FACILITIES MASTER PLAN
2015 – 2025
January 2018

Facilities Master Plan
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Hagerstown Community College
11400 Robinwood Drive
Hagerstown, Maryland 21742

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I. FACILITIES MASTER PLAN EXECUTIVE SUMMARY

Hagerstown Community College's Facilities Master Plan (FMP) is the culmination of a development process that includes academic planning, evaluating current facilities, analyzing trends, and preparing a plan for the future of the College. Due to changes in academic programming and enrollment, as well as in state and local funding, the FMP must remain flexible to align facilities planning with academic and strategic planning. Facilities and physical plant conditions are evaluated and discussed as part of the College's annual planning model. In turn, strategic plans are built on the annual analysis of facilities. This document reflects and incorporates these plans. Space allocations and the need for new facilities have been driven by program and service expansions, enrollment growth, projected needs based upon trends and student expectations. The Facilities Master Plan, 2015 - 2025 provides a current plan for the systematic development of all major capital improvements in support of the mission, vision, goals and priorities of Hagerstown Community College (HCC). Facilities development and planning is fluid and continuous, resulting in updates to the document as necessary to support institutional planning.

The FMP establishes the framework for the systematic development of all capital improvements that support the mission, vision, values, and strategic initiatives of the college over a period of at least a decade. As college facilities change and adapt to meet both student and teacher expectations regarding instructional and non-academic spaces, as well as technology that is utilized to enhance teaching techniques and learning styles, institutional planning must incorporate modern construction methods, material and equipment to meet energy efficiency and environmental requirements. It also includes an assessment of existing buildings and green space, utility and information technology infrastructure, environmental impact, roads and parking, as well as space needs and academic planning. Historical data is presented for 2015 – 2016 unless otherwise noted.

To better meet the needs of its community and to remain competitive, HCC experienced a period of significant, comprehensive and coordinated facilities construction and renewal. As the first community college in Maryland, HCC celebrated its 70th anniversary of offering courses in September 1946, with 50 years on its current campus where the first buildings were constructed in 1966 and 1967. Aging capital equipment, infrastructure, outdated technology, coupled with changes in construction, life safety and accessibility

codes necessitated the implementation of a significant renewal and renovation plan for the buildings on HCC's campus. Over the last five years, the College underwent a facilities transformation through construction of the Science, Technology, Engineering and Mathematics (STEM) Building in 2011 and in 2012, the Performing and Visual Arts Education Center, as well as renovation/renewal of the Kepler Theater, the Learning Support Center (former Science Building), and the Behavioral Sciences and Humanities Building (former Classroom Building). These facilities significantly address and enhance pathways to student success via renewed and expanded learning environments and support, while shifting the campus and instructional core to the southeastern side of campus. These facilities recognize, foster and support changes in pedagogy, teaching and learning styles, specialized learning environments, collaborative learning, and increasing student retention and completion. All of these projects, along with those proposed in this FMP help insure that substantial investments in facilities construction and renewal contribute to the College's preferred future.

HCC continues to plan necessary comprehensive campus growth, coordinated facilities renewal and building construction in a way that enhances the learning environment and character of campus. HCC accomplishes this through its institutional strategic planning process, the results of which are incorporated into this FMP. These projects seek to provide needed instructional space and facilities to meet the ten-year growth of the campus.

Priority 1: Smart House/Energy Efficiency Training Center (FY18)

Priority 2: Student Center Parking Lot (FY18)

Priority 3: Center for Business and Entrepreneurial Studies (FY19 - FY20)

Priority 4: CVT/Logistics/Drone/Warehousing Instructional Facility Acquisition (FY20)

Priority 5: Learning Resources Center Roof Exterior Metal Panel System and Roof Replacement: (FY20)

Priority 6: CVT/Logistics/Drone/Warehousing Instructional Facility Renovation (FY21 - FY22)

Priority 7: Central Receiving Building (FY22 – FY23)

Priority 8: Campus Roads and Parking Lot Overlays Project (FY24)

Priority 9: ARCC Air Conditioning (FY25)

Priority 10: Roof Replacements (Kepler Theater, Amphitheater, Career Programs Building, Central Plant, Learning Support Center and Administration and Student Affairs Building) (FY25 – FY26)

Priority 11: Language Arts Building (FY26-FY27)

Priority 12: Advanced Technology Center Renovation (FY27 - FY28)

As an institutional plan, this document is divided into four integrated components. The first describes the College's role and mission, including the size, composition and characteristics of the College's faculty, staff and student body. The second is an assessment and analysis of the existing facilities. The third is the plan to meet the identified needs and the fourth is the implementation strategy that describes the chronological order of the proposed capital projects.

II. OVERVIEW OF HAGERSTOWN COMMUNITY COLLEGE

Hagerstown Community College is a regional, comprehensive community college serving approximately a 50-mile radius of Washington County, in Western Maryland. The campus encompasses 319 acres of land two miles east of Hagerstown, near the junction of Interstates 70 and 81. The College has maintained accreditation by the Middle States Commission on Higher Education since its first review in 1968. In the decade from FY08 through FY17, HCC's unduplicated headcount enrollments grew by 5.4 percent and credit hours generated by 8.1 percent, resulting in an eligible FTE increase of 3.9 percent. HCC educates approximately 73.1 percent of local high school graduates who go on to college.

Over the last decade, learning technology and pedagogy changed, along with student needs, goals and expectations. To better meet the needs of its community and to remain competitive, HCC has undergone a period of significant, comprehensive and coordinated facilities construction and renewal. Aging capital equipment, infrastructure, outdated technology, coupled with changes in construction, life safety and accessibility codes necessitated the implementation of a significant renewal and renovation plan for the buildings on HCC's campus. Since 2011, the College underwent a facilities transformation through construction of the Science, Technology, Engineering and Mathematics (STEM) Building and the Performing and Visual Arts Education Center, as well as

renovation/renewal of the Kepler Theater, the Learning Support Center (former Science Building), and the Behavioral Sciences and Humanities Building (former Classroom Building). These facilities significantly address and enhance pathways to student success via renewed and expanded learning environments and support, while shifting the campus and instructional core to the southeastern side of campus. These facilities foster and support changes in teaching and learning styles, specialized learning environments, collaborative learning, and increasing student retention and completion.

Academic needs, facilities and physical plant conditions on campus are evaluated and discussed as part of HCC's annual institutional planning model. In turn, strategic master planning builds on those annual analyses. To better meet the needs of its community and to remain competitive, HCC will continue to undergo coordinated facilities renewal through construction and renovation during the period covered by this plan.

College Mission, Vision and Values

The mission and vision statements provide a sense of direction to the College community. HCC's institutional effectiveness model is the blueprint for realizing the College's vision and attaining institutional renewal, facilities planning and development. The College's mission and vision are realized through the integrated implementation of that model, the College's strategic plan, the Student Learning Outcomes Assessment Plan, the Information Technology Strategic Plan, annual institutional priorities and operational plans, and other major institutional planning documents.

College Mission

HCC is a state and county supported comprehensive community college**.** Its central purpose is to offer a diverse array of courses and programs designed to address the curricular functions of university transfer, career entry or advancement, adult basic skills enhancement, general and continuing education, as well as student and community service. It is part of the College's mission to promote and deliver educational excellence within a learning community environment and to foster regional economic and cultural development through community service and collaboration. The College is charged to provide high quality education at a reasonable

cost to meet the post-secondary educational needs of the citizens of Washington County and the surrounding region. The College believes in and teaches the ideals and values of cultural diversity and a democratic way of life and also seeks to cultivate in its students critical and independent thought, openness to new ideas, a sense of self-direction, moral sensitivity, and the value of continuing education.

Vision

HCC will be a learner-centered, accessible, life-long learning institution dedicated to student and community success. It will maintain a wide spectrum of college programs and services, with a special emphasis on teaching excellence as measured by verifiable student academic achievement. The College is committed to staff success through planning and learning, shared campus governance, the promotion of internal and external partnerships and making the necessary strategic changes that will assure that its mission is successfully addressed.

Values

The College believes in and teaches the ideals and values of cultural and racial diversity and a democratic way of life. HCC also seeks to cultivate in its students critical and independent thought, openness to new ideas, a sense of self-direction, moral sensitivity, strength through diversity, and the value of continuing education and life-long learning.

Operational and Strategic Planning at HCC

The College's vision, mission, strategic goals, and institutional priorities serve as the cornerstones of HCC's planning model. The College's integrated planning, budgeting and evaluation model is the central process for the College's future growth and development. This "plan, do, assess, and adjust" model is the foundation for strengthening and continuously improving the institution. HCC strives to create a culture of evidence, built on effective planning with a focus on core processes in the areas of teaching, learning, outcomes assessment, planning, budgeting, personnel practices, curriculum development, marketing, enrollment management, student services, and enrollment trend analyses in all credit and credit-free programs. The effective use of institutional

resources, including facilities, personnel, technology, and equipment, are critical to the fulfillment of the College's mission. Every fall semester, planning meetings are held in which key productivity indicators for each academic and non-academic unit are reviewed. Every unit presents its progress in meeting previous goals while introducing projected goals for maintaining productivity and improving results; resources needed to maintain or improve productivity (new personnel, supplies, equipment, facilities); a timeline for each goal; persons responsible; and assistance that may be required outside of the department. This information helps the administration and the Board of Trustees make resource related decisions to better serve students and the community in a quality manner.

The planning culture and its core processes, along with the College's current strategic plan, are the foundations for facilities planning and development. The priorities and goals integrate factors such as demographic trends, community needs, current and future programs, facilities, enrollment projections, and technology. The development and management of facilities and alignment with institutional priorities is one of HCC's eight strategic goals. The goals of the strategic plan include:

1. Maintain Strategic Change and Continuous Quality Improvement Systems
2. Maintain a Responsive, Dynamic Curriculum and Teaching Excellence
3. Strengthen Enrollment Management Systems and Improve Student Retention and Program Completion
4. Expand Community and Business Services and Strategic Partnerships and Alliances
5. Expand and Enhance Online Programs and Services
6. Improve Human Resource Development Systems, Practices and Procedures
7. Align Technology, Facilities Development and Management, and Safety and Security with Mission-Based Priorities
8. Enhance Financial Resource Development, Allocation, and Reallocation Strategies

College History

Founded in 1946 as Hagerstown Junior College (HJC) as Maryland's first community college in response to the educational needs of World War II veterans, who constituted approximately 75% of its initial enrollment. HJC opened with an initial enrollment of

95 students, offering late afternoon and evening classes in the Hagerstown High School. In 1956, the College moved to a separate building on the grounds of South Hagerstown High School, making a daytime program possible. In 1965, ground was broken at the College's present location for the construction of the core campus buildings. Completed in 1966, the campus, which consisted of 129.4 acres, opened with an enrollment of 782 students. It received full accreditation from the Middle States Association of Colleges and Schools (hereafter Middle States) in April 1968.

In 1973, HJC acquired the Washington County Board of Education's Vocational Technical Center, which became the Career Programs Building, as well as 59.6 acres for its athletic fields. In 1997, the College acquired 7.9 acres for construction of a storm water management pond, which was completed in 2000. In July 1998, the College changed its name to "Hagerstown Community College" to reflect its mission and role in its community. In April 1999, the College purchased 116.8 acres that adjoin its property for future development and to insulate it from encroaching residential development. In 2000, the College acquired 9.3 acres. Then, in 2004, HCC gave four acres of land to Washington County for future road easements and enhancements. This agreement made available county funds that would have been required to purchase the land, allowing the county to provide additional funding for construction projects at the College. With the last land transaction, the College has a total of 319 acres of land.

Six of the College's 20 buildings are original to the current campus location. Most were renovated and repurposed since 2002 for today's technology and changes in educational programs, diverse student learning styles and needs, and compliance with ADA regulations. Those renovated facilities include the Student Center (original library), Administration and Student Affairs (former Administration Building), Career Programs Building, Learning Support Center (original Science Building), Behavioral Sciences and Humanities Building (former Classroom Building) and Kepler Theater.

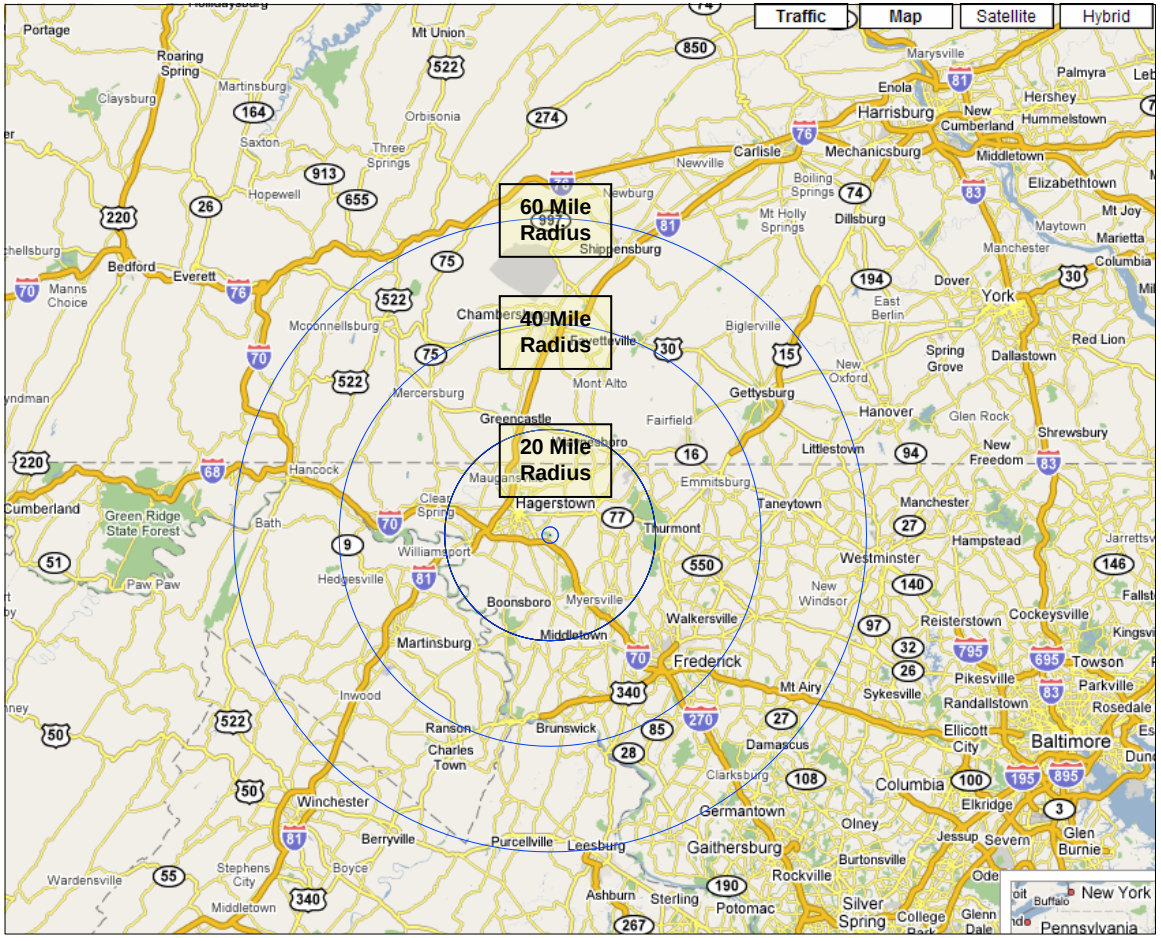
Unique Institutional Characteristics

HCC's location and campus is uniquely located in a tristate area of Maryland where the Washington County border touches Pennsylvania and West Virginia. Proximity to HCC makes the commuting range for out-of-state students more practical and

convenient than other education/training options in the region (Map 1). Washington County residents accounted for 71.7 percent of fall 2016 enrollment, while 5.9 percent were residents from other Maryland counties. Out-of-state residents accounted for 22.4 percent of the fall 2016 credit enrollment. Of those, residents from Pennsylvania accounted for 73 percent of all out-of-state students. Furthermore, on average from 2012-2016, 73.7 percent of Washington County Public Schools (WCPS) college-going graduates attended HCC, the only institution offering the first two years of postsecondary public education in the county.

Map 1

Hagerstown Community College Commuting Region



As part of the Appalachian Regional Commission, the College participates in initiatives designed to foster increased educational opportunity in a region that's long-known for economic challenges and lower than average education levels. One of Washington County's challenges is the low rate of educational attainment. Based upon the 2016 American Community Survey, of Washington County residents aged 25 or older, only 29.4 percent have at least a two-year degree, compared to 45.4 percent of Maryland residents. Only 19.9 percent of Washington County residents have bachelor's degrees, compared to 37.3 percent for Maryland as a whole and 29.3 percent in the nation. The county's median household income ($56,477) is below the state's ($74,149). Approximately 67 percent of the student population is self-identified as low income, first-generation college students, and/or having documented disabilities. In addition, 66.6 percent of HCC students received financial aid during the 2016-2017 award year.

Washington County is a commercial and major transportation "hub" in the mid-Atlantic region. As a center of north-south and east-west highways (Interstates 70 and 81) and railroads (CSX and Norfolk-Southern), the junction of these transportation hubs has enhanced the County's role in the trades and services industries in the tristate region extending from the area around Chambersburg, PA to Martinsburg, WV. HCC has had many programmatic and economic development opportunities as a result. As an example, over the last five years, the number of Commercial Vehicle Transportation certificate and degree awards annually averaged 150 and those completers were immediately employed in the trucking, warehousing and manufacturing businesses in the tristate region. Additionally, the interstate highways bring Washington County within a 70-mile drive from the Baltimore and Washington DC metropolitan areas. Subsequently, the Federal government has located a number of critical facilities along the I-81 corridor, including Martinsburg, WV, and Winchester, VA.

Building upon its successful early college and dual enrollment programs, HCC began its Science, Technology, Engineering, Math and Medical Middle College (STMC) in fall 2013 in partnership with Washington County Public Schools. Through STMC, qualified high school students are given an opportunity to earn college level certificates (approximately 30 credits) and associate's degrees (60 credits) while completing their high school graduation requirements. Moreover, HCC is designated as one of six community colleges nationally by the National Security Agency and Department of Homeland Security as a National Center of

Academic Excellence in Information Assurance Education - 2-Year (CAE2Y). This distinction enables students to transfer seamlessly from HCC to four-year institutions.

The Fletcher Faculty Development Center supports excellence in teaching by providing a place and resources to help the college's faculty maintain and continually improve a responsive, dynamic curriculum and teaching excellence. Throughout the academic year, the Center hosts workshops on innovative and effective teaching strategies and learning topics, and houses resources on such teaching and learning topics as course design, community colleges, career development, science teaching, and assessment.

The mission of the HCC Learning Support Center (LSC) is to engage and empower students to become independent, resourceful learners. The LSC is a hub where students, learning support specialists, and faculty work as a team to reach common academic goals. Fostering an optimal learning environment for supplemental instruction, the LSC provides academic support to all students taking credit and non-credit courses at HCC. LSC services include individual drop-in tutoring, workshops, and specialized assistance with specific populations, staff- and peer-led group tutoring, and a nursing simulation lab to provide nursing students with a quiet and private space to practice nursing skills and assessments.

Organizational Structure

A summary of the College's organizational structure follows. Note that the bullet indicates academic divisions or major non-academic units/areas of responsibility and circles represent departments.

Office of the President

- College Advancement
- Human Resources
  - Campus Police and Safety
- Facilities Management
- Public Information and Government Relations
- Information Technology

Office of the Vice President of Academic Affairs and Student Services

- **Academic Divisions**
  - Business/Social and Behavioral Sciences
  - Developmental Education and Adult Literacy Services
  - English and Humanities
  - Health Sciences
  - Mathematics and Sciences Nursing
  - Physical Education and Leisure Studies
  - Technology and Computer Studies
- **Associate Dean of Academic Services**
  - Learning Technologies
- **Associate Dean of Instructional Support Services**
  - Library Services
  - Fletcher Faculty Development
  - STEMM Middle College
  - Testing Center
- **Dean of Student Affairs**
  - Director of Financial Aid and Records
  - Director of Advising and Registration
  - Athletics
  - Children's Learning Center
  - Academic Grants
  - Disability Services
  - Judicial Affairs and Behavioral Intervention Team
  - Student Activities
  - Student Services Grants
  - Workplace Learning and Internships
- **Director of Admissions and Enrollment Management**

Vice President for Administration and Finance

- Accounting, Finance and Budget
- Business and Procurement Services
- Campus Store
- Campus Food Services
- Digital Printing and Design Services
- Risk Management

Dean of Planning and Institutional Effectiveness

- Institutional Research and Effectiveness
- Grants Development
- Operational Planning
- Strategic Planning
- Facilities Planning
- Middle States Accreditation
- Federal and State Reporting

Dean of Continuing Education and Workforce Development

- Technical Innovation Center
- Adult Education
- College for Kids
- Transportation and Drivers Education
- Business and Professional Development
- Licensing and Professional Career Education
- Industrial Technology and Trades
- Health and Wellness
- Prison Programs
- Animal Care and Veterinary Office Careers
- Lifelong Learning

Curriculum

Since 2002, the number of credit programs has expanded from 34 to 113 (Appendix A). Approximately 73 percent are career or occupational degree programs, certificates or letters of recognition. Over the last few years, HCC has invested in several new high-skill, high-wage programs and facilities for dental hygiene and dental assisting, alternative energy, cybersecurity, advanced manufacturing and biotechnology. Several of the College's programs are accredited, and include nursing, practical nursing, emergency medical services, dental assisting, dental hygiene, and pharmacy technician.

Continued program/curriculum growth has a concomitant influence on academic planning, facilities planning, institutional priorities, student outcomes and completion, instructional design, and faculty loads and qualifications. To respond to students' and community needs and ensure proper allocation of resources, HCC programs, enrollment and curriculum are reviewed on a regular basis through the College's annual planning and evaluation process, as well as through the Curriculum Development and Review Committee. The College conducts ongoing reviews of student markets to determine whether appropriate courses and programs exist and that the necessary instructional designs, course schedules, and support services are in place. The College also must prepare to

address other changes in pedagogy, including increased and earlier instructional use of specialized learning environments and a continued emphasis on collaborative learning.

Enrollment

Credit Enrollment

The student profile and mix, as well as student needs, educational aspirations, and support expectations have changed over the decade. Approximately 44 percent of the College's student population has self-identified as first-generation college students, giving further evidence of the vital role the institution plays in the lives of local citizens. As Washington County's population has become more diverse, HCC has also seen its student body become more heterogeneous with an increased desire by a majority of them to use HCC as a pathway to marketable skills and satisfying careers. In fall 2017, almost 25% of HCC students were from minority backgrounds, a significant increase from 2008 when only about 14% of HCC students were ethnic minorities. For comparison purposes, in fall 2016 about 20% of Washington County residents were from minority backgrounds, so HCC has responded effectively to the increased diversity in our service area.

In fall 2016, 34.1 percent of credit students were enrolled full-time and 65.9 percent were enrolled part-time. In fall 2016, 38.2 percent of students were male and 61.8 percent were female. Approximately 69.7 percent of enrolled students were 25 years of age or younger. This is a reflection of the growth of the early college and STEMM Middle College high school population. On average from 2012 through 2016, 73.7 percent of Washington County Public High Schools college-bound graduates attend HCC, the only institution offering the first two years of postsecondary education in the county. Marketing, recruitment, and programming efforts are targeted to attain greater penetration into this traditional age population, which impacts instructional and non-instructional spaces because young students tend to enroll for more classes and spend more time on campus.

Non-Credit Enrollments

Continuing Education (CE) student demographics for FY17 show unduplicated headcount for the year was 6,917 (771.72 FTE). The average age of the CE student was 37, and men accounted for 52 percent of enrollees. Continuing education courses often

are industry developed and entail nationally certified curriculum. F or example, food safety courses use curriculum developed to meet industry standards, and upon successful completion of the course, students are awarded the Certified Professional Food Manager from the National Environmental Health Association. HCC also partners with the American Management Association and Developmental Dimensions International, which provide nationally tested and normed curriculum for the supervisory and management business programs. In other instances, curriculum is developed and submitted to agencies for approval. Examples of such programs include: optometry, approved by Association of Regulatory Boards of Optometry; nursing courses approved by the Maryland Board of Nursing and, in some cases, American Nurses Credentialing Center; and real estate courses approved by the State real estate commission. Additionally, student evaluations within credit-free classes address questions related to quality of the instruction, course material and expected outcomes.

Off-Campus Instructional Sites

The College has offered off-campus programs for most of its history at its current location. Though off-campus sites enhance accessibility by establishing a post-secondary presence at strategic and convenient locations, many of the College's off-campus sites were established because of a lack of adequate space or facilities on-campus.

HCC has offered classes for non-credit courses since 1995 at its Valley Mall Center (VMC). The mall location, at the crossroads of Interstates 70 and 81, provides the community with a viable option for educational opportunity as accessibility is enhanced by convenience. Credit offerings began at the VMC over a decade ago.

HCC has been involved in prison education since 1969. Credit-free courses have been offered at Maryland Correctional Institution, Maryland Correctional Training Center and Roxbury Correctional Institute, all located in Washington County south of Hagerstown. Vocational programs include carpentry; basic electrical wiring; masonry; plumbing; meat cutting; HVAC; and graphic arts. Instructional programs include adult basic education; reading and basic education math; and transition and employment readiness courses.

HCC's Commercial Vehicle Training education and training program is currently located at a leased location in an industrial park near the Washington County Regional Airport. The program helps meet the increased workforce needs of trucking, warehousing and manufacturing businesses in the service region. HCC's capacity to expand programming on campus is limited by the lack of a dedicated driving range, facilities, and insufficient equipment (e.g., tractors, trailers).

Distance Education and Online Learning

The College uses information technology in instruction to improve learning and curricula, as well as to increase access to higher education in the service area. Courses, as well as several programs, are delivered in two modalities - exclusively online and hybrid. Distance education allows students to take classes that fit their schedules, alleviating the obstacles of transportation, time and space. As an institutional priority, faculty will expand online course and program options to meet increased student demand for distance education offerings. Similarly, student services and academic support personnel will provide students with supplemental online support services needed for them to succeed. This project, which may take a few years to complete, is expected to bring about significant improvements in both the process and outcomes of web based educational applications, as well as related employee professional development.

Enrollment Projections

Based upon Maryland Higher Education Commission (MHEC) enrollment projections (Table 1), the College is projected to experience from fall 2016 through fall 2026 a growth of 25 percent in overall headcount, with 42 percent in full-time headcount and 18 percent in part-time. An increase of 31 percent in full-time equivalent (FTE), and 29 percent in full-time day equivalent (FTDE) during that same period. Funding HCC's future is complicated because it depends on a number of variables beyond the College's control. It requires reasonably accurate enrollment projections and thoughtful plans for the investments needed to support enrollment changes, new programs and services, and changes to annual institutional planning priorities and initiatives. These increases will have a definite impact on College facilities. This rate of growth is consistent with the anticipated growth in full-time students and the larger

credit loads they are expected to carry. Enrollment growth is expected to come from deeper penetration into the local high school market, non-traditional aged students and migration from counties east and southwest of Washington County. Much of the County's growth will continue to be the result of affordable housing and a better quality of life as costs increase in metropolitan areas.

Table 1
MHEC Projections of Credit Headcount, Full-Time Equivalent and Full-Time Day Equivalent Enrollment

	FALL 16	FALL 17	FALL 18	FALL 19	FALL 20	FALL 21	FALL 22	FALL 23	FALL 24	FALL 25	FALL 26	% Change Fall 2016-2026
	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	
	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	
Full-time	1,065	1,078	1,118	1,131	1,170	1,205	1,249	1,306	1,371	1,442	1,512	**42%**
Part-time	2,996	3,036	3,126	3,151	3,182	3,251	3,329	3,385	3,446	3,508	3,550	**18%**
Total Headcount	4,061	4,114	4,244	4,282	4,352	4,456	4,578	4,691	4,817	4,950	5,062	**25%**
FTES	2,107	2,625	2,713	2,740	2,802	2,875	2,963	3,058	3,165	3,280	3,386	**31%**
FTDES	1,529	1,503	1,471	1,485	1,519	1,558	1,606	1,658	1,716	1,778	1,939	**29%**

In addition, MHEC projects that non-credit FTE is projected to increase by 14 percent during that same period. It is hoped that with economic development and recovery, there will be greater increases as a result of expanded contract training and program offerings based upon customer/community needs and the College's environmental scanning reports.

HCC Employees

Employee classifications are analyzed in regard to verifiable outcomes produced, and adjustments may be made annually to the number and function of all classifications, especially during difficult economic times. However, what is most important is that the

College continues to plan for future staffing to address priority needs within the limitation of available resources, especially in areas where understaffing may negatively impact the institutional mission. The staffing model for the future must take into account external changes to the workforce such as retirements of baby boomers and entry by millennials. These are very different types of employees and have very different work styles, which adds to the challenge of human resource management, but also adds to the diversity of thought and potential for process improvement.

Of the 546 employees reported in MHEC's Employee Data System in fall 2017, 285 or 52.2 percent were full-time. In terms of instruction, full-time (78) and adjunct (143) credit instructional faculty account for 40.5 percent of all employee classifications. Continuing Education instructors account for 7.88 percent of all employees.

