

**Board of Trustees Agenda Report**

**For the Trustee Meeting Date of     October 14, 2008**

**ITEM TITLE:** *(Please define the subject; e.g., change order – Berkeley City College)*

**Consider approval to enter into a contract with Maas Companies Inc. who will work to create a Resource Allocation and Facilities Master Plan for each college in the district.** **Presenter: Interim Vice Chancellor Allen.**

**SPECIFIC BOARD ACTION REQUESTED:**

Approval to enter into a contract

**ITEM SUMMARY:** *(PLEASE DISCUSS THIS ITEM)*

Maas Company Inc. agrees to provide professional services and consultation to assist the District in the development of an integrated Educational Master Plan for the four Colleges in the District and also to assist the District in the preparation of a Resource Allocation and Facilities Master Plan for each College. In addition, a District-wide Resource Allocation and Facilities Master Plan will also be prepared that integrates the college Resource Allocation and Facilities Master Plan into a district-wide Plan. Consulting services shall include analysis of the recently completed planning and research activities by the McIntyre Group and associated district planning documents. The Consultant's services are specifically identified in Appendix A to this Agreement and, by this reference, are included as an integral part of this Agreement.

In addition to the four Resource Allocation and Facilities Master Plans prepared for the colleges, a fifth Resource Allocation and Facilities Master Plan will be prepared that shall be a comprehensive, integrated, district-wide Resource and Facilities Master Plan for the Peralta Community College District.

In the process of finalizing the Educational Master Plans for each college, the consultant and representatives of the four colleges shall ensure that the Educational Master Plan supports the Strategic Plan for each college and ultimately, the Strategic Plan for the district. This approach and format will address the requirement of the WASC Accreditation Commission's Standard One for Institutional Planning.

Accreditation is not the only reason a college completes a comprehensive master planning effort. The primary reason should be to develop a long-term plan that will serve as a framework and guide for future decisions by the district (and the colleges) with respect to educational programs, support services and district services and how those activities will function on a centralized or decentralized strategy.

**BACKGROUND/ANALYSIS:**

**WE NEED TO INTEGRATE OUR FACILITIES MASTER PLAN WITH OUR EDUCATIONAL MASTER PLAN, STRATEGIC PLAN AND RESOURCE ALLOCATION PLAN**

**ALTERNATIVES/OPTIONS:**

**PLEASE ACQUIRE SIGNATURES IN THIS ORDER:**

**DOCUMENT PREPARED BY:**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
[Enter Your Name and Title of Individual]

**DOCUMENT PRESENTED BY:**

Prepared by: Wesley Allen Date: 10/2/08  
[Enter Name of College President or Vice-Chancellor or Manager,  
and Title of Individual]

**FINANCE DEPARTMENT REVIEW**

\_\_\_\_\_ Finance review required \_\_\_\_\_ Finance review *not* required

If Finance review is required, determination is: ✓ Approved \_\_\_\_\_ Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: Thomas Smith Date: 10.7.08  
Thomas Smith, Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

✓ Legal review required \_\_\_\_\_ Legal review *not* required

If Legal review is required, determination is: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved  
*Measure A, as related to facilities plans.*

Signature: Thuy T. Nguyen Date: 10/7/08  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

\_\_\_\_\_ Approved, and Place on Agenda \_\_\_\_\_ Not Approved, but Place on Agenda

Signature: Elihu Harris Date: 10/6/08  
Elihu Harris, Chancellor

## **ATTACHMENT A**

### **SCOPE OF WORK**

#### **Scope of Work – Work Plan A and B**

As discussed with district representatives on September 26, 2008, the Scope of Work for the consultant shall be completed utilizing two, concurrent work plans. The first work plan, entitled Work Plan A, shall include all services needed by the colleges to complete their draft Educational Master Plans (as per the tasks defined on September 26, 2008) to provide a baseline document for the preparation of the Resource Allocation and Facilities Master Plans for each college. The compensation to the Consultant for activities necessary to complete Work Plan A are included in the current agreement between the District and WLC Architects. No additional compensation will be paid to the Consultant for the completion of Work Plan A.

The second work plan, entitled Work Plan B, shall be the preparation and approval by the district Board of Trustees of a Resource Allocation and Facilities Master Plan for each college in the district. At the District's option, in addition to the four Resource Allocation and Facilities Master Plans prepared for the colleges, a fifth Resource Allocation and Facilities Master Plan may be prepared that shall be a comprehensive, integrated, district-wide Resource and Facilities Master Plan for the Peralta Community College District.

In the process of finalizing the Educational Master Plans for each college, the consultant and representatives of the four colleges shall ensure that the Educational Master Plan supports the Strategic Plan for each college and ultimately, the Strategic Plan for the district. This approach and format will address the requirement of the WASC Accreditation Commission's Standard One for Institutional Planning.

Accreditation is not the only reason a college completes a comprehensive master planning effort. The primary reason should be to develop a long-term plan that will serve as a framework and guide for future decisions by the district (and the colleges) with respect to educational programs, support services and district services and how those activities will function on a centralized or decentralized strategy.

Outlined in the sections that follow is an outline of the Scope of Work for each of the Work Plans.

#### **Work Plan A and B—Start-Up**

1. In consultation with the district and colleges, establish a primary contact person at each college as well as a district-level committee to work with the staff of Maas Companies throughout the entire master planning process. It is assumed the current committee established for this purpose by the district shall continue.
2. Establish an overall Schedule of Activities and Time Line for the completion of Work Plan A and B.

#### **Work Plan A—Completion of the Educational Master Plans for each College**

1. Using the previously prepared Analysis Report on the draft Educational Plans for each college as a guide, complete the follow-up tasks as agreed upon by the district committee and consultant at the September 26, 2008 meeting. (See Attachment D)
2. Coordinate with the college representatives the preparation of the final draft of the Educational Master Plan for each college.
3. Coordinate with the college representatives an on-campus open forum to review the Educational Master Plan and the time line for preparation and approval of the Resource Allocation and Facilities Master Plan for that college.

