Minnesota State Colleges and Universities
MASTER PLAN UPDATE REVIEW FORM

Institution:		**Review Status :** % Review
Consultant:	Date Received: Date Reviewed:	Original Presentation Date
Reviewed by: Lisa Vokovan 651-282-5217 lisa.vokovan@so.mnscu.edu and/or Sally Grans-Korsh 651-296-7083 sally.grans@so.mnscu.edu		Proposed Presentation Date

1. SUMMARY

• **Executive Summary:** Summary of results and major vision for campus with highlights of how the incremental implementation will create that vision. Summary of background, planning process, facilities master plan analysis and update strategy, summary of workforce and academic program, regional issues, and sustainable highlights identities. • **Campus History:** Brief analysis of prior master plans, legislative mandates, campus history etc. • **Demographics:** Regional issues (county/population projections/economic indicators), trends analysis for campus (campus location/city zoning/geographic issues/relationship to Minnesota State Colleges and Universities partner campuses), and learner types (program fit, growth, on line development impact/workforce influence, etc). • **Academic Goals:** Summation of key elements of Academic Master Plan, other academic partners, Higher Learning Commission Self Study, AQIP Systems Portfolio, Technology Master Plan • **Positive Aspects of the Campus** (program fit to spaces, growth potential, architectural style, community connectivity, green spaces, transportation, etc.) • **Negative Aspects of the Campus** (significant deferred maintenance, inadequate or underused space use, ill-fitting building to programs, parking, etc.)	**Consultant:** Synthesize document **Campus:** Provide data, assist, review and approve document
Reviewer's Comments:	

2. EXISTING SITE CONDITIONS

• **Land Management:** Legal property description, lease descriptions and terms, aerial photos, maps or other that indicate campus and adjacent properties, context to city (zoning and connectivity) and context to other higher education or pertinent workforce connections • **Landscape/Civil:** Physical and environmental conditions (existing environmental assets to protect and liabilities), landscape plan, preservation, branding or aesthetic perceptions, campus perimeter conditions, contour information, utility infrastructure, air and water pollution issues, storm water prevention, wetlands, or other eco issues. • **Campus Use/Programmatic "Zoning":** Buildings; amenities, circulation, safety, on and off campus housing, significant academic and/or social structures/spaces, site furnishings, major and minor entries, parking, critical service or loading docks, Circulation: Vehicular; roadways, circulation, accessibility, mass transit routes, pedestrian routes, way finding, exterior lighting, "walk-ability", and safety, security services and call boxes, others.	**Consultant:** Analysis, synthesis, review document **Campus:** Provide, analysis, review document
Reviewer's Comments:	

3. EXISTING BUILDING CONDITIONS

• **Building analysis and summary:** Program fit to buildings and major sustainable environmental, energy efficient, or program issues. • **Condition assessment:** Facilities Condition Index (FCI) of building(s) and overall campus, specific deferred maintenance components. • **Space utilization:** Document and analysis of space issues, growth, constraints and opportunities • **Student housing analysis (**if applicable) existing use and condition • **Sustainability or energy efficient issues;** infrastructure and system analysis • **Pertinent other studies:** Emergency preparedness plan, waste compliance, system hazardous waste program, or other plans that reflect the campus compliance requirements or environmental or community concerns	**Consultant:** Analysis, synthesis, review document **Campus:** Provide, analysis, review document
Reviewer's Comments:	

4. PROPOSED FRAMEWORK for SITE DEVELOPMENT

• **Land Management**: Site plan with delineation of boundaries, proposed academic zoning, circulation for vehicle and pedestrians, service delivery, students, public, and staff: safety issues addressed m Parking issues, growth, access, structured, potential for mass transit, car pool, Property acquisition/ decommissioning, real estate partnerships. • **Landscape/Civil:** Landscape/preservation plan, sustainability concerns addressed, watershed analysis (environmental concerns, rain gardens, low water use landscaping), utility infrastructure changes, proposed regional connection/impact. • **Campus Use/Zoning:** Potential building expansion or decommissioning, compactness of site for efficiency, programmatic zones of academic, administrative recorder, student life, housing, etc. Circulation; vehicular (visitor, staff, student, community, service) roadway alignment, accessibility, mass transit routes, parking (van pool, scooter, motorcycle, hybrid, others) pedestrian circulation; way finding, exterior lighting, "walk-ability", gathering spaces, artwork, service routes, and pedestrian safety issues (innovative pedestrian markings/signage at street crossings), Signage and branding, other developmental issues (Housing -if applicable – location, use, type, ownership, etc)	**Consultant**: Synthesize, analyze, develop options, document **Campus:** Input, review and approve document
Reviewer's Comments:	