Employee Projections

With limited public funds and resources, the College has managed to keep pace with staffing, diversity and workforce development issues, including providing adequate office space and other support facilities. HCC has done a good job maintaining the correct number of faculty and non-faculty staff are needed to sufficiently support the MHEC student enrollment projections. The faculty and staff projections seen in Table 3 are based upon CCL Table 3 and parallel the anticipated enrollment and revenue increases, which drive facilities planning and needs. It is important to note that projected positions may be newly created or be created when funds are reallocated from one unit to another to support a position in a unit of with greater need, regardless of employee classification. Positions or funds for positions, as well as support resources, are reallocated if they better meet students' needs, maximize efficiency and support the College's vision and priorities. As part of HCC's annual planning process, the need and prioritizations of new or replacement full-time faculty positions are reviewed and driven by institutional priorities, program growth and anticipated community needs. Although the projections reflect anticipated needs overall, growth in health sciences and new occupational programs make these high priorities in the allocation of the new faculty positions, which, in turn, impact facilities planning and budgeting. HCC maintains acceptable faculty ratios in occupational programs, i.e. health sciences, which must follow accreditation standards or where there is competition with private industry. Projections (Table 2) based upon the CCL show that

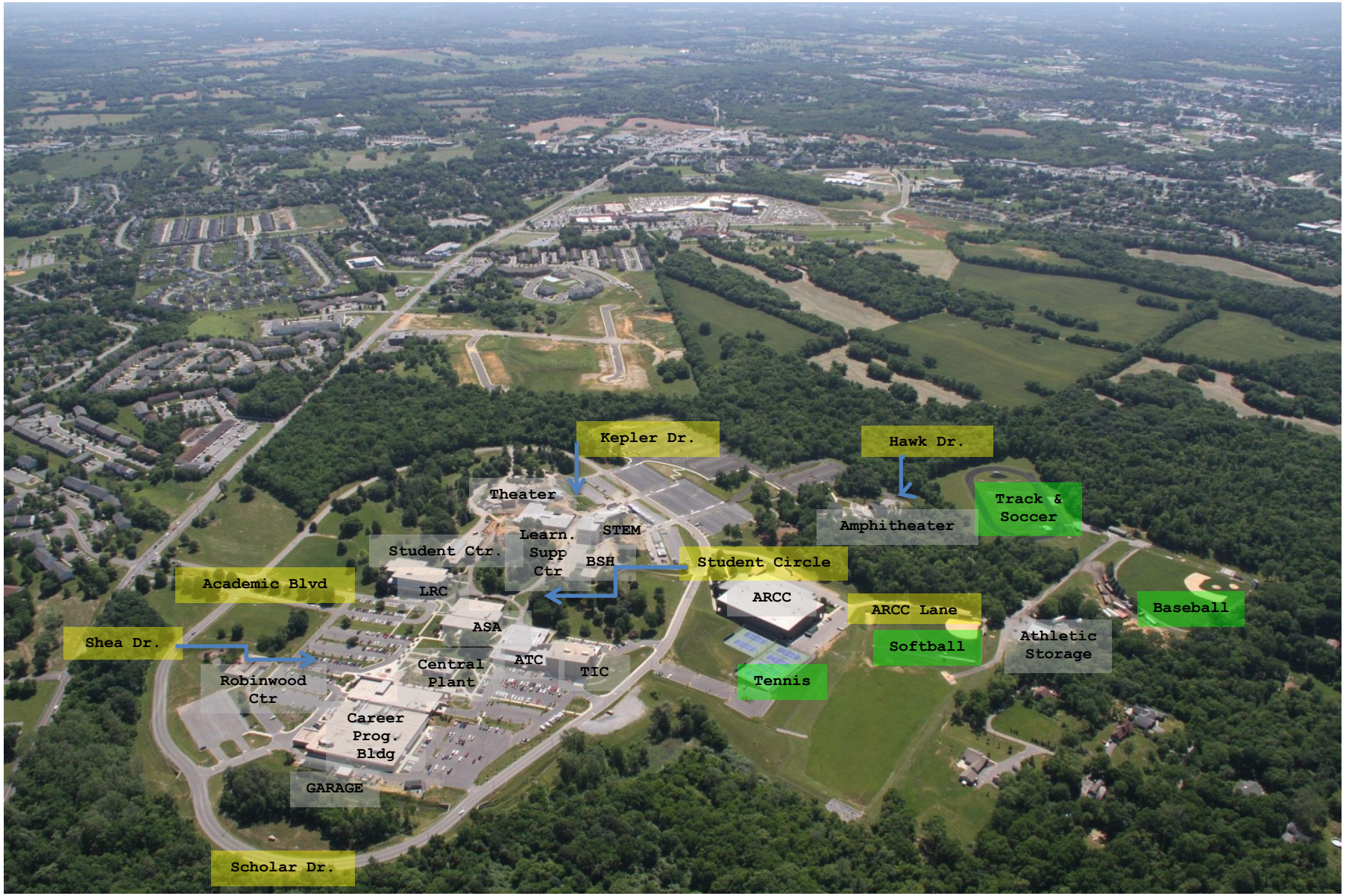
within the decade full-time credit faculty are showing a slight increase of increase of new or reallocated positions. Projected growth is based on the College's goal to increase its ratio of FTE staff to FTE faculty, a staff planning goal comparable to sister institutions.

Table 2
Workforce Projections: Fall 2016 – 2026
(Based upon CCL tables, July 2017)

MHEC Planning Classification	Actual Fall 2016	Projected Fall 2026	Ten year % Change
Full-time Faculty	**80**	**81**	**.01%**
Part-time Faculty	**144**	**146**	**.01%**
FTE Faculty*(FTEF)	**117**	**119**	**.02%**
Full-time Staff	**210**	**212**	**.01%**

III. ASSESSMENT AND ANALYSIS OF LAND AND FACILITIES

Hagerstown Community College's physical plant is 50 old. Many of the original buildings on the HCC campus were constructed in the 1960s and 1970s and reached a point in their life cycle expectancy in which major building system upgrades/ renovations were required. HCC purposefully pursued a Capital Improvement Plan (CIP) of new construction, expansion, and renovations over the last five years to plan for new construction and renovations to address upgrades for aging capital equipment and outdated infrastructure. College facilities must change and adapt to meet both student and teacher expectation. More instructional, extra-curricular, and study spaces on campus are required to meet the needs of new programs, changing enrollments and student diversity. Technology, adjustments for updated life safety and accessibility requirements, new storm water regulations, and forestation requirements also necessitated the need for improved facilities on the HCC campus, while incorporating modern construction methods, material, and equipment to meet energy efficiency and environmental requirements. A campus map (Map 2) is found on the following page.

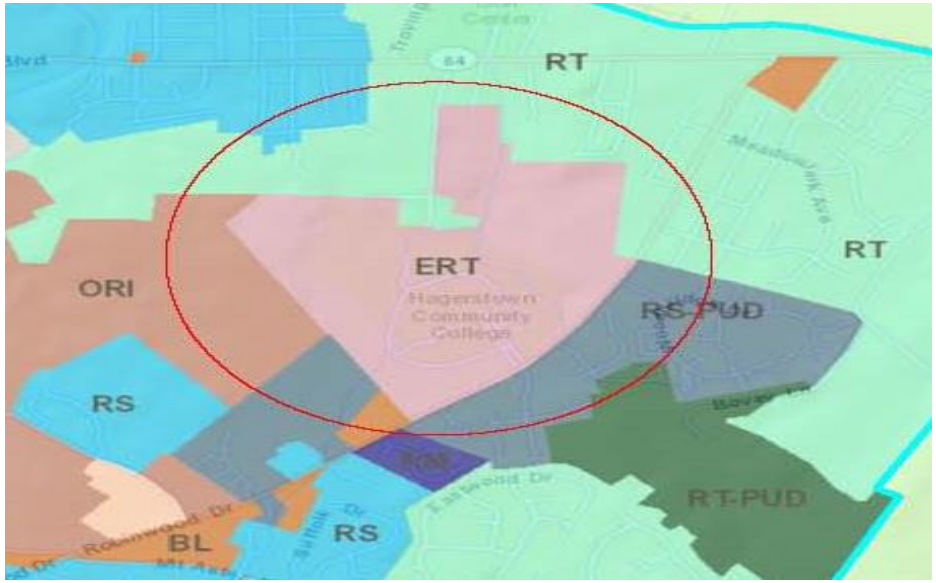


Map 2 – HCC Campus

Assessment and Analysis of Land

Zoning

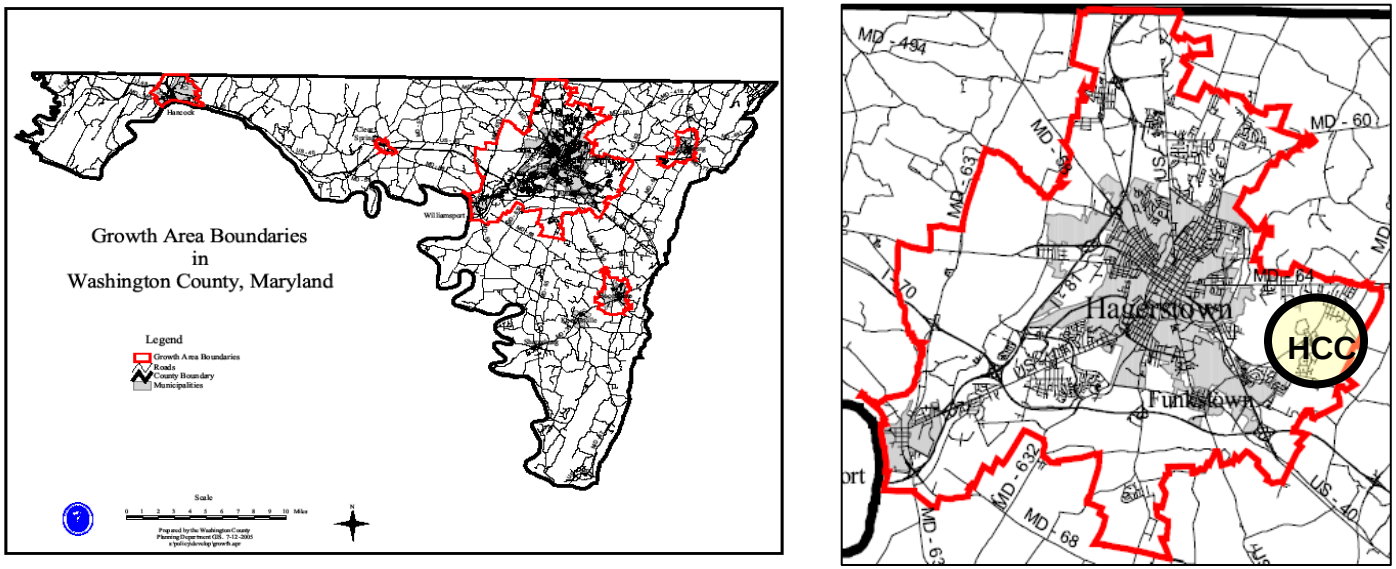
Hagerstown Community College is zoned as Education, Research and Technology (ERT) as seen below (Map 3). This zoning ordinance permits construction of all academic and academic support buildings, including classrooms, labs, athletic facilities, and food service facilities. It also permits construction of facilities for start-up businesses and business incubators. Commercial research and development facilities as part of a start-up business are permitted by special exceptions and specifically included in the zoning ordinance verbiage. Special exception must still be requested from the county before such a facility can be constructed.



Map 3 – Washington County Zoning Map

The area in which the College is located is designated as an "Urban Growth Area" (Map 4). Currently 48,237 acres or 16 percent of Washington County is designated as such. Much of the area's growth was driven by the increase of population migrating

from expensive metropolitan areas to the more affordable Washington County. Maintaining accessibility, a primary mission of community colleges, is critical to meeting enrollment goals. HCC remains the most affordable among postsecondary educational and training options in the College's service region.



Map 4 – Washington County Urban Growth Map (Urban Growth Areas outlined in red)

The Campus

Hagerstown Community College Campus initially began with 129 acres. In 1973 the campus acquired the Washington County Vocational Technical Center facility, which later became the Career Programs Building, and 59 acres were added for athletic fields. HCC purchased 116.8 acres in 1999 and 9.3 acres in 2000. In 1996 the College acquired eight more acres for eventual construction of a storm water management pond. The College gave four acres to the County for road easement and improvements, increasing the total property to approximately 319 acres. A table summarizing campus acreage follows.

Table 3
Campus Acreage

Type of Usage	Number of Acres
Buildings	**13**
Playing Fields	**10**
Lawn	**35**
Storm Water	**10**
Forest Conservation	**46**
Wetlands	**2**
Parking/Roadways	**24**
Undeveloped	**179**
TOTAL	**319**

The campus consists of 21 permanent buildings, eight storage sheds, a soccer field with a surrounding eight-lane track, a baseball field, a softball field, and six tennis courts. There are 29 gardens, 22 parking lots, and seven named roads. Most of the buildings are located in a 30-acre area inside or adjacent to the Scholar Drive loop, which constitutes the core of the campus. The exceptions are the Amphitheater and three storage/support buildings near the athletic fields. The area actually covered by buildings on campus is approximately 503,000 square feet, or 12 acres. All of the academic buildings on campus can be reached on foot, from the farthest building or parking lot, in less than fifteen minutes. The average walking time from the Student Center to any other building is approximately five to seven minutes.

Boundaries

In March 2007, HCC contracted with the civil engineering firm of TRIAD Engineering to perform property records research, complete a property survey, and mark the property lines to establish accurate campus boundaries. The property lines for the eastern campus (Map 5) and western campus (Map 6) follow.

Forest Conservation Plan

The Washington County Commissioners adopted a Forest Conservation Ordinance on in 1993, which requires compliance by all new development. The College's approved Forest Conservation Plan is recorded in the land records of Washington County. Approximately 86 acres of forest retention are required for the campus. Forty six acres are currently within easements and an additional 40 acres are held for retention. The Forest Conservation plan will be reviewed in the near future and evaluated for necessary updates. Consideration should be given for development of some of the forest retention areas along the western property line and replacing these with forest retention to the east.

Map 5
Property Line – Eastern Campus

Map 6
Property Line – Western Campus

Gardens

Hagerstown Community College is home to 29 gardens and plantings, many given in perpetuity from alumni, family, friends and supporters of HCC. The College has guidelines regarding the establishment, naming, maintenance, and discontinuance of gardens and plantings on campus (Map 7). Some of the gardens are supported by the HCC Foundation through the Mabel R. Walter Arboretum Endowment. The Mabel R. Walter Arboretum includes flowerbeds and formal gardens, and is a wildlife sanctuary as designated by the Maryland Ornithological Society. The Arboretum Endowment Fund (AEF) ensures the perpetuity of the Arboretum and the beauty of campus. Interest generated from the AEF is used for maintenance, and for the purchase of equipment, supplies, trees, plants, and replacement plantings. Older gardens that were relocated or died were combined in a Garden of Memories that includes a plaque that lists their names.

Hirshman Garden

Emerson Garden

Hagerstown Community College
Campus Gardens
Spring 2009

1. Campus Entry Garden
2. Scholar Garden
3. Hirshman Garden
4. Shea/Decker Garden
5. Rosen Garden with Fountain
6. Rad Tech Garden
7. Smyser Garden with Miniature Roses
8. Emerson Garden with Sundial
9. Students' Garden with Gazebo
10. Binau Garden with Statue of St. Francis
11. Larry Sharpe Garden
12. Dr. Welty's Lilac Garden
13. George Irwin Fisher Garden with Crane
14. Rosen Ballerina Garden
15. Walters, Humbertsom and Burhans Garden with Statue of St. Francis
16. Andrea Chapin Garden
17. Kreykenbohm Copper Beech Garden
18. Johanna Palmer Garden
19. Thieblot Garden with Armillary
20. Robert and Donna Rosen Perennial Garden
21. Nevin Johnson Garden
22. Mabel Walter Garden of Memories
23. Marsh Garden – Hagerstown Garden Club and Bird Sanctuary
24. Plaza Garden
25. Rose of Sharon Garden
26. Class of 1939 Garden
27. Sam's Club Garden
28. Snook Flag Pole Garden at Alumni Amphitheater
29. Alumni Garden

Map 7 – HCC Garden Map and Directory

Waltersdorf Quad

Approximately 80 percent of the College's core buildings are located on top of the largest hill on campus. Prior to 2011, non-ADA compliant sidewalks that accessed the buildings formed a complete circle around the hill but the roadway stopped in front of the Science Building. The Waltersdorf Quad enhanced and facilitated movement among and between the Arts and Sciences Complex buildings by improving walkways. The Quad will have tribute areas throughout to encourage community involvement with the College. The first, dedicated in fall 2011, was the Waltersdorf-Henson Tribute area, in honor of Mr. Waltersdorf and Richard Henson, another prominent businessperson in the county. The second tribute area honored Margaret Hetzer, a deceased trustee of the College. Currently a third tribute area outside of the Student Center is being planned to honor veterans. A roadway named Student Circle was completed and provides road access for fire, rescue and emergency equipment to all buildings located in this area. Moreover, a series of terraced seating walls and garden walls were added. The terraced seating walls were incorporated with improved and widened walkways designed for better pedestrian flow between Kepler Theater, the new walkways adjacent to the STEM Building, and the Student Center.

Waltersdorf-Henson Tribute Area

Hetzer Tribute Area

Wetlands

Of the College's 319 acres approximately two acres are wetlands. The primary wetland area is located behind the Technical Innovation Center and ARCC. The wetlands, which are part of the 100-year flood plan, resulted from underground springs and sink holes. As sinkholes are being repaired, the wetlands are dissipating.

Sink Holes / Wells

In 2007, TRIAD Engineering performed a Fracture Trace Analysis to determine the location of sink holes and potential problem areas. Ten sink holes were identified on the property. Seven are located in the woods west of the main campus and require no remediation. The other three sink holes are located along the northwest corner of campus next to the ARCC and have been remediated. Additionally, some perennially wet areas have partially or completely dried.

HCC Wetlands

The fracture trace analysis also provided potential locations for wells. HCC installed two wells for general irrigation purposes for athletic fields and some gardens. An additional well was drilled near the Central Plant for the cooling towers and the CP plaza fountain. As part of the Waltersdorf Quad project, HCC ran an irrigation line to the west side for irrigation. An additional well was drilled in 2013 between the STEM and Theater to irrigate landscaping.

Geothermal wells were installed by the College for its Alternate Energy Program. The first geothermal well is located next to the STEM Building and is connected to the Alternative Energy Lab on the second floor. The second was drilled and will be eventually connected to the Smart House/Energy Efficiency Center, which is expected to be built within the next year.

Storm Water Management Areas

The Washington County Storm Water Management Ordinance requires that for any construction activity disturbing over 5,000 square feet of area, a storm water management facility must be constructed. Working with the County Engineer's Office, it was determined that large central ponds were preferable to several small storm water management ponds / basins because the campus lies principally within two different drainage areas. One drainage area flows along the north and west sides of the existing Athletic Recreation and Community Center. The other drainage area flows along the eastern boundary line across the entrance roads to Robinwood Drive. The high point of the drainage divide runs south of the Learning Resources Center.

In 1997, the College acquired 7.9 additional acres in the northwest corner of the campus to construct a regional storm water pond to satisfy current and future campus development plans. The central storm water management area is located to receive runoff at the low point of the property.

Storm Water Retention Pond

Access and Interior Roads

The College's primary entrance is on Robinwood Drive. The County completed construction in fall 2016 of the new second entrance on the northwest side of the campus, which connects the County's Yale Drive to HCC's Hawk Drive. Eventually, Yale Drive will connect to Professional Court, which is off of Eastern Boulevard in Hagerstown. This will provide easier access to campus for those traveling from the northwestern areas of Hagerstown and Washington County, the northern I-81 corridor in Maryland and Pennsylvania.

Academic Boulevard, a two-lane divided roadway, is the only vehicle entrance/exit for Hagerstown Community College campus. The sight lines along the connection from Robinwood Drive are such that, even with a fully controlled signal light, turning into or out of campus is difficult and somewhat dangerous. In 2015, the County finished construction of a traffic circle at the entrance to campus.

Once on campus, the roadway tracks into and out of the parking area in front of the Administration and Student Affairs (ASA) Building and adjacent parking lots. Turning right at the end of Academic Blvd leads to Shea Drive, which passes in front of the Robinwood Childcare Center and makes a right turn at the Career Programs Building, connecting to Scholar Drive. Scholar Drive is

accessed by making a left or right turn mid-way down Academic Boulevard. Scholar Drive then loops around the campus, returning to Academic Boulevard. There is a parking lot between Scholar Drive and Lot E. The new parking lot is accessed from Shea Drive. It is also designed to serve as an instructional lot for motorcycle safety courses. The Campus Map (Map 2) shows new roads and parking lots. The improvements to the Waltersdorf Quad area created a roadway that circles in front of the Behavioral Sciences and Humanities Building, STEM, Learning Support Center and Student Center. This road, known as Student Circle, is accessed from Kepler Drive or through Parking Lot I.

Some roads on campus are deteriorating and the roads leading to the athletic fields are not paved. Heavy construction equipment, snow plowing and salt treatments are contributing to the wear on campus roads. HCC attempts to budget and schedule repair of roads annually as part of its regular maintenance requirements. This has proven difficult with budget constraints and other maintenance projects that take priority.

Sidewalks

Many pedestrian sidewalks and pathways have been upgraded, and others will be added as roads are re-paved or widened. Ramps from walk ways to pedestrian roadway crossings are being upgraded by clearly marking and texturizing the surfaces. Though not required, a sidewalk will be added along Academic Boulevard as part of the loop intersection on Robinwood Drive.

Parking

As part of the Career Program Building and Loop Road renovations, Academic Boulevard and Parking Lots D, E, F, G and H were completely repaved, including a new sub-base. In addition, the parking lots were reconfigured for better traffic flow. Repaving of Parking Lot I and construction of another new parking lot were completed in a separate project. As part of the site planning for the Career Programs Building Renovation, several parking lots received new letter designations to maintain consistency. HCC analyzed increasing enrollments and loss of parking lots caused by construction of the STEM Building and the addition to Kepler Theater. To solve the parking shortage, HCC constructed parking lots N and O in 2009 with a net gain of approximately 324 spaces. Additionally,

a parking lot will be added in front of the Student Center in 2018 that will add 100 spaces for handicapped accessibility and visitors. A summary of HCC's parking lots and spaces is found in Table 4.

Adequacy of Existing Land / Capacity for Future Development

Some of the College's 319 acres consists of wetlands found within a designated 100 year flood plain area. Of that, 35 acres is developed with buildings, playing fields, roadways and parking lots. Ten acres is storm water management, two acres are wet lands, and 46 acres are part of the Maryland Forestry Conservation Plan and must be maintained. An additional 180 acres of mostly wooded land are currently undeveloped. All of this land has flat or minimal incline, making it feasible for future development.

In 2009, the College contracted with Mahan Rykiel Associates, Inc. of Baltimore, Maryland and Triad Engineers of Hagerstown, to analyze and plan future development and land use possibilities. The Campus Development Plan (CDP) was developed to identify future development opportunities beyond 2015 and illustrates how the College's land and proposed campus facilities can be located in a way that best meets College planning goals. The study was completed in the Spring 2010 and approved by the Washington County Planning Office. The CDP and this plan, both important facilities planning resources, are well aligned to assist the College with PlanMaryland.

Table 4
Parking Lot Counts

Lot	Students	Handicap	Visitor	Staff	Reserved	Motorcycle	30 Minute Parking	TOTAL
A	0	13	0	39	5	0	2	59
B	0	0	6	52	0	0	0	58
C	0	0	0	45	3	4	0	52
D	34	3	0	0	0	0	0	37
E Lower	88	6	0	0	0	0	0	94
E Upper	90	1	0	0	0	4	0	95
Lower F	0	4	0	102	2	0	0	108
Upper F	0	2	0	49	0	0	0	51
G	0	6	0	60	24	0	0	90
H	83	0	0	0	0	0	0	83
I	0	3	0	23	0	0	0	26
J	71	3	0	11	4	0	0	89
K1	83	3	0	40	0	0	0	126
K2	59	4	0	26	0	0	0	89
K3	62	0	0	21	0	0	0	83
L1	66	7	0	0	0	0	0	73
L2	140	0	0	0	0	0	0	140
L3	83	0	0	0	0	0	0	83
M	0	10	0	0	5	0	0	15
N	99	4	0	0	0	0	0	103
O	348	0	0	0	2	2	0	352
S	0	0	0	23	0	0	0	23
TOTAL	**1,306**	**69**	**6**	**491**	**45**	**10**	**2**	**1,929**

Assessment and Analysis of Facilities

The following pages evaluate Hagerstown Community College's existing buildings, which appear in alphabetical order by building name. See Table 5 for detail.

- Student Center (SC) 101
- Technical Innovation Center (TIC) 104
- Vehicle Maintenance (GAR) 109

Table 5
Hagerstown Community College Facilities

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
Administration and Student Affairs	ASA	23,972	1966	11439 Academic Boulevard	1998-Children's Learning Center (CLC) built to replace the Student Center. CLC HVAC, 2003 - Total renovation of Executive Center area completed in 2004. 2008 - New door opener and security center for CLC 2010 – New roofs on overhang to CLC and the storage building. New storage shed was also purchased 2017 – Renovation of front of building including Financial Aid, Registration and a new conference room	2004 - New roof with project, York Roofing, 20-year John Mansville Warranty Built-up asphalt	Heating/cooling supplied by central loop and monitored and controlled by energy management system. Central Separate air conditioning unit for Telecommunications closet. Electric fan-forced heaters installed in Children's Learning Center (2 classrooms) as supplemental heat (2006) 1 – Air Handler 37 - VAV boxes 1 - Air cooled condensing unit (IT Closet) 4 - Exhaust fans 2 - Chilled water pumps 2 - Heated water pumps 1 - Sewage pump 1 - Sump pump 1 - Condensate pump 2 - Water heaters 4 - Fan coil units at entrances in hallway. 1 - Hydronic unit heater
Advanced Technology Center	ATC	30,786	1966	20142 Scholar Drive	Formerly Athletic Building, converted to classrooms in 1989. Restrooms Renovated November 2008 Elevator reconditioned 2008 Redesigned and renovated skylight 2009	New roof 2005 Heidler Roofing, 20-year GAF warranty Modified 2-ply bitumen membrane	ATC attached to the Central Plant cooling loop in 2005; 3 electric heating and cooling units in offices; separate cooling unit for networking/server closet and split-unit heat pumps for south side offices and classrooms. Including: 3 – AHU 35 - VAV boxes with DDC Controllers (2016) 3 - Heating pump

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
Amphitheater	AMP	3,698	2000	11670 ARCC Lane	New fire-rated backstage rollup door 2010 Additional parking for easier access 2010	Original roof, Bruchey Builders, shingle	1 - 3-ton York heat pump with AHU 1 - Water heater 2 - Exhaust fans 6 - Electric unit heaters
Amphitheater Auxiliary	AMPA	3,667	2000	11670 ARCC Lane	Windows repaired and new sills installed 2010 Updated plumbing in restrooms 2010	Original roof, Callas Contractors, shingle	Electric heaters in bathrooms; electric baseboard in concession stand and upstairs. Including 1 - PTAC unit 3 - Exhaust fans
Athletic, Recreation and Community Center	ARCC	84,976	1988	20175 Scholar Drive	Elevator reconditioned 2008 New indoor track surface (Mondo) 2010 New carpet in lobby, offices and classrooms 2012. New T5 HO lighting in the arena.	EPDM Overlay roof system with 20 year warranty (2014)	Gas furnace heaters in arena and locker and shower rooms. Condensing rooftop units replaced 2009. 13 - PTAC thru the wall units replaced 2009 6 - Arena gas furnace units 8 - Trane air handlers (heat pumps) monitored by energy management system 8 - Trane 7.5-ton condensing units 1 - Domestic hot water boiler 186000 BTU's 1 - Domestic hot water storage tank (2400-gallon) 2 - Domestic water pumps 2 - Cabinet unit heaters 2 - Return fans 2 - Heating ventilators 9 - Exhaust fans 4 - Electric baseboard heaters 2 - Unit Heaters 4 - Electric heating fans 1 - Sterling makeup air unit
Athletic Storage/Restroom	AS	1,160	1978		Restrooms renovated, October 2008	Shingle roof. Re-roofed 1996 by HCC Maintenance	3 - Electric heaters in bathrooms 1 - Water heater
Baseball Press Box	PB	324	1980's		Painted 2006	Shingle Roof	None

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
Behavioral Sciences and Humanities Building	BSH	23,396	1966	20120 Student Circle	Renovated 2012	New Roof 2012 Citi-Roof. Firestone 3 ply bitumen roof Renovations, Hess Construction	Heating/cooling supplied by central loop and zoned rooftop and air handling units. Monitored and controlled by energy management system. 1 - Convector wall hung 2 - Cabinet unit heaters hot water 1 - Propelled unit heater hot water 2 - Ductless split systems 2 - Exhaust fans 2 - Chilled water pumps 2 - Heating water pumps 2 - RTU circulating pumps 35 - VAV boxes 1 - Water heater

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
Career Programs Building	CPB	91,281	1967	20106 Shea Drive	Renovation/ Complete renewal (Jan 2007 – Feb. 2009) Increased 12,729 sf with courtyard enclosure. An addition of 2,549 GSF added to the lower level for the Dental Hygiene Program 2013.	Lower level-new roof FY 2001. Upper roof-new FY 2003. Existing roof by Kline Roofing. New Roofing by Kline to retain warranty. Built-up asphalt roof Built-up asphalt roof on over Dental addition is a Garland Roof 25 year warranty.	Heating/cooling supplied by central loop and zoned rooftop and air handling units. Monitored and controlled by energy management system. CPB has 7 RTU's and 1 AHU for the classrooms that were formally a cellar. 109 - VAV boxes 1 ½ ton - Heat pump 3 - MAU units 11 - Electric ceiling unit heaters 1 - CRAC unit 4 - Split system 2 - Electrical heaters 2 – Electric unit heaters 1 – ATC Compressor 2 – Vacuum pumps 2 – Dental air compressor 2 – Heating hot water pumps 2 – Chilled water pumps 1 – Water heater 4 – Domestic circulating pumps 2 – Sewage pumps 28 – Exhaust fans 16 - RTU circulating pumps 5 – Unit heaters 8 – Cabinet heaters 5 – Hot water unit heaters
Career Program Storage	CPS	720	2010		Originally a dumpster pad it was constructed of block and brick for storage.	Shingled Roof 2010	2 – 10KW electric heaters

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
Central Plant	CNP	3,826	1966	20110 Shea Drive	Renovated in 2000. New 400 hp boiler, 2004. TIC hooked up to central loop, 2005. CP hooked up to cooling loop 2008. Replaced McQuay with low use 350 ton York 2 rollup doors on north end installed Fall 2008. 2015-Expanded the building by 1,140 GSF	New roof 2005 Heidler Roofing, 20-year GAF warranty Modified Bituminous Membrane Roof	2-pipe heating loop was replaced with a 4-pipe, heating and chilled water loop (2000); 1 new 400 hp Cleaver Brookes boiler (2004); 1- 200 hp Cleaver Brookes boiler (1990); Cooling loop has two VAV drive units (2000);. Monitored and controlled by energy management system. Installed 5 small Paterson-Kelley condensing boilers and 1 650 McQuay VF Chiller (2011) Two Carrier 700-ton chillers and two 600-ton cooling towers were installed (2015) 3 – 100 HP Bell & Gossett Chilled water Pumps installed (2015) 3 – 100 HP Bell & Gossett Condenser Water Pumps Installed (2015)
KeplerTheater / Performing and Visual Arts Education Center	KEP	37,476	1978	11512 Kepler Drive	Renovated existing structure and included an addition of the Performing and Visual Arts Education Center 2012.	Existing Roof was installed in 2000, Kline Roofing, 20-year John Mansville warranty Built-up asphalt roof PVAEC Roof Original installed 2011, Kalkreuth Roofing, 20 year warranty, Firestone asphalt roofing sheets, 3 ply modified bitumen	All systems controlled by Energy Management System. 7 –Air Handling units preheat coil pumps *AHU3 and AHU7 supplies Kepler Theater* *AHU1, AHU2 and AHU4 supplies stage* *AHU5 supplies set workshop has.* *AHU 6 located in the basement and supplies black box theater and art classrooms.* 20- VAV's for classrooms and offices 3 – Separate ductless split systems 15 – Exhaust fans 3 – Return air fans 2 – Heating water pumps 2 – Chilled water pumps 6 – Cabinet unit heaters 3 – Propelled unit heaters 6 – Duct mounted heating coils

