

GUIDELINES AND LEGAL REQUIREMENTS FOR CONDUCTING AND REPORTING EDUCATIONAL PLANT SURVEYS (Community Colleges). The purpose of this section is to provide guidelines for use by community college boards when conducting and reporting educational plant surveys. The information is specific to comprehensive 5-year surveys, but also applies to survey amendments.

THE EDUCATIONAL PLANT SURVEY

An educational plant survey is a systematic study of existing educational and ancillary plants and the determination of future needs, for the purpose of providing an appropriate educational program and services for each student. Section 1013.01(8), F.S., and Section 1.2(26), *State Requirements for Educational Facilities* (SREF).

The reason for a survey is to formulate plans for housing the educational programs, student population, faculty, administrators, staff, and auxiliary and ancillary services of the community college district. The objective of the comprehensive fixed capital outlay plan is to propose a building program for the college for a period of five years. Section 1013.31(1), F.S., and Section 3.1, SREF.

OVERSIGHT RESPONSIBILITY

At least every five years, each community college District Board of Trustees is responsible for arranging an educational plant survey for its college. The survey is conducted by the Board of Trustees or an agency employed by the Board. Sections 1013.31(1)(a), 1001.64(34), and 1013.40(1), F.S.; and Section 3.1, SREF.

The survey report is reviewed and approved by the Board of Trustees, then it is submitted to the Office of Educational Facilities, Department of Education, for the Commissioner of Education's file. Section 1013.31(1)(a), F.S., and Section 3.1, SREF.

Department of Education staff review and validate surveys, as submitted by district boards, for compliance with Chapter 1013, F.S., and SREF. Surveys that do not comply are returned to the boards for revision and re-submission. If funds provided by Section 9(d), Article XII, State Constitution, as amended, are to be used, surveys are recommended to the State Board of Education for approval. Sections 1013.03(10)(a)2.(b) and 1013.31(1)(c), F.S.

CONDUCTING AND REPORTING SURVEYS

A. COLLEGE SITES

Sections 1013.01(20), 1013.03(10)(a)2., and 1013.31(1)(a)(b)3.(c), F.S.; and Sections 1.2(76) and 3.1(1)(a), SREF.

The survey is conducted for the official sites of the college; all others are excluded. Sites that existed prior to December 1989 must have been authorized and recognized by the State, at that time, as a campus, center, or special purpose center. Sites that have been founded since December 1989 must have been established and designated as a campus, center, or special purpose center by the State Board of Education. Sites that have been elevated from a special purpose center to a center, or from a center to a campus, must be accounted for.

The Department of Education maintains a statewide facilities inventory database. Each college is responsible for keeping its own data current and correct. In the database, site types must be coded according to their legal designation. In the survey report, each site is described by its number, name, type, date it was established, address, acreage, and the number and type of facilities it contains. Throughout the report, a site is referred to by its number and name (see DocA.(1)(2)(3), at end).

B. DETERMINATION OF NEEDS

Sections 1013.01(13), 1013.03(1)(2)(10)(a)2., 1013.31(1)(a)(b)3., and 1001.64(6), F.S.; and Sections 1.2(51)(52) (81)(83), 3.1(1)(c)(d), and 6.1, SREF.

The survey involves developing a program facility list, or model of space needs, for each official site. The process for determining space needs uses student enrollment projections, space needs generation formulas, space utilization formulas, educational program information, and size of space and occupant design criteria.

1. Student Enrollment Projections

The Department of Education annually prepares statewide capital outlay full-time equivalent (COFTE) student enrollment projections for nonvocational, vocational, and total students, by site and by college.

The survey report includes a table that shows the nonvocational, vocational, and total COFTE for the college, for each of the five years of the survey. The fiscal year in which the survey is conducted, known as the “base year,” is not part of the table. The succeeding five fiscal years comprise the five-year period of the survey. The last of the five years is called the “outyear.”

The survey report includes a second table that shows the nonvocational, vocational, and total COFTE for each site, and the percentage of the college total COFTE that is the site total COFTE for the outyear of the survey. Throughout the report, the outyear COFTE projections for a site are included in the program facility list, the student stations summary table, and the space category aggregate square footage summary table for that site (see DocB.(1), at end).

2. Space Needs Generation Formulas

There is a space needs generation formula for each assignable space category and nonassignable type of facilities. For each site, the formulas are calculated using the appropriate factors — COFTE, minimum allowance, allotment per enrollment, percentage of other types of space — and the proper standards, by site type, to find the aggregate amounts of square feet in the different space categories and nonassignable facilities needed at that particular site (see DocB.(2), at end).

