

*The college shall develop and maintain a master facility plan.*

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#### Education Programs and Facilities Master Plan

1. The college completed the Education and Facilities Master Plan adopted by the Board in May 2007. The plan envisions facilities needs based on program delivery through the year 2020.
2. The college will continue to update the plan periodically as programs develop and facilities are completed.
3. All new facilities and the renovation of existing facilities will conform to the facilities master plan.

#### Space Utilization

The college shall periodically conduct space utilization studies for instructional, student services, and administrative spaces on each campus to assure that the master facility plan conforms to needs.

#### Space Usage

1. All proposed changes for existing space usage originating at any campus must be reviewed for conformance to college program planning and mission.
2. The three sources of funding for changes to existing space are:
  - a. Campus current year maintenance budgets. Though funded through current year campus budgets, projects which change the use of space through maintenance or renovation require approval in the following process to assure that changes conform to the facilities master plan and that changes to use or square footage are entered into the facilities database.
  - b. College deferred maintenance budgets. Funding from this source is intended to correct deficiencies in maintenance resulting from the deferral of projects that should have been accomplished in prior fiscal years.
  - c. College renovation budget. Funding from this source is utilized for renovations which change the use of space.
  - d. Funds designated for new programs may be used to renovate space to meet new program requirements
3. Proposed changes to space include renovations for instructional and laboratory space as well as offices or other support space.

Space Utilization Change Request Procedure

1. Campus Dean and campus facility manager develop a plan, and cost the project.
2. Proposed project is evaluated against existing prioritized listings for future construction, renovation, and deferred maintenance. Deviations from priority listings must be explained in full in the project proposal.
3. Project is presented to chief academic officer for program conformance review and cost evaluation.
4. If approved by the chief officers the proposed project is presented to the Office of the President for final review and approval.

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*References:*