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
Learning Resource Center	LRC	57,741	2000	11432 Academic Boulevard	New ADA exterior doors on the 2nd floor 2010. Lobbies on 2nd and 3rd floor were updated with flooring and paint. 2012 expanded the testing center. 2017 Renovation the building which included the 2nd floor being connected to the St. Center.	Original roof, Tristate roofing. Snowbirds installed on metal barrel roof by Kline Roofing, FY 2007. Built-up asphalt roof	Building supplied by Central Plant heating/cooling loop. Monitored and controlled by energy management system. 3 air handling units with variable drives and fin tube radiant heat on outside walls of all three floors. 33 - VAV controllers replaced in 2010 on the 3rd floor. 71 - Total VAV's – 26 VAV's controllers were replaced with DDC on second Floor (2017) 2 – Heating hot water pumps 2 – chilled water pumps 2 – Baseboard heating pumps 2 – water heaters 3 – Chilled water coil recirculation pumps 3 – Propelled unit heaters 2 – Exhaust fans 1 – Split system (IT Closet) 1 – 2.5 Ton split system heat pump second floor Lecture Hall (2017)
Learning Support Center	LSC	17,732	1966	20108 Student Circle	Renovated 2012	New roof 2005 Heidler Roofing, 20-year GAF warranty Modified bituminous membrane roof	Building supplied by Central Plant heating/cooling loop. Monitored and controlled by energy management system. 3 - RTU's circulation pumps 2 – Chilled water pumps 2 – Heating water pumps 3 – Cabinet unit heaters 1 – Propelled unit heater 1 – ductless split system 3 – Exhaust fans 24 - VAV boxes.
Maintenance Equipment Storage	MES	3,975	2006		2 Additions added Spring 2007 (900 gsf total) Insulation and additional electric added to left wing 2010	Steel Roof	Maintenance Equipment Storage

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
Motor Cycle Storage Building	MSB	1750	2008			Shingle (30 year Warranty)	1 – Electric Heat, ceiling mounted 1 – Exhaust fan
Robinwood Child Care Center	RCC	8,435	1970	20111 Shea Drive	New windows installed in 2008	Shingles replaced 1992 / Built-up asphalt roof	Electric heat with air conditioning and through-the-wall heating/cooling electric units: Two exhaust fans One AHU electric coil and air condition coil Nine through the wall P-TAC units
Science Technology Engineering and Mathematics Building	STEM	62,840	2012	20114 Student Circle	2011 Constructed and opened January 2012 for classes.	Original Roof 2011, City Roof, 20 year warranty, Firestone asphalt roofing sheets, 3ply modified bitumen	Building supplied by Central Plant heating/cooling loop. Monitored and controlled by energy management system. STEM has a custom designed rooftop air handler with 48 VAVs throughout the building Fan coil units are located in stairwells and at entrances in hallway. Four separate split system air conditioning units are located in rooftop mechanical room and Telecom closets. Two chilled water pump Two heating pumps Two AHU heating coil pumps One water heater Three updraft fume hood exhaust Three exhaust fans Two vacuum pumps One domestic dye system

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
Student Center	SC	42,522	1966	20101 Student Circle	Renovation completed in 2002. Office renovations for Dean of Students 2010	**Renovation** 2002 - New roof with renovation, Kline Roofing, 20-year John Mansville; metal roofing on upper section over Dining Area New built-up asphalt roof on sloped section installed 2005 by Heidler Roofing. **Expansion** 2015 – Carlisle Sure Flex FEE FRS White Fleece Back 115 membrane adhered with Flexible FAST or FAST Adhesive with flashing. 25-year warranty	**Renovation** One McQuay AHU Three exhaust fans (on roof) One variable refrigerant Flow System One condensing unit on Roof - Dainkin Five indoor AHU's (One TRiO and four Academic Advising) One cabinet unit heater One chilled water pumps One heating hot water pump One propelled unit heater One water heater One hot water circulating pump **Expansion** Three AHU's Two kitchen make up air units Four ductless split systems Seven exhaust Fans2 – Heating hot water pumps Two chilled water pumps Three AHU circulating pumps 27 VAV terminal units Two cabinet unit heater Six propelled unit heaters One Fin tube circulating pump One hot water heater One hot water heater circulating pump One domestic hot water recirculation pump

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
Technical Innovation Center	TIC	34,089	1993	20140 Scholar Drive	4000 sf Wet Lab Addition Completed February 2008. Elevator reconditioned 2008 New windows north side 2008	Original roof, Tri-State Roofing. Built-up asphalt roof on main building 2008 - TPO on wet lab addition	Building supplied by Central Plant heating/cooling loop. TIC attached to the Central Plant cooling loop in 2005. Rooftop units for second and third floors with fin tube radiant heaters on outside walls. Air handlers and roof top units controlled and monitored by the energy management system. AHU #1 in warehouse for warehouse AHU #2 on roof for 2nd floor AHU #3 on roof for 3rd level AHU #4 at connector bridge (ATC/TIC) in mechanical room One pump for condenser water Two sewage pumps Two chilled water pumps Two heating water pump One McQuay roof top unit (Wet Labs) One McQuay heat recovery ventilator (Wet Labs) Two fume hood exhaust fans Four water heaters (1 per floor and 1 for wet Labs) Two 75-ton York Chiller One 150-ton Evapco Cooling tower One exhaust fans Nine electric unit heaters (6 – stair towers, 3 for wet labs) 35 VAV boxes with DDC Controllers (2015)
Vehicle Maintenance Garage	GAR	852	1978			Original metal roof	Two new Electric heaters installed 2010 One Carrier 1.5 ton split system (2014)
Truck Driver Training 1	TRK1	876	2006		Temp. Bldg.	Shingle roof-pitched.	Heating and cooling supplied by through-the-wall heat pump.
Truck Driver Training 2	TRK2	900	2015		Rental Space		Heating and cooling supplied by landlord
Valley Mall Center	VMC	6,411	2000		Additional space added and renovated-2004		Heating and cooling supplied by main Valley Mall central HVAC system. HCC is responsible for maintaining and repairing of 6 VAVs that are above-the-ceiling units. Automatic temperature averaging energy management system used for VAVs.

ADMINISTRATION AND STUDENT AFFAIRS (ASA) BUILDING

ASA (FRONT)

ASA (BACK)

ASA (CHILDREN'S LEARNING CENTER)

HEGIS: (ASA)		Square Footage:	
Classroom:		Net:	14,152
Lab:		Gross:	23,972
Office:	10,972	Efficiency:	.59
Study:			
Special Use:		Floors:	1
General Use:	3,170	Constructed:	1966
Support:			
Other Org:			

Year Built	1966		Comments
GSF	23,972		CLC HVAC replaced in 2003.
Roof	2004 – Built-up Asphalt		Total renovation of the building completed in 2004, including new roof.
HVAC	Central Plant		Roof installed by York Roofing
Renovations	2004		20-year John Mansville Warranty
Address	11439 Academic Blvd.		
Background: The former Administration Building, built in 1966, was renovated into the Administration and Student Affairs Building (ASA), which re-opened in Spring 2004. Enlarged from 17,000 to 23,972 square feet, the ASA is primarily dedicated to student and financial services, as well as the Children's Learning Center (CLC) and several executive offices, including the Office of the President and Board Room.			
Comments: Rooftop air handler with VAVs controlled by energy management system. Supplied by Central Plant heating and chilled water loop to heating and cooling coils. Fan coil units at entrances in hallway. Separate air conditioning unit for Telecommunications closet. Electric fan-forced heaters installed in Children's Learning Center as supplemental heat (2006).			
Unique functions: Child care center			

FUNCTIONS: This building houses the offices of the President and administrative staff, Admissions, Registration and Records, Financial Aid, and the Children's Learning Center.

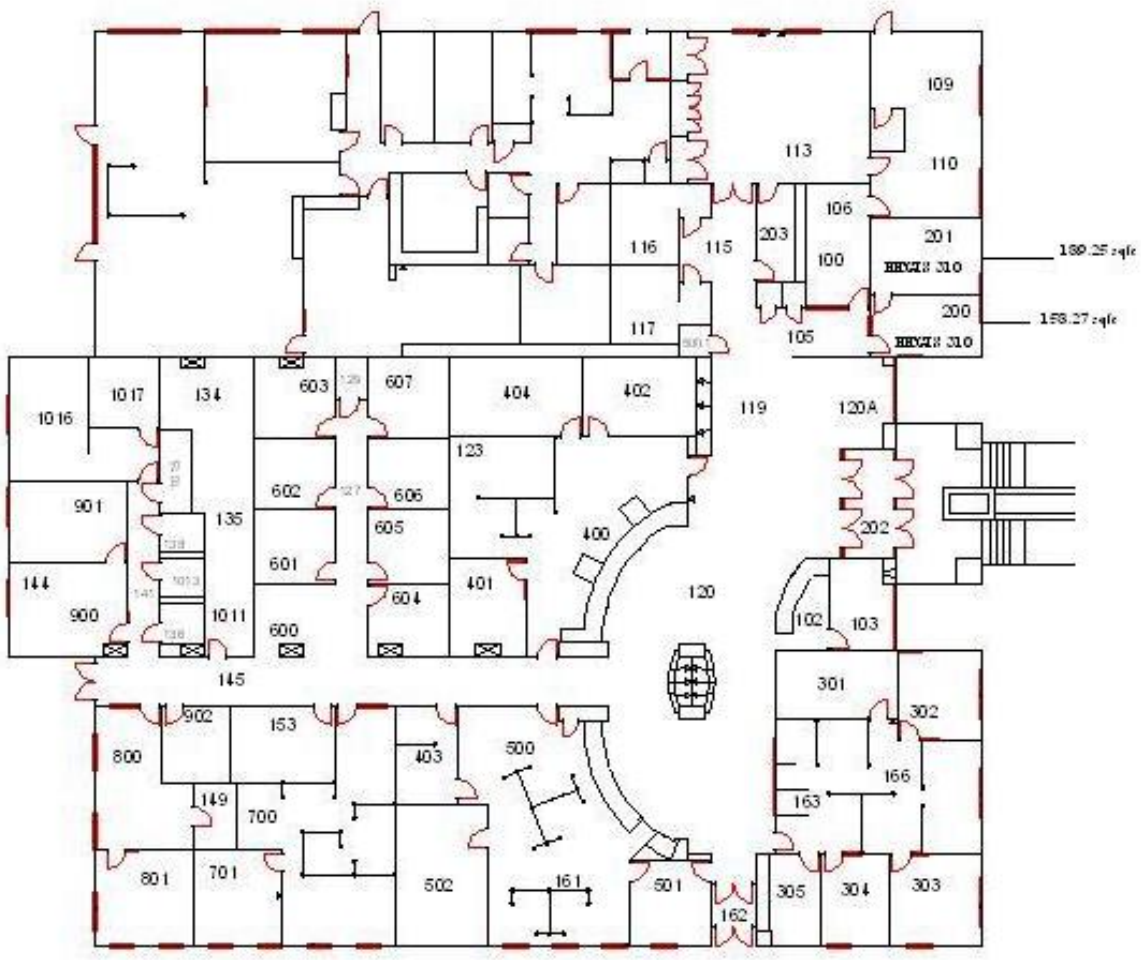
DEFICIENCIES: No deficiencies, but the Children's Learning Center requires continual maintenance and custodial attention to meet accreditation standards.

IMPROVEMENTS:

2008: New door openers and security system were installed in the CLC.
2009: New playground equipment installed in the CLC.
2010: New roof on the overhang at the entrance to the CLC, also a roof was put on the storage building at the CLC.
A new storage shed was also purchased for the CLC.
Minor office renovations were completed in Human Resources and Student Services area.
2011: Painted the hallways of the ASA and classroom area of the CLC. Power voltage meters were installed.
2013: An office was created out of half of the mailroom.
2015: Academic Advising, JTSR and the Information Center we relocated to the Student Center.
Corner molds were installed and hallways painted.
2017 Renovations to Financial Aid, Registration and newly created Conference Room.

LIFE SAFETY & ADA: The building has sprinklers and was made ADA compliant during the 2004 renovations.

TEN YEAR CIP: The College is also planning roof replacement as part of a multi-roof CIP in FY25-26. Details of the CIP are provided in Section 6, Priority #10.



ADVANCED TECHNOLOGY CENTER (ATC)

Year Built	1966		Comments
GSF	30786		Former Athletic Building renovated into classrooms in 1989 Roof redone FY 2006 by Heidler Roofing 20 year GAF warranty Redesigned and renovated skylight 2009
Roof	2004 - Membrane		
HVAC	Central Plant		
Renovations	1989-Building 2009-Offices		
Address	20142 Scholar Drive		
Comments: ATC was attached to the Central Plant cooling loop in 2005 3 Air handlers supply heating and cooling from Central Plant heating and chilled water loop to heating and cooling coils. Electric heating and cooling units in offices; separate cooling unit for networking/server closet and split-unit heat pumps for offices and classrooms on the south side of the building. HVAC squirrel cage and shaft were replaced in 2008 on AHU #3 Elevator was reconditioned in 2008 Office space created and renovated in 2009			
Unique functions: Building currently houses the Technology and Computer Studies division, Facilities Department, Planning and Institutional Effectiveness division, and VP of Finance.			

HEGIS: (ATC)		Square Footage:	
Classroom:	2,861	Net:	23,821
Lab**:**	10,265	Gross:	30,786
Office:	4,322	Efficiency:	.77
Study:			
Special Use:		Floors:	2
General Use:	599	Constructed:	1966
Support:	3,507		
Other Org:			

FUNCTIONS: The Advanced Technology Center (ATC) helps students to develop the knowledge and skills necessary for meeting the technological demand of today's society. The ATC, in conjunction with government and industry, plays a major role in economic development and manufacturing modernization, as well as in the training and upgrading the local workforce. The building houses the Technology and Computer Studies division, and facilities support functions. Due to limited space in the Administration and Student Affairs Building, the Planning and Institutional Effectiveness division and the VP of Finance are located in the ATC.

DEFICIENCIES: This building was originally the gymnasium. The lighting, finishes and general layout of the building need to be upgraded. While the building is ADA compliant, some areas are barely accessible. One room currently used for classes would be better suited for the maintenance department, since the handicapped access is via either an awkward wheel chair lift or a ramp in the maintenance shop. The mechanical systems of this building also needed to be upgraded due to inconsistent temperatures throughout the building. While we continue to update offices as functions change this building needs to have a major overhaul with paint, flooring and furniture.

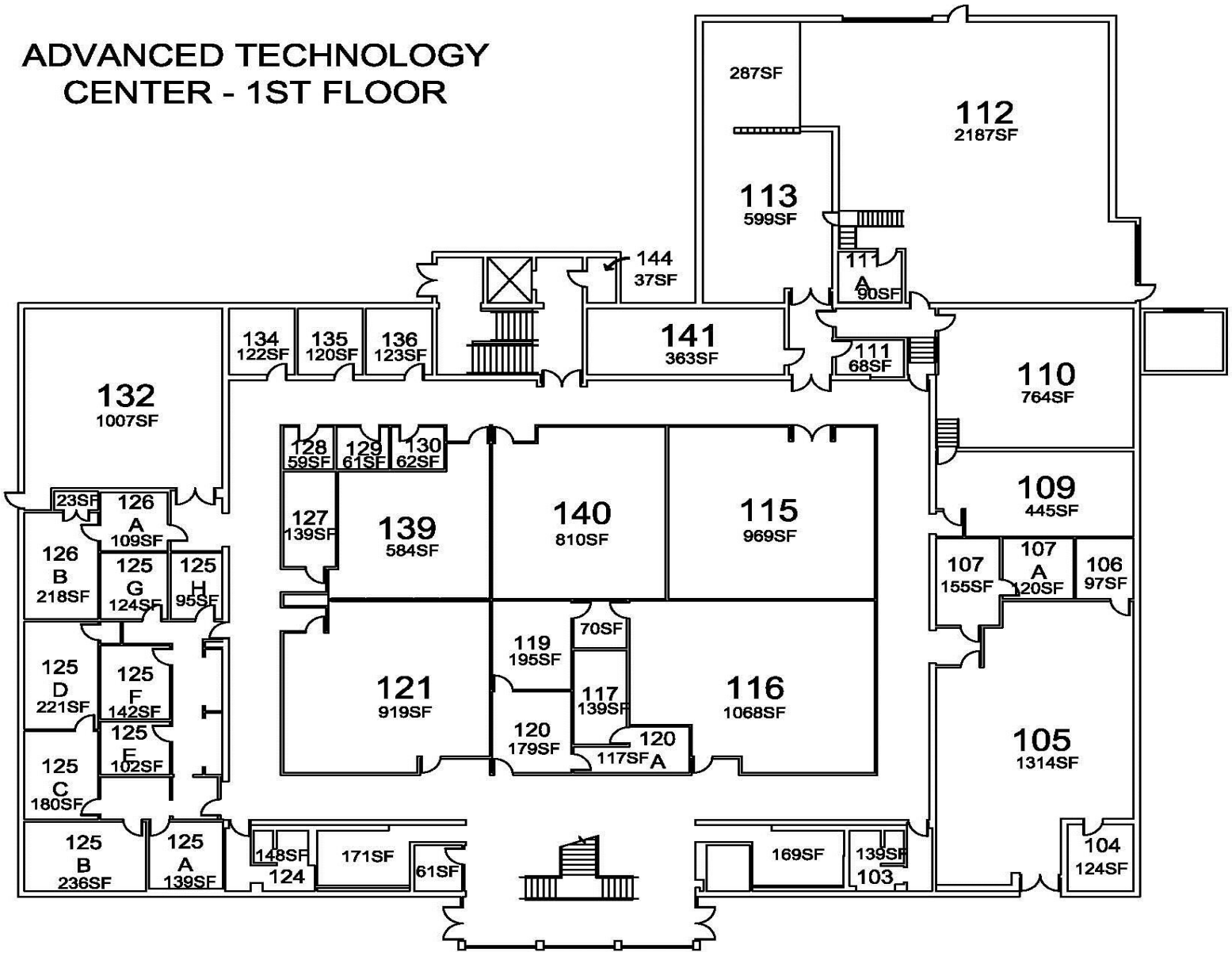
IMPROVEMENTS:

1989 The building was converted from a gym to classroom use and renovated
2008 Restrooms were renovated
2009 Skylight was reconfigured and replaced
2016. Renovation of classroom space on the second floor for Advanced Manufacturing Program that includes labs and offices. EMS was upgraded

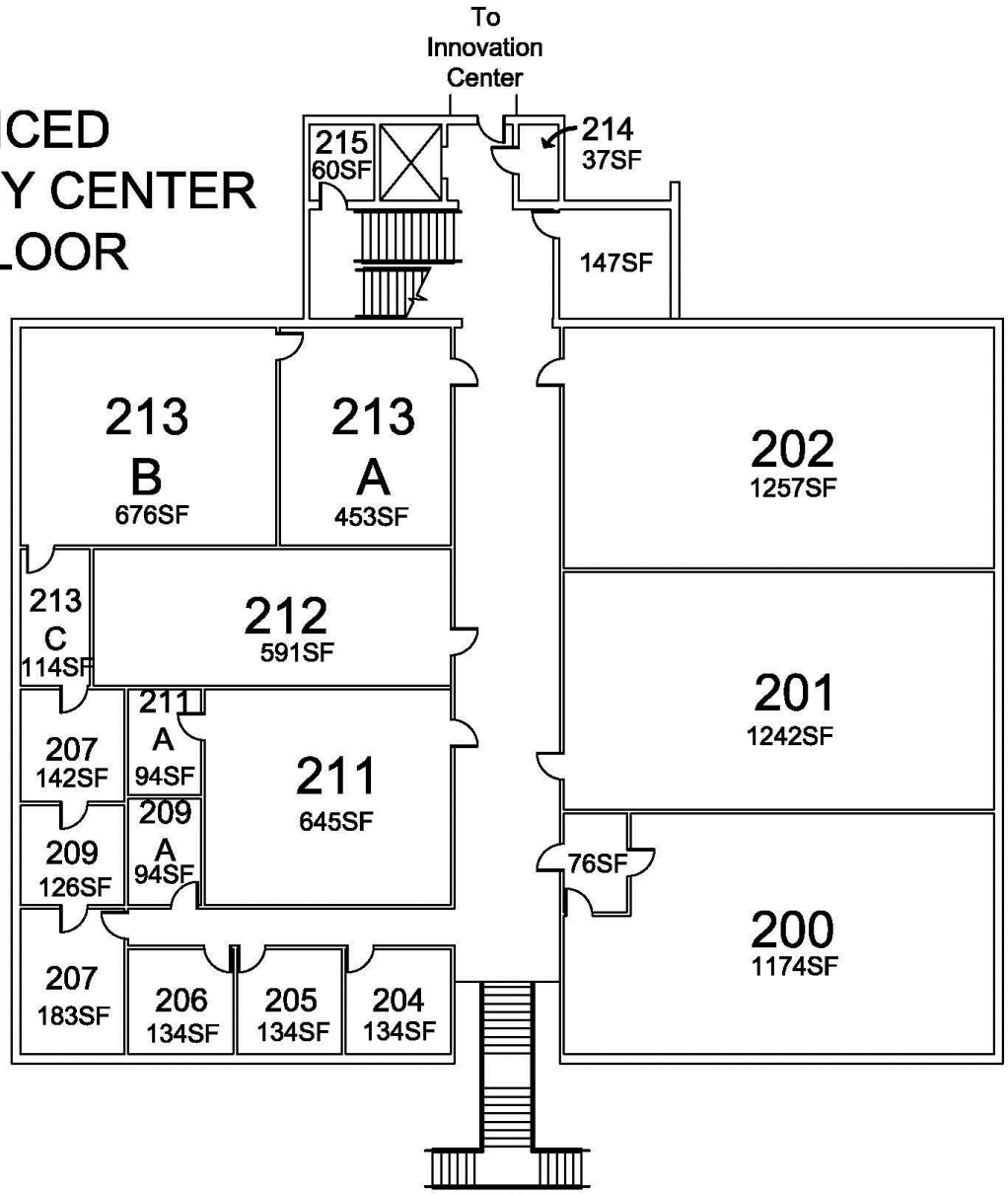
LIFE SAFETY & ADA: The building has sprinklers and was made ADA compliant during the 2004 renovations. However, some areas remain minimally accessible.

TEN YEAR CIP: The College is planning a renovation project for FY27 – 28. Details of the CIP plans are provided in Section 6, Priority # 12.

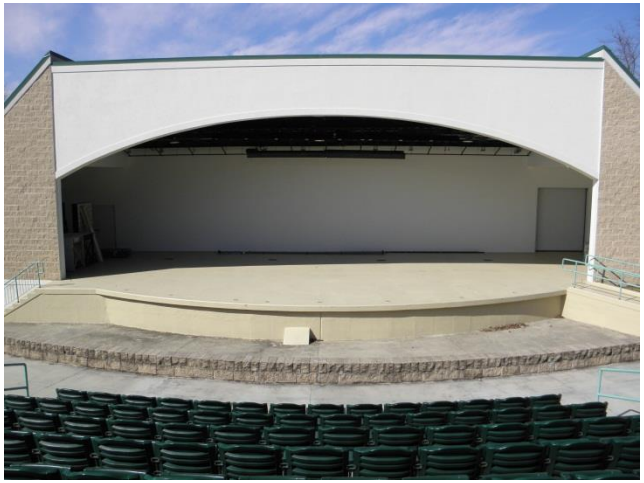
ADVANCED TECHNOLOGY CENTER - 1ST FLOOR



ADVANCED TECHNOLOGY CENTER - 2ND FLOOR



AMPHITHEATER (AMP)



STAGE

Year Built	2000		Comments
GSF	3,698		Shingle roof, installed by Callas Contractors. Electric heaters in bathrooms; electric baseboard in concession stand and upstairs
Roof -	Original - shingle		
HVAC	Electric		
Renovations	None		
Address	11670 ARCC Lane		
Unique functions: stage, outdoor seating			
Background: The Amphitheater was built in 2000 as a project undertaken by the HCC Alumni Association. It includes a 3,667 square foot entry building and a 3,698 square foot theater facility. It contains 672 permanent seats, 2 dressing rooms, a concession stand and ticket booth. State and County capital improvement funds, Alumni Association funds and College funds were used to construct this $1 million facility.			

AMP AUXILIARY BUILDING

Year Built	2000		Comments
GSF	3,667		Shingle roof installed by Bruchey Builders
Roof	Original		
HVAC	Electric Heat		
Renovations	None		
Address	11670 ARCC Lane		
Unique functions: none			

HEGIS: (AMP & AMPA)		Square Footage:	
Classroom:		Net:	4,206
Lab:		Gross:	7,365
Office:		Efficiency:	.57
Study:			
Special Use:		Floors:	2
General Use:	816	Constructed:	2000
Support:			
Other Org:	3,390		

FUNCTIONS: Performance Venue

DEFICIENCIES: The steps leading to the second floor does not have a handrail. The windows backstage are single pane and leak each time it rains

ADA: 2nd floor of the Auxiliary is only accessible by steps.

IMPROVEMENTS:

2010: Expanded student parking has created a parking lot next to this venue created expanded parking for easier access.
New fire rated rollup backstage door was replacement.
Window sills were replaced and caulked on the second floor due to water damage from poorly installed windows.
In the restrooms in the Auxiliary the plumbing was replaced and updated for the sinks in the restrooms.

2011: Repainted the stage floor, walls and outside of the stage

2014: Painted the hand rails.

TEN YEAR CIP: The College is planning a roof replacement project as of a part of a multi-roof CIP. Details of the project are in Section 6, Priority # 10.

ATHLETIC RECREATION AND COMMUNITY CENTER (ARCC)

Year Built	1988		Comments
GSF	84,976		Metal roofing system. Gutter/ flashing repairs and snowbirds installed in FY 2007 by Kline Roofing. Heat pumps monitored by energy management system and gas furnace heaters in arena, locker and shower rooms. Installed new indoor track surface (Mondo) (2009) 8 Condensing rooftop units were replaced (2009) 13 HVAC thru the wall units were replaced (2009)
Roof	2014-EPDM		
HVAC	Natural Gas		
Renovations	None		
Address	20175 Scholar Drive		
Background: The building houses an arena with a seating capacity of 5,230, classrooms, the College's Fitness Center, and the Washington County Recreation Department. A variety of large-scale and community activities take place in the ARCC. Most of the ARCC is air-conditioned, but the arena is not, which limits opportunities for College events, as well as rental income. An upgrade to the HVAC and installation of air conditioning is being planned as CIP in the future. The surface of the indoor running track was replaced in 2010.			
Unique functions: Basketball Courts, Indoor Track, Weight, Training and Fitness rooms			

HEGIS: (ARCC)		Square Footage:	
Classroom:	2,026	Net:	65,795
Lab:		Gross:	84,976
Office:	2,134	Efficiency:	.77
Study:			
Special Use:	44,924	Floors:	2
General Use:	875	Constructed:	1988
Support:			
Other Org:	15,835		

FUNCTIONS: The ARCC accommodates cultural, community, and social events. The building houses the HCC Wellness Center and the Washington County Recreation Commission. The facility includes a 5230 seat basketball gymnasium, 4 lane indoor track, and weight and exercise rooms.

DEFICIENCIES: Much of the building is air-conditioned. However, the gym arena, which houses commencement and many other large events, lacks air-conditioning. The facility lacks ample bleacher seating, swimming pool, racquetball courts and other common gym facilities. Lighting needs to be upgraded in the arena. The locker rooms need improved ventilation and light to cut down on mold and mildew replaced. The locker room floors were refinished in 2008. The roof has had regular leak problems mainly at the juncture of the different roof levels and also leaking VFD's.
All interior wooden doors need to be replaced with fire rated doors because the current doors are splitting. Exterior doors need to be replaced due age and usage.