In the survey report, the aggregate amounts of square feet, by space category and nonassignable type of facilities, are included in the program facility list and the space category aggregate square footage summary table for each site. There are two exceptions: the aggregate amounts of square feet needed for the nonvocational laboratory and vocational laboratory space categories are determined by the actual number of student stations and the specific instructional programs for the category, not by the space needs generation formulas.

3. Space Utilization Formulas

There is a space utilization formula for each of the three instructional space categories. For each educational site, the COFTE projections are applied to the space utilization formulas to determine the numbers of classroom, nonvocational laboratory, and vocational laboratory student stations needed to accommodate the COFTE at that site. In the survey report, these numbers of stations are included in the program facility list and the student stations summary table for the site (see DocB.(3), at end).

4. Educational Program Information

The numbers of stations are used in conjunction with the educational program information. The number of nonvocational stations needed at a site is distributed among the nonvocational laboratory programs located there, and the number of vocational stations needed is distributed among the vocational laboratory programs.

The District Board of Trustees is responsible for deciding which programs are offered by the college and where they are taught. For each educational site, the survey report includes a listing of the nonvocational and the vocational programs approved by the Board. These listings identify which program laboratories are eligible to be included in the program facility lists.

In addition to Board approval, all vocational programs in the listings must have

been approved by the Division of Workforce Development, Department of Education. The Division must have documented the need to continue existing and to add new — career, vocational, and adult — educational programs, before any survey recommendations related to such programs can be made (see DocB.(4), at end).

5. Size of Space and Occupant Design Criteria

For educational sites, nonvocational and vocational program laboratories and related spaces are selected from the size of space and occupant design criteria tables contained in SREF. Choices are based on numbers of student stations needed, educational program information, and viable program laboratories that already exist. The laboratories and related spaces are included in the program facility list for the site that is presented in the survey report.

C. **EXISTING EDUCATIONAL AND ANCILLARY PLANTS**

Sections 1013.01(1)(2)(6)(7)(19)(20), 1013.03(3)(10)(a)2., 1013.31(1)(a)(b)3., and 1001.02(7)(d)(e), F.S.; and Sections 1.2(32)(46)(71)(76)(81)(83), and 3.1(1)(a), SREF.

The survey requires studying and evaluating the existing educational and ancillary plants of the college. As stated earlier, the Department of Education maintains a facilities inventory database that contains information about every site, facility, building, and room of the college. The college is responsible for making sure all the information in its database is current and correct at the time of the survey.

The survey report contains a table for each site that lists the facilities — owned, or leased for 40 or more years — on that site. Each facility is described by its number, name, type, status, and condition. For each facility that is a building, the numbers of satisfactory classroom, nonvocational laboratory, and vocational laboratory student stations, and the building area, in assignable net square feet and gross square feet, also are given. Throughout the report, a facility is referred to by its number and name (see DocC.(1)(2)(3)(4), at end).

The survey report contains an additional table for each site in which net changes in student stations and space category square feet, from a satisfactory to an unsatisfactory condition, are reported. The table displays the aggregate numbers of satisfactory and unsatisfactory student stations, for the classroom, nonvocational laboratory, and vocational laboratory space categories existing at the time of the current survey and existing at the time of the previous 5-year survey, and the difference between the two numbers.

This table also shows the aggregate amounts of satisfactory and unsatisfactory square feet, for each of the ten assignable space categories, existing at the time of the current

survey, and existing at the time of the previous 5-year survey, and the difference between the two amounts. Whenever the number of unsatisfactory student stations or the amount of unsatisfactory square feet has increased since the previous survey, the table also must include an explanation and justification for the increase.

In the survey report, the aggregate numbers of existing satisfactory student stations, for the classroom, nonvocational laboratory, and vocational laboratory space categories, also are included in the student stations summary table for each educational site. Likewise, the aggregate amounts of existing satisfactory square feet, for each of the ten assignable space categories, are included in the space category aggregate square footage summary table for each site.

D. COMPREHENSIVE FIXED CAPITAL OUTLAY PLAN

Sections 216.011(1)(p), 1001.02(7)(d)(e), 1013.01(1)(2)(6)(7)(10)(14)(17)(18)(21)(22)(23), 1013.03(10)(a)2., 1013.31(1)(a)(b)3., 1013.33(1), 1013.36(1), and 1013.40(1)(2)(3), F.S.; and Sections 1.2(26)(32)(46)(49)(53)(67)(68)(71)(76)(81)(83), and 3.1(1)(b)(f), SREF.

