

# PROCEDURES TO REQUEST CAMPUS, CENTER, SPECIAL PURPOSE CENTER AND INSTRUCTIONAL SITE DESIGNATION

## PURPOSE

These procedures are established to facilitate Section 1001.02(7)(e), Florida Statutes and State Board of Education Rule 6A-14.0061, Florida Administrative Code, Campus, Center, Special Purpose Center and Instructional Site Designations.

## PROCEDURES

### I. Submission of Request to Division

A request to designate a campus, center, or special purpose center shall be made to the Chancellor of the Division of Community Colleges not less than six (6) weeks prior to action by the State Board of Education. The request must indicate approval by the local Board of Trustees of the College. Instructional sites are used at the discretion of each college and do not require State Board approvals. The request format shall answer the criteria specified below.

### II. Criteria specified in Rule 6A-14.0061, FAC, for Campus, Center and Special Purpose Center Designations, require that the request:

- A. Explain how the proposed campus, center or special purpose center is a part of and consistent with the long-range master plan of the college. Include a copy of that portion of the college's long-range master plan.
- B. Justify that expanded or new instructional and support services are necessary to adequately serve the community college district.
- C. Document that the official fixed capital outlay student FTE enrollments have already achieved three thousand (3,000) full-time equivalent students at each existing campus and that projected student enrollments are stable or increasing.

Utilize the official fixed capital outlay FTE enrollment projections which illustrate at least one thousand (1,000) full-time equivalent students for a proposed campus, or at least four hundred (400) FTE for a proposed center. Provide also historical enrollments for at least five years prior to the current year by campus and center (existing and proposed) which can be reconciled to the FTE-3 Enrollments Reports for the college. Total FTE enrollments for the college should equal those reported on the FTE-3 Enrollment Report. (Note: Enrollments are based on forty (40) student semester hours and thirty (30) credit hour equivalents equal to one (1) FTE.) The above is not necessary for a special purpose center, however, documentation must be provided to show that the projected enrollments for the special purpose center justify the need for an additional site for the college.

- D. Certify that facilities at existing campuses, centers or special purpose centers (already established by the State Board of Education or by prior state action), are substantially complete and utilized. (Note: If a campus(es), center(s) or special purpose center(s) is not complete, show a completion date and indicate when the proposed campus, center or special purpose center is to be developed, consistent with completion of other campuses or centers.)
- E. Provide documentation that the proposed campus or center is with the cooperation of other educational agencies within the community college district and adjacent to the district. Letters of agreement from the school district, regional coordinating councils and community college president (s) should be included.

- F. Evaluate alternatives to the proposed expansion, such as underutilized, vacant facilities, or leased facilities were considered by the board of trustees. Include a complete analysis of alternatives. Document that if there are projected facility needs for a new campus, center or special purpose center, what facilities are contemplated. What is the justification for such facilities and what are the projected costs.
- G. Possible exceptions to these criteria for establishing a campus, center or special purpose center are listed below. Address only those exceptions which apply. For each applicable exception, explain fully how the particular exception impacts upon corresponding criteria. Possible exceptions are:
  - 1. The nature of the services to be provided.
  - 2. The number and types of students to be served.
  - 3. The characteristics of the population to be served.
  - 4. Transportation problems.
  - 5. The lack of acceptable sites and facilities.
  - 6. Energy conservation.
  - 7. Population shifts within the service area.

### III. Justification for Designation

The request must provide a strong statement justifying the need for establishing the campus or center. This discussion should provide justification for the expenditure of public funds. The following items should be fully discussed:

- A. Programmatic needs of the area. Identify the degrees and certificate programs to be offered at the proposed location and explain how this request will affect supply and demand for these programs.
- B. Geographic considerations. Explain why the proposed campus or center is to be located in the area selected. Include a map of the community college district which shows distances from the main campus and centers, including the one proposed.
- C. Other factors which contribute to the need for a campus or center including increases or shifts in population.

### IV. Division Technical Support

Division staff shall assist and represent all designations to the State Board of Education.

NOTE: If site designation approval is given, the Board of Trustees of the College comply with certain criteria established in Section 1.4, State Requirements for Educational Facilities, before selecting a site.

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### **HISTORY**

Date approved by the Council of Presidents: November 1, 2006

Date approved by the Chancellor: November 13, 2006