

Institutional Assessment & Evaluation

Development of Campus Master Plan

Preparation

Analysis

Synthesis

Documentation

Step 1

Overview of the Institution

- Steering Committee
- Mission, Vision & Core Values
- Strategic Plan 2010 - 2015
- Organization
- Administration, Faculty, Staff, Students
- Master Plan Goals & Objectives
- Review Existing Documentation
 - Middle States Accreditation Report
 - 2012 Facilities Master Plan
 - 2006 Campus Master Plan & Subsequent Updates (by JMZ)
- Economic Contribution of Cecil College
- Physical Space Inventory
- Existing Drawings
- Enrollment History
- Employee Data
- Summary of Capital Improvement Program 2015 - 2019
- MEP Replacement Report - 2012
- Roof Assessment Report - 2014
- 2007 IT Review (by Kaludis)
- Other Relevant Studies

Step 2

Existing Conditions Assessments

- FACILITIES CONDITIONS**
 - Critical Maintenance
 - Code Compliance
 - Hazardous Materials
 - Technology
 - Building Management
 - Signage
 - Furnishings
 - Accessibility
- LAND/SITE**
 - Current Land Use
 - Future Acquisitions
 - Environmental Compliance
 - Site Utilities
 - Fire Protection
 - Parking & Circulation
 - Accessibility
- SUSTAINABILITY**
 - Energy Efficiency
 - Stormwater Management
 - Waste Reduction
 - Water Efficiency
 - Campus as a Learning Lab

Step 3

Comprehensive Environmental Scan

- Demographics
- Economic Conditions
- Global Marketplace
- Trends in Technology
- External Impacts on Operations
- External Impacts on Academics
- Current and Future Workforce Needs

Step 4

Campus & Community Engagement

- Campus Workshop
- On-line Survey
- Student Focus Groups
- Community Outreach Sessions

Step 5

Space Needs Analysis

- Program Interviews
- Enrollment Trends and Projections
- Student/Faculty Ratios
- Credit/Non Credit Offerings
- New/Emerging Career & Transfer Opportunities
- Alternative Scheduling & Delivery Modes
- Calculated Space Requirements
- Peer Group Comparisons
- Potential Impact of Student Housing

Step 6

Development of Concepts

- DESIGN CHARRETTE**
- SITE DESIGN**
 - Land Use & Development
 - Land Acquisition & Disposition
 - Pedestrian & Vehicular Circulation
 - Parking/Parking Garage
 - Landscaping
 - Utilities & Infrastructure
 - Sustainability Recommendations
 - Accessibility Improvements
- BUILDING DESIGN**
 - Existing & Proposed Building Plans
 - Technology Plan
 - Construction/Renovation Plan
 - Sustainability Recommendations
 - Accessibility Improvements

Step 7

Strategic Facilities Implementation Plan

- Capital Projects Matrix
- Prioritization and Phasing
- Swing/Surge Space Needs
- Cost Estimates
- Five- and Ten Year Action Plan
- 20-Year Land Use Plan

Step 8

Draft Master Plan

- Draft Report
- Steering Committee Review

Step 9

Final Master Plan

- Final Report
- Presentations to Board of Trustees and Cecil County
- College Wide Presentation

Step 10

Ongoing Fundraising/Marketing Assistance

- Graphics
- Grant Narratives
- Donor Presentations

May 2015

June - October

November - December

Jan. & Feb. 2016