5. PROPOSED FRAMEWORK for BUILDING DEVELOPMENT

• **Address all items listed under existing buildings condition section of the report -** suggested framework for improvement for program, energy efficiency and building condition • **Short and long term of new and renovation projects:** Identify projects, analysis of correct program fit to campus, mothballing, demolition, phasing and incremental improvement. Include all infrastructure projects, repair and replacement projects as part of analysis. • **System-wide infrastructure:** Ability for the campus to maintain basic systems with framework to prioritize proposed significant capital projects. • **Energy conservation/Sustainability:** Verify compliance with B3 Guidelines, and Energy Benchmarking, sustainability issues that include potential for geothermal and solar thermal heating and cooling systems study, energy conservation, Sustainable Building 2030 goals, roofing studies, infrastructure and any exterior envelope plan for improvement, daylighting, healthy indoor environment, appropriate site selection, renewable materials • **Historical asset preservation,** Technology management plan, and special energy or sustainable in to be noted. • **Regional Opportunities:** Collaborative programs, business and workforce partnerships, other higher educational institutions, public and private partnerships, and others	**Consultant**: Synthesize, analyze, develop options, document **Campus:** Input, review and approve document
Reviewer's Comments:	

6. CAPITAL BUDGET INCREMENTAL IMPROVEMENT PROGRAM

• **Prioritize and package projects:** Establish implementable projects: renovation, renewal, infrastructure, modernization, repurposing, mothball, demolition and new construction for timelines and funding cycles; provide options (alternatives to allow campus to explore in a more detailed predesign), develop a flexible strategy (note funding sources, etc.) • **Provide project cost estimates and funding sources:** Note major capital (above $1 million)and HEAPR projects; note also other significant repair, replacement and/or improvement projects funded through campus operations budget such as repair and placement, or foundation funded projects, gifts and grants, and projects funded through Revenue Fund bond proceeds and/or operating budget. Note operational cost impact due to new or renovated spaces, and capacity to assume additional debt. Note any special related projects for energy efficiency.	**Consultant:** Develop options for projects, document **Campus:** Input, review and approve document
Reviewer's Comments:	

7. APPENDIX

- **Include:** Space utilization (analysis and comments), replacement & renewal assessments, facilities condition assessment, facilities needs assessment, HEAPR projects, mechanical, electrical, and other studies, roof surveys, pertinent utility information and other data such as surveys, as-built information, infrastructure data, leasing info, etc.
  Note: *The purpose of the Appendix is to have a useful reference for campus administration and facilities staff to house a 'living document' which contains important facilities related information.*

MASTER PLAN REQUIREMENT

Board of Trustees Policy 6.4, *Facilities Planning*, requires a Facilities Master Plan for all colleges and universities to assure long-range planning of college and universities facilities. Such a Plan, including periodic updates, is designed to create a long-range (25-50 year) vision for the campus that responds to academic mission, development of sustainable campuses, recognizes current conditions and usage, and offers a clear incremental approach for capital and other budgeting over a 2-6 year capital budget cycle with analysis for future budgets. A five year updating cycle has been established to maintain and create a short term and long term vision for campuses.

MASTER PLAN LAYOUT

- Cover Letters *(from consultant and campus)*
- Table of Contents
  1. Summary
  2. Existing Site Conditions (legible site plans and photos)
  3. Existing Building Conditions (legible floor plans and photos)
  4. Proposed Framework for Site Development
  5. Proposed Framework for Building Development
  6. Implementation of Capital Budget Improvement Program
  7. Appendix

MASTER PLAN FORMAT

- 50% and 90% submittal = one copy each. *Do not focus on one component at the expense of others. It is preferred for the campus decision making that all components be developed simultaneously.*
- 3-ring binder format using text font no less than 10 points
- Number pages by Section
- Printing on both sides is encouraged
- Ensure entire document is capable of clear black/white reproduction
- 100% submittal = one complete copy and 1 pdf. file on CD of master plan and master plan presentation
- Label front AND spine with the following: Institution name, master plan update status (50%, 90%, 100%), consulting firm name: contact information, address, phone, email, and date.
- **Office of Chancellor will provide**: Space utilization reports, FRRM reports, and campus aerial maps.
- **Campus will provide**: Academic Plan, Technology Plan, Higher Learning Commission Self Study or AQIP Systems Portfolio, past Capital, HEAPR, R&R projects, other regional, city and workforce documents pertinent to plan.

Previous Master plans are available for review by appointment at the Office of the Chancellor, Facilities Office – contact Sally Grans-Korsh at 651-296-7083 or Lisa Vokovan at 651-282-5217 for an appointment.

SUSTAINABILITY VISION

Minnesota State Colleges and Universities endorse the advancement of sustainable campuses by focusing on improved facilities planning processes, construction, renovation and operations of campus facilities. The Facilities Master Plan update process assures on-going maintenance and stewardship of existing physical assets and also enables swift and flexible response to programmatic changes driven by student, economic, community and regional needs.

Campuses need to reflect the FY2010-2015 System Strategic Plan in the Facilities Master Plan:

- Increase access and opportunity
- Promote and measure high quality learning programs and services
- Provide programs and services integral to state and regional economic needs
- Innovate to meet current and future educational needs efficiently

Master Plan is to evaluate current existing facilities, proposed academic offerings and compare these to demographic and other influencing forces and components of campus decision making that may be critical to achieving sustainability.

- Life cycle of buildings: extending or shortening the life of structures and other components
- Funding for operating and maintaining buildings as well as supporting new programs.
- Correlation between space utilization and sustainability; repurposing space to enhance campus.

Consider the overall effects of capital budget financing: connecting the dots to true sustainability to reduce, reuse and recycle: become stewards of existing physical plant buildings and infrastructure, programming in flexibility planning for long term program, renovation and operational efficiency.