- Environmental Studies

The Department of Planning will review the plans with specific attention to:

- [A Better Maryland and Smart Growth Initiatives] Growth and Conservation map
- Environmental Studies

The Department of General Services and the Maryland Department of Planning shall concurrently submit questions and concerns to the Maryland Higher Education Commission and the Department of Budget and Management. The Commission will forward its questions and concerns to the Department of Budget and Management to facilitate a consolidated response to the institution from the Commission and the Department of Budget and Management. The institution shall provide a response addressing the questions and concerns and may choose to modify their Plan as a result of the issues raised. Where appropriate, a meeting including the review agencies and the institution will be held to assure a coordinated approach to completing the review process.

The comments of the Department of Budget and Management shall focus primarily on the review of space guidelines analysis, physical planning considerations, and cost/benefit considerations, and shall not duplicate the Commission's analysis of enrollment and staffing projections and academic proposals.

Final action will consist of one of the following decisions:

- Unconditional endorsement of the Plan as the basis for further development of the institution involved.
- Conditional endorsement of the Plan as the basis for further development of the institution, with the conditions explicitly stated.
- Return of the Plan, with a request for resubmission with changes.