IMPROVEMENTS:

2008: Installation of a new air handling unit for the second floor.
Renovations to the locker room restrooms.
Elevator was reconditioned
New lighting installed in the lobby area

2009: Eight roof top condensing units were replaced
Thirteen HVAC through the wall units and we installed
Six 10 foot paddle fans in the arena where installed to help improve air circulation

2010: Installation of new ADA doors
New electronic lock system
Replaced indoor track surface

2011: Installed 5 new site lights in the ARCC parking lot

Insulated the exterior walls
Weatherproofed the downspouts to stop condensation
Replaced ceiling tiles in the ARCC Business Office
Painted the Fitness Center
Installed a concrete dumpster pad in the ARCC parking lot

2012 Carpeted the lobby, offices and classroom spaces
Replaced heat exchangers in Arena

2013 Replaced lighting in the Arena with T5 HO
New interior doors
Painted the Lobby
New sidewalks installed

2014: Roof replacement with an EPDM Overlay
New plumbing and flooring were installed in the Wellness Center
New flooring installed in the men's locker room
Installed new ceiling in the hi-part of the lobby
New lighting installed in stairways

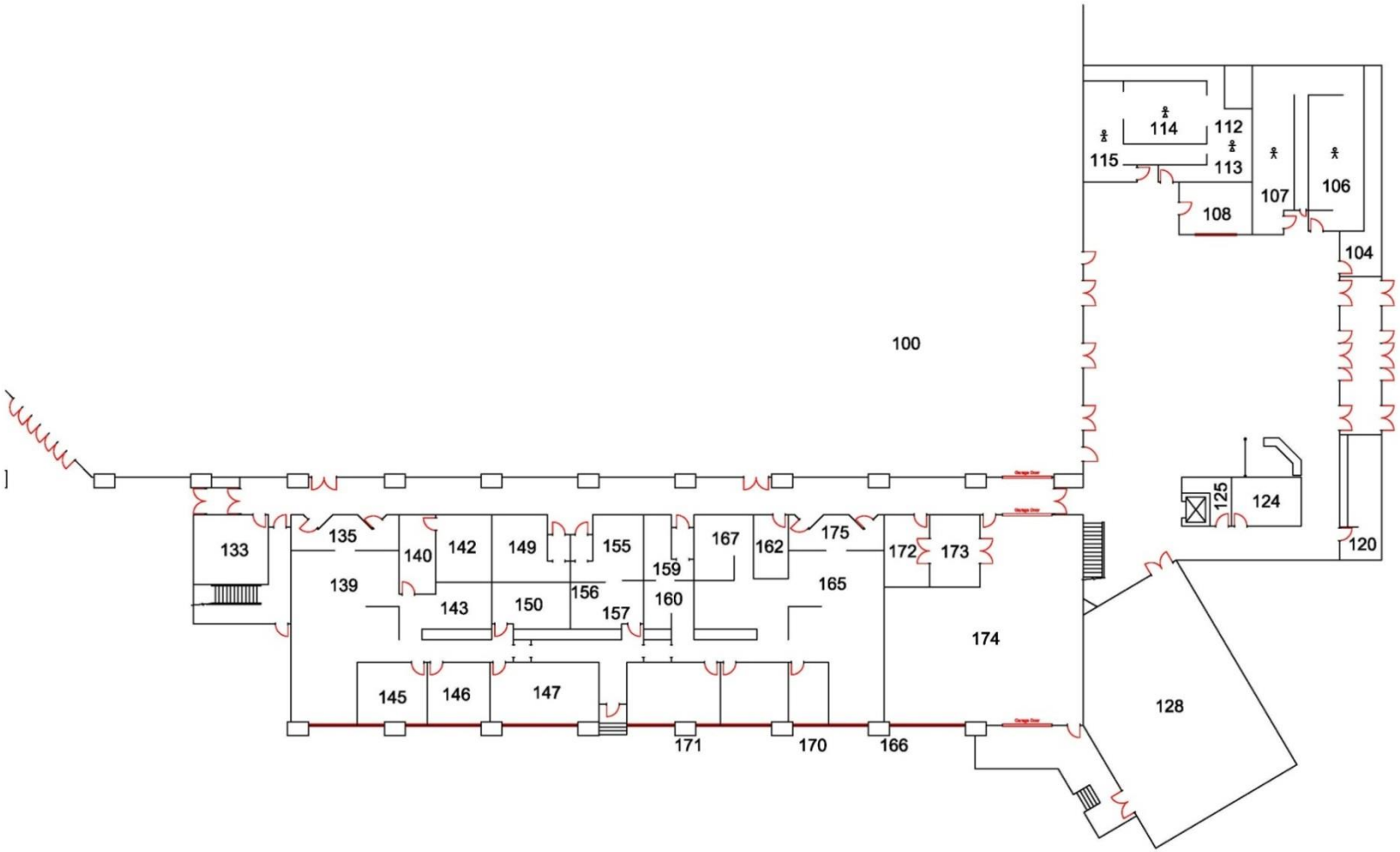
2015-16 Replaced 23 interior doors

2017 Removed the trees in the front of the building and installed updated lighting
Screened the HVAC Units

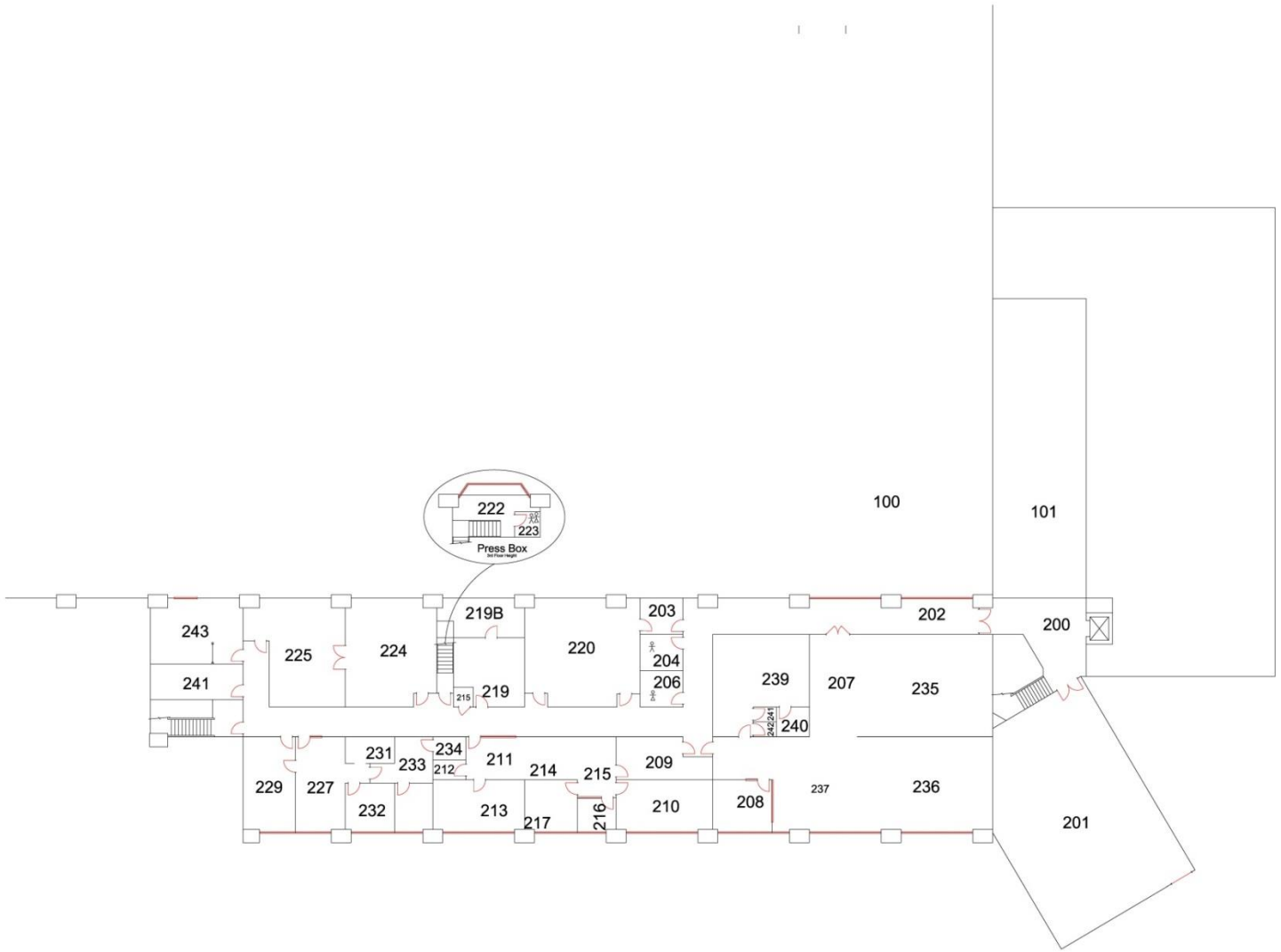
LIFE SAFETY & ADA: Compliant.

TEN YEAR CIP: The College is planning on installing air conditioning in the arena of the ARCC. Details of the CIP are in Section 6, Priority 9.

Building – Athletic, Recreation and Community Center (ARCC)
First floor



ARCC Second floor



ATHLETIC STORAGE/RESTROOMS (AS)

Year Built	1978		Comments
GSF	1,160		Re-roofed 1996 by HCC Maintenance. Electric heaters in bathrooms. Restrooms Renovated Fall 2008 Exterior Painted 2006
Roof	1996 – Shingle		
HVAC	Electric Heat		
Renovations	2008 - Restrooms		

PRESS BOX (PB)

Year Built	1980's		Comments
GSF	418		Exterior Painted 2006
Roof	Original - Shingle		
HVAC	None		
Renovations	None		

HEGIS: (AS & PB)		Square Footage:	
Classroom:		Net:	711
Lab:		Gross:	1,160
Office:		Efficiency:	.61
Study:			
Special Use:	711	Floors:	1
General Use:		Constructed:	1978
Support:			
Other Org:			

FUNCTIONS: The two buildings house restrooms, sports storage, and the baseball press box.

DEFICIENCIES: The lower section of the Press Box needs to be completely gutted and renovated to make better use of the space.

ADA: The Athletic storage/restroom building is compliant; the press box is not.

CIP: N/A - Improvements will be programmed internally.

BEHAVIORAL SCIENCES AND HUMANITIES BUILDING (BSHB)

BSHB (FRONT)

BSHB (REAR)

Year Built	1966		Comments
GSF	23,396		Formally the Classroom Building it was renovated in 2012 and renamed Behavioral Sciences and Humanities Building. The building renovations consisted of new HVAC, roof, electrical, lighting, window and doors.
Roof	2012 - 3 ply Firestone Roof		
HVAC	Central Plant		
Renovations	2002, 2012		
Address	20120 Student Circle		
Unique functions: 206 seat auditorium with stage, Fletcher Faculty Development Center and foreign language lab.			

HEGIS:		Square Footage:	
Classroom:	7,781	Net:	14,252
Lab:	883	Gross:	23,396
Office:	5,588	Efficiency:	.61
Study:		Floors:	1
Special Use:		Constructed:	1966
General Use:		Renovated:	2012
Support:			
Other Org:			

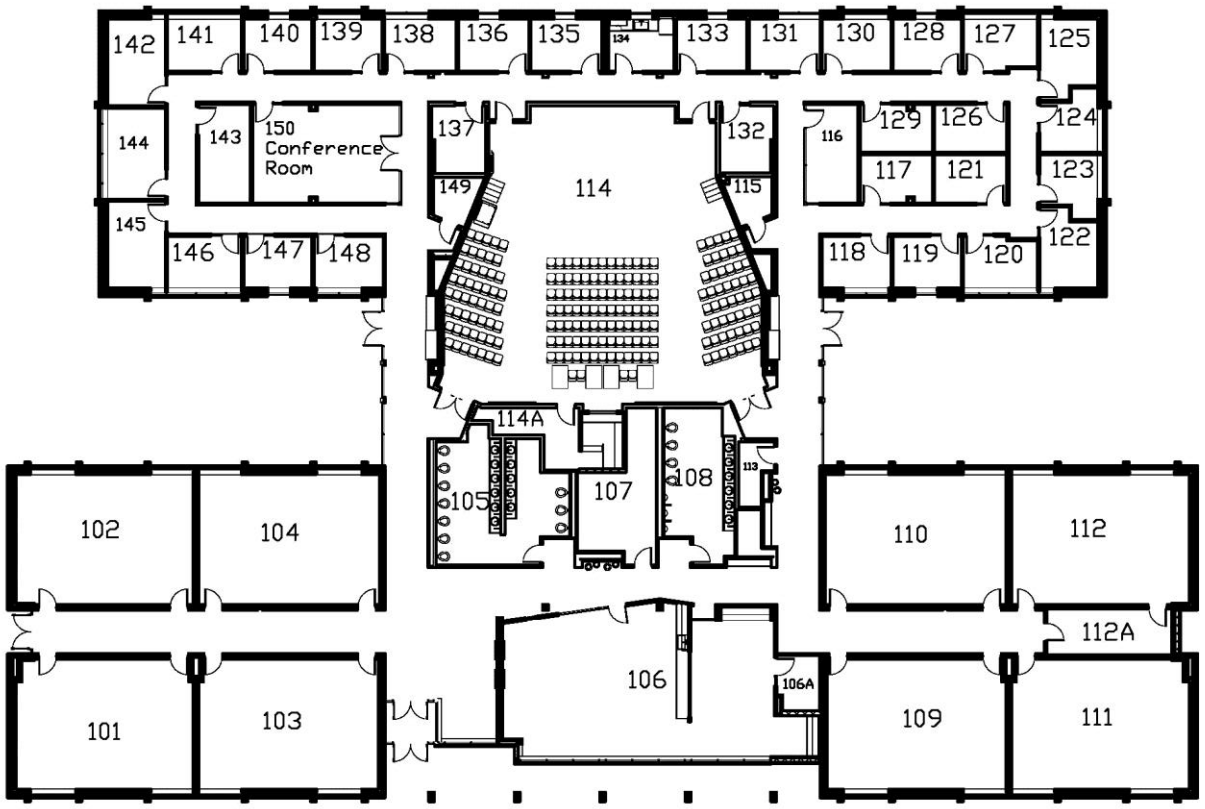
FUNCTIONS: Facilities for English, Behavioral Sciences and Humanities will be housed in the renovated building, which also houses a 206-seat auditorium. Fletcher Faculty Development Center is housed in the front of the building

DEFICIENCIES: None

ADA: Compliant

IMPROVEMENTS: The building was completely renovated in 2012; renovations included a new roof, asbestos abatement, reconfiguration of office space and updated mechanical, HVAC, and electrical systems. ADA issues were addressed during renovations. Two broken windows had to be replaced in 2015.

TEN-YEAR CIP: N/A



BEHAVIORAL SCIENCES AND HUMANITIES BUILDING
(BSH)

CAREER PROGRAMS BUILDING (CPB)



Year Built	1966		Comments
GSF	91,281		Lower level-new roof, FY 2001
Roof	2003 – Built-up Asphalt 2013 – Built-up Asphalt (Dental)		Upper level – new roof, FY 2003 Roofing done by Kline Roofing - 20-year warranty Roofing of courtyard for renovation by Carson Roofing. Coordinated by Kline Roofing to retain warranty. Original building was 76,003 SF. With renovations enclosed courtyard and removed enclosed greenhouse area. Net SF gain was 12,729
HVAC	Central Plant Roof top		
Renovations	2003, 2007		
Address	20106 Shea Drive		

Comments:
Building Renewal began January 2007, completed February 2009.
Separate chillers served the entire building of zoned rooftop and air handling units. Heat is supplied by central loop. Fan coil units were used in offices and classrooms against exterior walls.
HVAC upgrades with renovation include placing both heating and cooling on central plant and adding energy management system control and monitoring.

Unique functions: Houses IT Department with campus servers
Houses Allied Health Sciences Department, including Nursing, Radiography, Dental Assisting, Phlebotomy, and others, with associated labs.
Houses Reprographics Department Valley Eatery, Mailroom, Central Store
Houses Bio-tech lab, Industrial Technology lab, EMT ambulance trainer, conference center, tiered lecture hall.

HEGIS: (CP-Renovated)		Square Footage:	
Classroom:	5,727	Net:	65,007
Lab:	23,945	Gross:	91,281
Office:	11,511	Efficiency:	.68
Study:		Floors:	2
Special Use:		Constructed:	1967
General Use:	11,580	Renovated:	2007-09, 2013
Support:	9,379		
Other Org:			

FUNCTIONS: This building houses Allied Health Sciences, including Nursing, Certified Nursing Assistants, Radiography, Phlebotomy, Dental Assisting and Paramedic Training. It also houses the IT Department (including servers), Reprographics, Continuing Education, the mail room and Central Store, and the Valley Eatery. It also houses Industrial Technology, and a conference/meeting center.

DEFICIENCIES: The mailroom is currently located in the center of the building making large deliveries difficult. Plans to relocate this area to a new operations building are outlined in Section 6, Priority #8. Roof leaks are also an ongoing problem in this building. The boiler drains on the chilled water loop and continuously freezes.

LIFE SAFETY & ADA: This building is fire and ADA compliant.

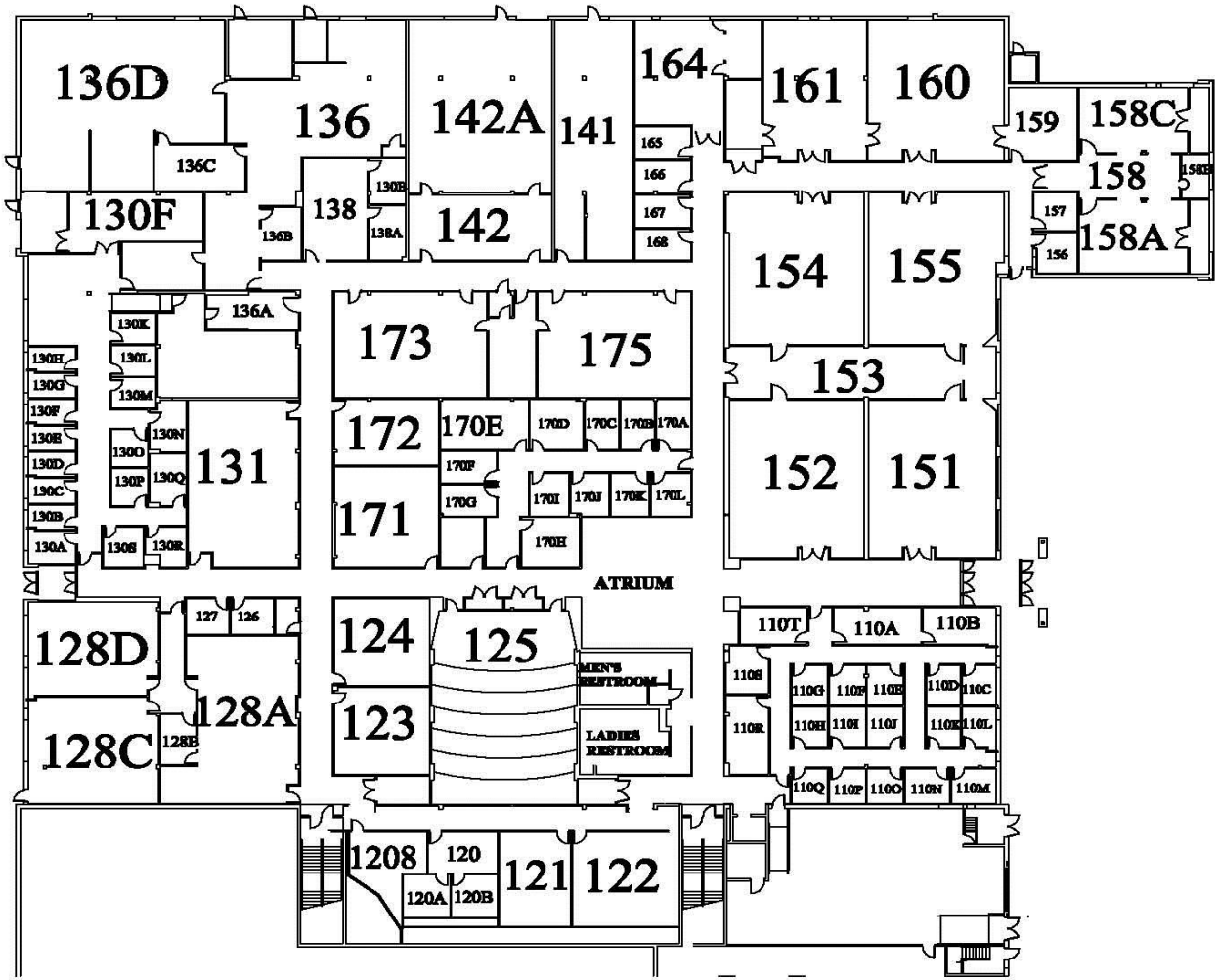
IMPROVEMENTS: Completed February 2009, the Career Programs Building was completely renewed. It was torn down to the shell in a phased project and totally renovated. As part of the renewal, all capital equipment was replaced, the building was put on the campus central heating and cooling loop and an elevator was installed. In 2011 Radiography was relocated to create a Medical Assisting classroom. A well was drilled next to the Central Plant and is used for the fountain. Construction was completed in the lower level of the CP for a Dental Hygiene Program in 2013.

2014 – Repainted the lobbies
Added an additional 20 circuits to the server room
Rebuilt the sewer pump

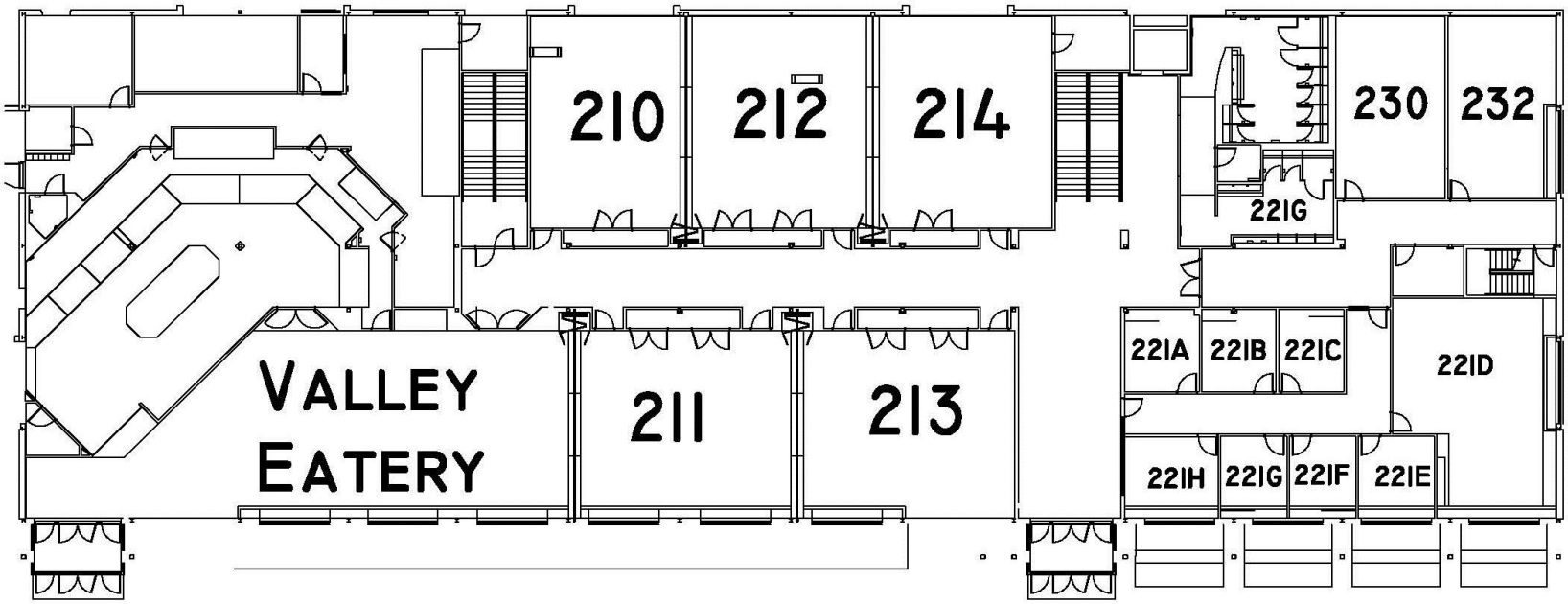
2015 Installed chair rail in the conference rooms on the second floor.

TEN YEAR CIP: The College is planning a roof replacement as part of a multi-roof CIP for FY25-26. Details of the project are in Section 6, Priority # 10.

Career Programs Building (CPB)
1st Floor



CAREER PROGRAMS BUILDING
2ND FLOOR



CAREER PROGRAMS STORAGE

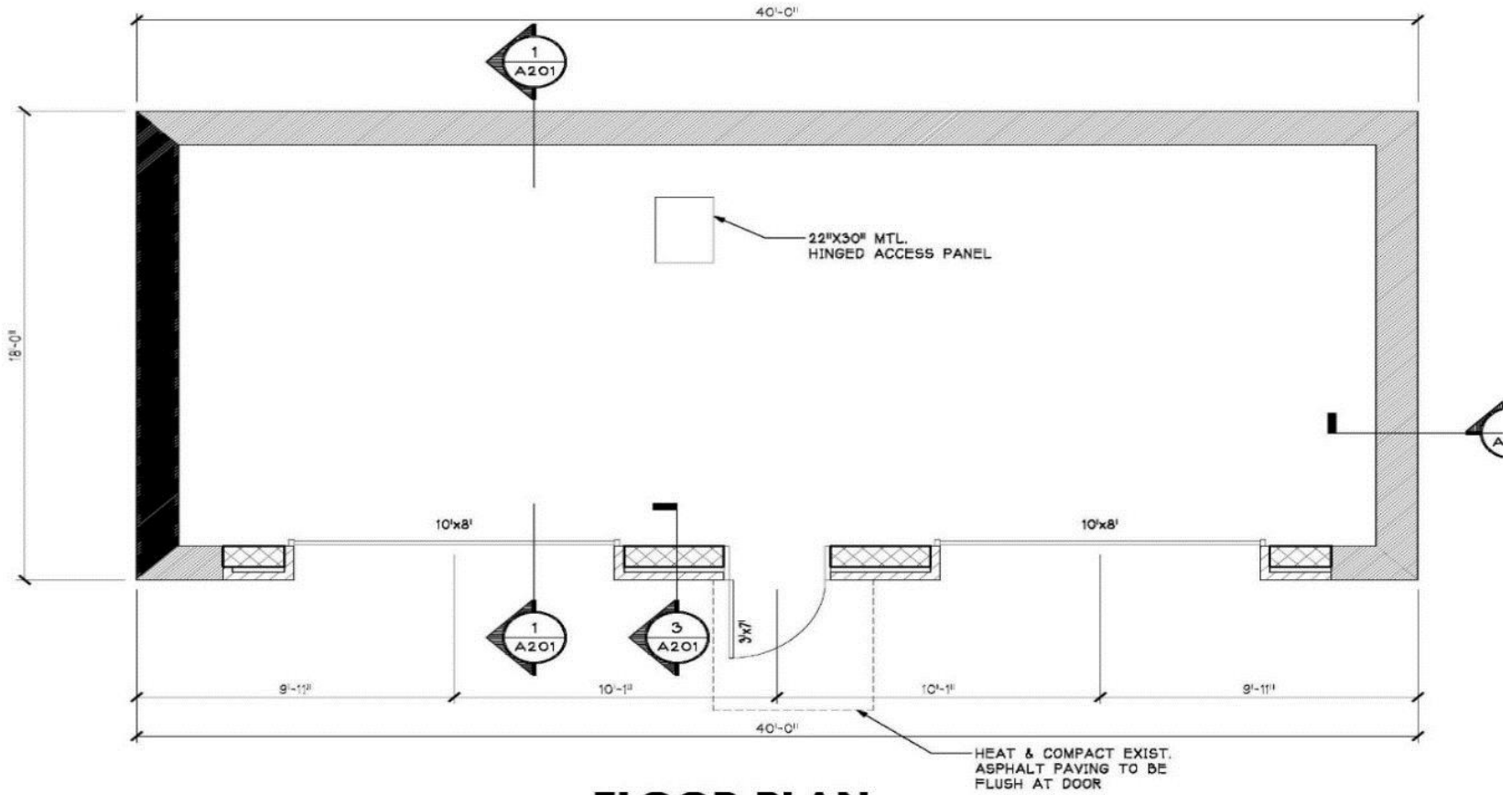
Year Built	2010		Comments
GSF	720		All concrete and cement block building. Slab on grade foundation Shingle roof Electric heat
Roof	Original - shingle		
HVAC	None		
Renovations	None		
Comments: Originally was dumpster pad for the CPB			
Unique functions: Houses the catering cart and publications			

HEGIS: (MES)		Square Footage:	
Classroom:		Net:	720
Lab:		Gross:	720
Office:		Efficiency:	1.0
Study:			
Special Use:		Floors:	1
General Use:		Constructed:	2010
Support:	720		
Other Org:			

FUNCTIONS: This structure was built to address some of the storage requirements for the Food Services and Public Iinformation departments. One side of the building will house the food services catering cart. Electric heat has been installed in order to keep the cart from freezing during extreme cold periods.

DEFICIENCIES: The building was not intended to meet the total campus storage requirements. The building has minimal environmental controls, limiting storage of items that cannot get too hot or too cold.

LIFE SAFETY & ADA: Compliant



FLOOR PLAN

1/4" = 1'-0"

CENTRAL PLANT

Year Built	1966		Comments
GSF	3,830		2-pipe heating loop replaced with a 4-pipe, heating and chilled water loop (2000) Cooling loop Upgraded with two VAV drive units (2000) Sand filter system installed for the central loops. Stack replaced 2006 Monitored and controlled by energy management system CP hooked up to cooling loop (June 2008) 2 Rollup doors on the north end installed (2008) Drilled a 200ft. well next to the central plant to use in the cooling towers. Installed cyclone filtering system for sediment control (2012) An additional ,144 GSF was added existing building to accommodate an additional chiller A new water softener was installed for the domestic water **<u>Boilers</u>** 1- 200 hp Cleaver Brookes boiler Installed 1990 1 new 400 hp Cleaver Brookes boiler (2004) Boiler Oil Tanks Removed (August 2008) Removed original 400 hp Kewanee boiler (2010) 5 – Harsco Max C3000 Boilers installed (2011)
Roof	2006 - Modified Bituminous Membrane Heidler Roofing 20-Year GAF Warranty		
HVAC	Central Plant		
Renovations	2000, 2015		
Address	20110 Shea Drive		

			Chillers 2 -200-ton McQuay chillers and towers installed 2000 removed 2011 A York 500-ton chiller and tower was installed 2001 / removed 2014 1 – 350-ton McQuay chiller removed 2008 1 - 350-ton York Screw Chiller installed 2008 / removed 2011 1 – 650 ton McQuay Variable Speed Chiller installed 2011 2 – 250 ton cooling towers 1 – 300 ton cooling tower 3 – 100 HP Bell & Gossett chilled water pumps installed 2015 3 – 100 HP Bell & Gossett condenser water pumps installed 2015 2 – 600 ton cooling towers installed 2016
Comments: The Central Plant Heating and Cooling Capacity were evaluated as part of the planning for Arts and Science Complex and the addition to the Kepler Theater, and the chilling capacity was found to be deficient. Improvements were made in heating and cooling (see below). A new well was drilled and will be used in the cooling tower. Catastrophic failure of York 500-ton Chiller removed and temporary air-cooled chiller rented through cooling season.			

HEGIS: (CNP)			
Classroom:	N/A	Square Footage:	
Lab:			
Office:		Net:	
Study:		Gross:	3,830
Special Use:		Efficiency:	.0
General Use:			
Support:		Floors:	1
Other Org:		Constructed:	1966

FUNCTIONS: This building houses the boilers and circulating pumps for generating and distributing hot water for heating. The chillers and circulating pumps are located in this building as well. The heating and cooling equipment support the central loop system.

DEFICIENCIES: Renovations to the Central addressed the cooling issues with addition of two new 600-ton chillers

ADA: Very tight spaces near the back area of the Central Plant can be sometimes difficult for someone with a disability.

IMPROVEMENTS:

Heating:

1966: The central plant was originally built with 2 boilers and no chiller.
1990: A third small boiler was installed.
2004: One original boiler was replaced with a new 400 hp Cleaver Brookes boiler.
2010: The last original Kewanee Boiler was removed.
2011: 5 high efficiency condensing boilers were installed that can be operated all years without using the large boiler to control the humidly problems that we have experience throughout campus with the renovated buildings.
Variable Frequency Drives were installed on the hot water pumps
Replaced 5 tubes on the 400-ton Cleaver Brooks Boiler
2012 Replaced 2 tubes on the 200-ton Cleaver Brooks Boiler

Cooling

2000: New central chillers and circulating pumps (900 ton) were installed.
2008: 350 ton York Chiller installed
2011: Removed two – 200 ton McQuay Chillers and the 350 ton York Chiller
2011: Installed 650 ton McQuay Variable Frequency Chiller
Installed a cyclone loop filtering system
Changed the medium in the large cooling system
2012: A 200 ft. well drilled to be used in the cooling towers
Water installed to be used along with a new water softener.
2013 New piping and valve system for the ASA / LRC / CP
2014 Installed an I-Beam
Removed 350-ton York Screw Chiller due to catastrophic failure
Started planning process with A/E to install two new chillers and towers
2016 Installed two Carrier 700 ton chillers. The new chillers along with the existing McQuay chiller has combined total of 2,050 cooling capacity
Installed two 600 ton cooling towers and reconfigured the three existing cooling towers for a combined total of 2,150-ton condensing cooling capacity

TEN YEAR CIP: The College is also planning a roof replacement on the original portion of the Central Plant as part of a multi-roof CIP in FY25-26. Details of the CIP are provided in Section 6, Priority # 10.

Kepler Theater / Performing and Visual Arts Education Center

Year Built	1978		Comments
GSF	37,476		New roof by Kline Roofing, 20-year John Mansville warranty over existing theater structure (house and backstage) (2004) Original roof on the Performing and Visual Arts Education Center (PVAEC) by Kalkrueth Roofing, 20-year Firestone warranty, 3 ply modified bitumen. (2012) A new PVAEC addition was added to the existing Kepler Theater in 2012.
Roof	2004 – Built-up Asphalt (Theater) 2011 – Built-up Asphalt (PVAEC)		
HVAC	Central Plant		
Renovations	2004, 2012		
Address	11512 Kepler Drive		

Comments:
Kepler has two rooftop units AHU 3 and AHU 7
Stage set workshop has AHU 1, AHU 2, AHU 4.
AHU 6 is in the basement and it supplies black box theater and art classrooms.
Classrooms and offices use VAV's to supply heating and cooling.
All systems controlled by Energy Management System.
Fan coil units in the entrances to the building.

