

# FREQUENTLY ASKED QUESTIONS ABOUT THE FACILITIES MASTER PLAN

## Q. WHAT IS A FACILITIES MASTER PLAN?

A facilities master plan is both an architectural build-out plan of the campus and a statement about the buildings and their function. A plan typically includes building locations, expected use, traffic circulation, parking, utilities, drainage, environmental impacts, and a discussion about the look and character of the campus.

## Q. WHY DO WE NEED A FACILITIES MASTER PLAN?

Following the Education Master Plan, the Facilities Master Plan serves as a guide to logical and orderly development of the campus. The plan supports enrollment growth, new and changing programs and services, modernization of existing facilities to meet those needs, and allows for sound projections of capital expenditures and cash flow.

## Q. IS THE FACILITIES MASTER PLAN DIFFERENT FROM THE BOND IMPLEMENTATION PLAN?

Yes and no. Even without the bond we need a facilities plan. Since the bond passed just as we were developing the facilities plan it has been impossible and impractical to separate the two plans. The Bond Implementation Plan is a list of specific projects that will take 12 years to complete. The Facilities Master Plan is intended to cover the facilities needs of the district for the next 20 years. The master plan cannot ignore the bond plan but is intended to be more generic and program oriented for all needs, whether they are funded or not.

## Q. WHAT IS THE CONNECTION WITH THE EDUCATIONAL MASTER PLAN?

The Educational Master Plan identifies new programs, changing instructional and program delivery methods, anticipated changes in the different curriculum, and identifies the needs (space, equipment, staffing, etc.) to accomplish the stated goals. The Facilities Plan then addresses the space and equipment needs so those goals can be achieved.

## Q. WHY IS THE FACILITIES MASTER PLAN LABELED A *FINAL DRAFT*?

The plan currently only address the buildings and utilities. Now that there is a plan to evaluate the environmental impacts, drainage and geo-technical review will validate the planned elements or recommend mitigation measure to correct any issues discovered in the review. The plan will be considered complete when necessary adjustments have been made. This review could take up to a year to complete.

Q. WILL THERE BE ANY MORE DISCUSSION AFTER THE FACILITIES MASTER PLAN IS ADOPTED BY THE BOARD?

Absolutely. The plan itself is a living document. The plan will need to be adjusted with substantive changes in the Educational Master Plan, economic realities, and unanticipated challenges and opportunities. Additionally, as each element of the plan is developed, the stakeholders of that project will be part of that implementation team.

Q. WHEN WILL I HAVE A CHANCE TO GIVE MY PERSONAL INPUT?

The *programming* (written description of the who, what, when, where, and how) and the *schematic design* (the layout and the look) will start a year or two before the construction of that project is scheduled to begin. If we start too soon things might change: if we start too late the process will be rushed. If your project is scheduled to be built in 2010, you can expect to start project development in 2008.

Q. WHY IS MY PROJECT SCHEDULED WHEN IT IS?

The Facilities Master Plan addresses program issues, unfortunately the construction schedule does not. The construction schedule is based on available land, available swing space to temporarily house the displaced program(s), cash flow, level of campus life disruption, dependencies on infrastructure development, and a host of other technical considerations.

Q. BUT I NEED IT NOW, WHAT CAN I DO?

In some cases the programmatic need can't wait for the construction schedule. Some stopgap measures are anticipated. It is important to remember that the bond funds are limited and any money spent on short-term fixes will have to be deducted from the budget for that intended project when the time comes for the permanent fix.

Q. WHERE IS THE BUDGET PLAN?

The projected costs for each project is still very soft. The Facilities Master Plan must be completed with all of the required mitigation measures to set a final budget. To avoid confusion and false expectations, the individual project budgets will not be released until all of the elements are known. Until then the budget outlined in the Bond Implementation Plan and the final draft of the Facilities Master Plan serves as a relative guide for project size and scope.

Q. IS EQUIPMENT COVERED IN THE BOND PLAN?

Yes, capital equipment, known as Group II equipment in facilities jargon - Group I equipment being that equipment that is built into the building (HVAC, clocks, that sort of thing), is an allowed expense with the bond funds. Typically Group II equipment

allocations are a factor of project size and program costs. The bigger issue is when to equip a program. The expectation is that the equipment goes with the new or modernized building. Any early purchases, such as microscopes, must have a life expectancy to last well beyond the occupancy date of the new or modernized facility. The equipment must also be transferable to the new space, built-in or customized equipment that cannot be easily move would not be appropriate. Changing technology and service & support are also considerations for discouraging early equipment purchases.

#### Q. SO WHAT DECISIONS ARE LEFT TO BE MADE?

The overall size and general scope of each project is outlined in the Facilities Master Plan. The EIR and the other plan reviews will trigger some adjustments. The layout and function of each new project space, however, is very much open for discussion.

#### Q. HOW ARE DECISIONS MADE?

The president and vice-presidents, along with the Director of Planning and Resource Development and the Director of Campus Planning and Construction, form the *core group*. Through their respective councils and staff meetings, interests and issues are gathered and brought to the core group for discussion. The president and vice-presidents then act as the final filter of those issues and either direct appropriate action or refer to the trustees, as required.

#### Q. WHERE CAN I GET MORE INFORMATION?

The newly formed office of Campus Planning & Construction would gladly give out any information on scope of projects, time lines, schedules, planning process, or any question related to the Facilities Master Plan or the Bond Implementation Plan. Your Area Administrator (the President for Administration, VP for Instruction, VP for Student Services) will also have many of the answers to any unanswered questions.

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