The survey compares the existing educational and ancillary plants against the determination of future needs. This comparison guides the formation of recommendations to resolve the differences. The survey report includes a list of written recommendations for each site. All the recommendations together comprise the comprehensive fixed capital outlay plan for the college.

Because the survey produces the plan for fixed capital outlay, the types of recommendations it contains are limited to: site acquisition, site development, site improvement, remodeling, renovation, and new construction. By definition, fixed capital outlay means real property; specifically, land, buildings, structures, their appurtenances, and fixed equipment. It includes acquisition and construction of real property; additions, remodeling, and renovations to real property that materially extend its useful life or materially improve or change its functional use; and the furnishings and equipment necessary to furnish and operate a new or improved facility.

Survey recommendations also are the instrument for implementing the campus master plan of the college. The survey report contains the campus master plan update and detail, along with an explanation of how the recommendations will contribute to achieving the master plan.

Moreover, physical facilities and land use planning for the college district are coordinated with the greater community and infrastructure planning. The survey report includes documentation of how the survey recommendations will integrate with local comprehensive plans and land development regulations of the local governing bodies.

In addition to making recommendations for existing sites, the survey can, when

appropriate, make recommendations for a new educational or ancillary plant, including the site location. Prior to making recommendations for a new site, a proposal for the establishment of an additional campus, center, or special purpose center must have been submitted by the college, approved by the State Board of Education, and authorized by the Legislature.

The survey report contains two kinds of tables that summarize the survey plan, a student stations summary table for each educational site, and a space category aggregate square footage summary table for every site. Both tables give the nonvocational, vocational, and total COFTE for the survey outyear.

The student stations table shows, for each of the three instructional space categories, the number of stations needed, the number of satisfactory stations existing, the change to the number of stations caused by the remodeling recommendations, the change to the number of stations caused by the renovation recommendations, the change to the number of stations caused by the new construction recommendations, the total number of stations planned, and the number of COFTE that number of stations will accommodate.

The space category aggregate square footage table shows, for each of the ten assignable space categories, the square feet needed, the satisfactory square feet existing, the change to the square feet caused by the remodeling recommendations, the change to the square feet caused by the renovation recommendations, the change to the square feet caused by the new construction recommendations, and the total square feet planned (see DocD.(1)(2), at end).

DOCUMENTATION REQUIRED FOR SURVEY REVIEW AND VALIDATION

The following documents are required for the review and validation of surveys by Department of Education staff.

DocA. COLLEGE SITES

- (1) Copy of current, accurate site inventory report (FCPSITEI01).
- (2) For each site founded since December 1989, copy of approval of establishment and designation of site type documents from SBE.
- (3) For each center elevated to a campus, and each special purpose center elevated to a center, since 1989, copy of approval of re-designation of site type documents from SBE.

DocB. DETERMINATION OF NEEDS

- (1) Copy of current COFTE (“adjusted annual FTE”) projections report (CCFTE602).
- (2) For each site, copy of work papers showing factors, standards, and formulas used to generate space needs for assignable space categories and nonassignable types of facilities.
- (3) For each site with instructional programs, copy of work papers showing COFTE projections applied to space utilization formulas to determine allocations of student stations.
- (4) Copy of current career, vocational, and adult program approval documents from DWD.

DocC. EXISTING EDUCATIONAL AND ANCILLARY PLANTS

- (1) Copy of current accurate facility inventory report (FCPFACI01).
- (2) For each site, copy of simple line drawing site plan, on letter or legal-size paper, showing site number and name, building locations, and numbers.
- (3) Copy of current, accurate room inventory report (FCPROOMI01).
- (4) Copy of current, accurate aggregate room area by site report, pages 13 and 14 — all owned (FCPAGGBS01).

DocD. COMPREHENSIVE FIXED CAPITAL OUTLAY PLAN

- (1) For each floor of a building that has a survey recommendation for remodeling or renovation, copy of simple line drawing floor plan, on letter or legal-size paper, showing building number and name, room locations and numbers.
- (2) For each site, copy of work papers that track effects of survey recommendations; that is, changes to aggregate numbers of student stations, by recommendation, for each instructional space category, and changes to aggregate amounts of square feet, by recommendation, for each assignable space category, that are caused by remodeling, renovation, and new construction recommendations.

SUBMITTING THE SURVEY REPORT

Submit two copies of the survey report, with a cover letter signed by the college President that states the date of review and approval by the District Board of Trustees, along with the supporting documents required for survey review and validation to:

Office of Educational Facilities
Florida Department of Education

Room 1054, Turlington Building
325 West Gaines Street
Tallahassee, Florida 32399-0400

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