Unique functions: 500 seat auditorium, dance studio/black box and the campus gallery

HEGIS: (KPR)		Square Footage:	
Classroom:	4,016	Net:	23,252
Lab:	6,117	Gross:	37,476
Office:	1,976	Efficiency:	.62
Study:			
Special Use:		Floors:	2
General Use:	11,143	Constructed:	1978
Support:		Renovated:	2012
Other Org:			

FUNCTIONS: The Atlee C. Kepler Theater houses a stage, music practice rooms, dressing rooms, and a workshop. The theater seats approximately 500 persons. The PVAEC supports the humanities department with art studios, dance studio/black box theater, music rooms both individual and ensembles. The humanities faculty has been relocated to the building. The lobby also doubles as the College's gallery with special walls and display cases.

DEFICIENCIES: None

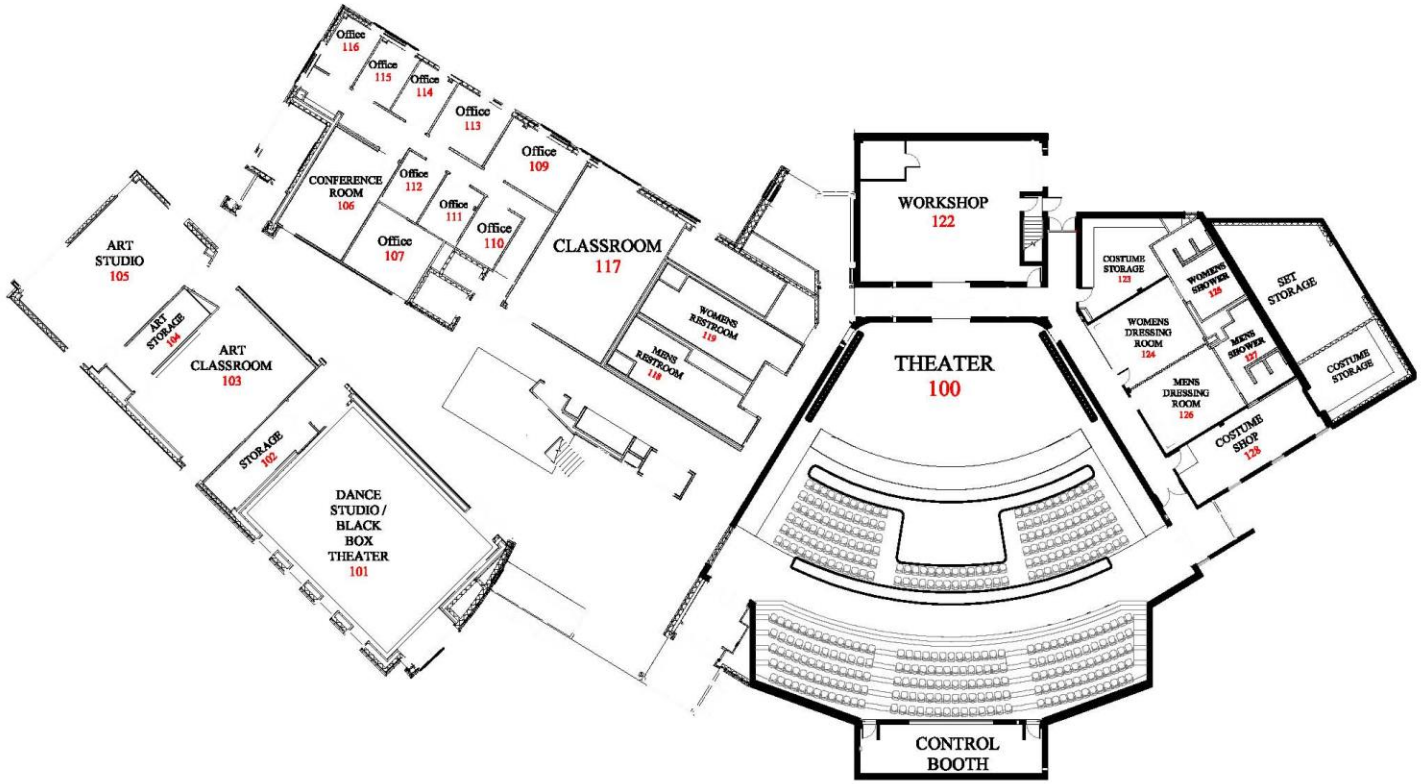
ADA: None

IMPROVEMENTS: 2004: A new roof was installed over the original Kepler Theater.

2012: A complete renovation of the existing theater and an addition was added to the theater.

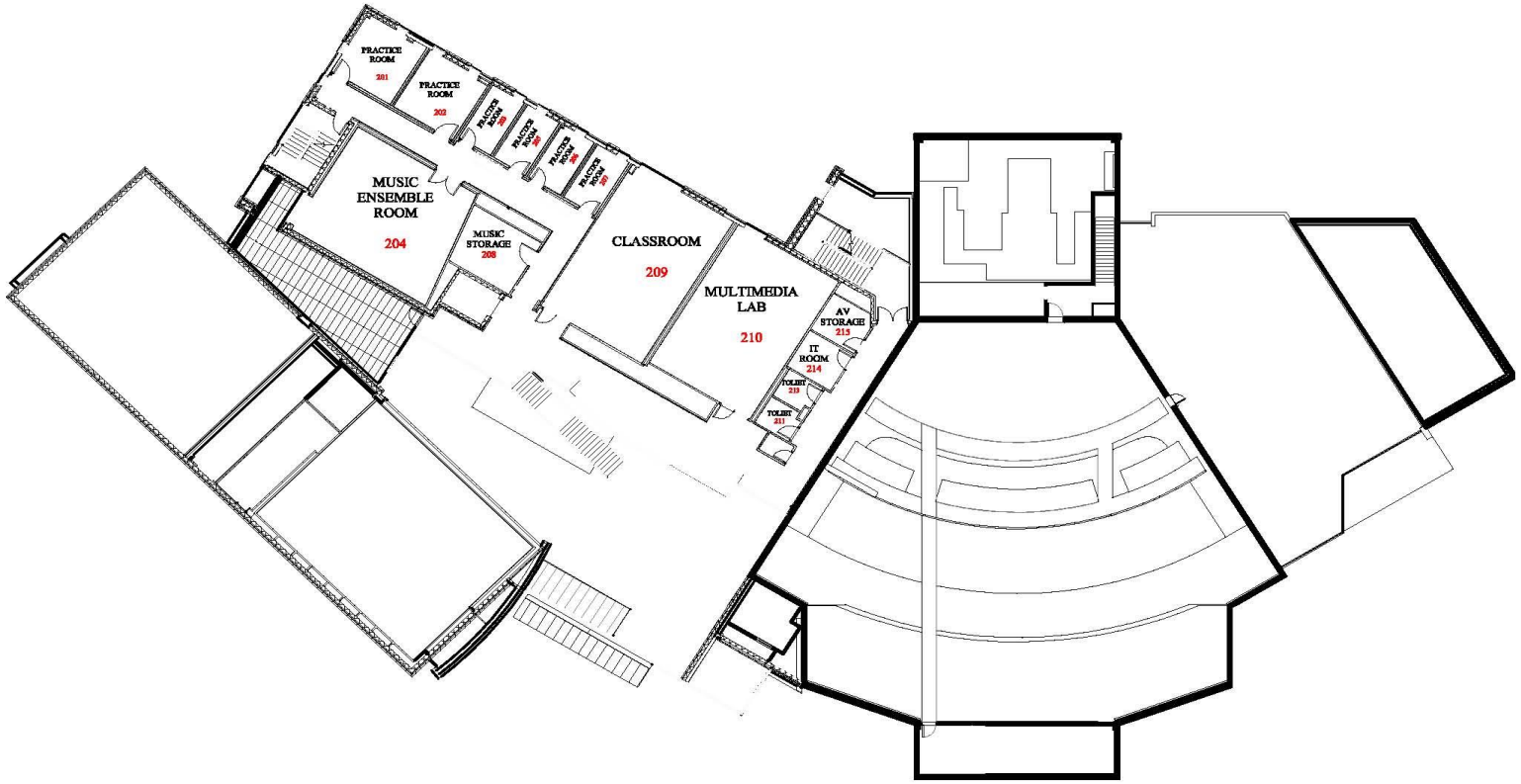
TEN-YEAR CIP: The College is also planning a roof replacement over the original part of the theater as part of a multi-roof CIP in FY25-26. Details of the CIP are provided in Section 6, Priority #10.

Building – Theater



PERFORMING AND VISUAL ARTS EDUCATION CENTER
AT KEPLER THEATER
1ST FLOOR

Building – Theater



PERFORMING AND VISUAL ARTS EDUCATION CENTER
AT KEPLER THEATER
2ND FLOOR

LEARNING RESOURCE CENTER

Year Built	2000		Comments
GSF	57,741		Roof by Tri-state roofing. Snowbirds installed on metal barrel roof by Kline Roofing, FY 2007 Houses the campus library and the testing center.
Roof	Original – Built-up Asphalt		
HVAC	Central Plant		
Renovations	2004, 2017		
Address	11432 Academic Blvd.		
Comments: All heating and chilled water supplied by Central Plant 4-tube loop system. 3 air handling units with variable drives and fin tube radiant heat on outside walls of all three floors. Monitored and controlled by energy management system.			
Unique functions: None			

HEGIS: (LRC)		Square Footage:	
Classroom:	7,881	Net:	40,400
Lab:	2,992	Gross:	57,741
Office:	7,203	Efficiency:	.70
Study:	12,248		
Special Use:	250	Floors:	3
General Use:	40	Constructed:	2000
Support:	4,639		
Other Org:			

FUNCTIONS: The building houses the William M. Brish Library, the Testing and Tutoring Center, with placement testing areas, basic skills laboratories and tutoring rooms, Firearm Simulation System and general instruction space with nine classrooms and three computer and one distance learning laboratories. The building cost roughly $8.3 million to build.

DEFICIENCIES: The barrel roof leaks and needs to be repaired. The HVAC controls of the building need to be upgraded for better energy efficiency.

IMPROVEMENTS:

2009: Roof leaks were addressed and repaired in the area of room 201.

2010: New ADA exterior doors were replaced on the 2nd floor.
Thirty three VAV controllers on the 3rd floor were replaced.

2011: New ADA exterior doors were replaced on the 1st floor.
New firearms simulation classroom was created
Vice President of Academics office was renovated

2012 1st Section of the Testing Center was expanded

2013 2nd Section of Testing Center was expanded
New section of sidewalk installed from front of campus to LRC
LRC installed piping system for HVAC

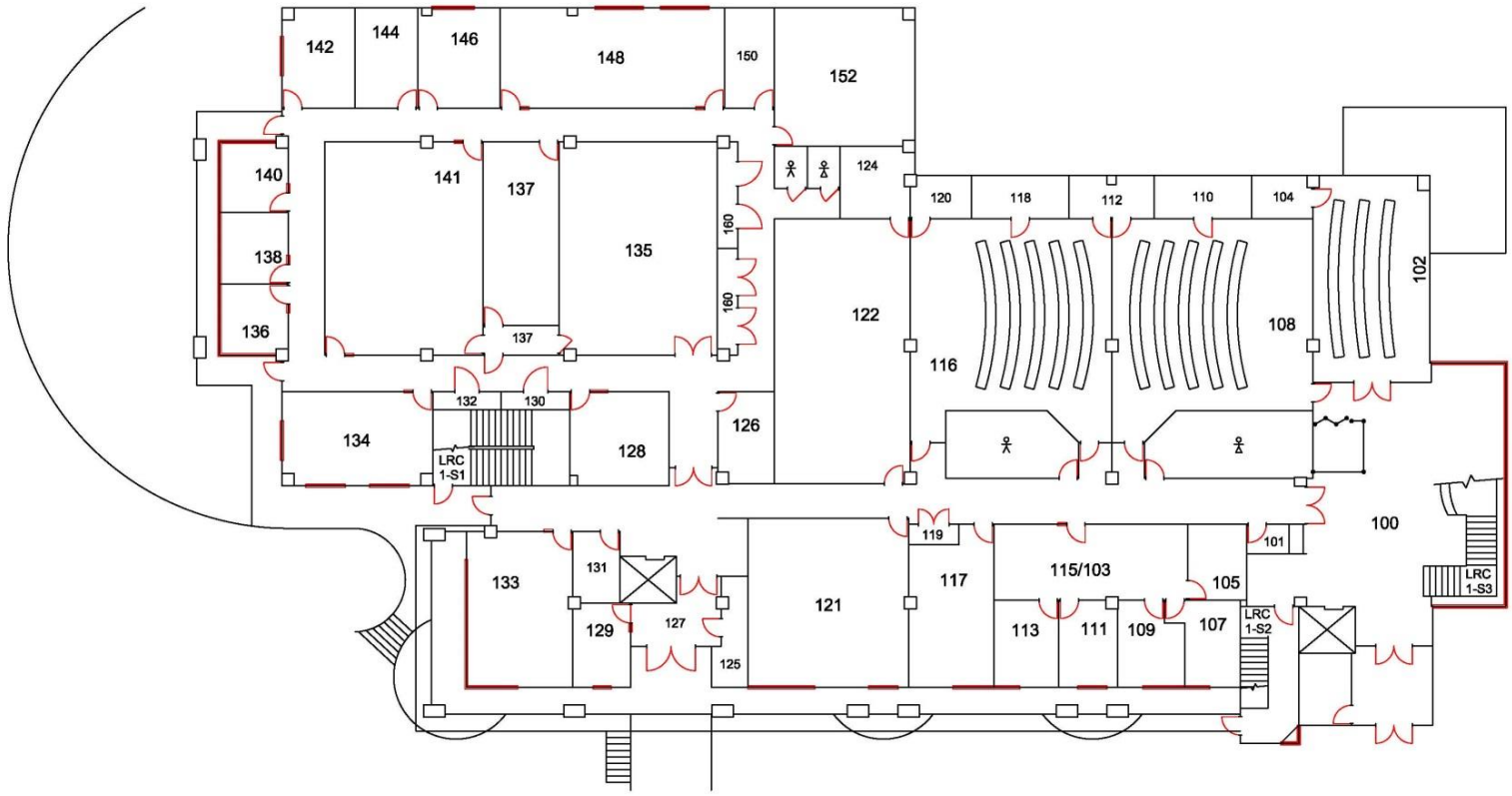
2015 Repaired second floor conference room and stairway roof along with the downspouts of the barrel roof.
Installed split system HVAC units in the three testing center rooms and the computer lab.
The renovated Student Center is now connected to the LRC in location of the former stacks of the Library. Until this area is renovated for the Middle College we have created a walkway to the elevator to maintain pedestrian flow for ADA compliancy.

2016 Renovations of the LRC that included a complete renovation of the second floor that included connecting the LRC to the Student Center, downsizing the Library and creating Middle College Space, and four classrooms. First floor renovations were an expanded Campus Police office suite and three new offices. All other areas of the building were cosmetic with new flooring, paint and furniture.

LIFE SAFETY & ADA: Compliant

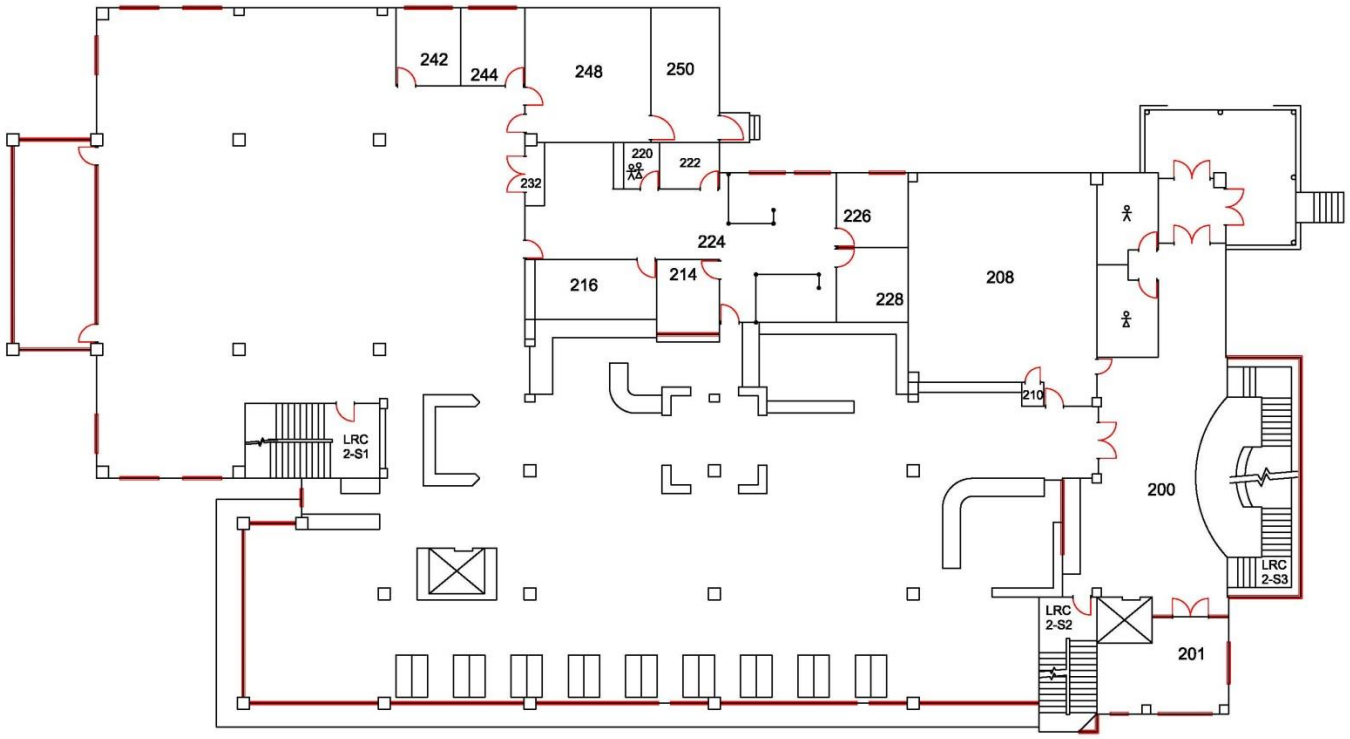
10 YEAR CIP: The College is also planning a new exterior panel system and roof replacement CIP in FY20. Details of the CIP are provided in Section 6, Priority # 5.

Building – Learning Resource Center



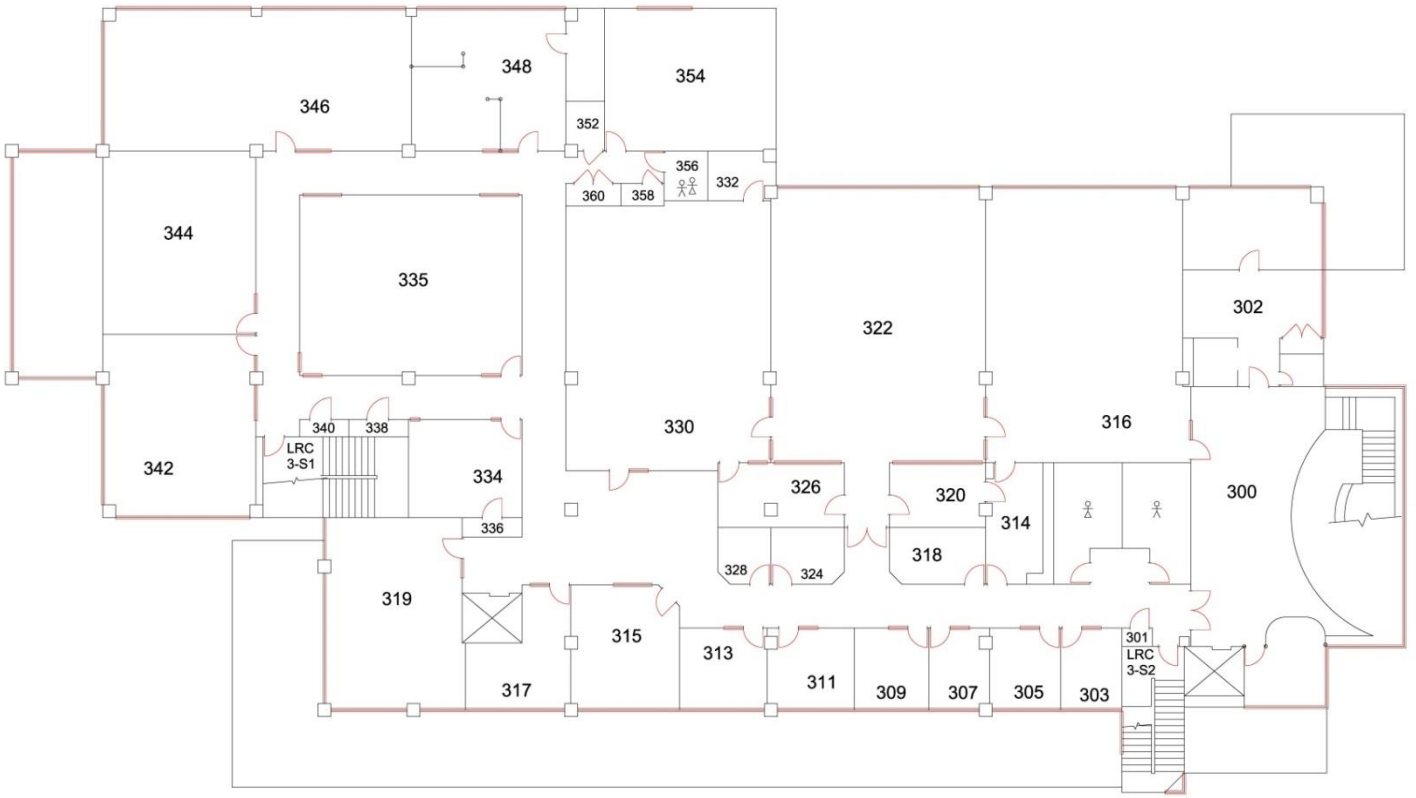
LRC 1st Floor

Building – Learning Resource Center



LRC 2nd Floor

Building – Learning Resource Center



LRC 3rd Floor

LEARNING SUPPORT CENTER

Year Built	1966		Comments
GSF	17,732		New roof 2006 Heidler Roofing, 20-year GAF warranty
Roof	2006 - Membrane		Through-the-wall fan coil units on outside walls and air handling unit supplied by Central Plant heating and chilled water loop to heating and cooling coils. Monitored and controlled by energy management system. Complete renovation began January 2012 to convert the building into a College Learning Center
HVAC	Central Plant		
Renovations	1992, 2012		
Address	20108 Student Circle		
Unique functions: The new Learning Center will house all of the different learning centers across campus including Science, Mathematics, English and Computer.			

HEGIS: (SCI)		Square Footage:	
Classroom:	2,615	Net:	10,973
Lab:		Gross:	17,732
Office:	1,311	Efficiency:	.62
Study:	7,047		
Special Use:		Floors:	1
General Use:		Constructed:	1966
Support:		Addition:	1990
Other Org:		Renovated	2012

FUNCTIONS: The building houses all of the different learning centers across campus in one location (Mathematics, Science, IT, and English). The Learning Center will hold over 200 students at one time. There is also a tiered classroom in the building for 60 people.

DEFICIENCIES: None

ADA: Compliant

IMPROVEMENTS: 1990 Addition added to the building

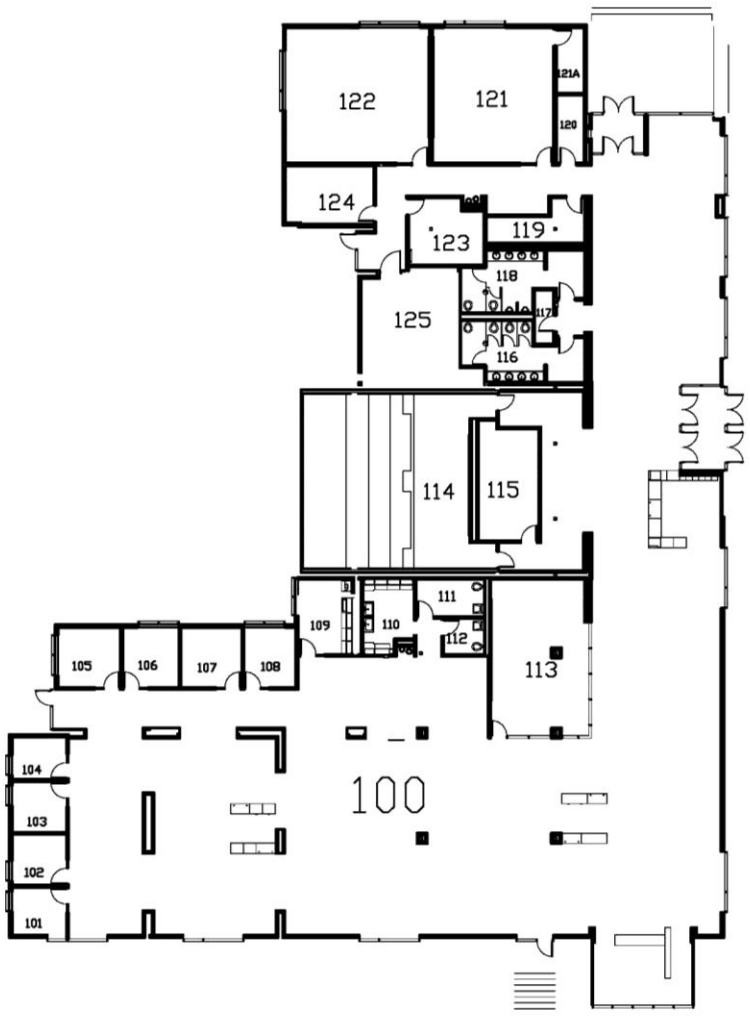
2006 roof replaced

2012 complete renovation of the building.

2013 Room 121 was divided into 3 seminar rooms

TEN YEAR CIP: The College is also planning a roof replacement as part of a multi-roof CIP in FY25-26. Details of the CIP are provided in Section 6, Priority # 10.

Building – Learning Support Center



LEARNING SUPPORT CENTER
(LSC)

MAINTENANCE EQUIPMENT STORAGE

Year Built	2006		Comments
GSF	3,975		All metal building, including roof. Slab on grade foundation Two side extensions which were added 15'x 45' (675 sf) and 15' x 60' (900 sf) in the 2007 Electric heat, installation and additional electrical outlets installed on left extension in 2010 New ceiling was installed in 2013 Gas Heat installed in 2013 in main section
Roof	Original - metal		
HVAC	Gas Heat		
Renovations	None		
Comments: Includes original 40' x 60' plus side extensions which will be 15'x 45' and 15' x 60'			
Unique functions: Grounds equipment storage			

HEGIS: (MES)		Square Footage:	
Classroom:		Net:	3,975
Lab:		Gross:	3,975
Office:		Efficiency:	1.0
Study:			
Special Use:		Floors:	1
General Use:		Constructed:	2006
Support:	3,975	Renovations:	2010
Other Org:			

FUNCTIONS: This structure was built to address some of the storage requirements of the facilities department, as well as the need for space to store equipment and furniture during construction and renovation. The building is also used to store seasonal equipment such as snow plows and lawn equipment. Heat has been installed in one of the left extension so the area could be used as temporary housing of the theaters workshop while construction was ongoing in the theater.

DEFICIENCIES: The building was not intended to meet the total campus storage requirements. The building has no air conditioning, limiting storage of items that cannot get too cold. Due to the limited amount of space for maintenance equipment, a separate building would be useful to store the grounds equipment. Due to construction there has been a need for specialized ground equipment to be purchased and a need for storage of this equipment.

LIFE SAFETY & ADA: Compliant

10 YEAR CIP: NA

MOTORCYCLE STORAGE BUILDING

Year Built	2008		Comments
GSF	1,750		Storage for motorcycles for Motorcycle Training Course, Art, Industrial Technology, and College for Kids.
Roof	Original – Shingle		
HVAC	Forced Fan Electric Heat		
Renovations	None		
Unique functions: None			

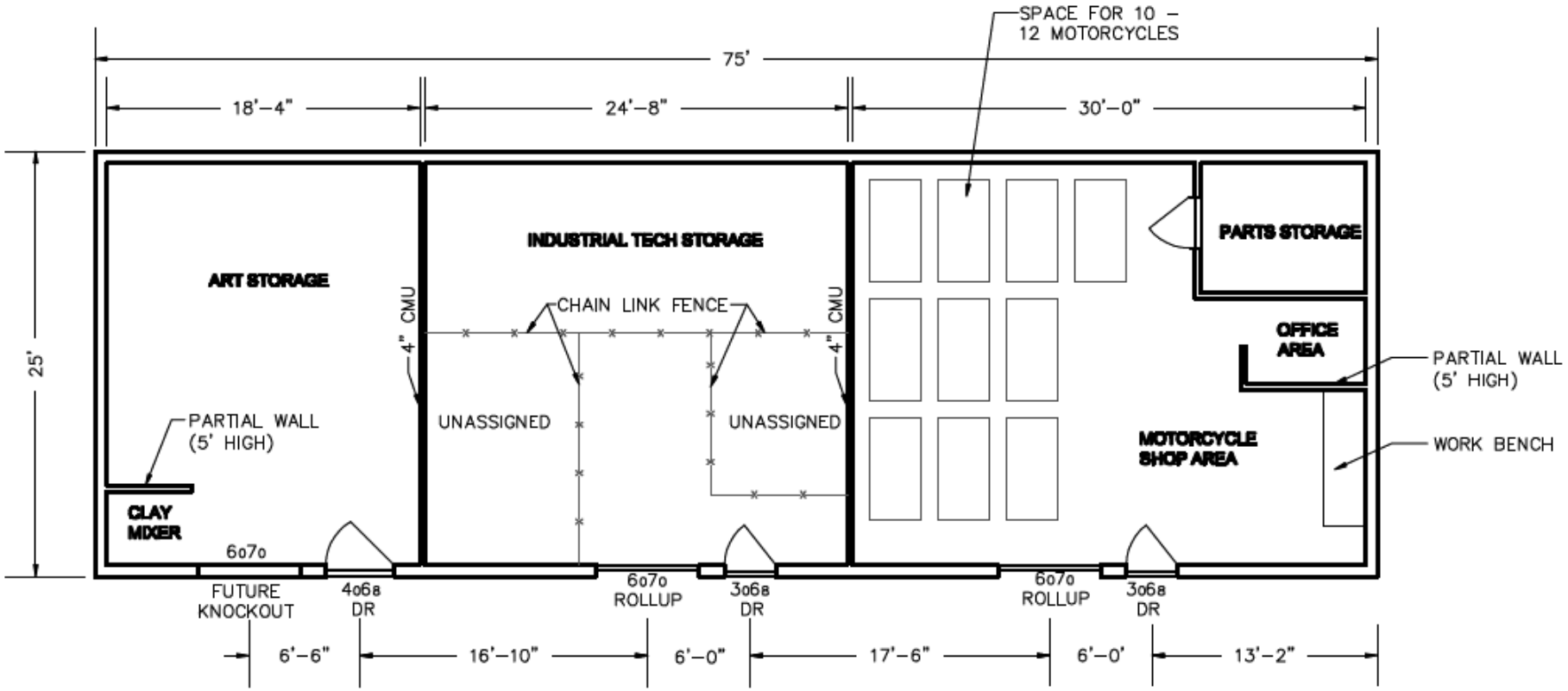
HEGIS: (MSB)		Square Footage:	
Classroom:		Net:	1,455
Lab:	598	Gross:	1,750
Office:		Efficiency:	.83
Study:			
Special Use:		Floors:	1
General Use:		Constructed:	2008
Support:	857		
Other Org:			

FUNCTIONS: This structure was built to address the need for secure storage of motorcycles used in the motorcycle training course. It also provides storage for Art and the Industrial Technology Program, which are immediately adjacent in the CP Building. This Building is sectioned off into 3 separate areas.

