
CHAPTER 4: FIVE-YEAR CONSTRUCTION PLAN

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4.1 Overview

The Five-Year Construction Plan (Five-Year Plan) is an annual summary of current and proposed capital outlay projects. A Five-Year Plan in reality covers seven years; the past year, current year and five future years.

The Five-Year Plan gives the Chancellor's Office a complete picture of the district's capital improvement needs and projects at the college(s), enabling the Chancellor's Office to make informed decisions regarding project priorities for state funding. The Five-Year Plan may be the only document that the Chancellor's Office sees pertaining to the capital outlay needs of the district. As such, the document must convey the master planning context, decisions, and outcomes along with current capital outlay needs and objectives and the list of proposed projects.

The Five-Year Plan includes:

- Master Plan, Energy Plan and Facility Plan Summary
- List of all projects in a district's order of priority
- Cumulative capacities and loads for the five types of space
- The capacity of existing on-campus facilities
- Individual project descriptions and space changes affected by each proposal

The list of projects and the cumulative capacities and loads for the five types of space summarizes current and projected facilities capacity, condition, adequacy, and cost efficiencies and lists short-term capital improvement objectives and projects to meet the need. The individual project descriptions give readers of the Five-Year Plans improved understanding about each project and provide the Chancellor's Office the data needed to determine the sites most in need of additional space and/or modernization.

The Five-Year Plan is created in the FUSION web-based database. The district's annual enrollment forecasts are uploaded by the Chancellor's Office just after the first of the year. Districts then distribute the enrollment data between their approved education sites and further break the distribution down to on-campus and off-campus allocations. The Weekly Student Contact Hours (WSCH) are then divided between lecture, laboratory, and on-campus PE.

4.2 Master Plan Summary

The Master Plan summary serves as the introduction to the Five-Year Plan. The Master Plan summary includes the community context, educational approach, and long term goals, and capital improvement objectives from the comprehensive college Master Plan. The Master Plan summary must succinctly convey the master planning context, decisions, and outcomes so that facility planners in the Chancellor's Office fully understand how each district project relates to the comprehensive Master Plans. The Master Plan summary must include the following elements:

- District name, campus locations, sizes, and current enrollment
- Statement of purpose
- Community context
- Educational approach
 - Long-range goals
 - Short-range objectives

The summary, in two pages or less must provide basic information about the district and its educational approach. The summary must describe campus ages and capacities, a history of improvements, and an evaluation of current circumstances, needs, and each facility's objectives.

The District and Campus Energy Plans summary in accord with the *California Code of Regulations*, Title 5, sections 57050 through 57055 can be presented in the Five-Year Plan after the Master Plan summary. Finally, a general analysis of the district's current facilities and capital improvement needs which summarize campus facilities capacity, condition, adequacy, cost efficiencies and district project priorities can be presented.

4.3 List of Projects in Order of Priority

When identifying projects in a district's order of priority, districts must consider the following for each project:

- Project scope
- Proposed budget
- Anticipated time schedule

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- Justification for the project given condition, capacity, adequacy, and cost-efficiency
 - Source of funding

The list of district projects in priority order has two purposes:

- 1) It establishes the basis to justify the projects for which Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) are being prepared
- 2) It provides the Chancellor's Office with an understanding of the overall need for each project

Evaluating the need of all of the districts enables the Chancellor's Office to determine future priorities and funding eligibility. Information contained in the prioritized list of projects is used to determine if a project is reasonable and consistent with state-fundable objectives. The total community college need for capital improvements is compiled from the district's Five-Year Plans annually and delivered to the Legislature in the California Community Colleges Five-Year Capital Outlay Plan.

4.4 Cumulative Capacities and Loads for each Space Type

The purpose of the cumulative capacity load analysis is to determine the impact each project will have in each type of space analyzed, both in terms of assignable square feet and weekly student contact hours (WSCH). "Capacity" is the capability a facility has to generate WSCH and "load" equates to the current or projected enrollment levels. This ratio is stated as a percentile. The calculation is actual/projected WSCH divided by the WSCH capacity of the campus for a specific room use type of space, e.g., lecture or laboratory. If capacity remains constant (i.e., a new project is not built) and load (enrollment) increases, the capacity load ratio will lower. Hence, during increasing enrollments, an analysis of cumulative capacities would be expected to show declines in capacity load ratios if no new projects are built and increasing available space.

It is critical that data contained on these pages is accurate because eligibility of new or renovation construction is based upon the capacity load ratios of a specific type of space at a specific site at the first year of occupancy.

4.5 The Capacity of Existing On-Campus Facilities

The Five-Year Plan presents a summary of the existing capacity of on-campus facilities. These amounts should be identical to the most recently certified space inventory. Changes made between terms to the amount of space dedicated to specific

instructional programs may change a site's ability to generate WSCH. Since these figures are the basis for all calculations and analyses made by the Five-Year Construction Plan, it is critical that they are accurate, too.

4.6 Individual Project Descriptions & Space Changes Affected by Proposal

At the end of the Five-Year Plan, each project proposal is presented in detail. The project description page gives the district the opportunity to present the anticipated time schedule and explain why each project is needed. It also analyzes the lecture, lab, office, library, AVTV, and other space affected by a project and any secondary impact directly addressed in the proposal. The analysis of space is made both in summary and by specific educational program TOP code area.

This information is used by the state to determine the eligibility of each specific project. As Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) develop, the expectations are that the project descriptions in the Five-Year Plans would be modified to parallel the space, cost, and construction schedule presented in corresponding IPPs and FPPs.

4.7 Submittal and Review of the Five-Year Construction Plan

Districts annually submit **one signed hard copy to the Chancellor's Office and electronically submit** their Five- Year Construction Plan in FUSION by **July 1**. Copies of each district's Five-Year Plan are made available to both the Department of Finance and the Legislative Analyst Office.

The Chancellor's Office combines and analyzes the data from the 72 districts' Five-Year Plans in a manner consistent with Sections 81820 through 81823 of the *California Education Code* and publishes the statewide Community Colleges Capital Outlay Plan. This statewide plan is used by the State Legislature and several state agencies, including the Department of Finance and Legislative Analyst's Office, to help identify short-term and develop long-range capital outlay needs for the community colleges and the combined higher education system in California.