4. Establish with the district Steering Committee a process and time line for submittal of the college's Educational Master Plan to the district Board of Trustees.

### **Work Plan B—Completion of the Resource Allocation and Facilities Master Plan for each College**

#### **Data Gathering:**

1. Obtain from the District/Colleges historical and present enrollment data, student demographics and other data relevant to planning. Special attention shall be give to the data presented to the Board of Trustees by the McIntyre Group in June 2008.
2. Obtain and review pertinent documents from the District/Colleges that are related to the existing planning process, including, but not limited to, the following:
  - a. Strategic Plan
  - b. Program Review Documents
  - c. Technology Plan
  - d. Five-Year Capital Construction Plan
  - e. Scheduled Maintenance Plan
  - f. Report 17 – Annual Space Inventory
3. Review and assess facilities/physical plant, parking, vehicular and pedestrian circulation, ingress and egress corridors relative to the campuses and educational centers and coordinate the utilization of this information with the master planning architects.

#### **Analysis:**

1. Conduct a "section level" curriculum analysis for each college in the district.
2. Conduct an analysis of key curriculum indicators of the colleges - key indicators shall include the following:
  - a. Course and program productivity measures
  - b. Analysis of student participation rates
  - c. Evaluation of full-time equivalent faculty (FTEF) load ratios, weekly student contact hours (WSCH), and full time equivalent student (FTES) productivity, and lecture and laboratory WSCH comparisons to assess existing efficiency levels.
3. Utilizing fall semester 2008 data, generate a "current curriculum baseline," for the instructional programs of the colleges from which forecasts of space needs can be made.
4. Generate a comparative demographic analysis of the service area of the District's campuses.
  - a. Validate the information previously provided by the McIntyre Group regarding local, regional and state (external) environmental scan data, identifying trends or conditions that may have an impact on future enrollment projections and curriculum for the District.
  - b. Validate the information previously provided by the McIntyre Group regarding the internal environmental scan within the district/colleges' service area identifying historic trends and key student characteristics with regard to gender, age and ethnic distribution, enrollment scheduling preferences and student load distribution for the colleges.
5. Review and assess the district's existing Annual Space Inventory Report (Report 17) and the 2009-2013, Five Year Capital Construction Plan for current status and capacity/load threshold ratios.
6. Review and analyze current technology planning and the infrastructure plans for each college and the district.

7. Review the Student Learning Outcomes (SLO's) developed by the faculty and staff at the colleges and integrate that information into the master planning of future facilities.

**Preparation of the Plans:**

1. For each college, prepare and present a projected future program of instruction through Fall Semester—2020 using enrollment information, class sections, weekly student contact hours (WSCH) and lecture and laboratory hours and instructional delivery systems as the basis for determination of enrollment and curriculum.
2. Based on the instructional programs and student services projected for Fall Semester—2020, outline a proposed facility/building plan for each college and the district that meets forecasted enrollment and WSCH. Update the existing 5-Year Capital Construction Plan as may be necessary and provide a proposed Capital Construction Plan through 2020 relative to need, prioritization, sequencing, phasing and financing demands.
  - a. Determine space capacity needs for the future (through the year 2020) vis-à-vis assignable square foot (ASF) needs. Coordinate this ASF information with the master planning architects so as to prepare a site master plan for each college.
3. Determine development potential at all educational sites of the district.
4. In collaboration with the district Steering Committee, develop short and long-term goals and objectives for necessary facilities modifications that will support the proposed student learning outcomes, instructional and support services delivery systems in a manner that also supports the capital construction financing plan for the district.
5. Address options for the delivery of instructional and student services throughout the district.
6. Develop a plan for phasing and implementation – Use this plan as the basis for the on-going 5-Year Capital Construction Plan for the District.
7. Identify project priorities and establish cost estimates for new construction, reconstruction and renovation projects.
8. Conduct all production and postproduction work that will lead to the generation of a finished Resource Allocation and Facilities Master Plan for each college and, at the option of the district, integrate the information from each college's Resource Allocation and Facility Master Plans into a comprehensive Resource Allocation and Facilities Master Plan for the district.
9. As requested by the district, prepare reports to the Board of Trustees and participate in the presentation of the final Plans to each college and the district Board of Trustees in accordance with Attachment C (Project Timeline/Meeting Schedule).
10. Provide e-copies of all final Plans to the district and print six (6) bound copies for distribution.

**EVALUATION AND RECOMMENDED ACTION:**

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): MEASURE A FUNDS**

**PAYMENT SCHEDULE**

<u>Task</u>	<u>Payment</u>
I Preparation of the Resource Allocation and Facilities Master Plan for each College	
Data Gathering.....	\$16,000
Analysis .....	\$70,000
Preparation of draft Plans.....	\$93,000
Conduct all production and postproduction work.....	\$5,000
Prepare reports to the Board of Trustees and participate in the presentation of the final reports to each college and the district Board of Trustees .....	\$12,000
Provide e-copies of all final Plans to the district and print six (6) bound copies for distribution .....	\$2,000
<b>SUB-TOTAL Resource Allocation and Facility Master Plans for four(4) Colleges .....</b>	<b>\$198,000</b>
II. Prepare comprehensive, integrated, District Resource Allocation and Facilities Master Plan.....	\$32,000
<b>GRAND TOTAL (College and District Master Plans) .....</b>	<b>\$230,000</b>

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO   X  

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? DR. WISE E. ALLEN**

**DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES \_\_\_\_\_ NO   X**

**IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.**

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor of the District-approved contract.)