DEFICIENCIES: None

IMPROVEMENTS: 2011: Emergency lighting and exhaust fans were installed for motorcycle repair classes
Concrete pad installed next the building for motorcycle repair classes and also to house the kiln for the art classes
The building was rezoned to have motorcycle repair classes in this space

LIFE SAFETY & ADA: Compliant


SPACE FOR 10 – 12 MOTORCYCLES
75'
18'–4"
24'–8"
30'–0"
25'
ART STORAGE
INDUSTRIAL TECH STORAGE
PARTS STORAGE
4" CMU
CHAIN LINK FENCE
4" CMU
OFFICE AREA
PARTIAL WALL (5' HIGH)
PARTIAL WALL (5' HIGH)
UNASSIGNED
UNASSIGNED
MOTORCYCLE SHOP AREA
WORK BENCH
CLAY MIXER
6o7o
FUTURE KNOCKOUT
4o6s DR
6o7o ROLLUP
3o6s DR
6o7o ROLLUP
3o6s DR
6'–6"
16'–10"
6'–0"
17'–6"
6'–0'
13'–2"

FLOOR PLAN

ROBINWOOD CENTER

Year Built	1970		Comments
GSF	8,435		Shingles were replaced in 1992 Electric heat with air conditioning and through-the-wall heating/cooling electric units; new electric baseboard heat in pre-K classroom by offices. Windows were replaced in 2008
Roof	Shingle		
HVAC	Electric		
Renovations	1992 2008 – Windows Replaced		
Address	20111 Shea Drive		
Comments: The Washington County Board of Education for Pre-K and Kindergarten classes vacated the building in the Summer, 2011. Since the Campus Store has moved to the new Student Center this building is currently used for storage.			
Unique functions: None			

HEGIS: (RCC)			
Classroom:		Square Footage:	
Lab:			
Office:	925	Net:	4,964
Study:		Gross:	8,435
Special Use:		Efficiency:	0.59
General Use:	3,449		
Support:	590	Floors:	1
Other Org:		Constructed:	1970

FUNCTIONS: Originally this building was used by the Washington County Board of Education (WCBE) for Pre-K and Kindergarten education. In 2011 the Building was turned over the HCC and is currently being used for campus storage while we are renovating our buildings across campus.

DEFICIENCIES: The building needs complete upgrades, particularly the children's rest rooms, which need new partitions, paint, and up-to-date finishes. The roof does have leaks and has damaged the ceiling that needs to be replaced once they have been repaired. When HCC does move the Children's Learning Center this building it will require a complete renovation to make it an energy efficient building and to accommodate the College's needs. The building lacks good HVAC controls, updated electrical and plumbing some of these issues will need to be addressed before the College's bookstore can move into the building.

IMPROVEMENTS:

1992 Renovated

2010 Replaced seven through the wall HVAC units

2013 Designed ADA bathrooms
Reused exterior doors from renovated buildings
Replaced ceiling tiles

2014 Moved Bookstore to Robinwood Center until Student Center expansion is complete in Summer 2016.
Renovated adult restrooms
New lighting installed in the lobby and bathrooms
Installed new paneling

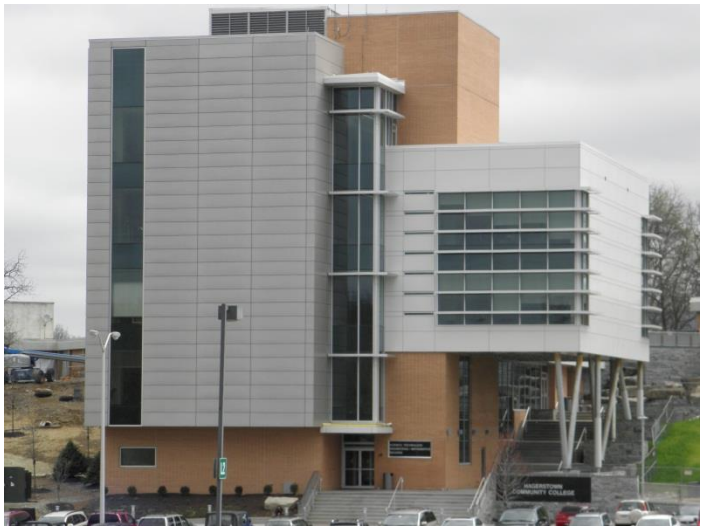
2015 Moved the Campus Store to the Student Center

2016 Converted this area to office space for grant funded positions

2017 Grant funded positions were moved back to ATC in order for the building can be converted into a Facilities Management and Operations Building in 2018

LIFE SAFETY & ADA: The fire alarm system does not work because of the lack of technology in the building not allowing it to communicate to main fire monitoring system. ADA access is barely minimal and will need to enter from the upper E parking lot

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) BUILDING



Year Built	2012		Comments
GSF	62,840		Original Roof 2011, City Roof, 20-year warranty, Firestone asphalt roofing sheets, 3ply modified bitumen. STEM has a custom designed rooftop air handler with VAVs on each floor (controlled by energy management system). The rooftop unit is supplied with chilled water and hot water from the Central Plant. Fan coil units are located in stairwells and at entrances in hallway. Separate split system air conditioning units are located in rooftop mechanical room and Telecom closets.
Roof	2012 - Membrane		
HVAC	Central Plant		
Renovations	None		
Address	20114 Student Circle		
Unique functions: Science Labs, Computer Labs, Alternate Energy Lab, Digital Instrumentation Lab and Classrooms			

HEGIS: (SCI)		Square Footage:	
Classroom:	7,555	Net:	36,064
Lab:	21,997	Gross:	62,840
Office:	5,060	Efficiency:	.57
Study:			
Special Use:		Floors:	5
General Use:	1,452	Constructed:	2012
Support:			
Other Org:			

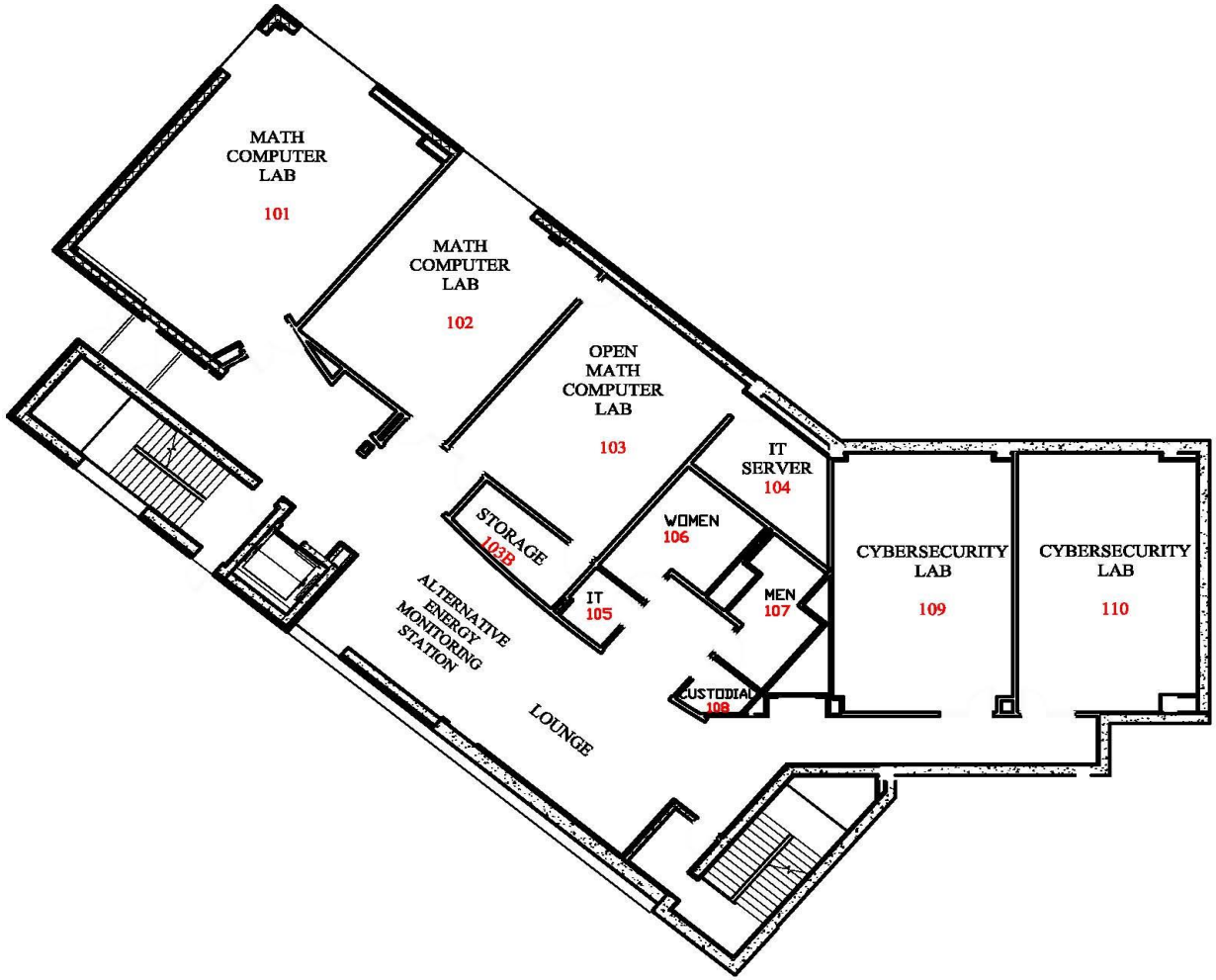
FUNCTIONS: This building contains 9 Science Labs: Engineering, Physics, Biology, Microbiology, Biotechnology, 2-Anatomy and Physiology, Organic Chemistry, and General Chemistry Labs. STEM also houses other labs that include Cybersecurity, Alternate Energy and Digital Instrumentation Lab along with 3 Computer labs. The remainder of the building is classrooms and faculty offices.

The STEM building is a state of the art building with green features throughout that includes two green roofs on the 3rd and 5th floors, water cisterns that are used for gray water in the restrooms on floors 3 – 5. Geothermal well was drilled for teaching in the Alternate Energy Lab. Solar panels are scheduled to be installed within the near future.

DEFICIENCIES: None

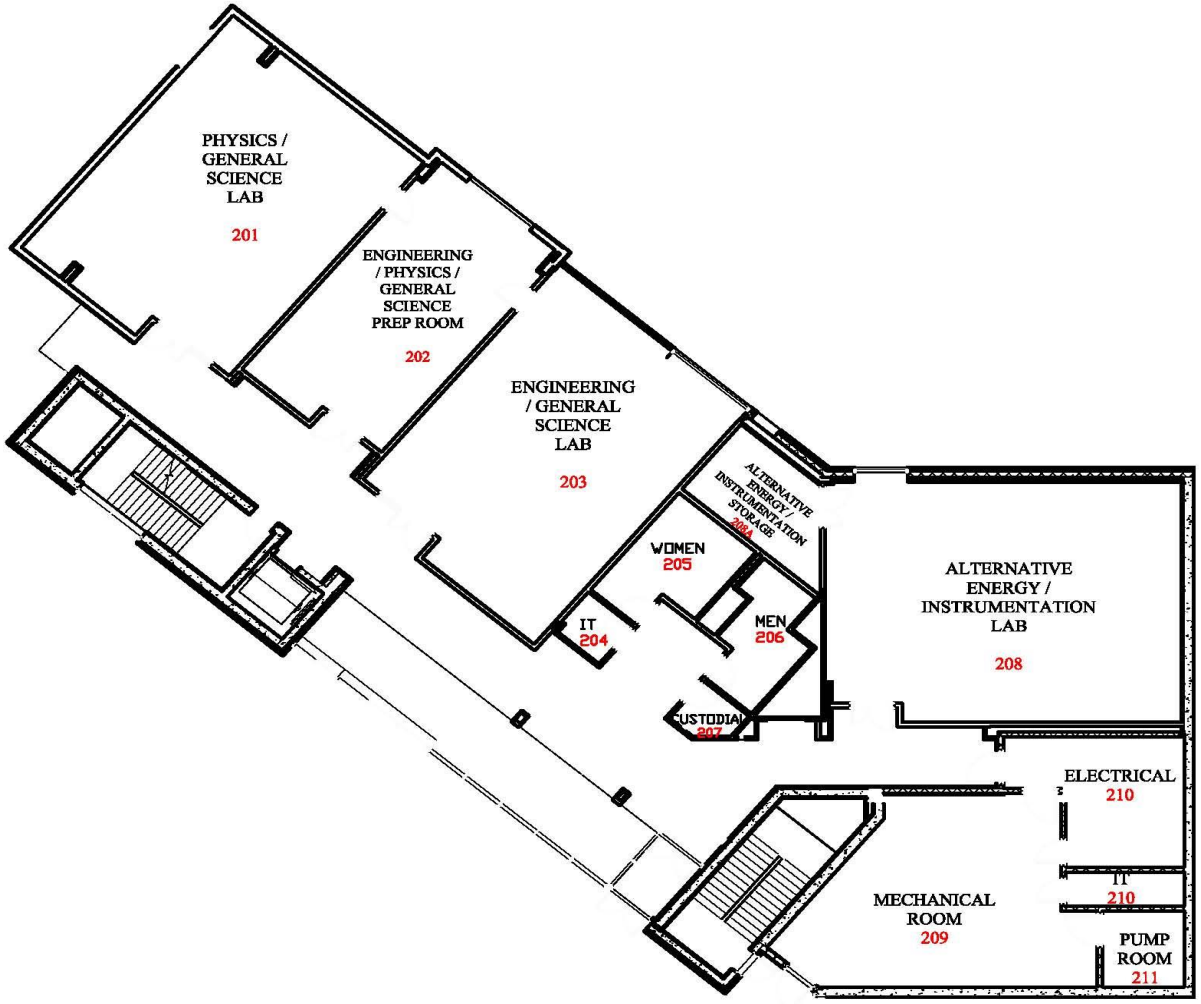
ADA: Compliant

IMPROVEMENTS: None



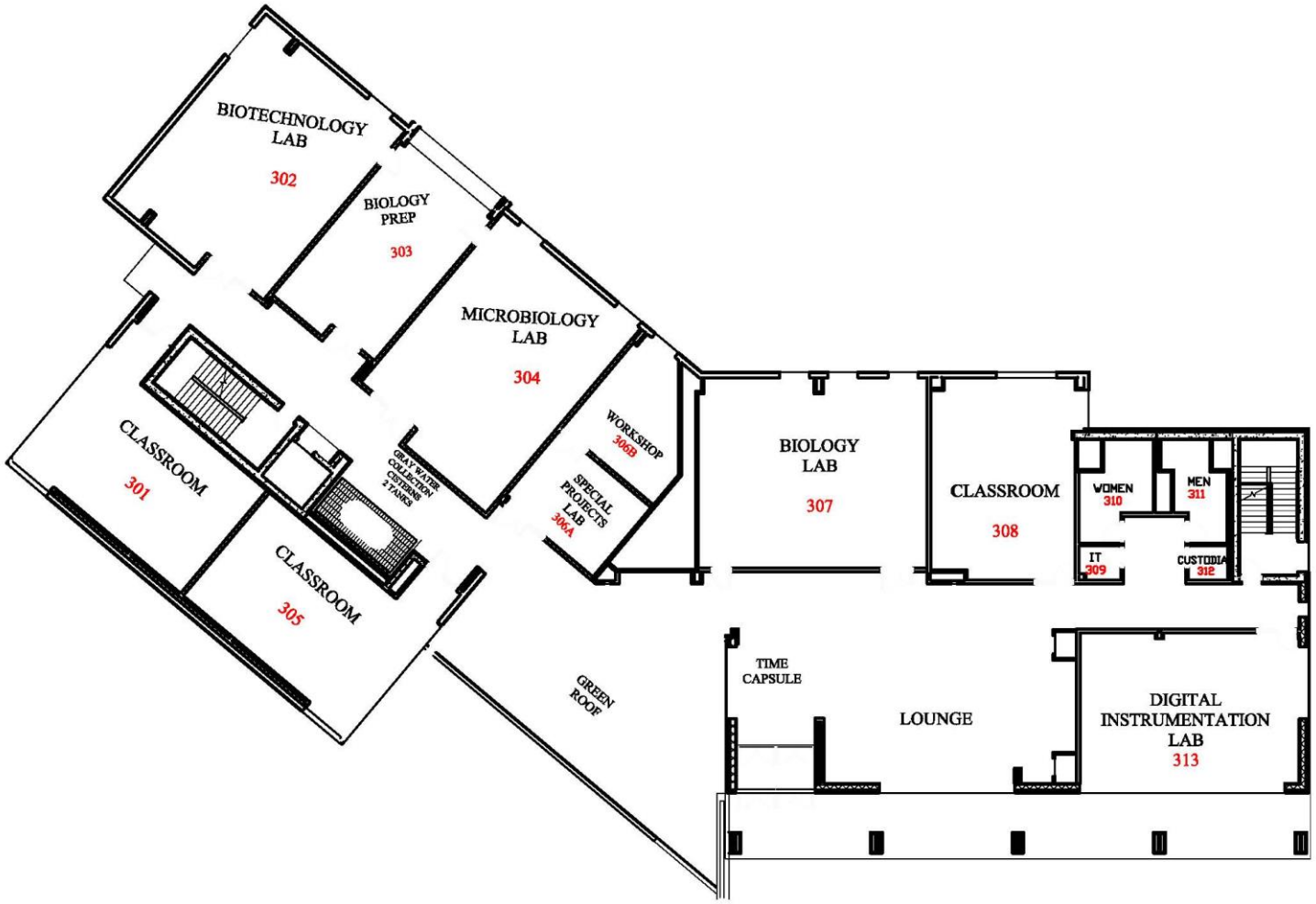
STEM 1ST FLOOR

Building – STEM

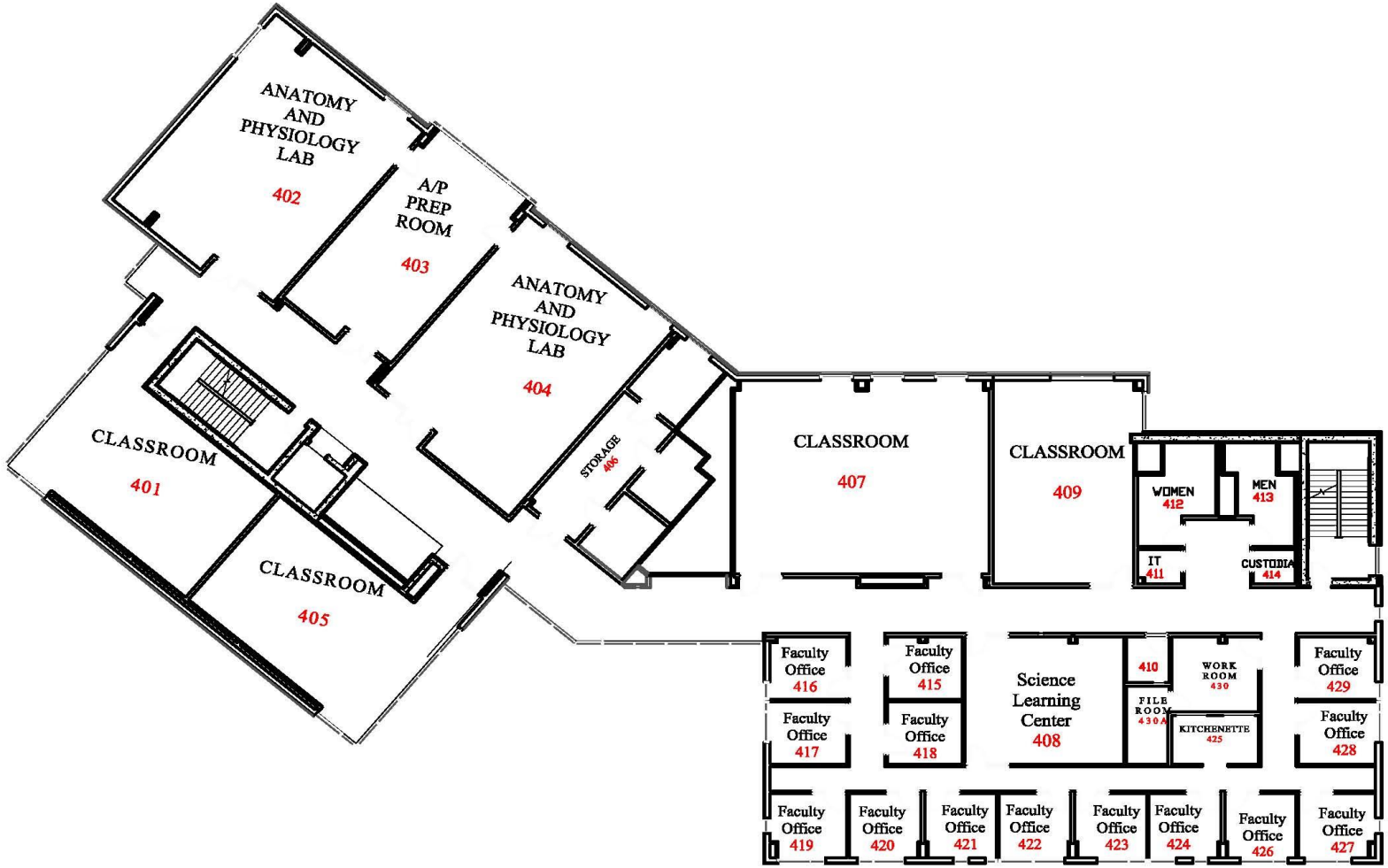


STEM 2ND FLOOR

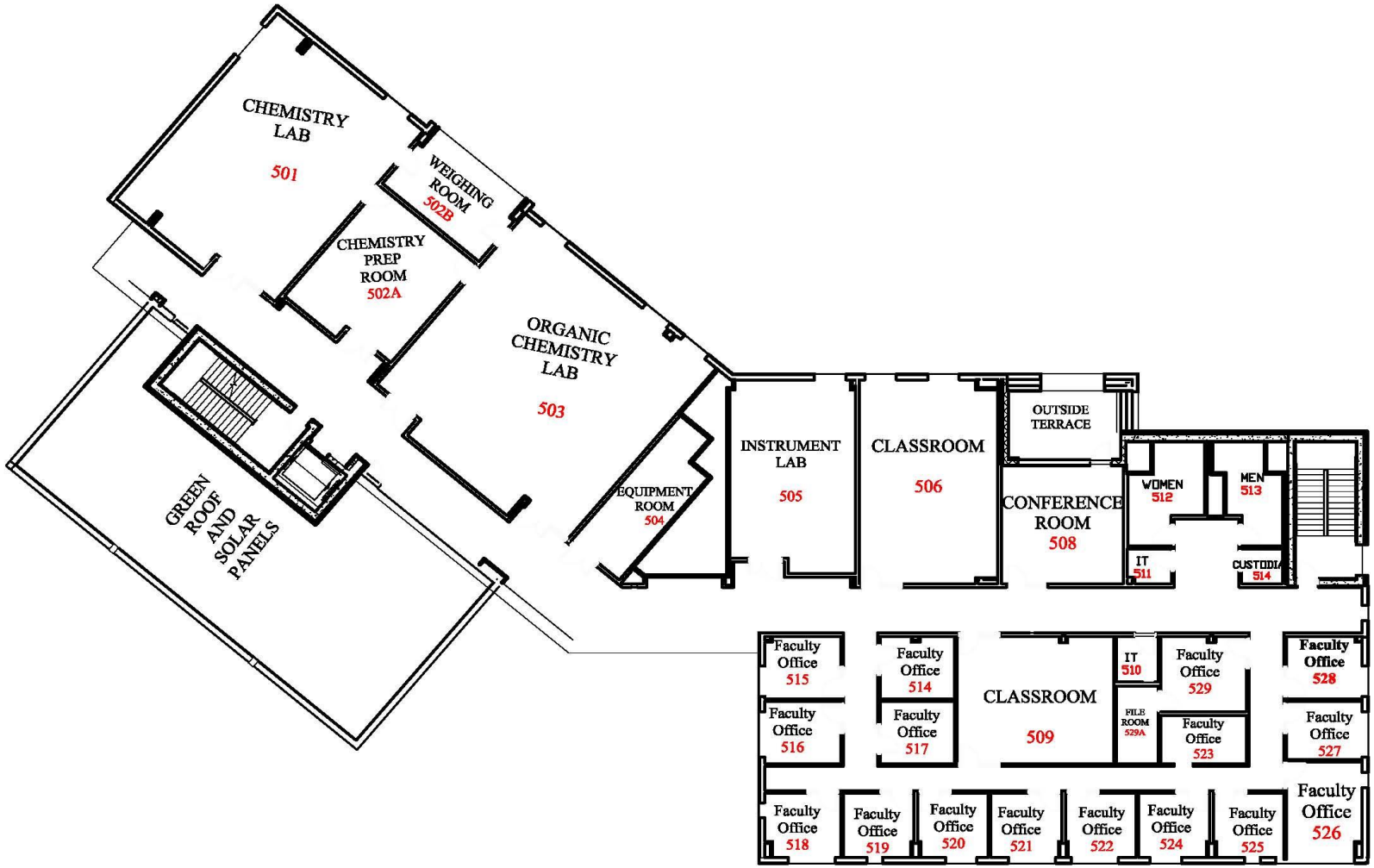
Building – STEM



STEM 3RD FLOOR



STEM 4TH FLOOR



STEM 5TH FLOOR

STUDENT CENTER

Year Built	1966		Comments
GSF	13,293 – Original 29,229 – Expansion (2015)		Houses Academic Advising, Campus Store, Hilltop Café and Hawk Eatery, and Student Government Association. Renovated 2002, 2015
Roof	2002 – Built-up Asphalt 2015 – PVC Fleece Backed (expansion)		
HVAC	Central Plant		
Renovations	2002, 2015		
Address	20101 Student Circle		
Comments: 2002 - The roof was replaced during renovations (2002) by Kline Roofing 20-year John Mansville warranty 2015 – The roof on the expansion is a single membrane PVC fleece backed roof manufactured by Carsile Roofing 2015 - The HVAC was completely updated and all through the wall units were removed and replaced with air handler units. Monitored and controlled by energy management system.			
Unique functions: Only Student non-academic space on campus			

HEGIS: (SC)		Square Footage:	
Classroom:		Net:	23,522
Lab:	565	Gross:	42,522
Office:	6,491	Efficiency:	.55
Study:	350		
Special Use:		Floors:	2
General Use:	14,598	Constructed:	1966
Support:	1,518	Renovated:	2002, 2015
Other Org:			

FUNCTIONS: In 2015 a two story expansion was added to the existing building that houses Hawk Café, Hilltop Grill, expanded dining, Campus Store and Student Government Association. The existing building was renovated during at the same time and Academic Advising was relocated to the building. Also located in the building is the Dean of Student Affairs. The building now has a connector bridge to the LRC. In the expansion there is a basement that houses the air handler units and several storage areas.

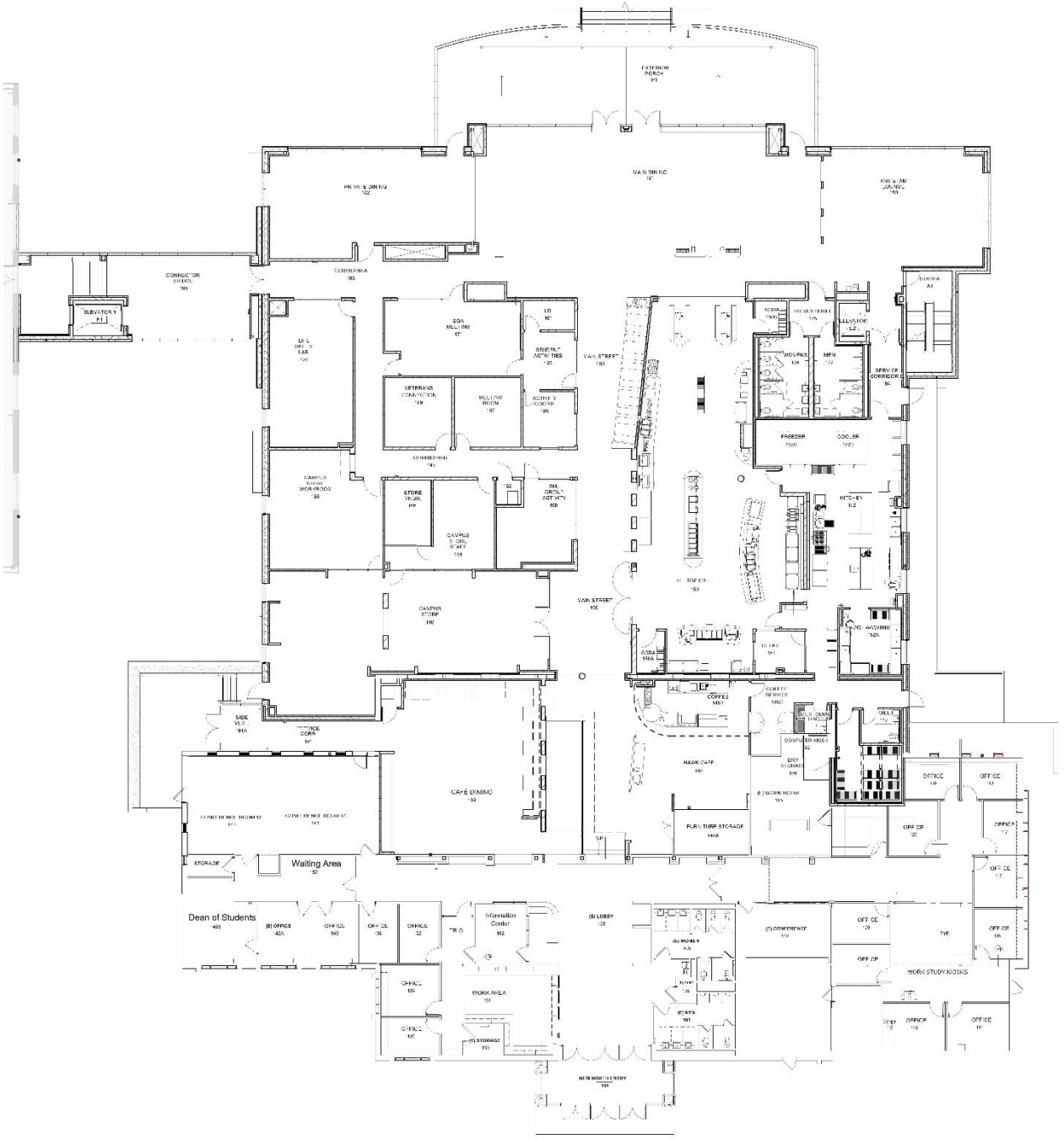
DEFICIENCIES: None.

IMPROVEMENTS: In 2015 the building was complete renovated and an 29,229 GSF addition added.

ADA: The building is ADA compliant.

TEN YEAR CIP: The College is also planning an adjacent parking lot to the Student center in FY18. Details of the CIP are provided in Section 6, Priority # 2.

Building – Student Center



TECHNICAL INNOVATION CENTER (TIC)

Year Built	1993		Comments
GSF	34,089		Roof Installed by Tristate roofing Building supplied by Central Plant heating/cooling loop. Attached to the Central Plant cooling loop in 2005. Rooftop units for second and third floors with fin tube radiant heaters on outside walls. One air handler unit supplies warehouse area; one small air handler supplies the glass walkway that attaches the ATC and TIC buildings. Stairways have electric, fan forced heaters. Air handlers and roof top units controlled and monitored by the energy management system.
Roof	1993 (Original) – Built-up Asphalt 2008 – TPO (wet labs)		
HVAC	Central Plant		
Renovations	None		
Address	20140 Scholar Drive		
Comments: 4000 SF wet lab addition completed February 2008 houses Bio-Tech start-up firms. Replacement of windows on the north side was completed in June 2008. New rooftop energy efficient variable frequency drives installed on rooftop units 2011 TIC was connected to the Energy Management System 2011 Reconnected the chillers to a new cooling tower 2013			
Unique functions: This building serves as a business incubator.			

HEGIS: (TIC)		Square Footage:	
Classroom:		Net:	22,262
Lab:		Gross:	34,089
Office:	1,293	Efficiency:	.65
Study:			
Special Use:		Floors:	3
General Use:		Constructed:	1993
Support:			2008 (Labs)
Other Org:	20,969		

FUNCTIONS: The TIC offers entrepreneurs, start-up manufacturers, and technology oriented firms, low rent facilities and services for use in their first critical years. Office suites, open manufacturing space, wet labs, and conference areas are available with infrastructure support for advance telecommunications needs.

DEFICIENCIES: A separate cooling system is needed for the wet labs because of the need for a constant temperature. The inside variable frequency drives need to be replaced. New EMS system is needed for the building. The cooling capacity in the Central Plant was not large enough to support all of the buildings on the loop the College and we reconnected the chiller and cooling tower located within the building.

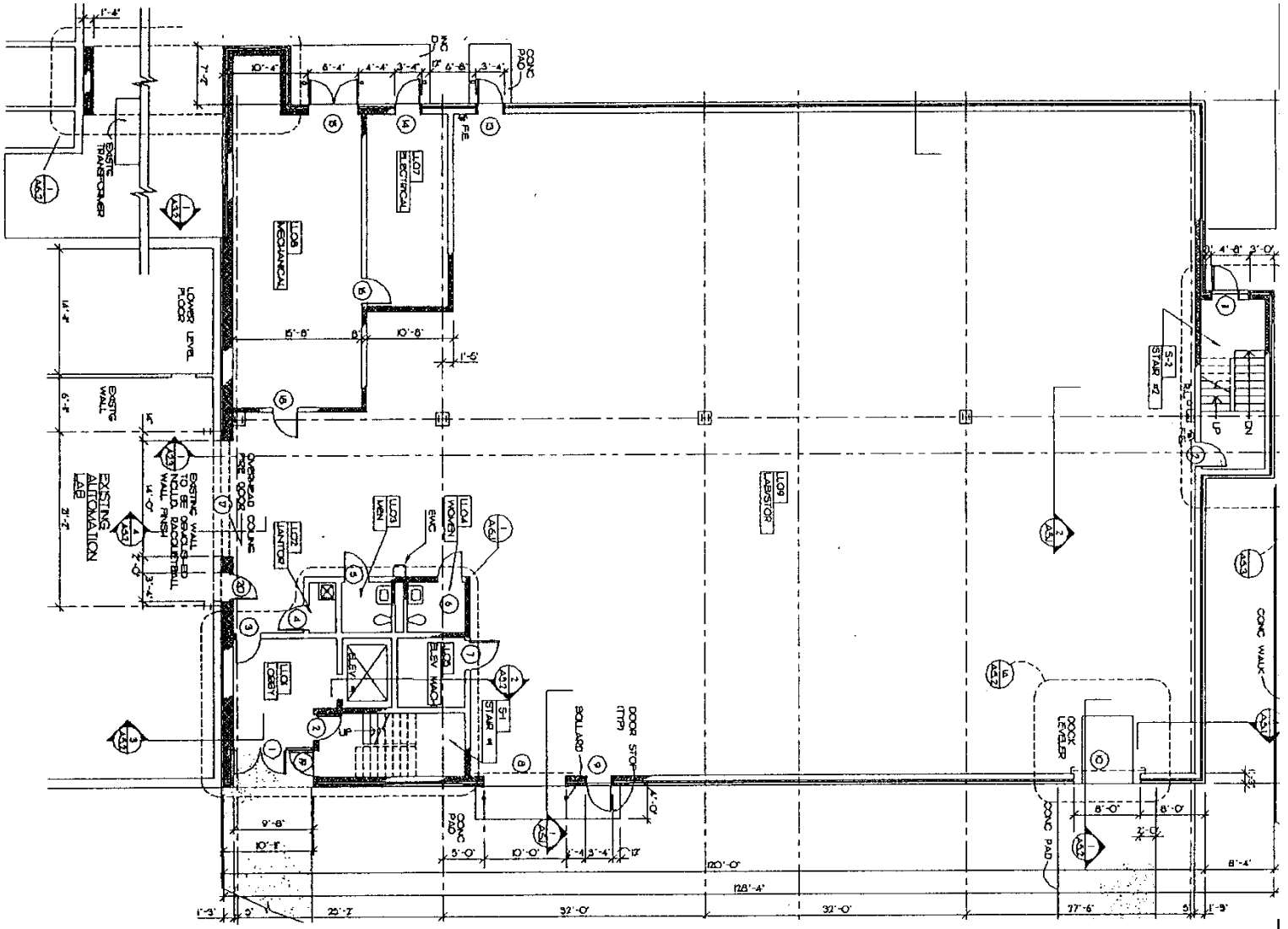
The building is outdated and in need of a facelift and a renovation is being planned that will include the much needed technology upgrades, new roof and energy saving measures to attract potential startup companies to this building.

ADA: The building is ADA compliant.

IMPROVEMENTS: Areas in the TIC undergo frequent renovations of the tenant space because of the clientele served. The drawings need to be updated and maintained to reflect structural changes to the office suites.
New carpet and painting is often required between tenants.
Windows were replaced in FY 2008 because they were fracturing from stress fatigue.
The TIC has a 4,000 GSF Wet Lab addition, which opened February 2008.
The elevator was reconditioned in 2008.
New energy efficient VFD's were installed on the rooftop units allowing HCC to connect the system to Energy Management System.
Installed a new cooling tower and reconnected the two small chillers in 2013 to offset the cooling load on the chilled water loop.
New carpet, ceiling tiles and painting in Room 308 in January 2016

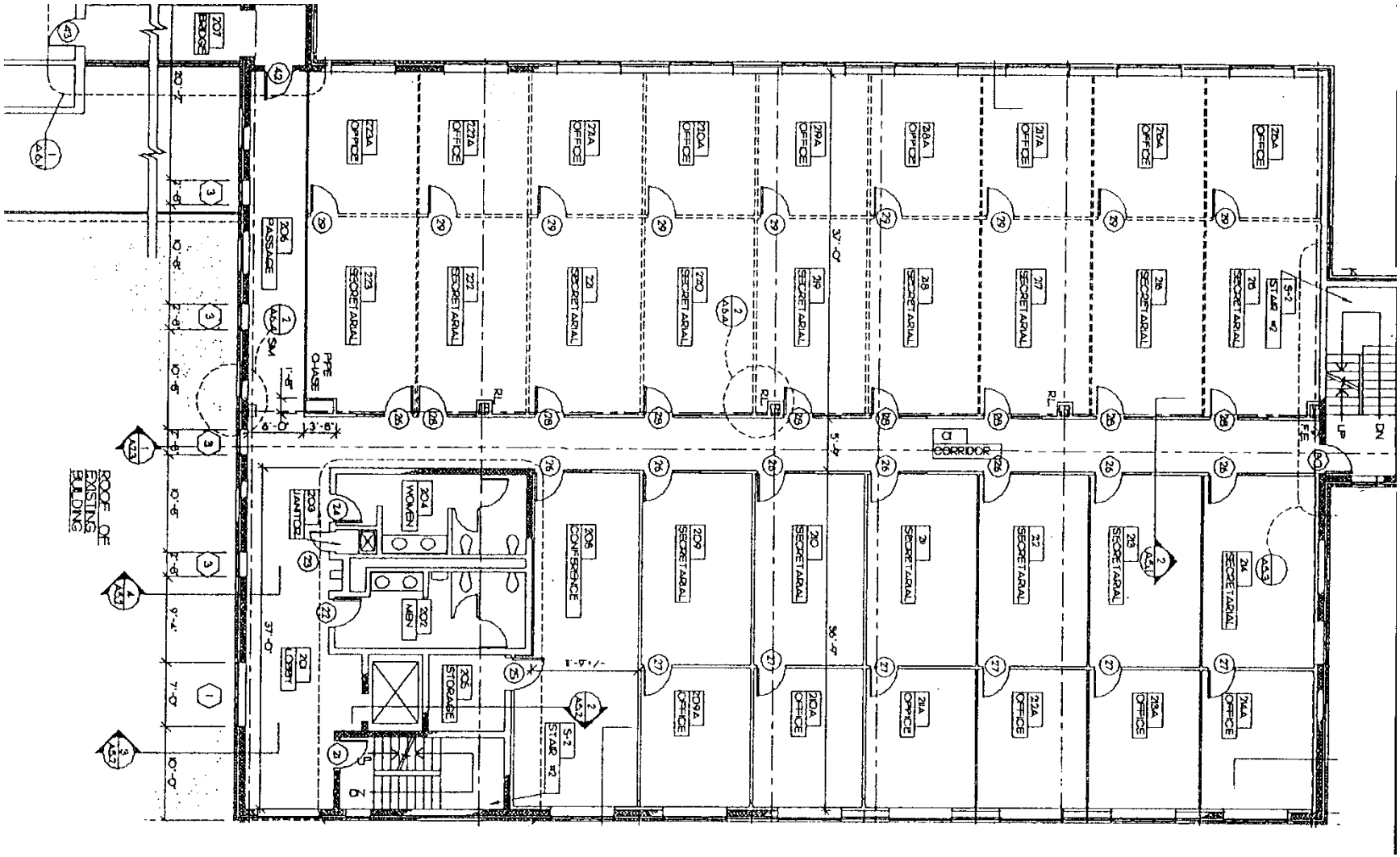
TEN YEAR CIP: The College is also planning a complete renovation of the building that will include a new roof replacement CIP in FY19-20. Details of the CIP are provided in Section 6, Priority # 3.

Building – Technical Innovation Center (TIC)



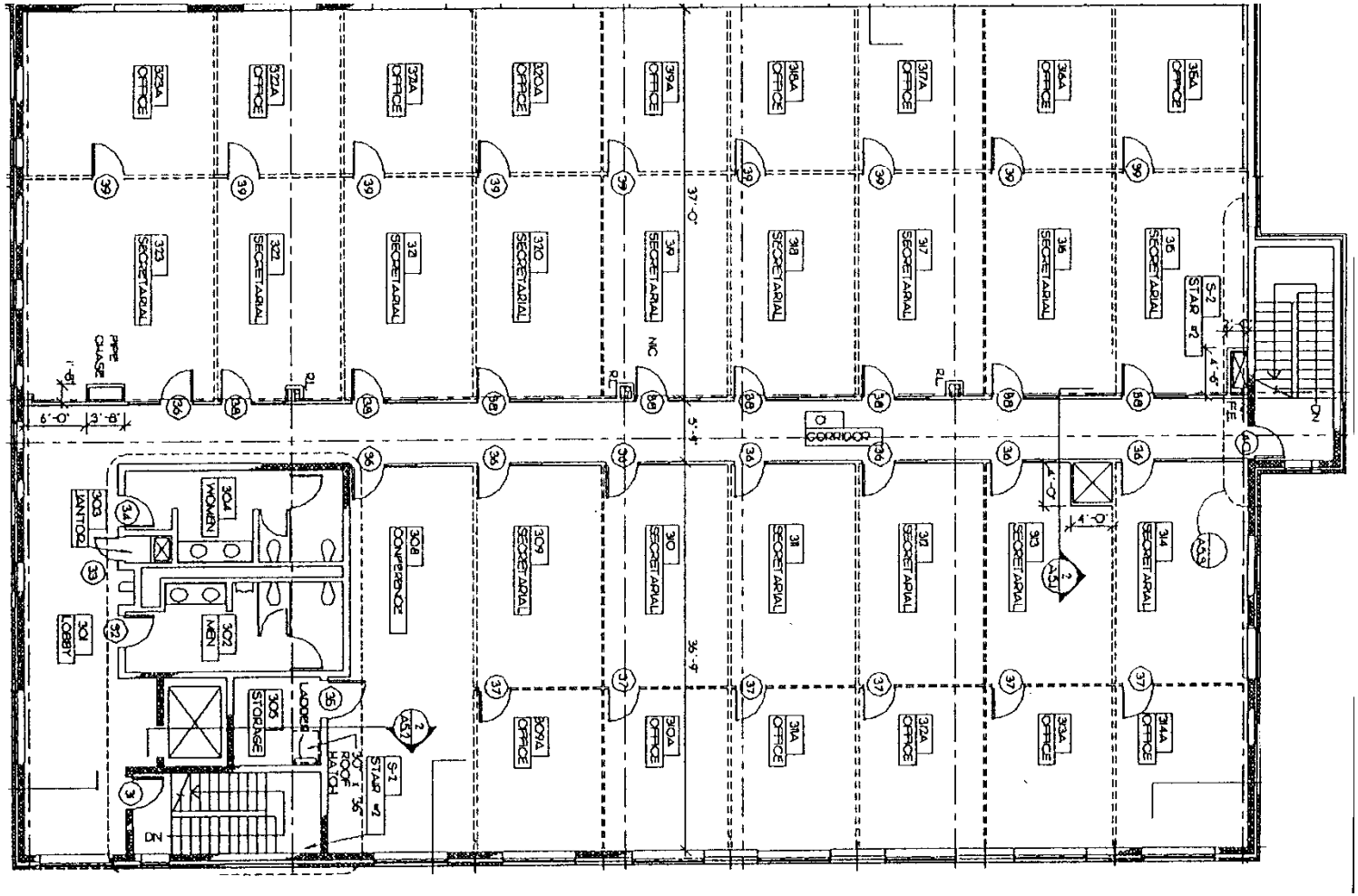
Lower Level

Building – Technical Innovation Center (TIC)



Second Floor

Building – Technical Innovation Center (TIC)



Third Floor

VEHICLE MAINTENANCE GARAGE

Year Built	1978		Comments
GSF	852		Electric heater installed 2010 Installed new lighting 2013 Air Conditioning Installed 2014
Roof	Original - metal		
HVAC	Propane		
Renovations	None		
Unique functions: Vehicle lift, vehicle repair equipment, fuel pumps adjacent to building			

HEGIS: (GAR)		Square Footage:	
Classroom:		Net:	852
Lab:		Gross:	852
Office:		Efficiency:	1.0
Study:			
Special Use:		Floors:	1
General Use:		.0	
Support:	852	Constructed:	1978
Other Org:			

FUNCTIONS: The facility has two repair bays.

DEFICIENCIES: The building, which is just a metal shell, is too small. There is no storage area and no pit. There is barely enough space to work around vehicles inside the garage, particularly maintenance trucks. The pumps located adjacent need to be updated with a tracking device to maintain accurate records.

ADA: The building is compliant.

IMPROVEMENTS: A lift was added in the right side bay. In 2010 we installed new rollup doors, new lighting and painted the outside of the building.

A new roof was installed on the small storage area adjacent to the Garage in 2011.

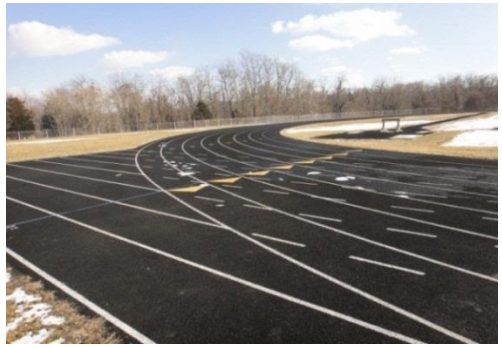
Electric heat replaced the propane heater. A/C was installed with an existing unit from one of the buildings recently renovated.

TEN YEAR CIP: N/A

Campus Outdoor Athletic Facilities

Outdoor athletic facilities include six tennis courts, one baseball field, a softball field, and an eight lane all-weather track and infield (for soccer). The tennis courts were patched in 2006 through Project Open Space (POS) funding and lighting was added in 2007. The surface of the Tennis Courts is showing signs of deterioration and in need of resurfacing. The athletic fields, constructed in 1974, were upgraded. The softball field also received new a scoreboard in 2008, and the outdoor track was resurfaced in the spring 2009. Baseball received a new scoreboard in fall 2009. A new electronic scoreboard was installed in 2013 at the track infield, which is used for soccer. The softball dugout roof was raised and pitched when rebuilt in 2014-15. The Soccer field as part of POS funds received new sod, arrogation, drainage and new bleachers in 2017.

TENNIS COURTS



TRACK AND SOCCER FIELD

SOFTBALL FIELD

BASEBALL FIELD

IV. PLAN TO MEET IDENTIFIED NEEDS

Planning Strategy

One of the major goals of the College is to establish through the Facilities Master Plan a program that satisfies student and instructional needs and demands over the next decade. For the plan to be successful, the campus must be appealing and readily accessible to everyone in the service area. The previous sections of this document clearly demonstrate the broad spectrum of programs now offered by the College in response to community needs.

Technological advancements necessitate additional program and course development, and campus buildings must have the capability to allow interaction through technology and telecommunications. The College continues to expand its technology base to meet the needs and requirements of diverse learners and teaching methodologies. HCC's library facilities provides through a renovation project convenient and ready access to learning resources, such as computers, software, the internet, and a broad range of web-based services and databases. All of this requires access to software, the hardware to support the material, and a strong campus infrastructure that is equipped for state-of-the-art telecommunications.

Through facilities planning, HCC has been able to consistently provide opportunities for social interactions in a community setting, which traditionally include formal academic interactions in classrooms, labs, the library and study areas. Informal social interactions typically occur at the expanded Student Center, sporting events, theater performances, eateries, and impromptu gatherings. The College has increased its commitment to providing informal settings to encourage student participation in on-campus activities as well. Some of these efforts include Waltersdorf Quad, the gazebo outside of the Administration Student Affairs Building, the outdoor plaza at the Career Programs Building, landscape wall seating at the entrances to buildings, outdoor eating patios, picnic tables in grassy areas around the campus, and other areas to encourage interaction.

Overall, the buildings on campus are well maintained and suitable for their current function with the exceptions of the deficiencies cited in Section 3 and/or the following Infrastructure and Telecommunications reviews. The sequence of projects in Section 6 presents a logical solution for solving the most pressing needs.

Infrastructure

HVAC

Most buildings on campus are on the central heating and chilled water loop, with the exception of the Robinwood Center, the ARCC, and the Amphitheater. Buildings not on the loop are typically added as renovations take place. Through the years, HCC has upgraded its Central Plant to keep up with campus demand. For example, as part of the Performing and Visual Arts Education Center (PVAEC), two small chillers were removed in 2011 and a new 650 ton McQuay chiller was installed in the Central Plant. On the heating side, humidity issues existed throughout campus, HCC addressed this problem by removing the original boiler that was no longer operable and replaced it with five small high condensing boilers that can take care of different areas of campus being more energy efficient by not running the large boilers all year long. The Central Plant upgrade and expansion project in FY16 improve campus cooling. The chillers and the tower in the Technical Innovation Center were reconnected to put more capacity on the central cooling loop. New valves and additional piping on the cooling system were also installed. The new design allows for the cooling to adjust the on-demand system instead of running all of the time.

Utilities

Sewage, water, and electric utilities are sufficient to satisfy projects proposed within the City of Hagerstown's planning cycle. Three other utility issues are currently being addressed by the College: shut off valves, electric and water metering of each building, and fixing water leaks around the campus. With increased projects and construction, HCC Facilities Department needs to ensure that each building has a separate accessible and properly functioning water shut off valve. To address concern of rising energy costs, electric usage meters were installed across campus to monitor excessive electrical use power. This also allows HCC to demonstrate its desire to be more energy efficient with our buildings. Table 6 shows the last five years of utility consumption on the main campus of the College.

Table 6

Utility Consumption on Main Campus, FY13 – FY17

Utilities	FY13	FY14	FY15	FY16	FY17
Electricity (kWh)	8,686,183	8,804,234	9,247,937	9,193,613	9,228,843
Water/Sewer (gallons)	4,191,000	4,226,100	3,388,500	3,517,900	5,941,500
Natural Gas (McF)	26,041	27,188	29,041	26,835	26,460

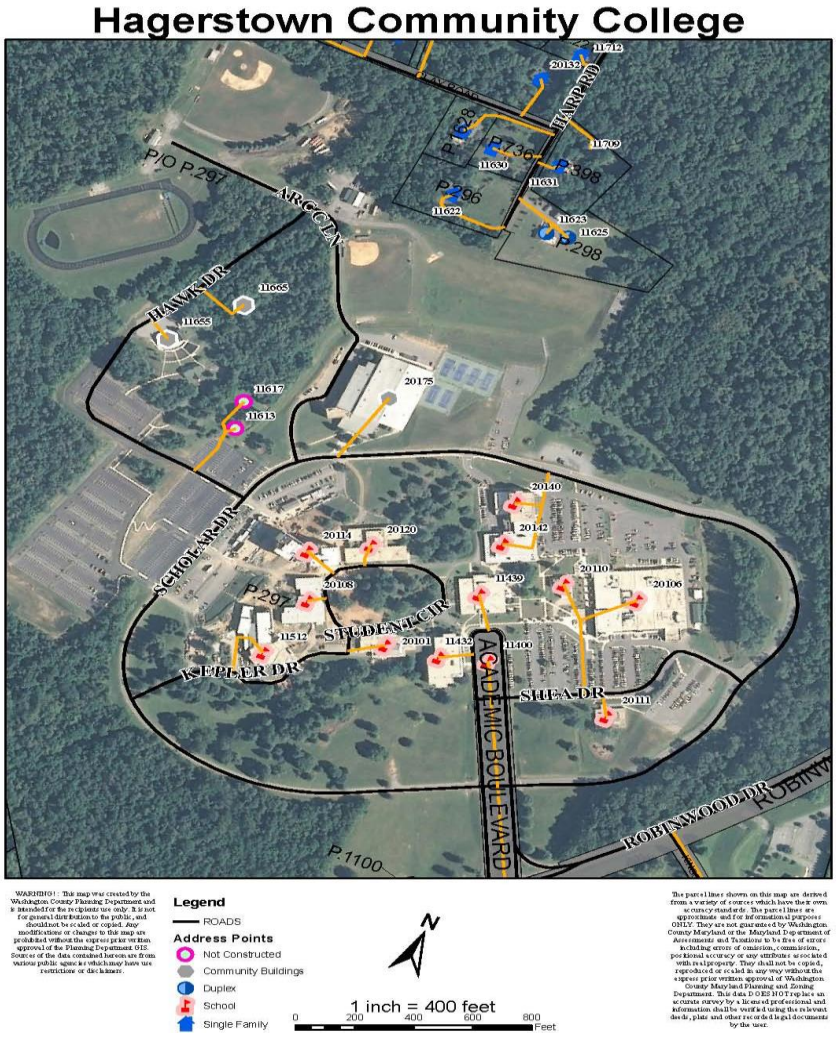
Access and Interior Roads

Scholar Drive extends from Academic Boulevard, behind the Robinwood Center and the Career Programs Building to the rear of the campus, thereby creating a loop road around the campus to enhance traffic and pedestrian safety by lessening traffic flow on the interior roads. The extension of Academic Boulevard allowed the College to eliminate through traffic in the interior of the campus, making it more pedestrian friendly and safe.

As discussed earlier, the County completed the College's second entrance on the northwest side of the campus, which connects the County's Yale Drive to HCC's Hawk Drive. Eventually, Yale Drive will connect to Professional Court, which is off of Eastern Boulevard in Hagerstown. This will provide easier access to campus for those traveling from the northwestern areas of Hagerstown and Washington County, the northern I-81 corridor in Maryland and Pennsylvania.

The continued growth along the Eastern Boulevard corridor of Hagerstown has created a demand for improvement of the roads in that area as well. HCC has been in discussion with Washington County to include plans that include an additional access point for the College off of Eastern Boulevard. See the map on the following page for locations.

Map 8
Named Campus Roads



Sidewalks and Pedestrian Access

The pedestrian walkway system will continue to be developed. The needs include sidewalks along perimeter roadways where none exist now, more gradual grades, clearly marked ramps at crosswalks, and textured pavement at crosswalks. Existing sidewalks will need repair and in some cases will be rerouted as projects are completed and the layout of the campus changes. With new entrances being planned on campus sidewalks and pedestrian flow will continue to be addressed. Currently under construction is the traffic circle on Robinwood Drive in front of the campus, sidewalks have been installed onto Academic Boulevard to the front of the LRC so pedestrians no longer have to walk in the street.

Bicycle Access Plan

In compliance with State law to address bicycle and pedestrian circulation on and around the HCC campus, the College is planning improvements in bicycle infrastructure. Additionally, the College will research and assess needs in these areas, including routes selected for the recommended bicycle transportation and pedestrian network. Recommended routes will be identified to facilitate bicycle access to the campus core and other major facilities. Improvements will be recommended that will benefit the greatest number of people. Where direct, convenient and logical connections require using roads that are poor for bicycles today; appropriate upgrades are recommended to create better bicycling conditions in the future. Solutions may include bicycle lanes and shared-lane markings.

Parking Strategies

Campus parking requirements are regularly evaluated to determine the needs of the students and employees. Parking lots are used for a number of purposes. Lots A, B, C, and D were constructed adjacent to the Scholar Drive extension, south east of the CP Building, as part of the loop road project. The lots provide additional parking on the east side of campus. Lots E, F and G and H were modified and resurfaced as part of the Career Programs Building Renovation site work, adding spaces (Table 9).

Aside from daily parking requirements, parking lots are used for special events in the Theater and ARCC. When K and L lots reached maximum capacity, two new lots (N and O) were constructed in 2010 to give an additional 456 spaces to lower the deficit and the loss of parking due to the construction of STEM and Kepler Theater. The O lot gave the College the much needed handicapped accessible needed for the Amphitheater. Both N and O are strategically placed on campus to provide parking for the Amphitheater, the planned Smart House, and overflow for large crowds at the ARCC.

The expanded Student Center project was completed in fall 2015 and includes the office of the Dean of Student Affairs, Student Activities, Advising, Campus Store, and dining services. Currently there are no parking areas within close proximity to the Student Center and the parking areas that do exist require the mobility impaired to either enter or exit other buildings to access elevators, traverse areas with significant elevation changes, or take circuitous routes to reach the Student Center. A design-build parking lot of approximately 100 parking spaces on the south side of the Student Center is planned in FY18 as Priority 2 in Section 6. It will be a mixed use lot for students and staff, and add at least four handicap spaces and several short term spaces to provide quick access to the Campus Store. The project also will include accessible walkways to the Student Center for the mobility impaired, along with all associated lighting in the parking lot and along the walkways. Any storm water retention ponds as required by code will be included with the project.

At this point some of the campus roadways and parking lots need to be milled and resurfaced due to deterioration from age and use. The College will develop and institute a long range site improvement plan to correct current deficiencies and meet future repair requirements.

Telecommunications

The campus telecommunication infrastructure is operating at capacity and will require upgrading and expansion. New voice, data, and video connections and associated wiring are being included in the planning and design of all renovations and new construction. Telecommunication closets are being provided to house equipment racks, servers, and associated equipment. All campus buildings will be addressed in the same fashion to maintain the integrity of the system.

Environmental Initiatives

HCC strives to maintain up-to-date facilities, incorporating energy efficient equipment and construction techniques, and utilizing green design, construction and materials. A proposed State of Maryland mandate could require projects utilizing state funding to achieve LEED Silver Certification. LEED (Leadership in Energy and Environmental Design) assigns points in required categories. Building to LEED requirements costs more money in up-front construction costs, but the costs should be recouped over time through reduced operating costs. HCC is committed to protecting the environment, will continue to incorporate energy efficient and environmentally safe design into new construction and renovations, and will meet any State LEED requirements. Intrinsic to the success of this policy is the support and funding from both the State and County.

HCC has incorporated green roofs, gray water, solar lighting, wind turbines, daylight harvesting, and auto-shades. Geothermal wells were built as part of the STEM project. Instructional components of wind power and solar panels will be added. Also, the College is planning to build in FY18 the Smart House/Energy Efficiency Training Center (Priority 1) for instructional purposes.

V. ANALYSIS OF CURRENT AND PROJECTED SPACE DEFICIENCIES: CCL TABLES

Analysis of current and projected space deficiencies were developed from the State's space planning guidelines for community colleges. Table 7 presents the overall College's facility needs relative to its current space needs (2016) and projected inventory (2026) for HCC and the State's allowances for each type of space. Table 8 summarizes the enrollment statistics used for the inventory.

Table 7
Computation of Space Needs for Hagerstown Community College,
Actual 2016 and Projected 2026
July 2017

HEGIS CODE	HEGIS CATEGORY	Need 2016	Inventory 2016	Surplus/ (Deficit)	Need 2026	Inventory 2026	Surplus/ (Deficit)
100 (110-115)	**CLASSROOM**	**30,917**	**39,418**	**8,501**	**31,260**	**47,251**	**15,991**
200	**LABORATORY**	**25,630**	**67,540**	**41,910**	**25,918**	**76,015**	**50,097**
210-15	Class Laboratory	19,208	62,630	43,422	19,425	70,430	51,005
220-25	Open Laboratory	6,422	4,910	(1,512)	6,493	5,585	(908)
250-55	*No Allowance*						
300	**OFFICE**	**56,917**	**50,977**	**(5,940)**	**57,589**	**52,582**	**(5,007)**
310-15	Office/ Conf. Room	55,402	50,977	(4,425)	56,066	52,582	(3,484)
320-25	Testing/Tutoring	1,515	0	(1,515)	1,523	0	(1,523)
350-55	*Included w/ 310*						
400	**STUDY**	**13,569**	**19,514**	**5,945**	**15,823**	**14,263**	**(1,560)**
410-15	Study	9,556	15,130	5,574	9,663	13,489	3,826
420-30	Stack/Study	2,813	2,549	(264)	4,400	296	(4,104)
440-55	Processing/Service	1,200	1,835	635	1,760	478	(1,282)
500	**SPECIAL USE**	**36,913**	**46,170**	**9,257**	**37,097**	**46,170**	**9,073**
520-23	Athletic	34,290	45,872	11,582	34,460	45,872	11,412
530-35	Media Production	1,623	298	(1,325)	1,637	298	(1,339)
580-85	Greenhouse	1,000	0	(1,000)	1,000	0	(1,000)
600	**GENERAL USE**	**33,438**	**40,314**	**6,876**	**33,633**	**40,314**	**6,681**
610-15	Assembly	12,058	11,085	(973)	12,092	11,085	(1,007)
620-25	Exhibition	1,515	1,366	(149)	1,523	1,366	(157)
630-35	Food Facility	9,466	15,344	5,878	9,578	15,344	5,766
640-45	*No Allowance*						
650-55	Lounge	2,784	3,237	453	2,817	3,237	420
660-65	Merchandising	1,615	2,870	1,255	1,623	2,870	1,247
670-75	*No Allowance*						
680-85	Meeting Room	6,000	6,412	412	6,000	6,412	412
700	**SUPPORT**	**14,840**	**25,942**	**11,102**	**15,000**	**25,995**	**10,995**
710-15	Data Processing	2,500	2,183	(317)	2,500	2,433	(67)

720-25	Shop/ Storage	8,176	15,051	6,875	8,333	14,854	6,521
730-35	*Included w/ 720*						
740-45	*Included w/ 720*						
750-55	Central Service	4,000	8,708	4,708	4,000	8,708	4,708
760-65	Hazmat Storage	164	0	(164)	167	0	(167)
800	**HEALTH CARE**	**506**	**0**	**(506)**	**509**	**0**	**(509)**
900	***No Allowance***						
050-090	***No Allowance***						
	Total NASF:	**212,730**	**289,875**	**77,145**	**216,829**	**302,590**	**85,761**

Table 8
Enrollment Statistics for Computation of Space Needs
Actual 2016 and Projected 2026
July 1, 2017

Enrollment Statistics	Fall 2015 (based on S-6)	Fall 2025 (MHEC)
FTDE-Credit	1,529	1,546
WSCH-Lecture: Credit Total	20,611	20,840
WSCH-Lab: Credit Total	2,744	2,775
FTE Students	1,813	3,400
Bound Volume Equivalents	28,130	44,000
FT Faculty	80	81
FT Librarian	1	1
PT Faculty	144	146
FTE Faculty	117	119
FT Staff	210	212
Planning Head Count	928	939
Student Headcount	4,276	5,077

VI. SEQUENCING OF PROJECTS

The College is proposing the following sequencing for its CIP. The recommended sequencing is based upon an impact analysis, which considered institutional needs and priorities, projected enrollment, analysis of current facilities, and the County CIP program.

Priority 1: Smart House/Energy Efficiency Training Center (FY18)

Priority 2: Student Center Parking Lot (FY18)

Priority 3: Center for Business and Entrepreneurial Studies (FY19 - FY20)

Priority 4: CVT/Logistics/Drone/Warehousing Instructional Facility Acquisition (FY20)

Priority 5: Learning Resources Center Roof Exterior Metal Panel System and Roof Replacement: (FY20 FY21)

Priority 6: CVT/Logistics/Drone/Warehousing Instructional Facility Renovation (FY21 - FY22)

Priority 7: Central Receiving Building (FY22- FY23)

Priority 8: Campus Roads and Parking Lot Overlays Project (FY24)

Priority 9: ARCC Air Conditioning (FY25)

Priority 10: Roof Replacements (Kepler Theater, Amphitheater Career Programs Building, Central Plant, Learning Support Center and Administration and Student Affairs Building) (FY25 – FY26)

Priority 11: Language Arts Building (FY26-FY27)

Priority 12: Advanced Technology Center Renovation (FY27 – FY28)

Priority 1 **Smart House/Energy Efficiency Training Center**

FY 2018

Projected Cost **$ 2,072,879**

Project Description:

This project is scheduled to begin January 2018 and will create a Smart House/Energy Efficiency Training Center that will provide learning opportunities by serving as a laboratory/job training facility for students in HCC's Alternative Energy Technology (AET) and Digital Instrumentation/Process Controls programs. This house will serve as a model and laboratory by allowing students to practice the trades related to construction and technology that integrate the full building. With hands-on experience that works in tandem with textbooks, students will learn to maximize the energy efficiency of the home by making some learning tools available through freestanding, moveable walls within the structure. For example, outside walls of the Energy House will be insulated well, but some interior, moveable walls will provide various kinds of insulation for testing and training purposes. The home will also include two individual roof-mounted solar PV systems and a small 400 watts, 30-foot pole-mount wind turbine which have been purchased with DOE grant funds. The Energy House roof will feature a metal framing system so that students can practice installing and connecting a PV solar display without damaging the structure.

Impact/Impact if not funded:

HCC currently has a STEM building to train AET technicians, but no location in which to train these technicians to work with residential applications. The Smart House/Energy Efficiency Training Center will provide the latter. Regional employers will also benefit from this project because it will provide a place in which they can train prospective or current employees. Finally, the Energy House will, by training a qualified workforce and assisting employers, help the region to achieve its economic development objectives, which are STEM-focused, to include alternative energy technology. The house will allow HCC to train workers in a variety of fields, including, but not limited to electrical contractors, CAD operators, service technicians, technical salespersons, renewable

energy technicians/managers, LEED green associates, building inspectors, architects, engineers, energy auditors, building control specialists, and code officials.

Impact on Enrollment:

AET and digital instrumentation students will learn and apply skills using industry-standard equipment and materials. All of the alternative energy technology (AET) and digital instrumentation-related training taking place in the Energy House will help students gain industry certifications and/or prepare for jobs in the energy sector, which is continuing to grow as more and more homeowners seek to reduce energy costs. The demand for energy sector jobs, including home energy audit jobs, will increase, and the Smart House will enable students to meet consumer and business needs.

Operating Cost Impact: $65,000 (instructional materials/supplies, cost of maintaining currency of facility, utilities, etc.)

Staff expense: It is anticipated that there will be an increase to custodial costs on a part-time basis ($12,000 annually).

Priority 2 **Student Center Parking Lot**

FY 2018

Projected Cost **$ 696,000**

Project Description:

A new parking lot is needed and is planned for the front of the Student Center in the spring of 2018. This parking lot will contain approximately 100 spaces, inclusive of those for visitors and for handicapped accessibility. The project will include lighting, gates, sidewalks and curbing.

Impact if not funded:

If this project is not funded, parking will remain limited, which is a concern for those needing handicapped accessibility to the Student Center. Currently limited spaces for visitors are located in front of the Administration and Student Affairs Building. While there are some handicapped parking spaces near the Student Center, they serve the three buildings that comprise the Arts and Sciences Complex. This parking lot is vital to accessing the Student Center as well as the Learning Resource Center.

Impact on Enrollment:

Without this project, concerns remain regarding handicapped accessibility and convenience for prospective students and their families.

Operating Cost Impact: N/A

Staff expense: N/A

Other Operating Costs: N/A

Priority 3 **Center for Business and Entrepreneurial Studies (CBES)**

FY 2019 – FY 2020

Projected Cost **$ 7,700,000**

Project Description:

The main goal of this project is to repurpose underutilized space on the first floor of the ATC and the current TIC to build and enhance instructional and innovation capacity. The current building is home to a mixture of services and programs that are located and/or grew in inadequate spaces and locations. Consequently, the room design and choppy configurations of the current building are not efficient in terms of space utilization and functions. Unless areas are renovated to meet the needs of the ever-changing course offerings, newer technology, and teaching modalities, students and start-up firms will seek other options for their education and professional growth if HCC does not maintain high quality, accessible delivery systems and support. Additionally, the current facility is becoming obsolete because it lacks technology tools and attractive rooms to appeal to, retain, and graduate students and start-up firms.

The CBES Renovation Project consists of technology upgrades for the entire building, addition of a new and welcoming lobby/entrance, a tiered lecture hall and two classrooms, faculty offices on the first floor, industrial technology demonstration space, a small area of retained manufacturing floor space (all from underutilized manufacturing floor space), an e-business suite for students on the second floor, startup company spaces (both general office space and specialty spaces), an enhanced conference room with interactive videoconferencing capacity on the second floor, a kitchenette on the first floor for events and a small one on the third floor for clients, upgraded HVAC, an updated fire alarm system, and a new roof.

Extensive technology upgrades are necessary to update the building for today's students and startup clients. Without high quality accessible technology delivery systems and support, students and clients alike will seek other options for their education, training and development. Requirements for improving the building technology infrastructure, including upgrading of the internet connection, call

for complete rewiring to meet current standards. The current wiring, completed in an ad hoc fashion about six years after initial construction, is not robust or dependable enough to support the needed infrastructure to support instruction, cameras, locks, and access points. New wiring will bring the building into HCC's standard configuration while providing the needed foundation upon which offerings within the TIC will meet student and start-up client needs, technology/data security and access demands.

When the TIC was constructed, it was connected to the ATC in two different areas. A glass enclosed bridge connects both buildings on the second floor of each. However, the first floor the buildings are attached by a door that is located in the Facilities Shop Floor area, which in the ATC that leads into a makeshift break room in the TIC where the single stall restrooms and vending machines are located. In order to make optimum use of this space, it is proposed that the separate areas be combined to create a welcoming entrance and create instructional space.

The current roof is the original built-up four-ply asphalt that was installed in 1993. It has exceeded its design life. Cracks and leaks have been patched several times to extend its life, but more frequent maintenance will need to occur as time passes until there is a costly failure. The College plans to replace the roof system with an Energy Star rated modified bitumen roof system.

HVAC modifications are needed based upon proposed changes in floor plans and functionality. The four air handlers are original and need to be upgraded, including door seals, dampers, handles, coils, and drain pans. Separate HVAC units will be needed for the IT closet/server room.

Impact if not funded:
The TIC will continue to be obsolete and will have trouble attracting clients to the building with the lack of technology and attractive spaces. The building will continue to age along with all of the building mechanical and technology. If this project is not funded the

building could become an empty building on campus that will cost the College a lot of money over the years just to maintain the utilities and other maintenance issues. .

Operating Cost Impact: N/A
Staff expense: N/A
Other Operating Costs: N/A

Priority 4 CVT/Logistics/Drone/Warehousing Instructional Facility Acquisition

FY2020 - FY2021

Projected Cost $2,000,000

Project Description:

The project consists of finding a permanent location for the Commercial Vehicle Transportation (CVT) program that has grown over the years. The College has held fund balance monies to secure a long-term CVT site it is planning to purchase at its own expense. The site is anticipated to be approximately eight to ten acres to accommodate driving ranges and the instructional building. The building on the site will house an existing building that can be modified to meet the needs of the program or we will build a pre-engineered steel building of approximately 7,500 square feet built slab on grade. The building will have metal siding and a metal roof with a brick veneer on the front face approximately six feet high tied into the metal panel system. The building should be large enough to house two classrooms, three offices for faculty and program personnel, and a forklift training area. There will be a detached dry dock/loading dock training, which is a precaution to prevent damage to the corner of the instructional building as students practice backing up. A parking area will also be provided for staff and students.

In addition to CVT, the facility will include spaces for forklift training and a drone staging area. By providing such training, the facility will support economic development in the service region for not only the transportation industry, but for warehousing and distribution centers along the I-81 and I-70 corridors.

The CVT Specialist Certificate program is a 16-credit cohort skills-oriented program for those individuals seeking a career in professional truck driving and consists of classroom, skills, and field instruction based on industry-recognized standards. This program is the largest retraining program for unemployed persons in Washington County. The curriculum consists of classroom, skills, and field instruction and is based on industry recognized skill standards. The College's CVT driving range was located for over a decade at the Volvo Power Train of North America plant site at no cost to the College. However, in March 2015, Volvo gave very short notice

that it needed the parking lots that had been used as the College's site/driving range. That same month, HCC began to lease additional driving range space at another location on Industry Drive in Hagerstown, MD on a month to month basis. With no guarantee that the College can stay there, increasing costs of leasing and the need for more driving range space, HCC needs to build its own training facilty and range to help serve the economic development of the College's service region.

Impact if not funded: The trucking industry is a vital component to economic growth locally, statewide and nationally, with trucks hauling 70 percent of all freight tonnage. The College's CVT program supports one of the local Economic Development Commission's workforce development priorities, which states, "The trucking industry continues to exhibit a high demand for CDL-A drivers, a national trend as well as the largest demand occupation locally." The trucking industry locally and nationally is not attracting drivers at the rate to keep up with demand and growth. According to the American Trucking Association (ATA), the industry is about 30,000 short of qualified drivers. Over the next ten years, that number is set to rise to 200,000 in an industry that averages 115-120 percent annual turnover rate. Along with nursing and health sciences programs, the CVT program has the highest completion and placement rates at HCC. It is critical that the College has adequate facilities to train students.

The College will continue to lease facilities. The current facility is located in the far north end of Hagerstown less than a mile from the Pennsylvania line. Travel times from the main campus can take up to 20 -25 minutes depending on time of day and traffic, and there is no public transportation available to/from the site.

Operating Cost Impact: Fuel costs, vehicle repairs, utilities

Staff expense: N/A

Other Operating Costs: Unknown

Priority 5 **Learning Resources Center Exterior Metal Panel System and Roof Replacement**

FY 2020 – FY2021

Projected Cost **$ 1,692,537**

Project Description:

This project calls for the replacement of the original 22,222 SF roof, which is built-up asphalt. There are also several smaller standing seam metal roof sections. The exterior metal panel system is a first generation system that use a gasket and clip system to attach them to the building structure. These early generation systems have poor insulating properties and have been plagued by water infiltration issues. Many of the roof flashing details integrate with the metal panel system requiring both systems be replaced in conjunction with each other. The main roof sections will be replaced with an Energy Star rated modified bitumen system. The metal roofing sections will be replaced with new standing seam roof systems. Both roof systems will include new flashing details to prevent water infiltration. The metal panel system will be replaced with a new metal panel system that has been engineered to improve the insulating properties and performance with regards to water infiltration issues.

Impact if not funded: If this project is not funded we will have unusable classrooms that due to safety issues will not have electronic equipment (projector, computer, etc.) installed, leaving the College with unusable space and a chance of losing potential revenue. The ongoing cost to try and repair these leaks have been costly and ineffective especially when we have to rent equipment such as a cranes to try and find these leaks.

Operating Cost Impact: Money will be saved in the operating budget because expensive repairs will no longer be necessary.

Staff expense: N/A

Other Operating Costs: N/A

Priority 6 **Commercial Transportation Instructional Facility**

FY2020 - FY2021

Projected Cost **$2,500,000**

Project Description:

The Commercial Transportation Instructional (CTI) facility will house the college's Commercial Vehicle Transportation (CVT) program, forklift training, and drone staging area.

The CVT Specialist Certificate program is a 16-credit cohort skills-oriented program for those individuals seeking a career in professional truck driving and consists of classroom, skills, and field instruction based on industry-recognized standards. This program is the largest retraining program for unemployed persons in Washington County. The curriculum consists of classroom, skills, and field instruction and is based on industry recognized skill standards. The College's CVT driving range was located for over a decade at the Volvo Power Train of North America plant site at no cost to the College. However, in March 2015, Volvo gave very short notice that it needed the parking lots that had been used as the College's site/driving range. That same month, HCC began to lease additional driving range space at another location three miles from the Volvo site on Industry Drive in Hagerstown, MD. With no guarantee that the College can stay there, increasing costs of leasing and the need for more driving range space, HCC needs to build its own training facilty and range to help serve the economic development of the College's service region.

The College has held fund balance monies to secure a long-term CVT site is planning to purchase, at its own expense, approximately eight acres to accommodate driving ranges and the instructional building (four acres of asphalt and four for growth potential). The building on the site will either be renovated or a pre-engineered steel building of approximately 4500 square feet built slab on grade. The building will have metal siding and a metal roof with a brick veneer on the front face approximately six feet high tied into the metal panel system. Included in the facility will be two classrooms, three offices for faculty and program personnel, and a

forklift training area. There will be a detached dry dock/loading dock training, which is a precaution to prevent damage to the corner of the instructional building as students practice backing up. A parking area will also be provided for staff and students.

In addition to CVT, the facility will include spaces for forklift training and a drone staging area. By providing such training, the facility will support economic development in the service region for not only the transportation industry, but for warehousing and distribution centers along the I-81 and 70 corridors.

Impact if not funded: The trucking industry is a vital component to economic growth locally, statewide and nationally, with trucks hauling 70 percent of all freight tonnage. The College's CVT program supports one of the local Economic Development Commission's workforce development priorities, which states, "The trucking industry continues to exhibit a high demand for CDL-A drivers, a national trend as well as the largest demand occupation locally." The trucking industry locally and nationally is not attracting drivers at the rate to keep up with demand and growth. According to the American Trucking Association (ATA), the industry is about 30,000 short of qualified drivers. Over the next ten years, that number is set to rise to 200,000 in an industry that averages 115-120 percent annual turnover rate. Along with nursing and health sciences programs, the CVT program has the highest completion and placement rates at HCC. It is critical that the College has adequate facilities to train students.

The College will continue to lease facilities. The current facility is located in the far north end of Hagerstown less than a mile from the Pennsylvania line. Travel times from the main campus can take up to 20 -25 minutes depending on time of day and traffic, and there is no public transportation available to/from the site.

Operating Cost Impact: Fuel costs, vehicle repairs, utilities

Staff expense: N/A

Other Operating Costs: Unknown

Priority 7 **Central Receiving Building**

FY 2022 – FY2023

Projected Cost **$ 4,000,000**

Project Description:

The scope of this project will include a new building towards the back of campus that will house the mailroom and central receiving for the College. The building will be a prefabricated metal building approximately 8,000 - 10,000 GSF in size. It will include a loading dock for easy access for deliveries, a mailroom and centralized storage. The Business Services department will be relocated to this building.

Impact/Impact if not funded:

Currently the Mailroom and Business Services are located in the interior of the first floor of the Career Programs Building (CPB) with no exterior access, all deliveries must come through the IT exterior door. Storage is also an issue with no onsite supplies that can be housed on the campus, causing work delays until supplies can be delivered. Also, given the lack of a loading dock, large deliveries must be dropped off around campus and Business Services has no way of keeping track of the shipments and/or seeing if they have been damaged in delivery. This project should have a positive impact on workflow.

Impact on Enrollment:

The space that is currently occupied in the CPB can be reconfigured and used to become a teaching space allowing for more students to take courses.

Operating Cost Impact: $25,000

Staff Expense: None

Other Operating Costs:

Utilities and Maintenance: $25,000.

Priority 8 **Campus Road and Parking Lot Overlays Project**

FY 2023

Projected Cost **$ 3,380,111**

Project Description:

This project is needed to repair years of damage to campus roads caused by traffic volume and heavy construction vehicles, along with normal wear usage and weather. The roads included in this project are Loop Road, Scholar Drive, Hawk Drive, Student Circle and Kepler Drive. Some of these roads will require a fill rebuild. Parking lots that need to be resurfaced to fix cracks and potholes are lots A, B, C, D, L, and K. Further, it is proposed that ARCC Lane, which is currently a gravel road leading to the athletic fields and facilities storage, will be paved.

Impact if not Funded:

This project is vital to the upkeep of the roads on campus as they continue to age and deteriorate. Repairing roadways and parking lots is costly and time consuming. If the project is not funded, the College may need to limit traffic on the east side of campus because the poor condition of the asphalt may jeopardize the tires, wheel alignments and undercarriages of vehicles. A new entrance is planned on the east side of campus that will add an influx of cars onto these parking lots and roads, thereby causing additional wear and damage. Student, employee and community dissatisfaction will occur as the poor condition of roads may cause vehicle damage.

Operating Cost Impact: N/A

Priority 9 **ARCC Air Conditioning**

FY 2024

Projected Cost **$ 2,727,000**

Project Description:

The Athletic Recreation Community Center (ARCC) is the largest indoor gathering spot in Washington County, with no other facility approaching its capacity. As the largest indoor gathering spot in Washington County, the ARCC facility is in need of a space which is climate controlled.

A variety of college and community activities are held in the ARCC. These include credit and credit-free courses, educational programs, athletic events and community events. Also housed within the facility is the Washington County Recreation Department (WCRD). Approximately 50 percent of the WCRD programming takes place in the ARCC. Along with College and WCRD activities, the ARCC also hosts community and regional events, including high school graduations, athletic competitions, home shows and other events. To increase programming for the College, WCRD, and community events, the facility needs to install air conditioning in the arena to accommodate and increase the high level of usage for educational offerings, college and high school athletic events, county recreational programming, and community/special events.

The ARCC lobby, the Fitness Center, classrooms and offices on the second floor are air-conditioned. Due to limited capital funding during construction in 1988, the arena was not air-conditioned. This project will provide an upgrade to the existing HVAC, as well as add cooling to the portions of the building not currently air conditioned.

Impact if not funded:

Added and upgraded HVAC will improve comfort in the ARCC, making it more conducive to events in the arena. Currently, HCC is losing revenue as events are scheduled elsewhere in the summer or moved because of heat in the arena. Opposing teams have

been unwilling to schedule games because of the lack of climate control. Additionally, less fluctuation in temperature and humidity will prolong the life of the hardwood floors and the indoor track, which are very expensive to replace.

Improvements to the ARCC will most likely increase enrollment in physical education and leisure studies offerings, along with athletics. A more comfortable arena will help HCC recruit quality athletes for its sports teams, as well as prospective students. Continued growth and development in Washington County will increase the demand for a large venue with multiple use capability, with no other solution available.

Operating Cost Impact: N/A

Staff expense: N/A

Other Operating Costs:

Utilities - $75,000

Priority 10 **Roof Replacements Project (Kepler Theater, Amphitheater, Career Programs Building, Central Plant, Learning Support Center, Administration and Student Affairs Building)**

FY 2025-FY26

Projected Cost **$ 3,280,389**

Project Description:

This is a multiple building roof replacement project that includes the original Kepler Theater facility, Learning Resource Center (LRC), Amphitheater, Career Programs Building (CPB), Central Plant, Learning Support Center (LSC), Administration and Student Affairs Building (ASA). By 2024, these roofs will be at the end of their life span with no warranties. All six buildings have roofs that were installed at the time of construction. Most show signs of age and are beginning to have recurring problems, which HCC's Maintenance Department addresses as necessary. The roofs listed below will be older than twenty years old and their warranties will expire by the anticipated project year:

- Kepler Theater (original building) – Built-up asphalt roof, last replaced in 2004
- Amphitheater - Original wood shingles roof
- Career Programs Building - Built-up asphalt roof, upper level replaced in 2001 and lower level in 2003
- Central Plant - Modified bituminous membrane roof, last replaced in 2005
- Learning Support Center - Membrane roof, last replaced in 2005
- Administration and Student Affairs Building (ASA) – Built-up asphalt roof, last replaced in 2004

Impact if not Funded:

Without this project, HCC will continue to make costly repairs to roofs that exceed their lifespan of 20 years with expired warranties. Water damage to floors, ceilings, infrastructure, and equipment continues and the costs of repairs will continue to grow.

Operating Cost Impact: Money will be saved in the operating budget because expensive repairs will no longer be necessary.

Priority 11 **Language Arts Building**

FY 2026 – FY 2027

Projected Cost **$5,950,000**

Project Description:

A two-story instructional building is planned to house English and foreign languages. The facility will be built on a parcel between the Advanced Technology Center and Behavioral Sciences and Humanities (BSH) buildings, with a bridge connecting the BSH and this facility.

Impact if not funded: The need for this building is based upon expected enrollment growth over the next ten years.

Operating Cost Impact: Unknown at this time, but will include utilities, maintenance

Staff expense: Faculty and support personnel

Priority 14 **Advanced Technology Center**

FY 2027 – FY 2028

Projected Cost **$ 5,400,000**

Project Description:

This renovation project of the 30,786 GSF Advanced Technology Center (ATC) will consist of renovating and configuring the building for use as offices, classrooms and labs. The project will include upgrades to the HVAC system; reconfiguring the classroom core on the first floor of the building for a more efficient layout and use; improving lighting and the classrooms and labs on the second floor of the building; and a general updating of the interior finishes. Security will also be improved with addition of the secure room access and security cameras. Technology will also be address and updated to meet the ever changing needs in the classrooms.

Impact/Impact if not funded:

The ATC will be the last academic building on the main campus to receive a major renovation. Without the renovation the building will continue to age and become outdated with the lack an efficient HVAC system and newer technology. The building's inefficient layout will also become a problem and will make teaching in this building less attractive.

Impact on Enrollment:

Without relevant and up-to-date facilities and equipment, program enrollments will decline. HCC's long-established early college programs housed in the ATC, will provide opportunities for talented high school students to complete degree programs while still in high school. The programs administered in this facility help employees already in the workforce, as well as students, gain industry certifications and/or prepare for jobs in advanced manufacturing environments.

Operating Cost Impact:

Staff expense: None

Other Operating Costs: Greater efficiencies and cost savings will be realized when the building will be upgraded

APPENDIX

APPENDIX A
Programs of Study
2017-2018 Catalog

AA Associate of Arts degree
AAS Associate of Applied Science degree
AAT Associate of Arts in Teaching degree
AS Associate of Science degree

Accounting
- Accounting and Business, A.A.S.
- Bookkeeping, Certificate

Administration of Justice
- Administration of Justice Concentration, Arts and Sciences, A.A.
- Administration of Justice, A.A.S.

Advanced Manufacturing Systems
- Advanced Manufacturing Systems, A.A.S.
- Basic Electronics, Certificate
- Industrial Technology, Certificate

Alternative Energy Technology
- Alternative Energy Technology, A.A.S.
- Geothermal Energy Installation and Service, Alternative Energy Technology, Certificate
- Solar/Wind Energy Installation and Service, Alternative Energy Technology, Certificate

Art
- Visual Arts Concentration, Arts and Sciences, A.A.

Arts and Sciences
- Arts and Sciences, A.A.
- Arts and Sciences, A.S.

Biology
- Biology Concentration, Arts and Sciences, A.S.

Biotechnology
- Biotechnology, A.A.S.
- Biotechnology, Certificate

Business
- Administrative Assistant, Certificate
- Administrative Assistant, Letter of Recognition
- Business Administration, A.S.
- Customer Service Assistant, Letter of Recognition
- Entrepreneurship, Certificate

Chemistry
- Chemistry Option, Arts and Sciences, A.S.

Computed Tomography Imaging
- Computed Tomography Imaging, Certificate

Cybersecurity
- Advanced Network Security, Cybersecurity, Certificate
- Cisco CCNA Prep, Cybersecurity, Certificate
- Cybersecurity, A.A.S.
- Cybersecurity, A.S.
- Network Security, Cybersecurity, Certificate

Dance
- Dance Concentration, Arts and Sciences, A.A.

Dental Assisting
- Dental Assisting, Certificate

Dental Hygiene
- Dental Hygiene, A.A.S.

Education
- Early Childhood and Primary Grades Education, A.A.S.
- Early Childhood Education/Early Childhood Special Education, A.A.T.
- Education Child Care Professional, Certificate
- Education Child Care Professional, Letter of Recognition

- Education, A.S.
- Elementary Education/Elementary Special Education, A.A.T.

Emergency Medical Services
- Emergency Medical Technician, Certificate
- Paramedic Emergency Services, A.A.S.
- Paramedic Emergency Services, Certificate
- Paramedic Emergency Services, EMT-I to EMT-P Bridge, Certificate

Engineering
- Engineering, A.S.

Engineering Technology

- Computer-Aided Design Concentration, Mechanical Engineering Technology, A.A.S.
- Computer-Aided Design, Certificate
- Computer-Aided Design, Letter of Recognition
- Electrical Engineering Technology, A.A.S.
- Mechanical Engineering Technology, A.A.S.

English
- English Option, Arts and Sciences, A.A.
- Secondary Education-English, A.A.T.

General Studies
- General Studies, A.A.

Graphic Design
- Computer Graphic Artist, Graphic Design Technology, Letter of Recognition
- Graphic Design Concentration, Arts and Sciences, A.A.
- Graphic Design Technology, A.A.S.
- Graphic Design Technology, Certificate
- Graphic Production Specialist, Graphic Design Technology, Letter of Recognition

Health Information Management
- Electronic Health Records, Certificate
- Health Information Management, A.A.S.

History
- History Concentration, Arts and Sciences, A.A.

Human Services
- Human Services Option, Arts and Sciences, A.S.
- Human Services Technician, A.A.S.
- Human Services, Letter of Recognition

Industrial Studies
- Digital Instrumentation and Process Control, A.A.S.

Industrial Technology
- HVAC and Plumbing, Letter of Recognition
- Welding and Fabrication, Letter of Recognition

Information Systems Technology
- Computer Science, A.S.
- Computer Support Specialist Concentration, Information Systems Technology, A.A.S.
- Computer Support Specialist, Information Systems Technology, Certificate
- Digital Forensics Concentration, Information Systems Technology, A.A.S.
- Network Administration Concentration, Information Systems Technology, A.A.S.
- Network Administration, Information Systems Technology, Certificate
- Simulation and Digital Entertainment Concentration, Information Systems Technology, A.A.S.

Languages
- Foreign Language Option, Arts and Sciences, A.A.

Magnetic Resonance Imaging
- Magnetic Resonance Imaging, Certificate

Mammography
- Mammography, Letter of Recognition

Management
- Management, A.A.S.
- Management, Certificate
- Management, Letter of Recognition
- Management, Marketing Concentration, A.A.S.

- Management: Marketing, Certificate
- Management: Marketing, Letter of Recognition

Mathematics
- Mathematics Option, Arts and Sciences, A.S.

Medical Assisting
- Medical Assistant, A.A.S.
- Medical Assistant, Certificate
- Medical Coding and Reimbursement Specialist, Certificate

Music
- Music Option, Arts and Sciences, A.A.

Nursing
- LPN to RN Transition Program, A.S.
- Nursing (Practical Nursing), Certificate
- Nursing (Registered Nurse), A.S.
- Paramedic to RN Transition Program, A.S.

Nursing Assistant
- Certified Medicine Aide, Letter of Recognition
- Certified Nursing Assistant/Geriatric Assistant, Letter of Recognition

Paralegal Studies
- Paralegal Studies Concentration, Arts and Sciences, A.A.
- Paralegal Studies, Certificate

Pharmacy
- Certified Pharmacy Technician, Certificate
- Pharmacy Technician, Letter of Recognition
- Pre-Pharmacy Option, Arts and Sciences, A.S.

Phlebotomy
- Phlebotomy, Certificate

Physical Education
- Fitness Training, Letter of Recognition
- Health, Physical Education and Leisure Studies Concentration, Arts and Sciences, A.A.
- Health, Physical Education and Leisure Studies, Letter of Recognition

Physics
- Physics Concentration, Arts and Sciences, A.S.

Political Science
- Political Science Concentration, Arts and Sciences, A.A.

Psychology
- Psychology Concentration, Arts and Sciences, A.A.

Radiography
- Radiography, A.A.S.

Sociology
- Sociology Option, Arts and Sciences, A.A.

Theater
- Theater Option, Arts and Sciences, A.A.

Transportation
- Commercial Transportation Administration, A.A.S.
- Commercial Transportation Management, Certificate
- Commercial Vehicle Transportation Specialist, Certificate

Web Design and Development
- Web and Multimedia Technology, A.A.S.
- Web Site Development, Web and Multimedia Technology, Letter of Recognition
- Web/Multimedia Development, Web and Multimedia Technology, Certificate